

Form **14204**  
(May 2011)**Tax Counseling for the Elderly (TCE) Program  
Application Checklist and Transmittal****CONTACT INFORMATION**

Name of Organization:

Address of Organization:

Telephone:

Fax:

Point of Contact (POC) and title:

Email Address for POC:

**ADMINISTRATIVE INFORMATION**Does your organization have a valid DUNS number?  Yes  No

Has your organization registered or renewed your registration this year with the Central Contractor Registry?

(Note: Organizations must renew their registration once a year in order to maintain active status)

 Yes  NoIs your organization interested in applying for a multi-year grant?  Yes  No

If so, have you checked the criteria under the Multi-Year Grant Opportunities section of Publication 1101 to determine if your organization is eligible to apply?

 Yes  No**APPLICATION CHECKLIST AND ASSEMBLY**

Completed Application Packets MUST include 3 Copies of ALL documents. Sign all documents in blue ink. The application must be assembled in the order as indicated in the "Application Assembly" section within Publication 1101 and listed below on this checklist. Make sure you double check that you have all documents and information required. An improperly assembled or incomplete application may result in rejection of the application.

**Checklist and Assembly Order:**

- 1. Form 14204, TCE Application Checklist & Transmittal (this sheet)
- 2. Background Narrative
- 3. Nonprofit Status Determination letter issued by the Internal Revenue Service
- 4. Organizational letter if your organization is not required to file a Federal tax return
- 5. Proposed Program/Budget Plan
- 6. Form 8653 - TCE Application Plan
- 7. Standard Form 424
- 8. Civil Rights Narrative
- 9. Standard Form 424B, Assurances and Certifications
- 10. Standard Form LLL, Disclosure of Lobbying Activities (if required)
- 11. If applicable, a copy of your Single Audit
- 12. CD containing your entire application package

**IRS Volunteer Income Tax Preparation and Outreach Programs Privacy and Paperwork Reduction Act Notice**  
**Privacy and Paperwork Reduction 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. The Paperwork Reduction Act requires that the IRS display an OMB control number on all public information requests. The OMB Control Number for this study is 1545-2222. The time estimated for participation is 10 minutes. 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

**2012 Application Due Date: June 30, 2011**