

# Volunteer Site Information Sheet

**Purpose:** Information provided on this form is used by our IRS toll-free assistance line and is posted to the VITA Site Locator Tool on irs.gov to help taxpayers locate the nearest volunteer tax preparation site. Review the information below carefully. Update and/or correct **missing or existing** information. Return the completed form to your local IRS contact. **If the site information changes after submitting this form, please provide your local IRS contact with the updated information immediately.**

## Site Information

Site Name:	Is the site open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Site Address:	Is the site an appointment only site? <input type="checkbox"/> Yes <input type="checkbox"/> No		
City, State:	If yes to the above question, please provide the phone number for site.		
Zip Code:	If yes to the above question, please provide the contact name for site.		
Site Identification Number (SIDN)	Federal e-file <input type="checkbox"/> Yes <input type="checkbox"/> No	State e-file <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Does the site use the Virtual Delivery Method for return preparation? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes"		
First day open/ Last day open	Is the site a mobile only site? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Does the site Prepare Non-Resident Alien/Foreign Student/Scholar Returns? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What languages are offered at the site?	Does the site offer Certifying Acceptance Agent (CAA) service? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Does the site offer Financial Education and Asset Building Services? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Relationship Manager is required to complete Form 14099 - <i>SPEC Financial Education &amp; Asset Building Partner Assessment Tool</i>		
Does site prepare prior year returns? <input type="checkbox"/> Yes <input type="checkbox"/> No	Program Type: FSA, VITA, VITA Grant, Military, AARP, TCE		

## Site Operating Hours

Day	Time		Comments (e.g. holiday closures, alternative opening times)
	Open	Close	
MON			
TUE			
WED			
THUR			
FRI			
SAT			
SUN			

## Site Coordinator or Contact

Name:	Best Time to Call: <input type="checkbox"/> AM <input type="checkbox"/> PM
Mailing Address:	Email Address:
City, State, Zip:	Is this a revision of information you previously provided for this year? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone Number:	Date of this revision:

## IRS Use Only

Date Form 13715 Received in Territory Office:	
Date SPECTRM Updated:	
SEID of employee who updated SPECTRM:	

I certify the information provided on this form match the data in SPECTRM.

Territory Manager Approval (Signature & Date):	
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**Privacy Act and Paperwork Reduction Notice** – Our legal right to ask for information is 5 U.S.C. 301 and 26 USC 7801. The primary purpose of asking for this information is to assist us in providing services to taxpayers at sites supporting IRS volunteer income tax preparation and outreach programs. The time estimated for participation is 30 minutes. We may provide information to volunteers who coordinate activities and staffing at taxpayer assistance sites. Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to promote your assistance in these programs. For more information about uses, see the Privacy Act notice for SPEC Total Relationship Management (SPECTRM) in the Federal Register: July 19, 2004 (Volume 69, Number 137) [Notices] [Pages 43055-43056]