

Form <b>13715</b> (September 2020)	Department of the Treasury - Internal Revenue Service <b>Volunteer Site Information Sheet</b>	OMB Number 1545-2222
---------------------------------------	--	-------------------------

**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			
Revised form	<input type="checkbox"/> Yes	<input type="checkbox"/> No	9. Is the site an appointment only site <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
Revision date	If "Yes", provide contact name and phone number		
1. Site name	10. Is the site a mobile only site <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
2. Site address	11. Does site prepare prior year returns <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
3. City, state, Zip code	12. Does the site offer Certifying Acceptance Agent (CAA) service <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
4. Site Identification Number (SIDN)	13. Does the site use the Virtual Delivery Method for return preparation <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
5. Program type	If "Yes"		
6. First day open/ Last day open	14. Does the site offer Financial Education and Asset Building Services <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
7. Languages offered	If "Yes", Relationship Manager is required to complete Form 14099 - <i>SPEC Financial Education &amp; Asset Building Partner Assessment Tool</i>		
8. Is the site open to public	<input type="checkbox"/> Yes	<input type="checkbox"/> No	15. Does the site Prepare Non-Resident Alien/Foreign Student/Scholar Returns <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
			16. Has Form 15272, VITA/TCE Security Plan, or equivalent been submitted to the Territory Office <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
			17a. Federal e-file <input type="checkbox"/> Yes <input type="checkbox"/> No    17b. State e-file <input type="checkbox"/> Yes <input type="checkbox"/> No

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	Phone number	Best time to call <span style="float: right;"><input type="checkbox"/> AM <input type="checkbox"/> PM</span>
Address (street, city, state, zip code)	Email address	

IRS Use Only	
Date Form 13715 received in Territory Office	SPECTRM updated (employee SEID) and date

Territory Manager approval (sign and date certifying the information on this form matches the data in SPECTRM)

**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]