

Shopping Review Sheet

Site Name:

SIDN:

Reviewer SEID:

Type of return: 1040 1040A 1040EZ

Scenario: A B C

Purpose of this form: SPEC shoppers will use this form to document the findings from the preparation of a tax return by IRS certified volunteers. No taxpayer or volunteer information will be captured during the process. **Do not enter any information that identifies a specific person or taxpayer in the comments box. The comments box includes explanation for items not met.**

The question in bold will cause the review to pass/fail. Underlined responses will require a comment in the SPECTRM Quality Database.

Quality Procedures		Comments
1	What type of Intake/Interview Sheet was used to prepare this return? Form 13614-C, Sections A&B <input type="checkbox"/> Complete <input type="checkbox"/> <u>Incomplete</u> TaxWise Interview Form 13614-C, Sections A&B <input type="checkbox"/> Complete <input type="checkbox"/> <u>Incomplete</u> <input type="checkbox"/> Unapproved Tool <input type="checkbox"/> Complete <input type="checkbox"/> <u>Incomplete</u> <input type="checkbox"/> None	
2	Did the certified volunteer review the information on Form 13614-C, <i>Intake/Interview & Quality Review Sheet</i> , with you (conduct an interview) during the preparation of your tax return? <input type="checkbox"/> Yes - Volunteer reviewed all information on Form 13614-C <input type="checkbox"/> <u>No - Volunteer did not review all information on Form 13614-C</u> <input type="checkbox"/> <u>No - Volunteer used unapproved partner developed form</u> <input type="checkbox"/> <u>No - Volunteer did not conduct an interview</u>	
3	Did the volunteer preparer review the completed tax return with you? <input type="checkbox"/> Yes <input type="checkbox"/> <u>No</u>	
4	Was a complete quality review conducted on this return? <input type="checkbox"/> Yes – A complete quality review was conducted <input type="checkbox"/> <u>No – A complete quality review was not conducted</u>	
5	What is the certification level of this shopping return scenario? <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
6	What is the highest certification level of the volunteer preparer that prepared the shopping return? <u>Comment required when certification level is lower than the level in Question 5.</u> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Military <input type="checkbox"/> International <input type="checkbox"/> <u>None</u>	
7	What is the highest certification level of the volunteer quality reviewer of this return? <u>Comment required if not at least Intermediate or if lower than certification level indicated in Question 5.</u> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Military <input type="checkbox"/> International <input type="checkbox"/> <u>None</u>	
8	What training method did the volunteer preparer use for tax law certification? <input type="checkbox"/> Link & Learn Taxes <input type="checkbox"/> Partner created materials <input type="checkbox"/> IRS Training publications <input type="checkbox"/> <u>Other</u> <input type="checkbox"/> <u>None</u>	

Label		Comments
9	Were you asked to show photo identification? <input type="checkbox"/> Yes <input type="checkbox"/> <u>No</u>	
10	Were you asked for documents to verify the name(s) and taxpayer identification number(s) (ITIN/SSN) for you and everyone else described in your scenario? <input type="checkbox"/> Yes - Volunteer asked for documents for everyone <input type="checkbox"/> <u>No - Volunteer did not ask for proper documents to validate everyone</u> <input type="checkbox"/> <u>No - No validation done</u>	

Filing Status		Comments
11	What is the correct filing status of your return scenario? <input type="checkbox"/> Single <input type="checkbox"/> MFJ <input type="checkbox"/> MFS <input type="checkbox"/> HOH <input type="checkbox"/> QW	
12	Is the filing status on the prepared tax return correct? <input type="checkbox"/> Yes - Filing Status is correct <input type="checkbox"/> No - Should be MFS <input type="checkbox"/> No - Should be Single <input type="checkbox"/> No - Should be HOH <input type="checkbox"/> No - Should be MFJ <input type="checkbox"/> No - Should be QW	
Exemptions		Comments
13	Is the number of personal exemption(s) correct? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14	Is the number of dependency exemption(s) correct? <input type="checkbox"/> Yes – # of dependency exemption(s) correct <input type="checkbox"/> No – Ineligible person(s) claimed <input type="checkbox"/> No – Eligible person(s) not claimed <input type="checkbox"/> N/A – Not entitled & none claimed	
Income/Adjustments		Comments
15	Is the amount of income correct? <input type="checkbox"/> Yes – Income amount correct <input type="checkbox"/> No – Pension Income incorrect <input type="checkbox"/> No – Wages incorrect <input type="checkbox"/> No – Unemployment Income incorrect <input type="checkbox"/> No – Investment Income incorrect <input type="checkbox"/> No – Omitted cash income <input type="checkbox"/> No – Business Income incorrect <input type="checkbox"/> No – Other income incorrect	
16	Is the amount of adjustments to income correct? <input type="checkbox"/> Yes – Adjustment to income amount correct <input type="checkbox"/> No – Student loan interest deduction incorrect <input type="checkbox"/> No – Health savings account deduction incorrect <input type="checkbox"/> No – Other income incorrect <input type="checkbox"/> No – Self-employment tax incorrect <input type="checkbox"/> N/A – No Adjustments to income & none claimed <input type="checkbox"/> No – IRA deduction incorrect	
Tax and Credits		Comments
17	Is the standard deduction correct? <input type="checkbox"/> Yes-Standard deduction correct <input type="checkbox"/> No-Should have itemized & did not <input type="checkbox"/> No-Age/blindness deduction omitted <input type="checkbox"/> N/A-Itemized deduction claimed <input type="checkbox"/> No-Filing Status incorrect	
18	Is the amount of itemized deductions correct? <input type="checkbox"/> Yes-Itemized deductions correct <input type="checkbox"/> No-Incorrect amount itemized deductions claimed <input type="checkbox"/> N/A-Standard deduction claimed	
19	Is the Child and Dependent Care Credit amount correct? <input type="checkbox"/> Yes-CDCC is correct <input type="checkbox"/> No-Incorrect amount claimed <input type="checkbox"/> No-Entitled to CDCC but none claimed <input type="checkbox"/> N/A – Not entitled to CDCC & none claimed	
20	Is the amount of Retirement savings contributions credit correct? <input type="checkbox"/> Yes-Retirement savings credit is correct <input type="checkbox"/> No-Incorrect amount claimed <input type="checkbox"/> No-Entitled to retirement savings credit but none claimed <input type="checkbox"/> N/A – Not entitled to retirement savings credit & none claimed	
21	Is the Child Tax Credit correct? <input type="checkbox"/> Yes-Entitled to CTC & correct <input type="checkbox"/> No-Incorrect amount <input type="checkbox"/> No-Entitled to CTC but none claimed <input type="checkbox"/> N/A-Not entitled to CTC & none claimed	

