

**Purpose:** The IRS toll-free assistance line and the VITA Site Locator Tool on irs.gov use the information you provide on this form to help taxpayers locate the nearest volunteer tax preparation site. Fill-in the information below carefully and ensure it is accurate and complete. Return the completed form to your local IRS contact. **If the site information changes after submitting this form, please provide your local IRS contact with the updated information immediately.**

**Site Information**

Date (MMDDYYYY)	10. Is the site a mobile only site	<input type="checkbox"/> Yes <input type="checkbox"/> No
Revised form <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Does site prepare prior year returns	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Site name	12. Does the site offer Certifying Acceptance Agent (CAA) service	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Site address	13. Does the site use an Alternative Filing Method for return preparation If "Yes", select one and type additional methods if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. City, state, Zip code	14. What service systems are used to support virtual return preparation for this site? <b>Select all that apply.</b>	
4. Site Identification Number (SIDN)	<input type="checkbox"/> DocuSign <input type="checkbox"/> Fax machines and/or phone calls <input type="checkbox"/> Get Your Refund	
5. Program type	<input type="checkbox"/> Google docs <input type="checkbox"/> TaxSlayer taxpayer customer portal	
6. First day open/ Last day open	<input type="checkbox"/> TaxSlayer taxpayer scanned documents <input type="checkbox"/> Zoom or other video conferencing system	
7. Languages offered	<input type="checkbox"/> Other system (write in)	
8. Is the site open to public <input type="checkbox"/> Yes <input type="checkbox"/> No	15. Does your VITA/TCE site offer voter registration assistance to taxpayers	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Is the site an appointment only site <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Does the site offer Financial Education and Asset Building Services If "Yes", Relationship Manager is required to complete Form 14099 - <i>SPEC Financial Education &amp; Asset Building Partner Assessment Tool</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", provide contact name and phone number	17. Does the site Prepare Non-Resident Alien/Foreign Student/Scholar Returns	<input type="checkbox"/> Yes <input type="checkbox"/> No
	18. Has Form 15272, VITA/TCE Security Plan, or equivalent been submitted to the Territory Office	<input type="checkbox"/> Yes <input type="checkbox"/> No
	19a. Federal e-file <input type="checkbox"/> Yes <input type="checkbox"/> No 19b. State e-file	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Site Operating Hours**

Day	Time		Comments (e.g. holiday closures, alternative opening times)
	Open	Close	
MON			
TUE			
WED			
THUR			
FRI			
SAT			
SUN			

**Site Coordinator or Contact**

Name	Phone number	Best time to call <input type="checkbox"/> AM <input type="checkbox"/> PM
Address (street, city, state, zip code)	Email address	

**IRS Use Only**

Date Form 13715 received in Territory Office	SPECTRM updated (employee SEID) and date
Territory Manager or Designee approval (sign and date certifying the information on this form matches the data in SPECTRM)	

**Privacy Act and Paperwork Reduction Notice** – Our authority to ask for this information is 5 U.S.C. 301 and 26 USC 7801 and 7803. The primary purpose of asking for this information is to assist us in providing services to taxpayers at sites supporting IRS volunteer income tax preparation and outreach programs. The time estimated for participation is 30 minutes. Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to promote your assistance in these programs. We may not conduct or sponsor a collection of information subject to the Paperwork Reduction Act without displaying the OMB control number. We may provide this information to volunteers who coordinate activities and staffing at taxpayer assistance sites, and we may disclose this information to the media and the public. For more information about these and other routine uses, see the Privacy Act notices for Stakeholder Relationship Management and Subject Files and Volunteer Records (10.004 and 10.555) in the Federal Register: September 8, 2015 (Volume 80, Number 173) [Pages 54073-54074]