

Form **13533**
(October 2025)

Department of the Treasury - Internal Revenue Service

VITA/TCE Partner Sponsor Agreement

We appreciate your willingness and commitment to serve as a sponsor in the Volunteer Income Tax Assistance (VITA) or Tax Counseling for the Elderly (TCE) volunteer tax return preparation programs.

To uphold taxpayers' civil rights, maintain program integrity and provide for reasonable protection of information provided by the taxpayers serviced through the VITA/TCE Programs, it is essential that partners and volunteers adhere to the strictest standards of ethical conduct and the following key principles be followed.

- Partners and volunteers must keep confidential the information provided for tax return preparation.
- Partners and volunteers must protect physical and electronic data gathered for tax return preparation both during and after filing season.
- Partners using or disclosing taxpayer data for purposes other than current, prior, or subsequent year tax return preparation must secure the taxpayer's consent to use or disclose their data.
- Partners and volunteers must delete taxpayer information on all computers (both partner owned and IRS loaned) after filing season tax return preparation activities are completed.
- Partners and site coordinators are expected to keep confidential any personal volunteer information provided.
- Partners will educate and enforce the Volunteer Standards of Conduct and Civil Rights Laws and the impact on volunteers, sites, taxpayers and the VITA/TCE Programs for not adhering to them.

1. Sponsor name

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

2. Street address

200 EAST MAIN STREET

3. City

LEXINGTON

4. State

KY

5. Zip code

40507

6. Telephone number

859-494-4670

7. Email address

paulabondking@gmail.com

Review this form and [Form 13615](#), Volunteer Standards of Conduct. By signing and dating this form, you are agreeing:

- To the key principles,
- All volunteers participating in your return preparation site will complete the volunteer standards of conduct training, and
- All volunteers will agree to the Volunteer Standards of Conduct by signing and dating Form 13615.
- To read, understand and follow the Statement of Assurance Concerning Civil Rights Compliance listed in [Publication 4299](#), Privacy, Confidentiality and Civil Rights.
- Form 13615 will be validated and signed by a partner designated official (Site Coordinator, partner, instructor or IRS contact).

The IRS may terminate this agreement and add you to a volunteer registry, effective immediately for disreputable conduct that could impact taxpayers' confidence in any VITA/TCE Programs operated by you or your coalition members.

Sponsor signature

LINDA GORTON

Print name

MAYOR

Title

Date

Privacy Act Notice

The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask for information is 5 U.S.C. 301.

We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers.

Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs.

Form 13715 (October 2025)	Department of the Treasury - Internal Revenue Service Volunteer Site Information Sheet	OMB Number 1545-2222
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Purpose: The IRS toll-free assistance line and the VITA Site Locator Tool on irs.gov use the information you provide on this form to help taxpayers locate the nearest volunteer tax preparation site. Fill-in the information below carefully and ensure it is accurate and complete. 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			
Date (MMDDYYYY) 11/04/2025		10. Is the site a mobile only site ☐ Yes ☒ No	
Revised form ☐ Yes ☒ No		11. Does site prepare prior year returns ☒ Yes ☐ No	
1. Site name CHARLES YOUNG CENTER		12. Does the site offer Certifying Acceptance Agent (CAA) service ☐ Yes ☒ No	
2. Site address 540 EAST THIRD STREET		13. Does the site use an Alternative Filing Method for return preparation ☐ Yes ☒ No	
3. City, state, Zip code LEXINGTON, KY 40508		If "Yes", select one and type additional methods if applicable	
4. Site Identification Number (SIDN) S43013888		14. What service systems are used to support virtual return preparation for this site? Select all that apply	
5. Program type VITA		☐ DocuSign ☐ Fax machines and/or phone calls ☐ Get Your Refund ☐ Google docs ☐ TaxSlayer taxpayer customer portal ☐ TaxSlayer taxpayer scanned documents ☐ Zoom or other video conferencing system ☐ Other system (write in) _____	
6. First day open/ Last day open 01/26/2026 / 04/07/2025		15. Does the site offer Financial Education and Asset Building Services ☐ Yes ☒ No	
7. Languages offered ENGLISH		If "Yes", Relationship Manager is required to complete Form 14099 - SPEC Financial Education & Asset Building Partner Assessment Tool	
8. Is the site open to public ☒ Yes ☐ No		16. Does the site Prepare Non-Resident Alien/Foreign Student/Scholar Returns ☐ Yes ☒ No	
9. Is the site an appointment only site ☐ Yes ☒ No		17. Has Form 15272, VITA/TCE Security Plan, or equivalent been submitted to the Territory Office ☐ Yes ☐ No	
If "Yes", provide contact name and phone number		18a. Federal e-file ☒ Yes ☐ No 18b. State e-file ☒ Yes ☐ No	

Site Operating Hours			
Day	Time		Comments (e.g. holiday closures, alternative opening times)
	Open	Close	
MON	5:00PM	8:00PM	CLOSED FEBRUARY 16, 2026, PRESIDENTS DAY
TUE	4:00PM	8:00PM	
WED			
THUR			
FRI			
SAT			
SUN			

Site Coordinator or Contact		
Name PAULA KING	Phone number (859) 494-4670	Best time to call ANY ☐ AM ☐ PM
Address (street, city, state, zip code) 540 EAST THIRD STREET, LEXINGTON, KY 40508		Email address PAULABONDKING@GMAIL.COM

IRS Use Only	
Date Form 13715 received in Territory Office	SPECTRM updated (employee SEID) and date
Territory Manager or Designee approval (sign and date certifying the information on this form matches the data in SPECTRM)	

Privacy Act and Paperwork Reduction Notice – Our authority to ask for this information is 5 U.S.C. 301 and 26 USC 7801 and 7803. 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. 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. We may not conduct or sponsor a collection of information subject to the Paperwork Reduction Act without displaying the OMB control number. We may provide this information to volunteers who coordinate activities and staffing at taxpayer assistance sites, and we may disclose this information to the media and the public. For more information about these and other routine uses, see the Privacy Act notices for Stakeholder Relationship Management and Subject Files and Volunteer Records (10.004 and 10.555) in the Federal Register: September 8, 2015 (Volume 80, Number 173) [Pages 54073-54074]