Form	13715
(Rev.	October 2014)

Volunteer Site Information Sheet

OMB Number 1545-2222

Purpose: Information provided on this form is used by our IRS toll-free assistance line and is posted to the VITA Site Locator Tool on irs.gov to help taxpayers locate the nearest volunteer tax preparation site. Review the information below carefully. Update and/or correct missing or existing information. 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					
Site Name:				Is the site open to public? Yes No	
Site Address:				Is the site an appointment only site? Yes No	
City, State:				If yes to the above question, please provide the phone number for site.	
				If yes to the above question, please provide the contact name for site.	
Zip Code:				Federal e-file Yes No State e-file Yes No	
Site Identification Number (SIDN)				Does the site use the Virtual Delivery Method for return preparation? If "Yes" Intake Site Preparation Site Both Yes No	
First day open/ Last day open /				Is the site a mobile only site? Yes No	
				Does the site Prepare Non-Resident Alien/Foreign Student/Scholar Returns? Yes No	
What langua	-			Does the site offer Certifying Acceptance Agent (CAA) service?	
are offered at the site?				Does the site offer Financial Education and Asset Building Services?	
				Program Type: FSA, VITA, VITA Grant, Military, AARP, TCE	
Does site prep	oare prior year r	returns? Y	′es	If VITA or TCE Grant, enter name of Grant Organization	
				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:				Best Time to Call: AM PM	
Mailing Address:				Email Address:	
City, State, Zip:				Is this a revision of information you previously provided for this year? Yes No	
Phone Number:				Date of this revision:	
IRS Use Only					
Date Form 13715 Received in Territory Office:					
Territory Manager Approval (Signature & Date):					
Date SPECTRM Updated:			-		
SEID of employee who updated SPECTRM:			:		

Privacy Act and Paperwork Reduction Notice – Our legal right to ask for information is 5 U.S.C. 301 and 26 USC 7801.

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. We may provide information to volunteers who coordinate activities and staffing at taxpayer assistance sites. 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.

For more information about uses, see the Privacy Act notice for SPEC Total Relationship Management (SPECTRM) in the Federal Register: July 19, 2004 (Volume 69, Number 137) (Neigher 1430). Number 137) [Notices] [Pages 43055-43056]