

Site Name:	SIDN:	Reviewer SEID:
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Review conducted by: SOI Cadre TC non-RM TM RM Partner Other

Type of QIP Review: <input type="checkbox"/> SOI <input type="checkbox"/> Criteria <input type="checkbox"/> Post Shopping	Site Type: <input type="checkbox"/> E-file <input type="checkbox"/> Paper Only	Advanced Notice: <input type="checkbox"/> Announced <input type="checkbox"/> Unannounced
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Instructions: Use this form to record whether the site is following operating standards as outlined in Publication 1084, IRS Volunteer Site Coordinator’s Handbook, Publication 3189, Volunteer E-file Administrator’s Guide and/or Publication 1101, Publication 4671, Application Package and Guidelines for Managing a TCE or VITA Grant Program. Additional information may be found in SPEC Site review guidelines and in IRM 22.30. Do not enter any information that identifies a specific person in the comments box. Detail corrective actions in the comments box.

Training Return Preparation				YES	NO	N/A	Comments
1	How was Site Coordinator training received? <input type="checkbox"/> Interactive <input type="checkbox"/> None <input type="checkbox"/> Link and Learn Taxes <input type="checkbox"/> Self Study						
2	Did verification reveal all required volunteers today are certified?						
3	Is Publication 4012, <i>Volunteer Resource Guide</i> , available for use at the site?						
4	Is Publication 17, <i>Your Federal Income Tax For Individuals</i> , available for use at the site?						
5	Which method does the site generally use to conduct Quality Reviews on all returns? <input type="checkbox"/> Self-review <input type="checkbox"/> Designated Review <input type="checkbox"/> Peer Review <input type="checkbox"/> None						
6	What type of Quality Review tool did you observe the site completing to review returns? <input type="checkbox"/> Form 8158 or 13614C <input type="checkbox"/> None <input type="checkbox"/> IRS Approved Partner <input type="checkbox"/> Unapproved Partner Developed Form Developed Form						
7	What type of Intake and Interview tool did you observe the site completing to prepare returns? <input type="checkbox"/> Form 13614C <input type="checkbox"/> TaxWise Option <input type="checkbox"/> None <input type="checkbox"/> IRS Approved Partner <input type="checkbox"/> Unapproved Partner Developed Form Developed Form						

Site Operations				YES	NO	N/A	Comments
8	Does the site prepare out-of-scope returns?						
9	Did you observe Title VI, <i>Your Civil Rights Are Protected</i> , information available at the site?						
10	Is the current site operating information recorded in STARS correctly?						
11	Did verification reveal the site is using the correct SIDN?						
12	Did verification reveal all volunteers are receiving current Volunteer Quality Alerts?						
13	Did verification reveal all volunteers are receiving current Quality Site Requirement Alerts?						
14	Does the site offer loans against the taxpayer’s refund? (such as RALS, ARALS, ARACK, Debit cards, etc.)						

E-File Sites Only		YES	NO	N/A	Comments
15	Did verification reveal the site is using the correct EFIN?				
16	Does the site take reasonable steps to transmit completed returns within 3 calendar days?				
17	Does the site take reasonable steps to retrieve e-file acknowledgments within 2 calendar days after return transmission?				
18	For e-file rejects that cannot be corrected, does the site take reasonable steps to notify the taxpayers within 24 hours?				
19	Did verification reveal the site is properly retaining or forwarding Forms 8879, <i>IRS e-file Signature Authorization</i> ?				
20	Did verification reveal the DCN was included on all reviewed Forms 8879, <i>IRS e-file Signature Authorization</i> , and/or Forms 8453, <i>U.S. Individual Income Tax Transmittal for an IRS e-file Return</i> ?				
Privacy & Confidentiality		YES	NO	N/A	Comments
21	Prior to the review, have all volunteers working at the site today, signed Form 13615, <i>Volunteer Agreement</i> ?				
22	Did verification reveal how sensitive information is properly disposed (e.g. shredded, burned, or returned to taxpayer), as defined in Publication 4299, <i>Privacy and Confidentiality - A Public Trust</i> ?				
23	Was password protection on all site computers verified?				
24	Did verification reveal the site is properly backing up all returns?				
25	Was password protection verified on all portable data media (flash drives, etc.) containing taxpayer data?				
26	Did verification reveal individual volunteer passwords are assigned to each software user?				
27	Is the taxpayer information shared or used for purposes other than return preparation? (<i>IRC 7216</i>)				
28	Based on <i>IRC 7216</i> , are consent notices properly solicited from every taxpayer prior to return preparation?				
29	Is taxpayer information safeguarded as defined in Publication 4299, <i>Privacy and Confidentiality - A Public Trust</i> ?				Measurement of this question will be determined from questions: 22, 23, 24, 25, 26 and 28.

Remarks: This section should be used to solicit feedback from Volunteers and Partners. Please record their general observations and comments in regard to the volunteer programs. Do not enter any information that identifies a specific person in the comments or remarks boxes.