

QSR #8 Site Identification Number

The correct Site Identification Number (SIDN) must be shown on ALL returns prepared.

Concern: As of March 2, 2011, the SIDN report shows 1,466 sites are not using the correct SIDN. So far this year, those 1,466 sites have submitted 33,206 e-filed returns and 728 paper returns with an incorrect SIDN. Last year 4,460 sites prepared 82,924 e-file returns and 12,474 paper returns with the wrong SIDN.

Background: The SIDN identifies the territory, program, and volunteer tax preparation site and provides the local IRS office with the number of e-file and paper returns submitted by each site. The SIDN follows the format of the Preparers Tax Identification Number (PTIN). The SIDN is comprised of an "S" followed by eight numeric digits.

There are many demands for the limited resources available, so please ensure your site reflects the hard work being done by volunteers by using the correct SIDN on ALL returns prepared. Therefore, sites may not get all the resources available to them as the number of returns being filed is understated. Resources (software, computers, employees) are often distributed based on the number of returns prepared.

Action Item: Site coordinators should review the defaults on **every** computer used at their site to ensure the correct SIDN is set for that location. If the incorrect SIDN is being used, the site coordinator should change the default setting to the correct SIDN. This may need to be done frequently when computers are used at multiple sites.

Sites filing paper returns should review the SIDN on each completed paper return to ensure the correct SIDN is reflected.

For more information, refer to:

- Publication 1084, *IRS Volunteer Site Coordinator's Handbook*

If you have any questions, please discuss them with your site coordinator, contact your local IRS SPEC relationship manager, or e-mail partner@irs.gov.

Thank you for volunteering to serve your community and for your dedication to providing top QUALITY service!