
VOLUNTEER RETURN PREPARATION PROGRAM CRITICAL INTAKE DATA

Instructions: These questions must be asked of each taxpayer and documented on Page 2 of this form or on a partner developed form.

Also, the following italicized statements and request for the taxpayer's signature(s) must be on any Information, Screener or Intake Forms used in lieu of the IRS Form 13614, Page 2:

Please indicate below whether we may use the information contained on this form to assist in resolving problems in the event return processing problems occur. By signing this document and indicating your agreement below, you will allow us to retain this form so that general information such as employer/taxpayer address, identification numbers, birth dates and names can be verified if return processing problems occur.

The information retained will not be shared with any unauthorized persons and will not be sold, given away, or used for commercial purposes. This information will be properly disposed of when no longer needed and retained no longer than December 31 of the current tax year.

Can we retain the information on this Form to improve/help with the processing of your tax return? YES NO

Your signature

Spouse signature

TAXPAYER IDENTIFICATION

1. Valid picture identification for taxpayer and spouse
2. Taxpayer/spouse's name
3. Taxpayer/spouse's address
4. Taxpayer/spouse's phone number
5. Taxpayer/spouse's Social Security Number (SSN) or Tax Identification Number (TIN), i.e. ITIN, etc. (need to see official documentation)
6. Taxpayer/spouse's birth dates

TAXPAYER MARITAL STATUS

1. Was taxpayer single as of December 31st of the tax year?
2. Was taxpayer legally married and living with their spouse as of December 31?
3. Has taxpayer's spouse died within the past two calendar years?
4. Can someone else claim the taxpayer/spouse as a dependent on his or her tax return?

DEPENDENTS

1. List all persons who lived in your home during the tax year and anyone living outside your home that you supported during the tax year.
2. For each listed person, please note:
 - a. Person's name as shown on taxpayer identification number documents
 - b. Person's birth date
 - c. Person's social security number or taxpayer identification number
 - d. Person's relationship to taxpayer
 - e. Number of months person lived in taxpayer's home
 - f. Support provided by taxpayer for each person

TAXPAYER'S INCOME

1. How many jobs did the taxpayer/spouse have during the tax year?
2. Did taxpayer/spouse bring W-2s or other proof of income for the jobs noted above?
3. Did the taxpayer/spouse receive income not reported on a W-2? (i.e. Social Security payments, interest, dividends, Form 1099s, etc.)

TAXPAYER'S EXPENSES

1. Did the taxpayer/spouse pay for childcare during the tax year that allowed them to work?
If yes, did the taxpayer bring the address and the identification number of the provider?
2. Did the taxpayer/spouse or any member of their household attend college or vocational school in 2004?
3. Did the taxpayer/spouse or any member of their family pay student loan interest?

OTHER TAXPAYER INFORMATION

1. Have you ever had the Earned Income Tax Credit disallowed by the IRS?
2. Do you want to use Direct Deposit to your checking or savings account? If yes, did the taxpayer bring the account number and the routing number of the financial institution?

