

# VITA/TCE Program

(OMB # 1545-2222)

## Addition of new forms or documents to be cleared by OMB:

Please provide the following information when verifying whether a VITA/TCE document needs OMB approval as outlined in the Paperwork Reduction Act.

- 1) A copy of the document or tool used to solicit information from the participants volunteering for the VITA/TCE program.
- 2) A copy of any instructions associated with the documents listed above.
- 3) Complete answers to the following questions.
- 4) Projected annual release date of these documents to the public.

## Description of Document or tool

Please provide a description of the document and legal justification for need to solicit this information.

## Burden Estimates

Is this document completed by IRS employees, during the normal course of their work?  Yes  No

If yes, are recipients of this document required to reply to the IRS or provide addition documentation, in response?  Yes  No

Estimated number of participants completing this document.....

Estimated amount of time it will take to complete this document.....

Sub-total.....

Any additional estimated time for recordkeeping or storage of information.....

Total Estimated Burden.....

## Projected use and reporting of this document

How often will recipients be required to reply/per year?.....

What month is this document made available each year?.....