

Site name	SIDN	Reviewer name or SEID
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A. Review conducted by <input type="checkbox"/> QSS Reviewer <input type="checkbox"/> SPEC Shopper <input type="checkbox"/> Other	B. Type of review <input type="checkbox"/> QSS Review <input type="checkbox"/> SPEC Shopping <input type="checkbox"/> Other	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. NOTE: The term "coordinator" includes both site coordinators and local coordinators. Questions used to determine how to answer the measurement question are in *italics*. 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**. **Note:** Each met measurement question is valued at 10%. If all ten measurement questions are met, the site is rated at 100%.

	QSR # 1: Certification	Comments
1	<i>Are all volunteers certified in Volunteer Standards of Conduct?</i> <input type="checkbox"/> Yes <input type="checkbox"/> <u>No-not certified</u> <input type="checkbox"/> <u>No-unable to verify</u>	
2	<i>Are all required volunteers certified in Intake/Interview and Quality Review?</i> <input type="checkbox"/> Yes <input type="checkbox"/> <u>No</u>	
3	<i>Are all volunteers who address tax law issues certified in tax law?</i> <input type="checkbox"/> Yes <input type="checkbox"/> <u>No-not certified</u> <input type="checkbox"/> <u>No-unable to verify</u>	
4	Did the site meet the components for QSR #1? <input type="checkbox"/> Yes <input type="checkbox"/> <u>No</u>	
5	Did the coordinator complete coordinator training? <input type="checkbox"/> Yes <input type="checkbox"/> <u>No</u>	
QSR # 2: Intake/Interview & Quality Review Process		Comments
6	<i>Are all volunteers using a correct Intake/Interview & Quality Review Process for every return?</i> <input type="checkbox"/> Yes <input type="checkbox"/> <u>No-Does not quality review all returns</u> <input type="checkbox"/> <u>No-Not using Form 13614-C</u> <input type="checkbox"/> <u>No-Incomplete Quality Review Process</u> <input type="checkbox"/> <u>No-Not interviewing the taxpayer</u> <input type="checkbox"/> <u>No-Using an unapproved Quality Review Process</u> <input type="checkbox"/> <u>No-Incomplete Form 13614-C</u> <input type="checkbox"/> <u>No-Other</u> <input type="checkbox"/> <u>No-Not using Form 14446 (Virtual Site)</u>	
7	<i>Is there a process which ensures returns are within scope and volunteer preparers and quality reviewers are assigned returns at their certification level?</i> <input type="checkbox"/> Yes <input type="checkbox"/> <u>No-Not identifying out-of-scope issues</u> <input type="checkbox"/> <u>No-Not identifying volunteer/return certification levels</u> <input type="checkbox"/> <u>No-Not identifying reviewer/return certification level</u> <input type="checkbox"/> <u>No-Other</u>	
8	<i>Are volunteers advising taxpayers of their responsibility for the information listed on their return?</i> <input type="checkbox"/> Yes <input type="checkbox"/> <u>No</u>	
9	Did the site meet the components for QSR #2? <input type="checkbox"/> Yes <input type="checkbox"/> <u>No</u>	
QSR # 3: Confirming Photo Identification and Taxpayer Identification Numbers		Comments
10	<i>Are volunteers using photo identification to confirm taxpayers' identities?</i> <input type="checkbox"/> Yes-Photo ID's checked or exception applies <input type="checkbox"/> <u>No-Not using photo identification</u> <input type="checkbox"/> <u>No-Spouse/Taxpayer not present/No Power of Attorney</u>	
11	<i>Are volunteers confirming Taxpayer Identification Numbers (TIN) for everyone listed on the return?</i> <input type="checkbox"/> Yes <input type="checkbox"/> <u>No</u>	
12	Did the site meet the components for QSR #3? <input type="checkbox"/> Yes <input type="checkbox"/> <u>No</u>	

QSR # 4: Reference Materials		Comments
13	Are all required reference materials available at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No-Publication 4012 not available <input type="checkbox"/> No-Publication 17 not available <input type="checkbox"/> No-Neither publication is available	
14	Is there a process which ensures all volunteer alerts are reviewed by all IRS tax law-certified volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> No	
QSR # 5: Volunteer Agreement		Comments
15	Are all Forms 13615 signed and dated by the volunteer and approving official? <input type="checkbox"/> Yes <input type="checkbox"/> No-Not signed/dated by volunteer <input type="checkbox"/> No-Not signed/dated by approving official <input type="checkbox"/> No-Unable to verify <input type="checkbox"/> No-Form 13206 does not certify Forms 13615 validation	
16	Were any violations to the Volunteer Standards of Conduct (VSC) identified? <input type="checkbox"/> No violations identified <input type="checkbox"/> Yes-Violation to VSC 1 <input type="checkbox"/> Yes-Violation to VSC 2 <input type="checkbox"/> Yes-Violation to VSC 3 <input type="checkbox"/> Yes-Violation to VSC 4 <input type="checkbox"/> Yes-Violation to VSC 5 <input type="checkbox"/> Yes-Violation to VSC 6	
17	Did the site meet the components for QSR #5? <input type="checkbox"/> Yes <input type="checkbox"/> No	
18	Is Publication 4836, VITA/TCE Free Tax Programs (VolTax), properly displayed at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
QSR # 6: Timely Filing		Comments
19	Are timely filing requirements met? <input type="checkbox"/> Yes <input type="checkbox"/> No-Not transmitting timely <input type="checkbox"/> No-Not retrieving acknowledgments timely <input type="checkbox"/> No-Not notifying taxpayers of rejects timely <input type="checkbox"/> No-Form 8879 not signed <input type="checkbox"/> No-Other	
QSR # 7: Civil Rights		Comments
20	Is the current Civil Rights poster displayed at the first point of contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
QSR # 8: Site Identification Number		Comments
21	Is the site using the correct Site Identification Number (SIDN)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
QSR # 9: Electronic Filing Identification Number		Comments
22	Is the site using the correct Electronic Filing Identification Number (EFIN)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
QSR # 10: Security		Comments
23	Is there a process which identifies every volunteer who prepares, reviews, or changes a tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No	
24	Are adequate security measures taken to protect electronic equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
25	Is taxpayer information safeguarded and properly disposed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
26	If Section 7216 is applicable, are consent notices properly secured? <input type="checkbox"/> Yes-Consent notices properly secured <input type="checkbox"/> No-Consent notices not properly secured <input type="checkbox"/> N/A-Consent notices are not required	
27	Did the site meet the components for QSR #10? <input type="checkbox"/> Yes <input type="checkbox"/> No	
28	Are all volunteers wearing or displaying their name to taxpayers they assist? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Site Operations		Comments
29	Is the site operating information correct in SPECTRM? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Adherence to Quality Site Requirements	Comments
30 What is the overall Quality Site Requirement Adherence Rating?	Measurement of this question is based on the answers to questions 4, 9, 12, 13, 17, 19-22, and 27.

Remarks