

Site name	SIDN	Reviewer name or SEID
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A. Review conducted by <input type="checkbox"/> RM <input type="checkbox"/> Partner <input type="checkbox"/> TC <input type="checkbox"/> Other	B. Type of review <input type="checkbox"/> Field site visit <input type="checkbox"/> Partner review <input type="checkbox"/> Remote site review <input type="checkbox"/> Other	C. Advanced Notification <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. NOTE: The term "coordinator" includes both site coordinators and local/district coordinators. Open-ended interview questions are provided in parentheses, when appropriate. Comments are required for answer options which are underlined and can be used to indicate corrective actions taken. Questions used to determine how to answer the measurement question are in *italics*. The measurement questions for determining if a site review is adhering to a QSR are in **bold**. Partners should use Publication 5140, *Partner Site & Return Review Job Aid*, for assistance in completing this form. SPEC employees should use Document 13170, *Form 6729-D Job Aid*, for assistance in completing this form.

QSR # 1: Certification	Comments
1 Did the site meet the components for QSR 1? (Explain the process used to confirm volunteer certification.) <input type="checkbox"/> Yes <input type="checkbox"/> No-Not certified in Volunteer Standards of Conduct <input type="checkbox"/> <u>No-Unable to verify</u> <input type="checkbox"/> No-Not certified in Intake/Interview and Quality Review <input type="checkbox"/> No-Not certified in tax law <input type="checkbox"/> <u>No-Other (use if more than one "No" applies)</u>	
2 Did the coordinator receive coordinator training? <input type="checkbox"/> Yes <input type="checkbox"/> No	

QSR # 2: Intake/Interview & Quality Review Process	Comments
3 Did the site meet all components of QSR 2? (Explain the Intake/Interview & Quality Review Process used at this site.) <input type="checkbox"/> Yes <input type="checkbox"/> <u>No-Not using Form 14446 (Virtual Site)</u> <input type="checkbox"/> No-Not using Form 13614-C <input type="checkbox"/> No-Does not quality review all returns <input type="checkbox"/> No-Not interviewing the taxpayer <input type="checkbox"/> <u>No-Incomplete Quality Review Process</u> <input type="checkbox"/> No-Not reviewing Form 13614-C <input type="checkbox"/> <u>No-Using an unapproved Quality Review Process</u> <input type="checkbox"/> <u>No-No process to identify out-of-scope issues</u> <input type="checkbox"/> <u>No-No process to assign returns based on volunteer certification</u> <input type="checkbox"/> No-Not advising taxpayers of responsibility <input type="checkbox"/> <u>No-Other (use if more than one "No" applies)</u>	

QSR # 3: Confirming Photo Identification and Taxpayer Identification Numbers	Comments
4 Are all volunteers confirming the identities of the primary/secondary taxpayers and taxpayer identification numbers for everyone listed on the return? (Explain the process used to confirm taxpayer identities and taxpayer identification numbers.) <input type="checkbox"/> Yes-Photo ID's checked or exception applies <input type="checkbox"/> No-Not confirming taxpayer Identification numbers <input type="checkbox"/> No-Not reviewing photo identification <input type="checkbox"/> <u>No-Other (use if more than one "No" applies)</u> <input type="checkbox"/> No-Spouse/Taxpayer not present/No Power of Attorney	

QSR # 4: Reference Materials	Comments
5 Are all required reference materials available at the site? (Tell me what reference material you use at the site.) <input type="checkbox"/> Yes <input type="checkbox"/> No-Publication 17 not available <input type="checkbox"/> No-Publication 4012 not available <input type="checkbox"/> No-Neither publication is available	
6 Is there a process which ensures all volunteer alerts are reviewed by all IRS-tax law certified volunteers? (What is your process for delivering volunteer alerts to your volunteers?) <input type="checkbox"/> Yes <input type="checkbox"/> No	

QSR # 5: Volunteer Agreement	Comments
7 Are all Forms 13615 signed and dated by the volunteer and approving official? (Tell me the process for securing signed volunteer agreements.) <input type="checkbox"/> Yes <input type="checkbox"/> <u>No-Not signed/dated by volunteer or approving official</u> <input type="checkbox"/> <u>No-Unable to verify</u> <input type="checkbox"/> <u>No-Form 13206 does not certify Forms 13615 validation</u>	
8 Were any violations to the Volunteer Standards of Conduct identified? <input type="checkbox"/> No violations identified <input type="checkbox"/> Yes-Violation to VSC 4 <input type="checkbox"/> Yes-Violation to VSC 1 <input type="checkbox"/> Yes-Violation to VSC 5 <input type="checkbox"/> Yes-Violation to VSC 2 <input type="checkbox"/> Yes-Violation to VSC 6 <input type="checkbox"/> Yes-Violation to VSC 3	

QSR # 5: Volunteer Agreement (continued)		Comments
9	Did the site meet the components for QSR 5? <input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Is Publication 4836, <i>VITA/TCE Free Tax Programs</i> (VolTax), properly displayed? (Explain your process for ensuring volunteers and taxpayers know how to report unethical issues.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
QSR # 6: Timely Filing		Comments
11	Are timely filing requirements met? (Explain your process for transmitting returns, obtaining acknowledgements, and correcting rejects. Explain how taxpayers sign their tax return.) <input type="checkbox"/> Yes <input type="checkbox"/> No-Not retrieving acknowledgments timely <input type="checkbox"/> No-Not transmitting timely <input type="checkbox"/> No-Not notifying taxpayers of rejects timely <input type="checkbox"/> No-Form 8879 not signed <input type="checkbox"/> No-Other (use if more than one "No" applies)	
QSR # 7: Civil Rights		Comments
12	Is a current Civil Rights poster displayed at the first point of contact? (Explain your process for ensuring volunteers and taxpayers know how to report Civil Rights issues identified at your site.) <input type="checkbox"/> Yes <input type="checkbox"/> Yes-Using Publication 4454 <input type="checkbox"/> No	
QSR # 8: Site Identification Number		Comments
13	Does the site use the correct SIDN? (What SIDN are you using?) <input type="checkbox"/> Yes <input type="checkbox"/> No	
QSR # 9: Electronic Filing Identification Number		Comments
14	Does the site use the correct EFIN? (What EFIN are you using?) <input type="checkbox"/> Yes <input type="checkbox"/> No	
QSR # 10: Security		Comments
15	<i>Is there a process to identify everyone who prepares, reviews, or changes a tax return? (Explain the process to identify who prepares, reviews, corrects, or makes changes to a tax return.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
16	<i>Are adequate security measures taken to protect equipment and safeguard taxpayer data? (Explain measures taken to protect equipment and dispose of taxpayer data.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No-Taxpayer data not properly disposed <input type="checkbox"/> No-Equipment not secured <input type="checkbox"/> No-Taxpayer data not safeguarded	
17	<i>If Section 7216 is applicable, are consent notices properly secured and maintained? (Do you or your partner collect taxpayer information, which is used for anything other than preparing tax returns?)</i> <input type="checkbox"/> Yes-Consent notices properly secured <input type="checkbox"/> N/A-Consent notices are not required <input type="checkbox"/> No-Consent notices not properly secured	
18	Did the site meet the components for QSR 10? <input type="checkbox"/> Yes <input type="checkbox"/> No	
19	Do all volunteers wear or display their name to the taxpayers they assist? (Explain your process for identifying volunteers to taxpayers.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Site Operations		Comments
20	Is the site operating information correct in SPECTRM? (What are your site operating days and hours?) <input type="checkbox"/> Yes <input type="checkbox"/> No	
21	Are volunteer preparers and quality reviewers correctly addressing the virtual VITA/TCE question in TaxSlayer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Adherence to Quality Site Requirements		Comments
22	What is the overall Quality Site Requirement adherence rating?	The adherence rate is calculated by awarding 10 points for each of the measurement questions marked "Yes". The measurement questions are 1, 3-5, 9, 11-14, and 18.