Intake/Interview & Quality Review Sheet

IRS Form 13614-C

Intake/Interview & Quality Review Sheet (13614-C)

- Basis for tax preparer/client interview
- Completed by the client – Section A
  - Page 1 - General information about taxpayer, spouse and dependents. Entered on "Main Information Sheet" in TaxWise
  - Page 2 - Summary of income, expenses, and life events and Presidential Election Campaign Fund question
  - Page 3 – Additional Information & Questions (grant money questions, refund and balance due, and taxpayer comments)
- Completed by preparer
  - Page 4, Section B– Questions about dependents
  - Page 4 – Tax Preparer Notes
- Completed by quality reviewer
  - Page 4, Section C

Intake Sheet Page 1
Personal Information

Form **13614-C**
(Rev. 10-2011)

Department of the Treasury – Internal Revenue Service

Intake/Interview & Quality Review Sheet

OMB # 1545-1964

Section A. You should complete Pages 1-3

Thank you for allowing us to prepare your tax return. **You are responsible for the information on your return so please provide complete and accurate information to the certified tax preparer.** If you have any questions please ask your preparer.

You will need your:

- Tax information such as Forms W-2, 1099, 1098.
- Social security cards or ITIN letters for you and all persons on your tax return.
- Proof of Identity (such as a valid drivers license or other government issued picture ID).

Part I. Your Personal Information

1. Your First Name	M. I.	Last Name	Are you a U.S. Citizen? ☐ Yes ☐ No
2. Spouse's First Name	M. I.	Last Name	Is spouse a U.S. Citizen? ☐ Yes ☐ No

3. Mailing Address	Apt#	City	State	Zip Code

4. Contact Information
Phone: Cell Phone: E-mail:

5. Your Date of Birth	6. Your Job Title	Are you: 7. Legally Blind ☐ Yes ☐ No 8. Totally and Permanently Disabled ☐ Yes ☐ No
9. Spouse's Date of Birth	10. Spouse's Job Title	Is Spouse: 11. Legally Blind ☐ Yes ☐ No 12. Totally and Permanently Disabled ☐ Yes ☐ No

13. Can anyone claim you or your spouse on their tax return? ☐ Yes ☐ No ☐ Unsure

Intake Sheet Page 1
Family & Dependent Information

Part II. Marital Status and Household Information

1. As of December 31, 2011, were you?
   - ☐ Single
   - ☐ Married: Did you live with your spouse during any part of the last six months of 2011? ☐ Yes ☐ No
   - ☐ Divorced or Legally Separated: Date of final decree or separate maintenance agreement:
   - ☐ Widowed: Year of spouse's death:

2. List names below of everyone who lived in your home in 2011 (other than you or spouse). Also list anyone who lived outside of your home that you supported during 2011. If additional space is needed please check here ☐ and list on page 3.

Name (first, last) Do not enter your name or spouse's name below. (a)	Date of Birth (mm/dd/yy) (b)	Relationship to you (e.g. daughter, son, mother, sister, none) (c)	Number of months lived in your home in 2011 (d)	US Citizen or resident of the US, Canada or Mexico in 2011 (yes/no) (e)	Marital Status as of 12/31/11 (S/M) (f)	Full-time student in 2011 (yes/no) (g)	Received less than $3700 income in 2011 (yes/no) (h)

- **Volunteers assisting with preparing your return are trained to provide high quality service and uphold the highest ethical standards.**
- To report unethical behavior to IRS, **email us at wi.voltax@irs.gov** or call t**oll free 1-877-330-1205.**

To check the status of your REFUND visit "Where's My Refund?" on www.irs.gov or call 1-800-829-1954 for assistance.

Catalog Number 52121E — Form **13614-C** (Rev. 10-2011)

Intake Sheet Page 2
Income

Section A. Please complete – check Yes, No or Unsure to all questions below. Please ask if you need help.

Part III. Income – In 2011, did you (or your spouse) receive:

Yes	No	Unsure	
☐	☐	☐	1. Wages or Salary? (Form W-2)
☐	☐	☐	2. Tip Income?
☐	☐	☐	3. Scholarships? (Forms W-2, 1098-T)
☐	☐	☐	4. Interest/Dividends from: checking/savings accounts, bonds, CDs, brokerage? (Forms 1099-INT, 1099-DIV)
☐	☐	☐	5. Refund of state/local income taxes? (Form 1099-G)
☐	☐	☐	6. Alimony Income?
☐	☐	☐	7. Self-Employment payments (such as cash received for services, small business)? (Form 1099-MISC)
☐	☐	☐	8. Income (or loss) from the sale of Stocks, Bonds or Real Estate (including your home)? (Forms 1099-S, 1099-B)
☐	☐	☐	9. Disability Income (such as payments from insurance or workers compensation)? (Forms 1099-R, W-2)
☐	☐	☐	10. Distributions from Pensions, Annuities, and/or IRA? (Form 1099-R)
☐	☐	☐	11. Unemployment Compensation? (Form 1099-G)
☐	☐	☐	12. Social Security or Railroad Retirement Benefits? (Forms SSA-1099, RRB-1099)
☐	☐	☐	13. Income (or loss) from Rental Property?
☐	☐	☐	14. Other Income: (gambling, lottery, prizes, awards, jury duty, etc.) Specify: ______ (Forms W-2 G, 1099-MISC)

Intake Sheet Page 2
Expenses

Part IV. Expenses – In 2011 Did you (or your spouse) pay:

Yes	No	Unsure	
☐	☐	☐	1. Alimony: If yes, do you have the recipient's SSN? ☐ Yes ☐ No
☐	☐	☐	2. Contributions to a retirement account? ☐ IRA ☐ Roth IRA ☐ 401K ☐ Other
☐	☐	☐	3. Educational expenses paid for yourself, spouse or dependents, such as tuitions, books, fees, etc.? (Form 1098-T)
☐	☐	☐	4. Unreimbursed employee business expenses (such as teacher supplies, uniforms or mileage)?
☐	☐	☐	5. Medical expenses (including health insurance premiums)?
☐	☐	☐	6. Home mortgage interest? (Form 1098)
☐	☐	☐	7. Real estate taxes for your home or personal property taxes for your vehicle? (Form 1098)
☐	☐	☐	8. Charitable contributions?
☐	☐	☐	9. Child/dependent care expenses, such as day-care?

Intake Sheet Page 2
Life Events

Part V. Life Events – In 2011 Did you (or your spouse):

Yes	No	Unsure	
☐	☐	☐	1. Have a Health Savings Account? (Forms 5498-SA, 1099-A, W-2 with code W in Box 12)
☐	☐	☐	2. Have debt from a mortgage or credit card canceled/forgiven by a commercial lender? (Form 1099-C)
☐	☐	☐	3. Buy, sell or have a foreclosure of your home? (Form 1099-A)
☐	☐	☐	4. Have Earned Income Credit (EIC) disallowed in a prior year? If yes, for which tax year? ______
☐	☐	☐	5. Purchase and install energy efficient home items (such as windows, furnace, insulation, etc.)?
☐	☐	☐	6. Live in an area that was affected by a natural disaster? If yes, where? ______
☐	☐	☐	7. Receive the First Time Homebuyers Credit in 2008?
☐	☐	☐	8. Pay any student loan interest? (Form 1098-E)
☐	☐	☐	9. Make estimated tax payments or apply last year's refund to your 2011 tax? If so how much? ______
☐	☐	☐	10. Attend school as a full time student? (Form 1098-T)
☐	☐	☐	11. Adopt a child?
☐	☐	☐	12. File a 2010 federal tax return containing a "capital loss carryover" on Form 1040 Schedule D?

Presidential Election Campaign Fund. (If you check a box, your tax or refund will not change.)

Check here if you, or your spouse if filing jointly, want $3 to go to this fund ☐ You ☐ Spouse

Catalog Number 52121E Form **13614-C** (Rev. 10-2011)

2

Intake Sheet Page 2-Presidential Election Campaign Fund Question

Part V. Life Events – In 2011 Did you (or your spouse):

Yes	No	Unsure	
☐	☐	☐	1. Have a Health Savings Account? (Forms 5498-SA, 1099-A, W-2 with code W in Box 12)
☐	☐	☐	2. Have debt from a mortgage or credit card canceled/forgiven by a commercial lender? (Form 1099-C)
☐	☐	☐	3. Buy, sell or have a foreclosure of your home? (Form 1099-A)
☐	☐	☐	4. Have Earned Income Credit (EIC) disallowed in a prior year? If yes, for which tax year? ____
☐	☐	☐	5. Purchase and install energy efficient home items (such as windows, furnace, insulation, etc.)?
☐	☐	☐	6. Live in an area that was affected by a natural disaster? If yes, where? ____
☐	☐	☐	7. Receive the First Time Homebuyers Credit in 2008?
☐	☐	☐	8. Pay any student loan interest? (Form 1098-E)
☐	☐	☐	9. Make estimated tax payments or apply last year's refund to your 2011 tax? If so how much? ____
☐	☐	☐	10. Attend school as a full time student? (Form 1098-T)
☐	☐	☐	11. Adopt a child?
☐	☐	☐	12. File a 2010 federal tax return containing a "capital loss carryover" on Form 1040 Schedule D?

Presidential Election Campaign Fund: (If you check a box, your tax or refund will not change.)
Check here if you, or your spouse if filing jointly, want $3 to go to this fund ☐ You ☐ Spouse

Catalog Number 52121E Form 13614-C (Rev. 10-2011)
2

Intake Sheet Page 3 Additional Information

Additional Information and Questions related to the preparation of your return

Many free tax preparation sites operate by receiving grant money. The data from the following questions may be used by this site to apply for these grants. Your answers will be used only for statistical purposes.

Other than English what language is spoken in the home? ____________________

Are you or a member of your household considered disabled? ☐ Yes ☐ No

Intake Sheet Page 3 Additional Information –Refund or Balance Due Options

If you are due a refund or have a balance due:

- Ask your preparer about Direct Deposit. It is the fastest, easiest way to receive your tax refund. An e-filed return means a fast refund. Taxpayers who combine e-file and Direct Deposit can get their refunds in as few as 10 days.
- Ask your preparer about purchasing Series I U.S. Savings Bonds with part or all of your tax refund. Savings bonds are a safe and secure way to invest in the future. Purchase I Bonds for yourself or others in multiples of $50 and earn interest for up to 30 years.

If you are due a refund, would you like a direct deposit?	☐ Yes	☐ No
If you are due a refund, would you like information on how to purchase U.S. Savings Bonds?	☐ Yes	☐ No
If you are due a refund, would you like information on how to split your refund between accounts?	☐ Yes	☐ No
If you have a balance due, would you like to make a payment directly from your bank account?	☐ Yes	☐ No

Intake Sheet Page 3 Additional Information –Taxpayer Comments

Additional comments:

STOP HERE!

Thank you for completing this form.

Please give this form to the certified volunteer preparer for use in preparing your return.

Your Civil Rights are Protected: It is the Internal Revenue Service's mission to provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all. Under no circumstances will the Internal Revenue Service tolerate discrimination by its employees, grantees, contractors, and/or subcontractors. NO ONE shall be excluded from participating in, be denied the benefits of, or be subject to discrimination because of race, color, sex, national origin, disability, reprisal, or age in programs or activities funded by the Department of Treasury – Internal Revenue Service. Any person who believes that he/she has been discriminated against on the basis of race, color, sex, national origin, disability, reprisal or age in programs or activities receiving financial assistance (e.g. Low-Income Tax Clinics, Tax Counseling for the Elderly) from the Department of Treasury IRS, may submit a written complaint to: National Headquarters;Office of Equity, Diversity & Inclusion; Internal Revenue Service; Attn: Director, Civil Rights Division (External Civil Rights Team); 1111 Constitution Ave., NW Room 2422; Washington, DC 20224.

Paperwork Reduction Act Notice

The Paperwork Reduction Act requires that the IRS display an OMB control number on all public information requests. The OMB Control Number for this study is 1545-1964. Also, if you have any comments regarding the time estimates associated with this study or suggestion on making this process simpler, please write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, Washington, DC 20224.

Catalog Number 52121E Form **13614-C** (Rev. 10-2011)

3

Intake Sheet Page 4 Dependent Questions

Section B. For Certified Volunteer Preparer Completion

Remember: You are the link between the taxpayer's information and a correct tax return. Verify the taxpayer's information on pages 1, 2 & 3 is complete. All questions must be discussed with the taxpayer and all "Unsure" responses should be changed to "Yes" or "No".

Must be completed by Certified Volunteer only if persons are listed in Part II Question 2

Check if persons are listed in Part II Question 2 ☐

☐ Yes ☐ No 1. Can anyone else claim any of the persons listed in Part II, Question 2, as a dependent on their return? **If yes, which ones:**

☐ Yes ☐ No 2. Were any of the persons listed in Part II, Question 2, totally and permanently disabled? **If yes, which ones:**

☐ Yes ☐ No 3. Did any of the persons listed in Part II, Question 2 provide more than 50% of their own support? **If yes, which ones:**

☐ Yes ☐ No ☐ N/A 4. Did the taxpayer provide more than half the support for any of the persons in Part II, Question 2? **If yes, which ones:**

☐ Yes ☐ No 5. Did the taxpayer pay over half the cost of maintaining a home for any of the persons in Part II, Question 2? **If yes, which ones:**

Reminders

Use Publication 4012, *Volunteer Resource Guide* and Publication 17, *Your Federal Income Tax* in making tax law determinations.

Intake Sheet Page 4
Quality Review

Section C. For Certified Quality Reviewer Completion

Confirm each item after reviewing the tax return and verifying that it reflects correct tax law application to the information provided by the taxpayer.

1. **Sections A & B** of this form are complete.
2. **Taxpayer's identity, address and phone numbers** were verified.
3. **Names, SSNs, ITINs or EINs, and dates of birth of taxpayer, spouse and dependents** match the supporting documents.
4. **Filing Status** is correctly determined.
5. **Personal and Dependency Exemptions** are entered correctly on the return.
6. **All information** shown on source documents and noted in Section A, Part III is included on the tax return.
7. Any **Adjustments to Income** are correctly reported.
8. **Standard, Additional or Itemized Deductions** are correct.
9. All **credits** are correctly reported.
10. **Withholding** shown on Forms W-2, 1099 and Estimated Tax **Payments** are correctly reported.

- ☐ **All tax law issues above have been addressed and necessary changes have been made.**
- ☐ **If direct deposit or debit was elected, checking/saving account and routing information match the supporting documents.**
- ☐ **Correct SIDN and EFIN are shown on the return.**

Intake Sheet Page 4
Preparer Notes

Additional Tax Preparer Notes:

Catalog Number 52121E

Form **13614-C** (Rev. 10-2011)

4

Summary

- The Intake Sheet is completed by the taxpayer and reviewed with the taxpayer prior to entering any information into TaxWise Software.
- The Intake Sheet is kept by the taxpayer