

IRM PROCEDURAL UPDATE

DATE: 02/18/2014

NUMBER: WI-22-0214-0332

SUBJECT: Stakeholder Partnerships, Education and Communication regarding updates to Volunteer Registry

AFFECTED IRM(s)/SUBSECTION(s): 22.30.1.3.13.11

CHANGE(s):

IRM 22.30.1.3.13.11(7) Volunteer Registry - modified to add notification from Area Director to partner/volunteers being placed on Registry.

7. When a partner or volunteer is added to the Volunteer Registry, the area and territory manager will be notified. The Area Director will issue notice of being placed on the registry to the applicable partner or volunteer.

IRM 22.30.1.3.13.11(8) Volunteer Registry - created to state the role of the territory manager and tax consultant.

8. Territory managers and tax consultants are required to review the volunteer registry reports as the territory receives Form 13533, *Sponsor Agreements* and Form 13206, *Volunteer Assistance Summary Reports*, or similar listings containing the same information. If a partner or volunteer appears on both the Volunteer Registry and Form 13206, Form 13533, or Form 13615, the partner must be notified that they can never participate in the VITA/TCE program. If the partner or volunteer makes another attempt to participate after this notification, TIGTA must be contacted.