

Virtual VITA/TCE Taxpayer Consent

This form is required whenever the taxpayer's tax return is completed and/or quality reviewed in a non-face-to-face environment. The site must explain to the taxpayer the process this site will use to prepare the taxpayer's return. If applicable, taxpayers must also be advised of all procedures and the associated risk if their data will be transferred from one site location to another site location.

Part I - To be completed by the VITA/TCE site:

Site name

River Cities United Way - Kingman

Site address (*street, city, state, zip code*)

2202 Hualapai Mountain Road
Kingman, AZ 86401

Site identification number (SIDN)

S304011990

Site coordinator name

Carol Nicolaysen

Site contact name

Brenda Leckrone

Site contact telephone number

928-855-6333

This site is using the following Virtual VITA/TCE method(s) to prepare your tax return:

- ☒ **A. Drop Off Site:** This site uses a drop off process which includes the site maintaining personal identifiable information (social security numbers, Form W-2, etc.) to prepare the tax return at the same site but at a later time. In this process, you will come back to the same site for the quality review and/or signing the completed tax return. The site will explain the method it will use to contact you if additional information is needed to prepare and/or quality review the tax return.
- ☐ **B. Intake Site:** This method includes the taxpayer leaving their personal identifiable information (*social security numbers, Form W-2 and other documents*) at the site in order to prepare and/or quality review the tax return at another location. In this process, the taxpayer's tax return information may be sent to another location for one or more of the following reasons; interviewing the taxpayer, preparing the tax return, or performing a quality review. The taxpayer may come back to the intake site for the quality review or to review and sign the completed tax return.
- ☐ **C. Return Preparation and/or Quality Review Only Site:** This site may receive returns from one or more intake sites to prepare and/or quality review returns. This site generally does not take walk-in or appointments from other taxpayers in their location.
- ☐ **D. Combination Site:** This site prepares returns for other permanent or temporary intake sites as well as assisting walk in and/or appointment only taxpayers within their location.
- ☐ **E. 100% Virtual VITA/TCE Process:** This method includes non face-to-face interactions with the taxpayer and any of the VITA/TCE volunteers during the intake, interview, return preparation, quality review, and signing the tax return. The taxpayer will be explained the full process and is required to consent to step-by-step process used by the site. This includes the virtual procedures to send required documents (social security numbers, Form W-2 and other documents) through a secured file sharing system to a designated volunteer for review.

Part II: The Sites Process:

Explain how each process will be followed to assist taxpayers remotely. How will the site manage:

1. Scheduling the appointment

Drop off tax documents and intake interview form Tuesday or Thursday between 10:00 AM and 1:00 PM

No Appointment Necessary

2. Securing Taxpayer Consent Agreement

Taxpayer will sign the 14446 Virtual VITA/TCE Taxpayer Consent Form, when dropping off tax documents.

3. Performing the Intake Process (*secure all documents*)

All documents, including interview intake form, copies of tax documents will be put in an envelope with the clients name and phone number.

4. Validating taxpayer's authentication (*Reviewing photo identification & Social Security Cards/ITINS*)

Photo ID's and Social Security Cards will be photocopied and documents will be secured in the envelope. Original items will be returned to the client.

5. Performing the interview with the taxpayer(s)

Interview will be done with the client upon dropping off tax documents, then via phone, when the tax preparer has questions.

6. Preparing the tax return

Volunteers will pick up and sign out client envelopes and do the tax return, they will call the taxpayer with questions.

A second volunteer will review the tax return and verify information for correctness.

7. Performing the quality review

Review will be done with the tax client when they come into pick up their tax return and sign the completed return.

8. Sharing the completed return

The completed return will not be shared with anyone, other than the tax client.

9. Signing the return

Signing will be done upon quality review and client present to pick up the tax return.

10. E-filing the tax return

E-Filing will be submitted within 24 hours of the client picking up his return.
