TAXES

CAA Intake Instructions
Tax Year 2021
1/24/2022 – 4/15/2022

1. Carefully complete all the intake sheets included in this packet.
2. **We cannot process your tax return, if** the intake **forms are not complete** or if there are **missing COPIES** of IDs or tax documents.
3. **THIS IS A NEW TAX YEAR. WE NEED COPIES OF ID's, TAX DOCUMENTS, AND THE FULLY COMPLETED TAX INTAKE FORMS.**
4. **Place completed INTAKE** and **COPIES** of: tax documents and ID in the **tax envelope**. Drop the envelope in the black drop box in the CAA Lobby or the drop box in the parking lot. **YOU WILL NOT GET THESE COPIES BACK. THEY WILL BE SHREDED AT THE END OF THE TAX SEASON!**

Pre-Screening – **optional but recommended -** is available at CAA in the GLR room, beginning **2/4/2022**. Signs will be posted.

Tuesdays:	**Thursdays:**
9:30am – 2pm	9:30am – 4pm

Pre-screening by a volunteer helps to ensure that you have the necessary tax documents.
1. Pick-up a TAX packet and tax envelope from the table in the CAA Lobby and complete the packet.
2. Place in the envelope your tax packet and **COPIES** of your: tax documents and ID.
3. Sign-in at the Pre-Screening table in the GLR room (follow the signs) and leave your packet in the box of whose sign-in sheet you signed. Wait in your car or the Lobby for the screener to call you on your phone.
4. Your packet will be reviewed and you will be texted/called if the screener has questions, needs to give the packet back to you with a list of missing forms, or your packet looks complete. Do not leave without knowing the status of your packet.

GET COPIES OF TAX DOCUMENTS FREE

Cincinnati Library Branches will let you make black and white copies of your documents & ID first 20 pages **FREE**, pages 21 and after cost $0.15 a page.

You need to get COPIES of:

- **Photo ID –** has your picture and name
- **Social security cards or ITIN's for everyone on your tax return OR SSA-1099's OR letter or document from Social Security with your name and last four of your social security numbers**
- **Letter 6419 from the IRS, if you received Advanced Child Tax Credits**
  (The IRS started sending this out in December, 2021.)
- **Letter 6475 from the IRS, if you received the third round of Economic Impact payments.**
  (The IRS is sending this out in late January, 2022.)
- **Tax Documents –** W2's, 1099's, income statements, bank statements, charitable giving, gambling winnings, etc.
- **Bank Account Info –** routing number & account # & type of account (checking or savings), **for direct deposit**
  There is a place to complete this information in the packet.

Updated: 1/28/2022

CAA TAXES – CLIENT INFORMATION – TAX YEAR 2021

First Name:	**MI:**	**Last Name:**

School District:	**County:**

What are the two best methods to contact you during this tax season?

Priority **1 – Best** **2 – Good**	**Contact Information**			
	Cell #:	**Best time(s) to call:**	**Can you send text messages?**	**Can you receive text messages?**
	Phone Number#	**Best time(s) to call:**		
	Email Address:			
	Mailing Address:			

For Direct Deposit of your refund, please provide:

Bank Routing Number: ____________________ Bank Account Number: _____________________
Is this a checking or savings account?

If you owned a Health Savings Account (HSA) in 2021, please complete the below questions:

Was the HSA for single or family coverage? ______________________________________

Did you take an HSA distribution in 2020? If so, how was it used? (E.g., medical expenses)

If you took a distribution from an IRA before you were 59 ½, how was the distribution used?

Did you make any charitable contributions? For taxpayers who do not itemize: married couples filing a joint return can deduct up to $600 and all other filers can deduct up to $300.

You can download or we can email a final copy of your tax return to you.
If you are unable to download or receive email, we can mail a copy to you near the end of the tax season. **Will you need your return mailed?**

Place in envelope.

Form **13614-C** (October 2021)	Department of the Treasury - Internal Revenue Service **Intake/Interview & Quality Review Sheet**	OMB Number 1545-1964

You will need:
- **Tax Information such as Forms W-2, 1099, 1098, 1095.**
- **Social security cards or ITIN letters for all persons on your tax return.**
- **Picture ID (such as valid driver's license) for you and your spouse.**

- **Please complete pages 1-4 of this form.**
- **You are responsible for the information on your return. Please provide complete and accurate information.**
- **If you have questions, please ask the IRS-certified volunteer preparer.**

PLACE IN ENVELOPE

Volunteers are trained to provide high quality service and uphold the highest ethical standards.
To report unethical behavior to the IRS, email us at wi.voltax@irs.gov

Part I – Your Personal Information *(If you are filing a joint return, enter your names in the same order as last year's return)*

1. Your first name	M.I.	Last name	Best contact number	Are you a U.S. citizen? ☐ Yes ☐ No
2. Your spouse's first name	M.I.	Last name	Best contact number	Is your spouse a U.S. citizen? ☐ Yes ☐ No

3. Mailing address	Apt #	City	State	ZIP code

4. Your Date of Birth	5. Your job title	6. Last year, were you: a. Full-time student ☐ Yes ☐ No b. Totally and permanently disabled ☐ Yes ☐ No c. Legally blind ☐ Yes ☐ No
7. Your spouse's Date of Birth	8. Your spouse's job title	9. Last year, was your spouse: a. Full-time student ☐ Yes ☐ No b. Totally and permanently disabled ☐ Yes ☐ No c. Legally blind ☐ Yes ☐ No

10. Can anyone claim you or your spouse as a dependent? ☐ Yes ☐ No ☐ Unsure

11. Have you, your spouse, or dependents been a victim of tax related identity theft or been issued an Identity Protection PIN? ☐ Yes ☐ No

12. Provide an email address *(optional) (this email address will not be used for contacts from the Internal Revenue Service)*

Part II – Marital Status and Household Information

1. As of December 31, 2021, what was your marital status?
   - ☐ Never Married (This includes registered domestic partnerships, civil unions, or other formal relationships under state law)
   - ☐ Married
     - a. If Yes, Did you get married in 2021? ☐ Yes ☐ No
     - b. Did you live with your spouse during any part of the last six months of 2021? ☐ Yes ☐ No
   - ☐ Divorced Date of final decree ________
   - ☐ Legally Separated Date of separate maintenance decree ________
   - ☐ Widowed Year of spouse's death ________

2. List the names below of:
   - **everyone** who lived with you last year *(other than your spouse)*
   - **anyone** you supported but did not live with you last year

If additional space is needed 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 *(for example: son, daughter, parent, none, etc)* (c)	Number of months lived in your home last year (d)	US Citizen *(yes/no)* (e)	Resident of US, Canada, or Mexico last year *(yes/no)* (f)	Single or Married as of 12/31/21 *(S/M)* (g)	Full-time Student last year *(yes/no)* (h)	Totally and Permanently Disabled *(yes/no)* (i)	**To be completed by a Certified Volunteer Preparer** Is this person a qualifying child/relative of any other person? *(yes/no)*	Did this person provide more than 50% of his/ her own support? *(yes,no,n/a)*	Did this person have less than $4,300 of income? *(yes,no,n/a)*	Did the taxpayer(s) provide more than 50% of support for this person? *(yes/no/n/a)*	Did the taxpayer(s) pay more than half the cost of maintaining a home for this person? *(yes/no)*

Check appropriate box for each question in each section

PLACE PAGE IN ENVELOPE

Yes	No	Unsure	Part III – Income – Last Year, Did You *(or Your Spouse)* Receive
☐	☐	☐	1. (B) Wages or Salary? (Form W-2) **If yes, how many jobs did you have last year?** ______
☐	☐	☐	2. (A) Tip Income?
☐	☐	☐	3. (B) Scholarships? (Forms W-2, 1098-T)
☐	☐	☐	4. (B) Interest/Dividends from: checking/savings accounts, bonds, CDs, brokerage? (Forms 1099-INT, 1099-DIV)
☐	☐	☐	5. (B) Refund of state/local income taxes? (Form 1099-G)
☐	☐	☐	6. (B) Alimony income or separate maintenance payments?
☐	☐	☐	7. (A) Self-Employment income? (Form 1099-MISC, 1099-NEC, cash, virtual currency, or other property or services)
☐	☐	☐	8. (A) Cash/check/virtual currency payments, or other property or services for any work performed not reported on Forms W-2 or 1099?
☐	☐	☐	9. (A) Income (or loss) from the sale or exchange of Stocks, Bonds, Virtual Currency or Real Estate? (including your home) (Forms 1099-S,1099-B)
☐	☐	☐	10. (B) Disability income? (such as payments from insurance, or workers compensation) (Forms 1099-R, W-2)
☐	☐	☐	11. (A) Retirement income or payments from Pensions. Annuities, and or IRA? (Form 1099-R)
☐	☐	☐	12. (B) Unemployment Compensation? (Form 1099G)
☐	☐	☐	13. (B) Social Security or Railroad Retirement Benefits? (Forms SSA-1099, RRB-1099)
☐	☐	☐	14. (M) Income (or loss) from Rental Property?
☐	☐	☐	15. (B) Other income? (gambling, lottery, prizes, awards, jury duty, virtual currency, Sch K-1, royalties, foreign income, etc.)

Yes	No	Unsure	Part IV – Expenses – Last Year, Did You *(or Your Spouse)* Pay
☐	☐	☐	1. (B) Alimony or separate maintenance payments? If yes, do you have the recipient's SSN? ☐ Yes ☐ No
☐	☐	☐	2. Contributions or repayments to a retirement account? ☐ IRA (A) ☐ 401K (B) ☐ Roth IRA (B) ☐ Other
☐	☐	☐	3. (B) College or post secondary educational expenses for yourself, spouse or dependents? (Form 1098-T)
☐	☐	☐	4. Any of the following? ☐ (A) Medical & Dental (including insurance premiums) ☐ (A) Mortgage Interest (Form 1098) ☐ (A) Taxes (State, Real Estate, Personal Property, Sales) ☐ (B) Charitable Contributions
☐	☐	☐	5. (B) Child or dependent care expenses such as daycare?
☐	☐	☐	6. (B) For supplies used as an eligible educator such as a teacher, teacher's aide, counselor, etc.?
☐	☐	☐	7. (A) Expenses related to self-employment income or any other income you received?
☐	☐	☐	8. (B) Student loan interest? (Form 1098-E)

Yes	No	Unsure	Part V – Life Events – Last Year, Did You *(or Your Spouse)*
☐	☐	☐	1. (A) Have a Health Savings Account? (Forms 5498-SA, 1099-SA, W-2 with code W in box 12)
☐	☐	☐	2. (A) Have credit card, student loan or mortgage debt cancelled/forgiven by a lender or have a home foreclosure? (Forms 1099-C, 1099-A)
☐	☐	☐	3. (A) Adopt a child?
☐	☐	☐	4. (B) Have Earned Income Credit, Child Tax Credit or American Opportunity Credit disallowed in a prior year? If yes, for which tax year? ______
☐	☐	☐	5. (A) Purchase and install energy-efficient home items? (such as windows, furnace, insulation, etc.)
☐	☐	☐	6. (A) Receive the First Time Homebuyers Credit in 2008?
☐	☐	☐	7. (B) Make estimated tax payments or apply last year's refund to this year's tax? If so how much? ______
☐	☐	☐	8. (A) File a federal return last year containing a "capital loss carryover" on Form 1040 Schedule D?
☐	☐	☐	9. (A) Have health coverage through the Marketplace (Exchange)? [Provide Form 1095-A]
☐	☐	☐	10. (B) Receive an Economic Impact Payment (stimulus) in 2021?
☐	☐	☐	11. (B) Receive Advanced Child Tax Credit payments?

Additional Information and Questions Related to the Preparation of Your Return

1. Would you like to receive written communications from the IRS in a language other than English? ☐ Yes ☐ No If yes, which language? ____________

2. 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

3. If you are due a refund, would you like: a. Direct deposit ☐ Yes ☐ No b. To purchase U.S. Savings Bonds ☐ Yes ☐ No c. To split your refund between different accounts ☐ Yes ☐ No

4. If you have a balance due, would you like to make a payment directly from your bank account? ☐ Yes ☐ No

5. Did you live in an area that was declared a Federal disaster area? ☐ Yes ☐ No If yes, where? ____________

6. Did you, or your spouse if filing jointly, receive a letter from the IRS? ☐ Yes ☐ No

Many free tax preparation sites operate by receiving grant money or other federal financial assistance. The data from the following questions may be used by this site to apply for these grants or to support continued receipt of financial funding . Your answer will be used only for statistical purposes. These questions are optional.

7. Would you say you can carry on a conversation in English, both understanding & speaking? ☐ Very well ☐ Well ☐ Not well ☐ Not at all ☐ Prefer not to answer

8. Would you say you can read a newspaper or book in English? ☐ Very well ☐ Well ☐ Not well ☐ Not at all ☐ Prefer not to answer

9. Do you or any member of your household have a disability? ☐ Yes ☐ No ☐ Prefer not to answer

10. Are you or your spouse a Veteran from the U.S. Armed Forces? ☐ Yes ☐ No ☐ Prefer not to answer

11. Your race?
    ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White ☐ Prefer not to answer

12. Your spouse's race?
    ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White ☐ Prefer not to answer
    ☐ No spouse

13. Your ethnicity? ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Prefer not to answer

14. Your spouse's ethnicity? ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Prefer not to answer ☐ No spouse

PLACE IN ENVELOPE

Additional Comments **If you are requesting taxes be done for prior years, please make sure you note it below.**

Privacy Act and Paperwork Reduction Act Notice

The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask for information is 5 U.S.C. 301. We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers. Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs. 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

CONSENTS - COMMUNITY ACTION AGENCY CINCINNATI | HAMILTON COUNTY

Your permission is required for the tax site to prepare and e-file your taxes. You will be asked 4 times to provide a **5-digit number (PIN) to show your consent on each line**. **You can use your zip code. You do not need to remember this number.**
A copy of each of the following consents will be included with your prepared return(s):

Place in envelope.

CONSENT TO DISCLOSE & USE PERSONAL INFORMATION FOR AGGREGATE DATA (GENERAL STATISTICS)

To support and promote this program to future taxpayers and volunteers, we use aggregate information about total number of tax returns, total amounts of refunds and credits, and average income, age and family status of tax returns prepared throughout the region. We **never include/print anyone's individual information** in any of these statistics.	For example: In 2020, volunteers throughout the region filed more than 8,000 federal income tax returns in our Tri-State Region. This generated $12 million dollars in refunds to the community. *BY CONSENTING, YOU are part of that number!*

Do you, and if applicable, your spouse, give us permission to include your information in this total? ***You:*** _______________ **Spouse:** _______________

PERMISSION TO E-FILE

Allows us to **e-file your tax return versus you having to mail it**. E-filing allows the Free Tax Prep site to monitor your return for errors or delays.

Do you, and if applicable, your spouse, give us permission to e-file your tax return? ***You:*** _____________ ***Spouse:*** ______________

CONSENT TO DISCLOSE AND USE TAX RETURN INFORMATION TO TAX PREP SITES & REGIONAL SITE. (3 Years)

Disclosure to Tax Prep Sites: Allows your permission for the tax site to use your information **to prepare your return** and allows the tax return preparer **to enter a PIN in the tax software on your behalf**. Disclosure/ Use to Regional Office: Your permission allows the tax site **to share your personal information in the tax software** with the VITA program Regional Office (United Way of Greater Cincinnati) **to provide you with direct support, ONLY**. This means that after your tax site closes, you can call Free Tax Prep at the United Way to ask questions, get a copy of your tax return, etc.

Do you, and if applicable, your spouse, agree to disclose your information to the tax site & regional office? ***You:*** _____________ ***Spouse:*** _____________

GLOBAL CARRY FORWARD (CONSENT TO DISCLOSE TAX RETURN INFO TO TAX PREP SITES)

This consent allows information from your 2021 tax return to carry forward to next year. This means, you can, in 2023, go to **any** VITA or AARP tax preparation site in the country. Your tax return will automatically be filled with information from 2021 - instead of it being retyped into the system.

Do you, and if applicable, your spouse, agree to carry forward your information in the VITA tax software? ***You:*** _____________ ***Spouse:*** _____________

Form **14446**
(November 2021)

Department of the Treasury - Internal Revenue Service

Virtual VITA/TCE Taxpayer Consent

This form is required whenever the taxpayer's tax return is completed and/or quality reviewed in a non-face-to-face environment. The site must explain to the taxpayer the process used to prepare the taxpayer's return. If applicable, volunteers must advise taxpayers of the associated risk of transferring their data from one site location to another site.

Part I - To be completed by the VITA/TCE site: **KEEP THIS PAGE**

Site name: Community Action Agency Cincinnati | Hamilton County

Site address *(street, city, state, zip code):* 1740 Langdon Farm Rd, Cincinnati, OH 45237

Site identification number (SIDN): S43011222	Site coordinator name: EITC Site Coordinator
Site contact name: Operations Director	Site contact telephone number: 513-309-7800

This site is using the following Virtual VITA/TCE method(s) to prepare your tax return:

☒ **A. Intake Site:** This method includes the taxpayer leaving their personal identifiable information *(social security numbers, Form W-2 and other documents)* at the site in order to prepare and/or quality review the tax return at another location. In this process, the taxpayer's tax return information may be sent to another location for one or more of the following reasons; interviewing the taxpayer, preparing the tax return, or performing a quality review.

☒ **B. 100% Virtual VITA/TCE Process**: This method includes non face-to-face interactions with the taxpayer and any of the VITA/TCE volunteers during the intake, interview, return preparation, quality review, and signing the tax return. The site must explain the process and consent. This includes the virtual procedures to send required documents (social security numbers, Form W-2 and other documents) through a secured file sharing system to a designated volunteer for review.

Part II: The Sites Process:

1. **Scheduling the appointment: NA** Taxpayers pickup intake forms and drop off copies of their tax documents and completed intake in the CAA Lobby. If taxpayers opt for pre-screening in the GLR room in the CAA Lobby – follow the signs - copies of their tax documents and intake are dropped off there. The pre-screener calls/texts the taxpayer that their tax packet is complete or calls the taxpayer in and gives the taxpayer a list of what is missing and returns their entire tax packet to them or drops off the envelope.
2. **Securing Taxpayer Consent Agreement:** Taxpayer consents are part of the intake documents. If the taxpayer has not signed the consents, an interviewer will call the taxpayer and request an email or text message stating they agree to the consents, which are included in the taxpayer's return packet. We will not be able to e-file your tax return, if you do not give us permission to do so.
3. **Performing the Intake Process *(secure all documents):*** CAA personnel, who have completed the VSOC, take the returns from locked drop off boxes and scan them to the Site Coordinator, via secure email. The tax envelopes are then secured and locked in an office. The envelopes are placed in locked shred bins at the end of the tax season for shredding.
4. **Validating taxpayer's authentication *(Reviewing photo identification & Social Security Cards/ITINS):*** The Interviewer calls the taxpayer. The interviewer, where possible, uses Zoom or Microsoft Teams, to have a video call with the taxpayer to ensure the photo ids match the person. Also, last year's return is checked for changed basic information, e.g., address.
5. **Performing the interview with the taxpayer(s):** The site uses GetYourRefund (GYR) for return management. When all information is entered or uploaded to GYR, the status is changed to Ready for Tax Prep. The screener or site coordinator determines the return's level, which is entered into GYR. The tax preparers, select the return to be processed, which meets their level of certification.
6. **Preparing the tax return:** The Tax Preparers prepare the return. They contact the taxpayer with questions as needed. When done, the returns are set to Ready for Quality Review in TaxSlayer and GetYourRefund.
7. **Performing the quality review:** The Quality Reviewer, reviews the return for obvious errors, then sends a copy of the return to the taxpayer, asking if they can call or setup a phone meeting to discuss the return and obtain signatures.
8. **Sharing the completed return:** The taxpayer downloads a copy of the return to their device via GYR. (If the taxpayers are unable to use GYR, we can mail or email encrypted, password protected copies of returns to the taxpayers.) If the return changes as a result of the review, the Quality Reviewer updates the return and resends the return to the taxpayer for review.
9. **Signing the return:** The taxpayer approves the return through the GYR app. Taxpayers, with various life circumstances, infirm, etc., a verbal approval is accepted, or the taxpayer prints their name on the 8879 and sends it back to us, via fax, secure links from the Site Coordinator, or through GYR. The Quality Reviewer updates the return status to Complete in TaxSlayer and Ready to E-file in GYR.
10. **E-filing the tax return** The Site Coordinator e-files the returns several times a day, Monday - Fridays.

Page two of this form will be maintained at the site with all other required documents.

Part III: Taxpayer Consents:

Request to Review your Tax Return for Accuracy:

To ensure you are receiving quality services and an accurately prepared tax return at the volunteer site, IRS employees randomly select free tax preparation sites for review. If errors are identified, the site will make the necessary corrections. IRS does not keep any personal information from your reviewed tax return and this allows them to rate our VITA/TCE return preparation programs for accurately prepared tax returns. If you do not wish to have your return included as part of the review process, it will not affect the services provided to you at this site. If the site preparing this return is selected, do you consent to having your return reviewed for accuracy, by an IRS employee?

☐ Yes ☐ No

Virtual Consent Disclosure:

If you agree to have your tax return prepared and your tax documents handled in the above manner, your signature and/or agreement is required on this document. Signing this document means that you are agreeing to the procedures stated above for preparing a tax return for you. (If this is a Married Filing Joint return both spouses must sign and date this document.) If you chose not to sign this form, we may not be able to prepare your tax return using this process. Since we are preparing your tax return virtually, we have to secure your consent agreeing to this process. If you consent to use these non-IRS virtual systems to disclose or use your tax return information, Federal law may not protect your tax return information from further use or distribution in the event these systems are hacked or breached without our knowledge. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature. If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by e-mail at complaints@tigta.treas.gov. While the IRS is responsible for providing oversight requirements to Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) programs, these sites are operated by IRS sponsored partners who manage IRS site operations requirements and volunteer ethical standards. In addition, the locations of these sites may not be in or on federal Property.

I am agreeing to use this site's Virtual VITA/TCE Process ☐ Yes ☐ No

Printed name		Printed name *(spouse if married filing joint)*	
Date of birth	Last four digits Social Security/ITIN number	Date of birth	Last four digits Social Security/ITIN number
Date	Telephone number	Date	Telephone number
Email address		Email address	
Signature *(electronic)* **OR**		Signature *(electronic)* **OR**	
Signature *(type/print)*		Signature *(type/print)*	

Place this signed sheet in the envelope.