

Volunteer Program Order Form 2008 Tax Year Products

Ship To Address and Contact Information To make corrections, highlight entire box and type over current information

1. Account Number		2. Organization			3. Additional Organization Information		
4. Contact Name				5. Shipping Address		6. Additional Delivery Information	
7. City		8. State	9. Zip Code	+ 4	10. Telephone Number	Extension	11. E-mail Address
12. Country Code		13. Date Needed		14. Last Date Order Can be Accepted			

SPEC Use Only (Blocks 15-18)

15. Order Point Number		16. SPEC Contact Person		17. SPEC Contact's E-mail Address		18. SPEC Contact's Telephone Number	
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VITA/TCE Training				No.	Product Name and Catalog No.	Title	Quantity
No.	Product Name and Catalog No.	Title	Quantity	18	Publication 3711 31083Z	VITA/TCE Certificate Folder	
1	Publication 4011 34182T	Foreign Student and Scholar Volunteer Resource Guide		19	Form 8158 (EN/SP) 61027D	Quality Review Sheet	
2	Publication 4012 34183E	VITA/TCE Volunteer Resource Guide		20	Form 9234 11924Z	Certificate of Appreciation	
3	Publication 4475 (DVD) 43320J	VITA/TCE Interview Techniques (DVD)		21	Document 9282 E 33261H	Business Reply Labels (Austin)	
4	Publication 4475 (VHS) 48765Y	VITA/TCE Interview Techniques (VHS)		22	Form 13614-C 52121E	Intake/Interview and Quality Review Sheet	
5	Publication 4491 47499R	Student Training Guide		23	Form 13614 NR 39748B	Nonresident Alien Intake and Interview Sheet	
6	Publication 4555 50820G	Facilitators Training Guide		24	Form 13614 (SP) 39658W	Intake and Interview Sheet Spanish Version	
7	Publication 4562 (DVD) 49045J	VITA/TCE Quality Review Techniques - Instructional (DVD)		25	Form 13615 38847H	Volunteer Agreement Standards of Conduct - VITA/TCE Programs	
8	Publication 4562 (VHS) 49046U	VITA/TCE Quality Review Techniques - Instructional (VHS)		26	Form 13645 39462C	Wallet Card	
9	Form 6744 43560V	Volunteer Test/Retest		Volunteer Site Material			
10	Kit 4480 46317Q	Link & Learn Taxes Kit		No.	Product Name and Catalog No.	Title	Quantity
Site Management				27	Publication 579 (SP) 15146T	How to Prepare the Federal Tax Return (Spanish Version)	
No.	Product Name and Catalog No.	Title	Quantity	28	Publication 596 15173A	Earned Income Credit	
11	Publication 17 10311G	Your Federal Income Tax (For Individuals)		29	Publication 1796 20497L	2008 IRS Tax Products DVD	
12	Publication 730 (EN/SP) 37287B	Important Tax Records Envelope (VITA/TCE)		30	Publication 1857 21601T	IRS e-file	
13	Publication 1084 46945O	IRS Volunteer Site Coordinator's Guide		31	Form 2333 V 18356V	Volunteer Order Form	
14	Publication 1278 63005J	Plastic Bag (Volunteer Public Service Message)		32	Form 2333-X 11754L	SPEC Supplemental Order Form	
15	Publication 1303 63334P	IRS Volunteer Badge		33	Publication 4269 37853B	Language ID Card	
16	Publication 3189 26657L	Volunteer e-file Administrator Guide		34	Publication 4391 38846W	Volunteer Privacy Statement (Stuffer)	
17	Publication 3676A (EN/SP) 38835P	VITA/TCE Site Location Poster (English/Spanish)		35	Form 13206 33190J	Volunteer Assistance Summary Report	

Form 2333V Instructions

- Box 1** **Account Number** – Your VITA program account number.
- Box 2** **Organization** – Enter or update the name of your organization (ex: AARP).
- Box 3** **Additional Organization Information** – Enter or update the name of your department within your organization (ex: Human Resources).
- Box 4** **Contact Name (*Required*)** – Enter or update the first and last name of the contact person.
- Box 5** **Shipping Address (*Required*)** – Enter or update your complete street address or PO Box (ex: PO Box 123, 1234 Main St Ste 5).
- Box 6** **Additional Delivery Information** – Enter or update your additional delivery information (ex: 1st Fl, Commerce Bldg).
- Box 7** **City (*Required*)** – Enter or update your city.
- Box 8** **State (*Required*)** – Enter or update your 2-letter state identifier.
- Box 9** **Zip Code (*Required*)** – Enter or update your zip code.
- Box 10** **Telephone Number** – Enter your 10-digit U.S. telephone number (ex: (555)111-1111).
- Box 11** **E-mail Address (*Required*)** – Enter and verify your e-mail address.
- Box 12** **Country Code (*Required*)** – Select your country’s 2-letter identifier.
- Box 13** **Date Needed (*Required*)** – Enter the date needed (mm/dd/yyyy)
- Box 14** **Last Date Order Can Be Accepted (*Required*)** – Give the last date (mm/dd/yyyy) order can be accepted

SPEC Use Only

- Box 15** **Order Point Number** – Enter your assigned Order Point Number.
- Box 16** **SPEC Contact Person** – Enter your first and last name.
- Box 17** **SPEC Contact’s E-mail Address** – Enter your e-mail address.
- Box 18** **SPEC Contact’s Telephone Number** – Enter your 10-digit U.S. telephone number (ex: (555)111- 1111)

No.	Product Name and Catalog No.	Title	Quantity	No.	Product Name and Catalog No.	Title	Quantity
36	Form 13357 35244Q	Partner Certificate		62	Form 9465 14842Y	Installment Agreement Request	
Overprint Tax Forms				63	Form W-4 (2009) 10220Q	Employee's Withholding Allowance Certificate	
64				64	Form W-5 (2009) 10227P	EIC Advance Payment Certificate	
37	Form 1040 Overprint 61104F	Form 1040 VITA/TCE-SIDN		65	Form 1040A Schedule 1 12075R	Interest and Ordinary Dividends (1040A)	
38	Form 1040A Overprint 17166F	Form 1040A VITA/TCE-SIDN		66	Form 1040A Schedule 2 10749I	Child and Dependent Care Expenses (1040A)	
39	Form 1040EZ Overprint 61106B	Form 1040EZ VITA/TCE-SIDN		67	Instructions 1040A Schedule 2 30139Y	Instructions for Schedule 2 (1040A)	
Miscellaneous				68	Form 1040A Schedule 3 12064K	Credit for the Elderly or Disabled (1040A)	
69				69	Instructions 1040A Schedule 3 12059R	Instructions for Schedule 3 (Form 1040A)	
40	Publication 4025 34292Q	Your Civil Rights Are Protected (LITC/TCE)		70	Form 1040 Schedules A&B 11330X	Itemized Deductions Interest and Ordinary Dividend Income	
41	Publication 4025 (SP) 34293B	Your Civil Rights Are Protected (LITC/TCE) Spanish Version		71	Form 1040 Schedule C-EZ 14374D	Net Profit from Business	
42	Publication 4053 34303M	Your Civil Rights Are Protected (VITA/TCE)		72	Form 1040 Schedule D 11338H	Capital Gains and Losses	
43	Publication 4053 (SP) 34304X	Your Civil Rights Are Protected (VITA/TCE) Spanish Version		73	Form 1040 Schedule EIC 13339M	Earned Income Credit	
44	Publication 4327 38458K	ITIN Bilingual Brochure (English/Spanish)		74	Form 1040 Schedule R 11359K	Credit for the Elderly or Disabled	
45	Publication 4481 (EN/SP) 47150J	Your Civil Rights are Protected (EEO Stuffer)		75	Instructions 1040 Schedule R 11357O	Instructions for Schedule R (Form 1040)	
Forms and Instructions				Additional Products			
No.	Product Name and Catalog No.	Title	Quantity	No.	Product Name and Catalog No.	Title	Quantity
46	Instructions 1040 11325E	Instructions for Form 1040		76	Form 1040NR 11364D	U.S. Nonresident Alien Income Tax Return	
47	Instructions 1040A 12088U	Instructions for Form 1040A		77	Instruction 1040NR 11368V	Instructions for Form 1040NR	
48	Instructions 1040EZ 12063Z	Instructions for Form 1040EZ		78	Form 1040NR-EZ 21534N	U.S. Income Tax Return for Certain Nonresident Aliens with No Dependents	
49	Form 1040-ES (2009) 11340T	Estimated Taxes for Individuals		79	Instructions for 1040NR-EZ 21718P	Instructions for 1040NR-EZ	
50	Form 1040-V 20975C	Payment Voucher		80	Form 3903 12490K	Moving Expense	
51	Form 1040-X 11360L	Amended U.S. Individual Income Tax Return		81	Form 8843 17227H	Statement for Exempt Individuals and Individuals with a Medical Condition	
52	Instructions 1040-X 11362H	Instructions for Form 1040 X					
53	Form 2441 11862M	Child and Dependent Care Expenses					
54	Instructions 2441 10842K	Instructions for Form 2441					
55	Form 4868 13141W	Application for Automatic Extension of Time To File U.S. Individual Income Tax Return					
56	Form 8453 62766T	U.S. Individual Income Tax Transmittal for an IRS e-file Return					
57	Form 8812 10644E	Additional Child Tax Credit					
58	Form 8822 12081V	Change of Address					
59	Form 8863 25379M	Education Credits (Hope and Lifetime Learning Credits)					
60	Form 8880 33394D	Credit for Qualified Retirement Saving Contributions					
61	Form 9452 14695J	Filing Assistance Program					

How to Save and Send Your Order

After you have completed entering your quantities:

1. Select the “Save/Order” button located at the top right corner of this form to save it on your computer
2. Open your e-mail account using your e-mail service provider (ex: Yahoo, MSN, Microsoft Outlook)
3. Open and create a new e-mail
 - a. On the *To:* line, type pdf.orders@linprod1.publish.no.irs.gov
 - b. On the *Subject:* line, type “VITA Program Order”
 - c. Attach your saved order to this e-mail
 - d. No message text is needed
4. Next, select the “Send” button to send your order to our system

You will receive an e-mail acknowledging receipt of your order. If you do not receive an e-mail acknowledgment within 24 hours of submitting your order, please contact your local Relationship Manager.

How to Place a Reorder

All orders placed after the initial order are considered reorders. Requests for products not ordered on an initial order are considered reorders.

1. Select the “Reset” button located in the top left corner of this form to clear the date needed, the last date order can be accepted, and the product quantity fields
2. Enter the date needed, the last date order can be accepted, and your reorder quantities
3. Select the “Save/ Order” button located in the top right corner of this form to save it on your computer
4. Open your e-mail account using your e-mail service provider (ex: Yahoo, MSN, Microsoft Outlook)
5. Open and create a new e-mail
 - a. On the *To:* line, type pdf.orders@linprod1.publish.no.irs.gov
 - b. On the *Subject:* line, type “VITA Program Reorder”
 - c. Attach your saved reorder to this e-mail
 - d. No message text is needed
6. Next, select the “Send” button to send your reorder to our system

You will receive an e-mail acknowledging receipt of your reorder. If you do not receive an e-mail acknowledgment within 24 hours of submitting your reorder, please contact your local Relationship Manager.

Privacy Act

We are requesting information under authority of 5 USC 301. The primary purpose of requesting the information is to obtain your correct contact address. IRS may disclose information to mailing or distribution services contractors for the purpose of executing mail outs, order fulfillment, or subscription fulfillment. Providing the information is voluntary. If you do not provide any or all of the information, we may not be able to send your order to the correct address.