

Form 14446 (November 2022)	Department of the Treasury - Internal Revenue Service Virtual VITA/TCE Taxpayer Consent
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This form is required when any part of the tax return preparation process is completed without in-person interaction between the taxpayer and the VITA/TCE volunteer. The site must explain to the taxpayer the process used to prepare the taxpayer's return. If applicable, volunteers must advise the taxpayer of the associated risk of transferring their data from one site location to another site.

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

Site name	
Jennings County United Way	
Site address (<i>street, city, state, zip code</i>)	
707 N State St North Vernon, IN 47265	
Site identification number (SIDN)	Site coordinator name
S21012620	Cheri Massey
Site contact name	Site contact telephone number
Cheri Massey	812-346-5257 x3

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

- A. Drop Off Site:** This site uses a drop off process which includes the site maintaining personally 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, the taxpayer comes back to the same site for the quality review and/or signing the completed tax return. The site must explain the method it uses to contact the taxpayer if additional information is needed.

- B. Intake Site:** This method includes the taxpayer leaving their personally 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-ins or appointments in their location.

- D. Combination Site:** This site prepares for other permanent or temporary intake sites as well as assisting walk-ins and appointments in their location.

- E. 100% Virtual VITA/TCE Process:** There is no in-person interaction with the taxpayer and any of the VITA/TCE volunteers in this process during the intake, interview, return preparation, quality review, and signing the tax return. The site must explain the virtual processes and consent. 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 the taxpayer remotely. How will the site manage:

1. Scheduling the appointment

Appointments are scheduled online through our website jcnitedway.org An email address is required, a partnership with our local library will help you set up an email address if needed.

2. Securing Taxpayer Consent Agreement

All consents are in the intake packet. The intake packet is available on our website at the time the appointment is scheduled, and a link is emailed to the taxpayer with appointment confirmation and reminders. A paper intake packet can be picked up in advance at our drive thru window. It contains "VITA Client information" that details the process start to finish, Instructions, inclosing ID's and SS cards and cancelled check, and a section that details 'What Happens Next', a statement that taxpayers are responsible for information provided to the IRS, 13614-C Intake/Interview & Quality Review sheet, 14446 Virtual Vita taxpayer consent, and a single page Local Intake Form that gathers additional information needed for the state return or to clarify information requested on the 13614-C. The local intake sheet also surveys how the client prefers Quality Review and Follow up.

3. Performing the Intake Process (securing all documents)

13614-C and all intake documents are reviewed during the intake appointment to ensure completeness. Taxpayer must be present to verify identity and answer questions.

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

ID and SS cards are required. ID is visually confirmed to be the person in possession of it with a common and ordinary understanding of "like" appearances. Expired ID's must be approved by the Site Coordinator. All documents, including ID's, are scanned directly from scanner to a USB Drive. The files are uploaded, and the USB Drive is given to the taxpayer with their documents. We use box.com for electronic documents. Zoom is also available to show their ID to the camera. At Intake each client is given a random ticket number that becomes your "PIN" to speak with us over the phone. Incoming phone calls to our office you must verify your PIN (on a ticket given to them at intake and scanned with the rest of their docs) over the phone before we will open a tax return to answer any questions.

5. Performing the interview with the taxpayer

Interview occurs during intake. All documents, forms, ID's etc are reviewed prior to scanning.

6. Preparing the tax return

Everything is scanned and made available in box.com to the preparer. Certified preparer will use scanned files to complete return. The files include all contact information and client preference on how and when to be contacted for any questions.

7. Performing the quality review

Once the return is prepared and marked ready for review, the files are assigned to a certified quality reviewer. The Quality Reviewer will review the files and contact you if they have any questions.

8. Sharing the completed return

Site Coordinator sends the return to the client portal then contacts you to review the information with you.

9. Signing the return

You will sign the return in the client portal. Adobe Sign is used as a backup- Adobe notifies us when the return has been signed by the taxpayer(s) and I review the signatures, then e-file the return.

10. E-filing the tax return

Once the 8879 has been signed, The return is e-filed. Once the return is accepted, files are deleted from box.com

Page three of this form will be maintained at the site with all other required documents.

Part III: Taxpayer Consents:

Request to Review your Tax Return for Accuracy:

To ensure you are receiving quality services and an accurately prepared tax return at the volunteer site, IRS employees randomly select free tax preparation sites for review. If errors are identified, the site will make the necessary corrections. IRS does not keep any personal information from your reviewed tax return and this allows them to rate our VITA/TCE return preparation programs for accurately prepared tax returns. If you do not wish to have your return included as part of the review process, it will not affect the services provided to you at this site. If the site preparing this return is selected, do you consent to having your return reviewed for accuracy, by an IRS employee?

Yes No

Virtual Consent Disclosure:

If you agree to have your tax return prepared and your tax documents handled in the above manner, your signature and/or agreement is required on this document. Signing this document means that you are agreeing to the procedures stated above for preparing a tax return for you. (If this is a Married Filing Joint return both spouses must sign and date this document.) If you chose not to sign this form, we may not be able to prepare your tax return using this process. Since we are preparing your tax return virtually, we have to secure your consent agreeing to this process. If you consent to use these non-IRS virtual systems to disclose or use your tax return information, Federal law may not protect your tax return information from further use or distribution in the event these systems are hacked or breached without our knowledge. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature. If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by e-mail at complaints@tigta.treas.gov. While the IRS is responsible for providing oversight requirements to Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) programs, these sites are operated by IRS sponsored partners who manage IRS site operations requirements and volunteer ethical standards. In addition, the locations of these sites may not be in or on federal property.

I am agreeing to use this site's Virtual VITA/TCE Process Yes No

Printed name		Printed name (spouse if married filing joint)	
Date of birth	Last four digits Social Security/ITIN number	Date of birth	Last four digits Social Security/ITIN number
Date	Telephone number	Date	Telephone number
Email address		Email address	
Signature (electronic)		Signature (electronic)	
OR		OR	
Signature (type/print)		Signature (type/print)	