

Form 6729 (January 2014)	Department of the Treasury - Internal Revenue Service Site Review Sheet	Date of review
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Site name	SIDN	Reviewer name or SEID
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A. Review conducted by <input type="checkbox"/> QSS Reviewer <input type="checkbox"/> TC <input type="checkbox"/> Other <input type="checkbox"/> SPEC Shopper <input type="checkbox"/> Partner	B. Type of review <input type="checkbox"/> QSS Review <input type="checkbox"/> Field Site Visit <input type="checkbox"/> Other <input type="checkbox"/> SPEC Shopping <input type="checkbox"/> Partner Review	C. Advanced notice <input type="checkbox"/> Announced <input type="checkbox"/> Unannounced
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Instructions: This form is used to measure the site's adherence to the Quality Site Requirements (QSR), Volunteer Standards of Conduct (VSC), and to monitor site operations for Volunteer Income Tax Assistance/Tax Counseling for the Elderly Programs. Do not enter any information that identifies a specific person in the comments box. Comments are required for answer options which are underlined. The measurement questions for determining if a site review is adhering to a QSR are in bold.

QSR # 1: Certification	Comments
1 Are all volunteers at the site today certified in the Volunteer Standards of Conduct? <input type="checkbox"/> Yes-verified at the site <input type="checkbox"/> <u>No-not certified or unable to verify</u> <input type="checkbox"/> Yes-verified after leaving the site	
2 Does the site coordinator (SC) or AARP Local Coordinator (LC) have a process to confirm volunteers have taken the Intake/Interview and Quality Review (PowerPoint) training, when required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FSA Only Site	
3 Are all volunteers who answer tax law questions, prepare or correct tax returns, and/or conduct quality reviews at the site today certified in tax law? <input type="checkbox"/> Yes-verified at the site <input type="checkbox"/> <u>No-not certified or unable to verify</u> <input type="checkbox"/> Yes-verified after leaving the site	
4 Did the site coordinator (SC) or AARP Local Coordinator (LC) receive SC/LC training? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FSA Only Site	
5 If questions 1, 3-4 were all answered "Yes" or "FSA Only Site", answer yes. If you answered "No" for one or more of questions 1, 3-4, answer No. <input type="checkbox"/> Yes <input type="checkbox"/> No	

QSR # 2: Intake and Interview Process	Comments
6 Does the site have a process for ensuring volunteers are only addressing tax law issues that are within the scope of VITA/TCE Programs and their certification level? <input type="checkbox"/> Yes <input type="checkbox"/> <u>No-No process in place to identify out of scope issues</u> <input type="checkbox"/> <u>No-No process in place to ensure returns are assigned to a preparer with the appropriate certification level</u> <input type="checkbox"/> <u>No-Other</u> <input type="checkbox"/> FSA Only Site	
7 Are out of scope returns prepared at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FSA Only Site	
8 Is the site following the necessary steps for the intake and interview process for every return as outlined in the Intake/Interview and Quality Review training? <input type="checkbox"/> Yes <input type="checkbox"/> <u>No-Site was not using Form 13614-C</u> <input type="checkbox"/> <u>No-Site was not interviewing the taxpayer</u> <input type="checkbox"/> <u>No-Site was not reviewing Form 13614-C during the interview</u> <input type="checkbox"/> <u>No-Other</u> <input type="checkbox"/> FSA Only Site	
9 If the site does not prepare out of scope returns and question 8 was answered "Yes" or "FSA Only Site", answer yes. If the site prepares out of scope returns or you answered "No" to question 8, answer No. <input type="checkbox"/> Yes <input type="checkbox"/> No	

QSR # 3: Quality Review Process		Comments
10	<p>Does the site have a process for ensuring quality reviewers are only reviewing returns with tax law issues that are both within the scope of VITA/TCE Programs and their certification level?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No-No process in place to identify out of scope issues</p> <p><input type="checkbox"/> No-No process in place to ensure returns are assigned to a reviewer with the appropriate certification level</p> <p><input type="checkbox"/> No-Other</p> <p><input type="checkbox"/> FSA Only Site</p>	
11	<p>Is the site following the necessary steps for the quality review process for every return as outlined in the Intake/Interview and Quality Review training?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No-Site was not conducting quality reviews on all returns</p> <p><input type="checkbox"/> No-Site was not including the taxpayer and/or comparing source documents and entries on Form 13614-C to the completed tax return during the quality review</p> <p><input type="checkbox"/> No-Site used an unapproved method (such as self review)</p> <p><input type="checkbox"/> No-Other</p> <p><input type="checkbox"/> FSA Only Site</p>	
QSR # 4: Reference Materials		Comments
12	<p>Does the site have a process for volunteers to review the volunteer alerts (VTA, QSRA, and CyberTax)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
13	<p>Are all required reference materials available for use at the site?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No-Publication 17 not available</p> <p><input type="checkbox"/> No-Publication 4012 not available <input type="checkbox"/> No-Other</p>	
QSR # 5: Volunteer Agreement		Comments
14	<p>Are all Forms 13615 for volunteers at the site today signed and dated by the volunteer and designated approving official(s)?</p> <p><input type="checkbox"/> Yes-verified at the site</p> <p><input type="checkbox"/> Yes-verified after leaving the site</p> <p><input type="checkbox"/> No-Not signed (by volunteer or approving official), dated or unable to verify</p>	
15	<p>Did you identify any violations to the Volunteer Standards of Conduct?</p> <p><input type="checkbox"/> No violations identified <input type="checkbox"/> Yes-Violation to VSC 4</p> <p><input type="checkbox"/> Yes-Violation to VSC 1 <input type="checkbox"/> Yes-Violation to VSC 5</p> <p><input type="checkbox"/> Yes-Violation to VSC 2 <input type="checkbox"/> Yes-Violation to VSC 6</p> <p><input type="checkbox"/> Yes-Violation to VSC 3</p>	
16	<p>Is VolTax information displayed at the site?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
17	<p>If you answered "Yes" to question 14 and "No violations identified" to question 15, answer yes. If you answered "No" to question 14 or one of the "Yes-violation to VSC" answers to question 15, answer No.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
QSR # 6: Timely Filing		Comments
18	<p>Does the site take reasonable steps to meet e-file timely filed requirements?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No-Site doesn't transmit completed returns within 3 calendar days</p> <p><input type="checkbox"/> No-Site doesn't retrieve e-file acknowledgments within 2 calendar days of e-file transmission</p> <p><input type="checkbox"/> No-Site doesn't notify taxpayers within 24 hours when e-file rejections cannot be corrected</p> <p><input type="checkbox"/> No-Other</p> <p><input type="checkbox"/> FSA Only Site</p>	

QSR # 6: Timely Filing (continued)		Comments
19	Are Forms 8879 signed by the taxpayer and given to the taxpayer with a copy of their completed tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FSA Only Site	
20	Are all taxpayers advised that they are responsible for the information on their completed tax return and that, by signing the return, they are guaranteeing, under penalty of perjury, that they have examined the return and its accompanying forms and schedules for accuracy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FSA Only Site	
21	If questions 18-20 were all answered "Yes" or "FSA Only Site", answer yes. If you answered "No" for at least one of questions 18-20, answer No. <input type="checkbox"/> Yes <input type="checkbox"/> No	
QSR # 7: Title VI		Comments
22	Does the site have a process for responding to Civil Rights issues such as requests for reasonable accommodation or complaints? <input type="checkbox"/> Yes <input type="checkbox"/> No	
23	Is the <i>Your Civil Rights (Title VI)</i> poster displayed or posted at the first point of contact between the volunteer and taxpayer at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
QSR # 8: Site Identification Number		Comments
24	Is the site using the correct SIDN? <input type="checkbox"/> Yes <input type="checkbox"/> No	
QSR # 9: Electronic Filing Identification Number		Comments
25	Is the site using the correct EFIN? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FSA Only Site	
QSR # 10: Security, Privacy and Confidentiality		Comments
26	Are volunteers wearing or displaying their identity (name) to the taxpayers they serve? <input type="checkbox"/> Yes <input type="checkbox"/> No	
27	Does the site ask for photo identification for all primary and secondary taxpayers? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FSA Only Site	
28	Does the site verify taxpayer identification numbers using proper documentation for everyone named on the return? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FSA Only Site	
29	Does the site have a process to identify every volunteer who prepares, corrects, or changes the tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
30	Does the site take adequate security measures to protect electronic equipment, including IRS loaned computers? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
31	Is sensitive information being properly disposed of (e.g. shredded, burned, or returned to taxpayer), as defined in Publication 4299, <i>Privacy, Confidentiality, and Standards of Conduct - A Public Trust</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <u>No-Not clearing cache timely (FSA Only Site)</u>	
32	If Section 7216 is applicable, are consent notices properly secured and maintained for three years? <input type="checkbox"/> Yes-Consent notices properly secured <input type="checkbox"/> N/A-Consent notices are not required <input type="checkbox"/> <u>No-Consent notices not properly secured</u> <input type="checkbox"/> FSA Only Site	
33	If questions 27-32 were all answered "Yes" or "FSA Only Site", answer yes. If you answered "No" to one or more of questions 27-32, answer No. <input type="checkbox"/> Yes <input type="checkbox"/> No	

Site Operations		Comments
34	Is the correct site operating information recorded in SPECTRM? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Adherence to Quality Site Requirements		Comments
35	Does the site adhere to all of the Quality Site Requirements?	Measurement of this question is based on the answers to questions 5, 9, 11, 13, 17, 21, 23-25 and 33.

Remarks