# Intake/Interview & Quality Review Sheet

## IRS Form 13614-C

# Intake/Interview & Quality Review Sheet (13614-C)

- Basis for tax preparer/client interview
- Completed by the client – Section A
  - Page 1 - General information about taxpayer, spouse and dependents. Entered on “Main Information Sheet” in TaxWise
  - Page 2 - Summary of income, expenses, and life events and Presidential Election Campaign Fund question
  - Page 3 – Additional Information & Questions (grant money questions, refund and balance due, and taxpayer comments)
- Completed by preparer
  - Page 4, Section B– Questions about dependents
  - Page 4 – Tax Preparer Notes
- Completed by quality reviewer
  - Page 4, Section C

# Intake Sheet Page 1
# Personal Information

| Form **13614-C** (Rev. 10-2012) | Department of the Treasury – Internal Revenue Service **Intake/Interview & Quality Review Sheet** | OMB # 1545-1964 |
|---|---|---|

**Section A. Complete Pages 1-3**

**You are responsible for the information on your return so please provide complete and accurate information to the IRS certified volunteer preparer.** If you have any questions please ask your preparer.

**You will need your:**

- Tax information such as Forms W-2, 1099, 1098.
- Social security cards or ITIN letters for you and all persons on your tax return.
- Picture ID (such as a valid driver's license or other government issued ID for you and your spouse, if applicable).

## Part I. Your Personal Information

| | | | |
|---|---|---|---|
| 1. Your First Name | M. I. | Last Name | Are you a U.S. Citizen? ☐ Yes ☐ No |
| 2. Your Spouse's First Name | M. I. | Last Name | Is your spouse a U.S. Citizen? ☐ Yes ☐ No |

| | | | | |
|---|---|---|---|---|
| 3. Mailing Address | Apt# | City | State | Zip Code |

4. Contact Information
Phone: Cell Phone: E-mail:

| | | |
|---|---|---|
| 5. Your Date of Birth | 6. Your Job Title | Are you: 7. Legally Blind ☐ Yes ☐ No<br>8. Totally and Permanently Disabled ☐ Yes ☐ No |
| 9. Your Spouse's Date of Birth | 10. Your Spouse's Job Title | Is Your Spouse: 11. Legally Blind ☐ Yes ☐ No<br>12. Totally and Permanently Disabled ☐ Yes ☐ No |

13. Can anyone claim you or your spouse on their tax return? ☐ Yes ☐ No ☐ Unsure

# Intake Sheet Page 1
# Family & Dependent Information

**Part II. Marital Status and Household Information**

1. As of December 31, 2012, were you?
   - ☐ Single
   - ☐ Married: Did you live with your spouse during any part of the last six months of 2012? ☐ Yes ☐ No
   - ☐ Divorced or Legally Separated: Date of final decree or separate maintenance agreement: ________
   - ☐ Widowed: Year of spouse's death: ________

2. List names below of **everyone** who lived in your home in 2012 (other than you or spouse). Also list anyone who lived outside of your home that you supported during 2012. If additional space is needed please check here ☐ and list on page 3.

| Name (first, last) Do not enter your name or spouse's name below. (a) | Date of Birth (mm/dd/yy) (b) | Relationship to you (e.g. daughter, son, mother, sister, none) (c) | Number of months lived in your home in 2012 (d) | US Citizen or resident of US, Canada or Mexico in 2012 (yes/no) (e) | Marital Status as of 12/31/12 (S/M) (f) | Full-time Student in 2012 (yes/no) (g) | Received less than $3800 income in 2012 (yes/no) (h) |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**To check the status of your REFUND visit "Where's My Refund?" on www.irs.gov or call 1-800-829-1954 for assistance.**

**Volunteers assisting with preparing your return are trained to provide high quality service and uphold the highest ethical standards.**
**To report unethical behavior to IRS, email us at wi.voltax@irs.gov or call toll free 1-877-330-1205.**

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# Intake Sheet Page 2
# Income

**Section A. Please complete – check Yes, No or Unsure to all questions below. Please ask if you need help.**

**Part III. Income – In 2012, did you (or your spouse) receive:**

| Yes | No | Unsure | |
|---|---|---|---|
| ☐ | ☐ | ☐ | 1. Wages or Salary? (Form W-2) If yes, how many jobs did you have in 2012? ______ |
| ☐ | ☐ | ☐ | 2. Tip Income? |
| ☐ | ☐ | ☐ | 3. Scholarships? (Forms W-2, 1098-T) |
| ☐ | ☐ | ☐ | 4. Interest/Dividends from: checking/savings accounts, bonds, CDs, brokerage? (Forms 1099-INT, 1099-DIV) |
| ☐ | ☐ | ☐ | 5. Refund of state/local income taxes? (Form 1099-G) |
| ☐ | ☐ | ☐ | 6. Alimony Income? |
| ☐ | ☐ | ☐ | 7. Self-Employment Income? (Form 1099-MISC) |
| ☐ | ☐ | ☐ | 8. Cash/check payments for any work performed not reported on Forms W-2 or 1099? |
| ☐ | ☐ | ☐ | 9. Income (or loss) from the sale of Stocks, Bonds or Real Estate (including your home)? (Forms 1099-S, 1099-B) |
| ☐ | ☐ | ☐ | 10. Disability Income (such as payments from insurance, or workers compensation)? (Forms 1099-R, W-2) |
| ☐ | ☐ | ☐ | 11. Distributions from Pensions, Annuities, and/or IRA? (Form 1099-R) |
| ☐ | ☐ | ☐ | 12. Unemployment Compensation? (Form 1099-G) |
| ☐ | ☐ | ☐ | 13. Social Security or Railroad Retirement Benefits? (Forms SSA-1099, RRB-1099) |
| ☐ | ☐ | ☐ | 14. Income (or loss) from Rental Property? |
| ☐ | ☐ | ☐ | 15. Other Income: (gambling, lottery, prizes, awards, jury duty, etc.)? (Forms W-2 G, 1099-MISC) Specify: ________________ |

# Intake Sheet Page 2
# Expenses

**Part IV. Expenses – In 2012 Did you (or your spouse) pay:**

| Yes | No | Unsure | |
|---|---|---|---|
| ☐ | ☐ | ☐ | 1. Alimony: If yes, do you have the recipient's SSN? ☐ Yes ☐ No |
| ☐ | ☐ | ☐ | 2. Contributions to a retirement account? ☐ IRA ☐ Roth IRA ☐ 401K ☐ Other |
| ☐ | ☐ | ☐ | 3. Educational expenses for yourself, spouse or dependents, such as tuitions, books, fees, etc.? (Form 1098-T) |
| ☐ | ☐ | ☐ | 4. Unreimbursed employee business expenses (such as uniforms or mileage)? |
| ☐ | ☐ | ☐ | 5. Medical expenses (including health insurance premiums)? |
| ☐ | ☐ | ☐ | 6. Home mortgage interest? (Form 1098) |
| ☐ | ☐ | ☐ | 7. Real estate taxes for your home or personal property taxes for your vehicle? (Form 1098) |
| ☐ | ☐ | ☐ | 8. Charitable contributions? |
| ☐ | ☐ | ☐ | 9. Child or dependent care expenses such as day-care? |
| ☐ | ☐ | ☐ | 10. For supplies used as an eligible educator such as a teacher, teacher's aide, counselor, etc.? |

# Intake Sheet Page 2
# Life Events

**Part V. Life Events – In 2012 Did you (or your spouse):**

| Yes | No | Unsure | |
|---|---|---|---|
| ☐ | ☐ | ☐ | 1. Have a Health Savings Account? (Forms 5498-SA, 1099-SA, W-2 with code W in Box 12) |
| ☐ | ☐ | ☐ | 2. Have debt from a mortgage or credit card canceled/forgiven by a commercial lender? (Forms 1099-C, 1099A) |
| ☐ | ☐ | ☐ | 3. Buy, sell or have a foreclosure of your home? (Form 1099-A) |
| ☐ | ☐ | ☐ | 4. Have Earned Income Credit (EIC) disallowed in a prior year? If yes, for which tax year? ________ |
| ☐ | ☐ | ☐ | 5. Purchase and install energy-efficient home items? (such as windows, furnace, insulation, etc.) |
| ☐ | ☐ | ☐ | 6. Live in an area that was affected by a natural disaster? If yes, where? ______________________________ |
| ☐ | ☐ | ☐ | 7. Receive the First Time Homebuyers Credit in 2008? |
| ☐ | ☐ | ☐ | 8. Pay any student loan interest? (Form 1098-E) |
| ☐ | ☐ | ☐ | 9. Make estimated tax payments or apply last year's refund to your 2012 tax? If so how much? ________________ |
| ☐ | ☐ | ☐ | 10. Attend school as a full time student? (Form 1098-T) |
| ☐ | ☐ | ☐ | 11. Adopt a child? |
| ☐ | ☐ | ☐ | 12. File a 2011 federal tax return containing a "capital loss carryover" on Form 1040 Schedule D? |
| ☐ | ☐ | ☐ | 13. Become a victim of identity theft? |

**Presidential Election Campaign Fund:** (If you check a box, your tax or refund will not change.)
Check here if you, or your spouse if filing jointly, want $3 to go to this fund ☐ You ☐ Spouse

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# Intake Sheet Page 2-Presidential Election Campaign Fund Question

**Part V. Life Events – In 2012 Did you (or your spouse):**

| Yes | No | Unsure | |
|---|---|---|---|
| ☐ | ☐ | ☐ | 1. Have a Health Savings Account? (Forms 5498-SA, 1099-SA, W-2 with code W in Box 12) |
| ☐ | ☐ | ☐ | 2. Have debt from a mortgage or credit card canceled/forgiven by a commercial lender? (Forms 1099-C, 1099A) |
| ☐ | ☐ | ☐ | 3. Buy, sell or have a foreclosure of your home? (Form 1099-A) |
| ☐ | ☐ | ☐ | 4. Have Earned Income Credit (EIC) disallowed in a prior year? If yes, for which tax year? ________ |
| ☐ | ☐ | ☐ | 5. Purchase and install energy-efficient home items? (such as windows, furnace, insulation, etc.) |
| ☐ | ☐ | ☐ | 6. Live in an area that was affected by a natural disaster? If yes, where? ________________ |
| ☐ | ☐ | ☐ | 7. Receive the First Time Homebuyers Credit in 2008? |
| ☐ | ☐ | ☐ | 8. Pay any student loan interest? (Form 1098-E) |
| ☐ | ☐ | ☐ | 9. Make estimated tax payments or apply last year's refund to your 2012 tax? If so how much? ________ |
| ☐ | ☐ | ☐ | 10. Attend school as a full time student? (Form 1098-T) |
| ☐ | ☐ | ☐ | 11. Adopt a child? |
| ☐ | ☐ | ☐ | 12. File a 2011 federal tax return containing a "capital loss carryover" on Form 1040 Schedule D? |
| ☐ | ☐ | ☐ | 13. Become a victim of identity theft? |

**Presidential Election Campaign Fund:** (If you check a box, your tax or refund will not change.)
Check here if you, or your spouse if filing jointly, want $3 to go to this fund ☐ You ☐ Spouse

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# Intake Sheet Page 3 Additional Information

**Additional Information and Questions related to the preparation of your return**

Many free tax preparation sites operate by receiving grant money. The data from the following questions may be used by this site to apply for these grants. Your answers will be used only for statistical purposes.

Other than English what language is spoken in the home? ________________________

Are you or a member of your household considered disabled? ☐ Yes ☐ No

# Intake Sheet Page 3 Additional Information –Refund or Balance Due Options

**If you are due a refund or have a balance due:**

- Ask your preparer about Direct Deposit. It is the fastest, safest way to receive your tax refund. When you combine e-file and direct deposit, the IRS will likely issue your refund in as few as 10 days.
- Ask your preparer about purchasing Series I U.S. Savings Bonds with part or all of your tax refund. Savings bonds are a safe and secure way to invest in the future. Purchase I Bonds for yourself or others in multiples of $50 and earn interest for up to 30 years.

| | | |
|---|---|---|
| If you are due a refund, would you like a direct deposit? | ☐ Yes | ☐ No |
| If you are due a refund, would you like information on how to purchase U.S. Savings Bonds? | ☐ Yes | ☐ No |
| If you are due a refund, would you like information on how to split your refund between accounts? | ☐ Yes | ☐ No |
| If you have a balance due, would you like to make a payment directly from your bank account? | ☐ Yes | ☐ No |

# Intake Sheet Page 3 Additional Information –Taxpayer Comments

**Additional comments:**

Under no circumstances will the Internal Revenue Service tolerate discriminatory treatment of taxpayers by its employees, or individuals who volunteer or work at Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) sites. No taxpayer shall be subject to discrimination on the basis of sex, race, color, national origin, reprisal, disability or age in educational programs or activities supported by the Department of the Treasury – Internal Revenue Service.

Taxpayers with a disability may require a reasonable accommodation in order to participate or receive the benefits of a program or activity supported by the Department of the Treasury – Internal Revenue Service. Site Coordinators and Managers are responsible for ensuring that requests for reasonable accommodation are granted when the request is made by a qualified individual with a disability.

If a qualified taxpayer believes that he or she has been discriminated against based on sex, race, color, national origin, disability, reprisal or age, they can file a complaint with the Department of the Treasury – Internal Revenue Service. All written complaints should be sent to:

Director, Civil Rights Division
Internal Revenue Service
1111 Constitution Avenue, NW, Rm. 2413
Washington, DC 20224

For all inquiries concerning taxpayer civil rights, contact us at the address referenced above, or e-mail us at eeo.external.civil.rights@irs.gov.

**STOP HERE!**

**Thank you for completing this form.**

**Paperwork Reduction Act Notice**

The Paperwork Reduction Act requires that the IRS display an OMB control number on all public information requests. The OMB Control Number for this study is 1545-1964. Also, if you have any comments regarding the time estimates associated with this study or suggestion on making this process simpler, please write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, Washington, DC 20224

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# Intake Sheet Page 4 Dependent Questions

**Section B. For Certified Volunteer Preparer Completion**

**Remember:** You are the link between the taxpayer's information and a correct tax return! Verify the taxpayer's information on pages 1, 2 & 3 is complete. All questions must be discussed with the taxpayer and all "Unsure" responses should be changed to "Yes" or "No".

**Must be completed by Certified Volunteer only if persons are listed in Part II Question 2**

**Check if persons are listed in Part II Question 2** ☐

☐ Yes ☐ No 1. Can anyone else claim any of the persons listed in Part II, question 2, as a dependent on their return? **If yes, which ones:**

☐ Yes ☐ No 2. Were any of the persons listed in Part II, question 2, totally and permanently disabled? **If yes, which ones:**

☐ Yes ☐ No 3. Did any of the persons listed in Part II, question 2 provide more than 50% of their own support? **If yes, which ones:**

☐ Yes ☐ No ☐ N/A 4. Did the taxpayer provide more than half the support for any of the persons listed in Part II, question 2? **If yes, which ones:**

☐ Yes ☐ No ☐ N/A 5. Did the taxpayer pay over half the cost of maintaining a home for any of the persons in Part II, question 2? **If yes, which ones:**

**Reminders**

Use Publication 4012, *Volunteer Resource Guide* and Publication 17, *Your Federal Income Tax* in making tax law determinations.

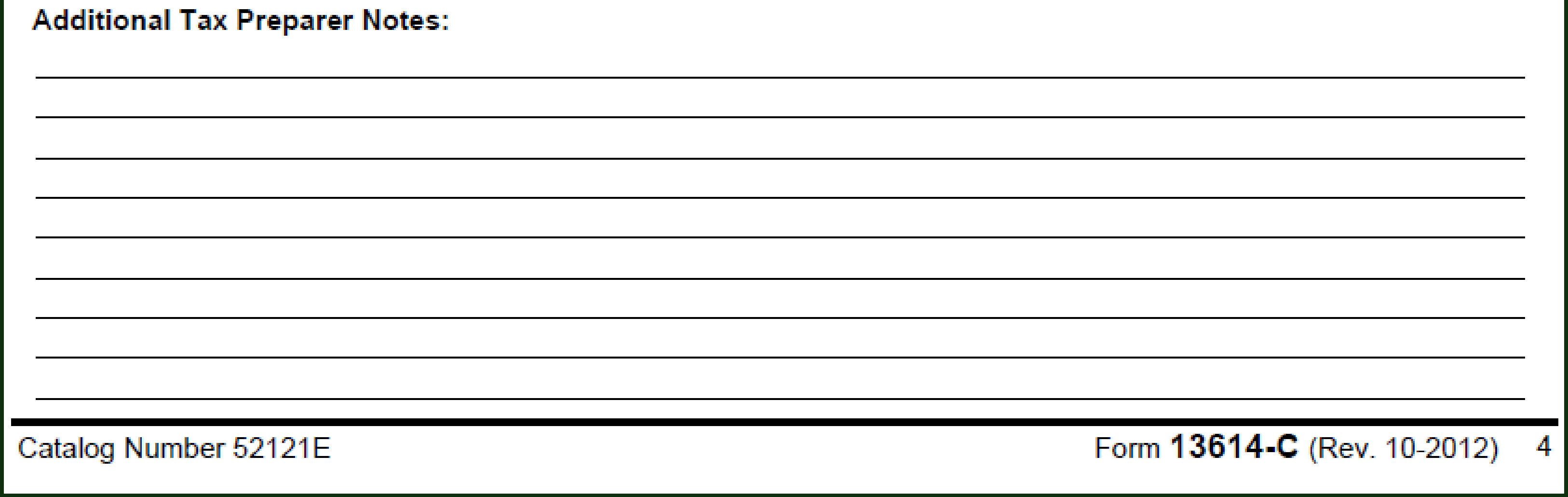
# Intake Sheet Page 4
# Quality Review

**Section C. Certified Volunteer Quality Reviewer Section**

**Review the tax return to ensure the following actions have been taken.**

1. The **certification levels** of this tax return and volunteer preparer were verified.
2. All **unsure** boxes were discussed with the taxpayer and correctly marked yes or no.
3. The **information** on pages one and two was correctly addressed and transferred to the return.
4. Taxpayer's **identity** has been verified and **address** and **phone numbers** are correct.
5. Names, **SSNs, ITINs,** and **EINs**, were verified and correctly transferred to the return.
6. **Filing status** was verified and correct.
7. **Personal** and **Dependency Exemptions** are entered correctly on the return.
8. All **Income** (including income with or without source documents) checked "yes" in section A, part III was correctly transferred to the tax return.
9. **Adjustments** to Income are correctly reported.
10. **Standard, Additional** or **Itemized deductions** are correct.
11. All **credits** are correctly reported.
12. **Withholding** shown on Forms W-2, 1099 and **Estimated Tax Payments** are correctly reported.
13. **Direct Deposit/Debit** and checking/saving account numbers are correct.
14. The correct **SIDN** is shown on the return.
15. The taxpayer(s) was advised that they are **responsible** for the information on their return.

# Intake Sheet Page 4
# Preparer Notes



**Additional Tax Preparer Notes:**

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# Summary

- The Intake Sheet is completed by the taxpayer and reviewed with the taxpayer prior to entering any information into TaxWise Software.
- The Intake Sheet is kept by the taxpayer