Justification for Change

OMB #1545-2222

VITA/TCE Volunteer Program

In the past, VITA/TCE forms had been determined to be exempt from the PRA; further consideration has determined that some of these forms do fall under the PRA and require approval by OMB. IRS is taking steps to assure compliance by requesting a change to this ICR to incorporate additional forms under the VITA/TCE program that have been in use without an OMB number. Forms included in this request:

* Form 13715, Volunteer Site Information Sheet

This form is completed by VITA/TCE coordinators or sponsors to list the location and operating hours of their sites. This information is used by IRS toll-free assistance line to help taxpayers locate the nearest volunteer tax preparation site, and also used to post the sites on irs.gov.

* Form 13206, Volunteer Assistance Summary Report

Partners are required to provide information for all volunteers that worked at their site(s). This information is to assist IRS of volunteer’s interest and/or participation in the IRS volunteer income tax preparation and outreach program and to identify skills.

Summary of Burden

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Form | # Respondents | # Responses Per Respondent | Annual Responses | Hours Per Response | Total Burden |
| 13715 | 15,000 | 2 | 30,000 | 0.2833 | 8,500 |
| 13206 | 15,000 | 1 | 15,000 | 0.50 | 7,500 |
| Total New Burden | | | 45,000 |  | 16,000 |