

# VITA/TCE Volunteer Sign Up

Provide the following information to sign up as a VITA/TCE volunteer and Email the form to [TaxVolunteer@IRS.gov](mailto:TaxVolunteer@IRS.gov). Your information will be shared with a community organization that will contact you about your interest in volunteering. To fully train, assign, and prepare volunteers for VITA/TCE return preparation, volunteer recruitment is generally performed between October and January. During this time frame, you should be contacted within two weeks. However, from February through September, you may not be contacted until the next recruitment period.

*(This form can only be submitted to the IRS using email.)*

First name	Last name	
Email address	Phone number <i>(Enter 10 digits only, include area code)</i>	
City	State	ZIP code <i>(5 digits)</i>

Do you have a site location in mind? If so, list the address:

Are you interested in volunteering for: <input type="checkbox"/> Volunteer Income Tax Assistance (VITA), <input type="checkbox"/> AARP Tax-Aid Foundation, <input type="checkbox"/> Tax Counseling for the Elderly (TCE), or <input type="checkbox"/> No Preference		
Are you interested in obtaining Continuing Education (CE) Credits? If so, check your applicable status: <input type="checkbox"/> Enrolled Agent <i>(PTIN required)</i> <input type="checkbox"/> Other Tax Return Preparer <i>(PTIN required)</i> <input type="checkbox"/> Certified Public Accountant <i>(CPA) (PTIN not necessary)</i>		Are you an IRS employee? <input type="checkbox"/> Yes <input type="checkbox"/> No
See <a href="http://www.irs.gov/for-Tax-Pros">www.irs.gov/for-Tax-Pros</a> for more CE Credit information.		

Comments

## Privacy 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 1545-2222. The time estimated for participation is 10 minutes.