Form **6729-D** (October 2016)	Department of the Treasury - Internal Revenue Service **Site Review Sheet**	Date of review

Site name	SIDN	Reviewer name or SEID

A. Review conducted by	B. Type of review	C. Advanced Notification
☐ RM ☐ Partner ☐ TC ☐ Other	☐ Field site visit ☐ Partner review ☐ Remote site review ☐ Other	☐ Announced ☐ Unannounced

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. 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.)** ☐ Yes ☐ No-Not certified in Volunteer Standards of Conduct ☐ No-Unable to verify ☐ No-Not certified in Intake/Interview and Quality Review ☐ No-Not certified in tax law ☐ No-Other (use if more than one "No" applies)	
2 Did the coordinator receive (site or local/district) coordinator training? ☐ Yes ☐ 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.)** ☐ Yes ☐ No-Not using Form 14446 (Virtual Site) ☐ No-Not using Form 13614-C ☐ No-Does not quality review all returns ☐ No-Not interviewing the taxpayer ☐ No-Incomplete Quality Review Process ☐ No-Not reviewing Form 13614-C ☐ No-Using an unapproved Quality Review Process ☐ No-No process to identify out-of-scope issues ☐ No-No process to assign returns based on volunteer certification ☐ No-Not advising taxpayers of responsibility ☐ No-Other (use if more than one "No" applies)	

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.)** ☐ Yes ☐ No-Not confirming taxpayer Identification numbers ☐ No-Not reviewing photo identification ☐ No-Spouse/Taxpayer not present/No Power of Attorney ☐ No-Other (use if more than one "No" applies)	

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.)** ☐ Yes ☐ No-Publication 17 not available ☐ No-Publication 4012 not available ☐ No-Neither publication is available	
6 Is there a process which ensures all volunteer alerts are reviewed by all tax law certified volunteers? (What is your process for delivering volunteer alerts to your volunteers?) ☐ Yes ☐ 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.)* ☐ Yes ☐ No-Not signed/dated by volunteer or approving official ☐ No-Unable to verify ☐ No-Form 13206 does not certify Forms 13615 validation	
8 *Were any violations to the Volunteer Standards of Conduct identified?* ☐ No violations identified ☐ Yes-Violation to VSC 4 ☐ Yes-Violation to VSC 1 ☐ Yes-Violation to VSC 5 ☐ Yes-Violation to VSC 2 ☐ Yes-Violation to VSC 6 ☐ Yes-Violation to VSC 3	

QSR # 5: Volunteer Agreement (continued)	Comments
9 **Did the site meet the components for QSR 5?** ☐ Yes ☐ <u>No</u>	
10 Is Publication 4836, *VITA and TCE Free Tax Programs* (VolTax), properly displayed? (Explain your process for ensuring volunteers and taxpayers know how to report unethical issues.) ☐ Yes ☐ <u>No</u>	

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.)** ☐ Yes ☐ No-Not retrieving acknowledgments timely ☐ No-Not transmitting timely ☐ No-Not notifying taxpayers of rejects timely ☐ No-Form 8879 not signed ☐ <u>No-Other (use if more than one "No" applies)</u>	

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.)** ☐ Yes ☐ <u>No</u>	

QSR # 8: Site Identification Number	Comments
13 **Does the site use the correct SIDN? (What SIDN are you using?)** ☐ Yes ☐ <u>No</u>	

QSR # 9: Electronic Filing Identification Number	Comments
14 **Does the site use the correct EFIN? (What EFIN are you using?)** ☐ Yes ☐ <u>No</u>	

QSR # 10: Security	Comments
15 *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.)* ☐ Yes ☐ <u>No</u>	
16 *Are adequate security measures taken to protect equipment and safeguard taxpayer data? (Explain measures taken to protect equipment and dispose of taxpayer data.)* ☐ Yes ☐ <u>No-Taxpayer data not properly disposed</u> ☐ <u>No-Equipment not secured</u> ☐ <u>No-Taxpayer data not safeguarded</u>	
17 *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?)* ☐ Yes-Consent notices properly secured ☐ N/A-Consent notices are not required ☐ <u>No-Consent notices not properly secured</u>	
18 **Did the site meet the components for QSR 10?** ☐ Yes ☐ <u>No</u>	
19 Do all volunteers wear or display their name to the taxpayers they assist? (Explain your process for identifying volunteers to taxpayers.) ☐ Yes ☐ <u>No</u>	

Site Operations	Comments
20 Is the site operating information correct in SPECTRM? (What are your site operating days and hours?) ☐ Yes ☐ <u>No</u>	

Adherence to Quality Site Requirements	Comments
21 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.

Remarks (Include any feedback from the coordinator regarding the remote site review.)