CFPB SAVING TAX TIME DEMONSTRATION APPLICATION FOR

Interested Volunteer Income Tax Assistance Programs

OMB No. 3170-XXXX
Expiration Date: MM/DD/YYYY

The Consumer Financial Protection Bureau (CFPB) will provide educational materials, training, and technical assistance to approximately 50 Volunteer Income Tax Assistance (VITA) programs across the country that are committed to promoting saving during the 2018 tax season. This is not an opportunity for a grant, contract, sub-contract, or funding. This is an opportunity to receive consumer education materials, training for staff and volunteers, and technical assistance to integrate savings promotion into their tax campaigns.

If you are selected, the CFPB will provide the following:

- Promising practices on ways to encourage saving at tax time;
- Education materials for consumers about saving at tax time including posters, brochures, flyers on ways to save, and a video that can be used for training and looped in waiting rooms (where technology is available) that describes saving options;
- Webinar-based training and corresponding manuals for trainers, volunteers, and staff of participating tax programs on approaches to implement promising practices at tax sites;
- An additional training module to be used to train volunteers specifically on how to help consumers buy a bond or split their refund using IRS provided tax preparation software;
- Coordination calls for all pilot participants at key points during tax season;
- Individual technical assistance on-demand;
- Convening at the end of tax season to share best practices and lessons learned from 2017, and to inform strategies for the 2018 tax season; and
- Final report on results of the project.

To participate

To be a good fit to participate in this project, your organization must at a minimum be focused on providing tax preparation assistance to a diverse population of low-income and economically vulnerable consumers and have sufficient tax customer volume to support a savings integration initiative. See below for more details about criteria for interested organizations.

- **Knowledge about the benefits of saving.** Demonstrate an understanding of the benefits of promoting saving at tax time and be interested in how to integrate savings promotion into existing VITA program.

- **Staff capacity.** Demonstrate capacity to dedicate at least a small amount of staff or volunteer time directly to saving promotion.
- **Marketing saving.** Have an interest in promoting saving to clientele before tax season through marketing and other consumer information channels.
- **Safe savings products as a saving option.** Have an interest in offering savings products such as the Series I savings bond and/or the myRA[1] to tax customers. This is not a requirement for participation.

We are interested in engaging tax programs with a variety of capacities and approaches including more experienced programs and those with little prior experience in saving integration.

1 MyRA is a new retirement account product offered by the U.S. Treasury. To learn more go to myRA.gov. Tax filers will be able to direct deposit some or all of their refund into a myRA while filing their return through form 8888. Tax filers who do not already have accounts will be able to sign up through the myRA website and receive their routing and account numbers immediately for use to direct deposit some of their refund.

Privacy Act Statement

The information you provide, including contact information, will only be used for managing participation in financial empowerment initiatives sponsored by the Consumer Financial Protection Bureau ("CFPB"). The financial empowerment initiatives are opportunities for public and private organizations or entities to receive tools, training, technical assistance, and other services to help them reach low-income and economically vulnerable consumers. Identifying information collected may be used by and disclosed to employees, contractors, agents, and others authorized by the CFPB to receive this information to assist in related activities.

Information collected by the CFPB will be treated in accordance with the System of Records Notice ("SORN"), CFPB.021 – CFPB Consumer Education and Engagement Records, 77 F.R. 60382.

This collection of information is authorized by Pub. L. No. 111-203, Title X, Sections 1013 and 1022, codified at 12 U.S.C. §§ 5493 and 5512.

Your participation is voluntary, and you may withdraw participation at any time. You are not required to submit or provide any identifying information; however, not doing so may result in the CFPB being unable to fulfill your request.

Paperwork Reduction Act Notice

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and not withstanding any other provision of law a person is not required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this collection is 3170-XXXX. It expires on MM/DD/YYYY. The time required to complete this information collection is estimated to average approximately 5 hours per response. Comments regarding this collection of information, including the estimated response time, suggestions for improving the usefulness of the information, or suggestions for reducing the burden to respond to this collection should be submitted to Bureau at the Consumer Financial Protection Bureau (Attention: PRA Office), 1700 G Street NW, Washington, DC 20552, or by email to CFPB_PRA@cfpb.gov.

Organization information

1 **Please provide your organization's contact information**

ORGANIZATION NAME

ADDRESS

CITY

STATE

ZIP CODE

POINT OF CONTACT NAME

EMAIL

WORK PHONE

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2 **Describe your organization's geographic service territory and the populations it serves**

3 **Number of returns prepared in the last tax year**

tax returns

Understanding of the project

4 **Describe your commitment to begin to integrate or to expand saving promotion in your tax program**

5 **Describe your organization's staff and volunteer capacity to undertake this project**

6 **Describe the communications strategy your organization will use to promote this saving opportunity to consumers**

Information sharing

7 **Can your organization commit to sharing aggregated, de-identified data regarding returns and saving activity after the end of the tax season?**

○ YES ○ NO

Submission instructions

Email this completed application along with the required documents listed below to CFPB_TaxTime@consumerfinance.gov. If your organization does not have any of these required documents, provide an explanation in the body of your email.

- Completed application
- Annual Report
- IRS Form 990
- Most recent financial audit
- Accessibility Policy
- Nondiscrimination Policy

Email CFPB_TaxTime@consumerfinance.gov