

Form <b>6729-D</b> (October 2022)	Department of the Treasury - Internal Revenue Service <h2 style="margin: 0;">Site Review Sheet</h2>	Date of review
Site name	SIDN	Reviewer name or SEID
A. Review conducted by <input type="checkbox"/> RM <input type="checkbox"/> Partner <input type="checkbox"/> TC <input type="checkbox"/> Other	B. Type of review <input type="checkbox"/> Field Site Visit <input type="checkbox"/> Partner review <input type="checkbox"/> Remote Site Review <input type="checkbox"/> Other	C. Advanced Notification <input type="checkbox"/> Announced <input type="checkbox"/> Unannounced
<b>Instructions:</b> 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 (VITA/TCE) 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/district 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 is adhering to a QSR are in <b>bold</b> . Partners should use Publication 5140, Partner Site & Return Review Job Aid, for assistance in completing this form. SPEC employees should use Document 13341, Field, Remote and Return Review Resource Guide, for assistance in completing this form.		
<b>QSR # 1: Certification</b>		<b>Comments</b>
<b>1 Did the site meet the components for QSR 1? (Explain the process used to confirm volunteer certification.)</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Yes  <input type="checkbox"/> <u>No-Unable to verify</u>  <input type="checkbox"/> <u>No-Not certified in tax law</u>  <input type="checkbox"/> <u>No-Not certified in Volunteer Standards of Conduct</u> </div> <div style="width: 45%;"> <input type="checkbox"/> <u>No-Coordinator did not pass Site Coordinator Test</u>  <input type="checkbox"/> <u>No-Not certified in Intake/Interview and Quality Review</u>  <input type="checkbox"/> <u>No-Other (use if more than one "No" applies)</u> </div> </div>		
<b>2 Are all volunteers certified using Link and Learn Taxes?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>QSR # 2: Intake/Interview &amp; Quality Review Process</b>		<b>Comments</b>
<b>3 Did the site meet all components of QSR 2? (Explain the Intake/Interview &amp; Quality Review Process used at this site.)</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Yes  <input type="checkbox"/> <u>No-Not using Form 13614-C</u>  <input type="checkbox"/> <u>No-Not interviewing the taxpayer</u>  <input type="checkbox"/> <u>No-No process to identify out-of-scope issues</u>  <input type="checkbox"/> <u>No-No process to assign returns based on volunteer certification</u> </div> <div style="width: 45%;"> <input type="checkbox"/> <u>No-Not using Form 14446 (Virtual Site)</u>  <input type="checkbox"/> <u>No-Does not quality review all returns</u>  <input type="checkbox"/> <u>No-Incomplete or unapproved Quality Review Process</u>  <input type="checkbox"/> <u>No-Not advising taxpayers of responsibility</u>  <input type="checkbox"/> <u>No-Other (use if more than one "No" applies)</u> </div> </div>		
<b>QSR # 3: Confirming Photo Identification and Taxpayer Identification Numbers</b>		<b>Comments</b>
<b>4 Are all volunteers confirming the identities of the taxpayer (and spouse, if married filing jointly) and Taxpayer Identification Numbers (TIN) for everyone listed on the return? (Explain the process used to confirm taxpayer identities and TIN.)</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Yes  <input type="checkbox"/> <u>No-Not reviewing photo identification</u>  <input type="checkbox"/> <u>No-Spouse/Taxpayer not present/No Power of Attorney</u> </div> <div style="width: 45%;"> <input type="checkbox"/> <u>No-Not confirming taxpayer Identification numbers</u>  <input type="checkbox"/> <u>No-Other (use if more than one "No" applies)</u> </div> </div>		
<b>QSR # 4: Reference Materials</b>		<b>Comments</b>
<b>5 Are all required reference materials available at the site? (Tell me what reference material you use at the site.)</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Yes  <input type="checkbox"/> <u>No-Publication 4012 not available</u>  <input type="checkbox"/> <u>No-Publication 17 not available</u> </div> <div style="width: 45%;"> <input type="checkbox"/> <u>No-Publication 4299 not available</u>  <input type="checkbox"/> <u>No-Other (use if more than one "No" applies)</u> </div> </div>		
<b>6 Is there a process which ensures all volunteer alerts are reviewed by all IRS tax law-certified volunteers? (What is your process for sharing volunteer alerts with your volunteers?)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>QSR # 5: Volunteer Agreement</b>		<b>Comments</b>
<b>7 Is the volunteer's identity, name and address confirmed using government-issued photo ID, and are Forms 13615 signed and dated by the volunteer and approving official? (Tell me the process for securing signed volunteer agreements.)</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Yes  <input type="checkbox"/> <u>No-Unable to verify</u> </div> <div style="width: 45%;"> <input type="checkbox"/> <u>No-Not signed/dated by volunteer or approving official</u>  <input type="checkbox"/> <u>No-Form 13206 does not certify Forms 13615 validation</u>  <input type="checkbox"/> <u>No-Not requiring government-issued photo ID</u> </div> </div>		

QSR # 5: Volunteer Agreement (continued)		Comments
8	<p>Were any violations to the Volunteer Standards of Conduct (VSC) identified?</p> <p> <input type="checkbox"/> No violations identified           <input type="checkbox"/> Yes-Violation to VSC # 3           <input type="checkbox"/> Yes-Violation to VSC # 6  <input type="checkbox"/> Yes-Violation to VSC # 1           <input type="checkbox"/> Yes-Violation to VSC # 4  <input type="checkbox"/> Yes-Violation to VSC # 2           <input type="checkbox"/> Yes-Violation to VSC # 5         </p>	
9	<p>Did the site meet the components for QSR 5?</p> <p> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </p>	
10	<p>Is Publication 4836, VITA/TCE Free Tax Programs (VolTax), made available to all taxpayers who seek services at the site? (Explain your process for ensuring volunteers and taxpayers know how to report unethical issues.)</p> <p> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </p>	
QSR # 6: Timely Filing		Comments
11	<p>Are timely filing requirements met? (Explain your process for transmitting returns, obtaining acknowledgements, and correcting rejects. Explain how taxpayers sign their tax return.)</p> <p> <input type="checkbox"/> Yes           <input type="checkbox"/> No-Not retrieving acknowledgments timely  <input type="checkbox"/> No-Not transmitting timely           <input type="checkbox"/> No-Not notifying taxpayers of rejects timely  <input type="checkbox"/> No-Form 8879 not signed           <input type="checkbox"/> No-Other (use if more than one "No" applies)         </p>	
QSR # 7: Civil Rights		Comments
12	<p>Is a current Civil Rights poster made available to all taxpayers who seek services at the site? (Explain your process for ensuring volunteers and taxpayers know how to report Civil Rights issues identified at your site.)</p> <p> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </p>	
QSR # 8: Site Identification Number		Comments
13	<p>Does the site use the correct Site Identification Number (SIDN)? (What Site Identification Number (SIDN) are you using?)</p> <p> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </p>	
QSR # 9: Electronic Filing Identification Number		Comments
14	<p>Does the site use the correct Electronic Filing Identification Number (EFIN)? (What Electronic Filing Identification Number (EFIN) are you using?)</p> <p> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </p>	
QSR # 10: Security		Comments
15	<p>Does the site have a security plan and is the plan available at the site? (Please share a copy of your security plan.)</p> <p> <input type="checkbox"/> Yes           <input type="checkbox"/> No-Site does not have a security plan  <input type="checkbox"/> No-Not available at the site           <input type="checkbox"/> No-Other         </p>	
16	<p>Are the site's computers all password protected and internet connection either hard-wired or wireless connection is password protected? (Explain measures taken to password protect computers and internet connections.)</p> <p> <input type="checkbox"/> Yes           <input type="checkbox"/> No-Wireless without password  <input type="checkbox"/> No-Computers without passwords           <input type="checkbox"/> No-Other         </p>	
17	<p>Are adequate security measures taken to protect computers, printers and all other equipment during and after site operating hours? (Explain measures taken to protect computers and all equipment used by the site.)</p> <p> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </p>	
18	<p>Does the site protect, safely store and/or properly dispose of Personally Identifiable Information (PII)? (Explain the process you use to protect, store and dispose of taxpayer data.)</p> <p> <input type="checkbox"/> Yes           <input type="checkbox"/> No-PII not properly disposed  <input type="checkbox"/> No-PII not protected           <input type="checkbox"/> No-Other         </p>	
19	<p>If Section 7216 is applicable, are consent notices properly secured? (Do you or your partner collect taxpayer information which is used for anything other than preparing tax returns? If yes, explain the process for the consent or denial of the use and/or disclosure.)</p> <p> <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         </p>	

QSR # 10: Security (continued)		Comments
20	<b>Did the site meet the components for QSR #10?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
21	<b>Does the site use the tax software features to generally limit volunteer access to tax returns outside of site operating hours? (Explain the processes used to limit volunteer access to tax returns in the tax software during and after site hours.)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
22	<b>Do all volunteers identify themselves to the taxpayers they assist? (Explain your process for identifying volunteers to taxpayers.)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Site Operations		Comments
23	<b>Is the site operating information in SPECTRM correct? (What are your site operating days and hours?)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Adherence to Quality Site Requirements		Comments
24	<b>What is the overall Quality Site Requirement adherence rating?</b>	The adherence rate is calculated by awarding 10 points for each of the measurement questions marked "Yes". The measurement questions are 1, 3, 4, 5, 9, 11, 12, 13, 14, and 20.

Remarks