

VITA/TCE Scope and Product Change Requests

for SPEC Partners

Background

Each year, the Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) training are reviewed and updated. Employees, partners, and volunteers are permitted to submit their suggestions for changes to these forms and publications.

VITA/TCE Programs Scope Change Request Process

Occasionally, issues arise where there may be a need to consider changing the scope of the programs.

Partners can submit proposed changes to the scope of the VITA/TCE programs to their local IRS-SPEC contact. The local IRS-SPEC contact will coordinate the due date for submitting the request.

VITA/TCE Programs Product Change Request Process

VITA/TCE training materials are reviewed annually to determine if updates are needed due to new tax laws and other pertinent changes.

This process allows SPEC employees, partners, and volunteers to submit recommendations, corrections, or requests to clarify information in the VITA/TCE training materials. These materials include publications and forms used specifically for training.

- VITA/TCE partners and volunteers may complete the mobile-friendly **Form 15247**, Product Review Feedback for SPEC Products. Once complete, this web-based form is routed to the SPEC Products, Systems & Analysis group for processing.
- Alternatively, partners and volunteers can download a PDF version of the form or request a copy from their IRS-SPEC contact. Complete **Form 15247**, attach any documents that are relevant to the change, and send it to your IRS-SPEC contact.
- Partners should obtain the due date for submitting the requested change from their IRS-SPEC contact.