

**CIDS Order Number:**

Form <b>2333V</b> (Rev. August 2003)	Department of the Treasury—Internal Revenue Service <h2 style="margin: 0;">Volunteer Order Form</h2> (Review Instructions on Reverse Side Before Ordering)	<b>Order Number</b>
1. Date	3. Daytime telephone number	<b>SPEC Use Only</b>
2. Name	4. Date needed	11. Order point no. (5 digits)
5. Delivery location (organization name/bldg./rm./floor)		12. Reviewed by
6. Address (number and street)		13. Reviewer's telephone number
7. City, state and ZIP code	8. Last date item can be accepted _____ <i>Note: Back-ordered items will cancel two days before this date. If item(s) is (are) still needed, you must reorder.</i>	9. <input type="checkbox"/> Training Material <input type="checkbox"/> Site Material
14. Place a check next to the year of tax form needed <input type="checkbox"/> 2002 or <input type="checkbox"/> 2003 <i>Note: Tax law forms and publications not available until December.</i>		10. <input type="checkbox"/> Form 2333X attached
15. Name and daytime telephone number of IRS/SPEC contact for questions about order Name: _____ Phone number: _____ <i>Note: The information in box 15 must be different from entry in box 12.</i>		

CAT NO	QTY	ITEM	CAT NO	QTY	ITEM	CAT NO	QTY	ITEM
<b>Overprinted Tax Forms</b>			15315W		P 910	<b>TCE</b>		
61104F		F 1040 VITA/TCE-S.ID	60047L		P 1194 Vol 1 (1 per site)	63573Q		P 1113A Poster
17166F		F 1040A VITA/TCE-S.ID	62016G		P 1194 Vol 2 (1 per site)	46978J		P 1114 Brochure
61106B		F 1040EZ VITA/TCE-S.ID	20497L		P 1796 CD-ROM	<b>VITA/TCE Training/CAPS</b>		
<b>Forms/Schedules</b>			10232I		Pkg. X Vol 1 (1 per site)	<b>For SPEC Use Only:</b> Cross out all items entered on CAPS if using this completed form to order other items.		
11330X		Schedules A&B (1040)	63514Z		Pkg. X Vol 2 (1 per site)	61206C		P 678 Student Guide/Kit
14374D		Schedule C/EZ (1040)	<b>Volunteer Management</b>			43561G		F 6745 Retest
11338H		Schedule D (1040)	46945O		P 1084 Coord Handbook	13740R		P 678FS
13339M		Sch EIC (1040 & 1040A)	63005J		P 1278 Plastic Bag	10458Q		P 678PR Puerto Rico
11359K		Schedule R (1040)	63334P		P 1303 Badges	46676K		P 678M Military/Intl. Student Guide Kit
11358Z		Schedule SE (1040)	21601T		P 1857 IRS e-file	61267P		P 1155 Instr. Guide/Kit
12075R		Schedule 1 (1040A)	28669X		P 3512 Innocent Spouse	26657L		P 3189 Vol. e-file Handbook
10749I		Schedule 2 (1040A)	29584V		P 3602 Will Prepare/Won't Prepare Poster	32618U		P 3888 C-VITA Training Guide
12064K		Schedule 3 (1040A)	30765A		P 3676 VITA E-File Poster	32828S		P 3922 C-VITA Training Guide Kit
11340T		Form 1040ES (2004)	31083Z		P 3711 VITA/TCE Cert. Folder	34182T		P 4011 Quick Reference Guide for International Issues
11862M		Form 2441	18356V		F 2333V Order Form	34183E		P 4012 VITA/TCE Resource Guide
12490K		Form 3903	11754L		F 2333X Attach Sheet	<b>Poster Size</b>		
13141W		Form 4868	61054K		F 6729 Site Cksht (pads of 100)	46808K		P 853 (1040, 1040A, 1040EZ S.ID)
10644E		Form 8812	11924Z		F 9234 Certificate	10413D		P 1429 (W-4)
12081V		Form 8822	12023P		F 9234A Seal-Years	<b>Alert:</b> P 1155 contains one copy each of: P 1155; P 4012; F 6744; F 6745; P 1278; P 4189, Answer Key; F 12462, Instructor Eval; F 12467, Instructor Eval Comments; D 12107, Business Reply Labels for mailing Evals.		
17227H		Form 8843	33190J		F 13206 Summary Report	P 678 contains one copy each of: P 678; P 4012; F 6744; P 1278; F 12466, Trainee Eval; and F 12469, Trainee Eval Comments.		
25379M		Form 8863	33234A		D 9282B Business Reply Labels, Memphis	P 678M contains one copy each of: P 678M; P 4012; F 6744; P 1278; F 12466, Trainee Eval; and F 12469, Trainee Eval Comments.		
14695J		Form 9452	33257Z		D 9282D Business Reply Labels, Andover	P 3922 contains one copy each of: P 3922; P 3888; and F 6317, Assistor's Eval Form.		
14842Y		Form 9465	33261H		D 9282E Business Reply Labels, Austin	P 678, P 678M, P 1155, P 3922, P 4189, F 12462, F 12467, F 12466, F 12469, F 6317, D 12107 are only available as part of a kit.		
10220Q		Form W-4 (2004)	37287B		P 730 Important Tax Records Envelope			
10227P		Form W-5 (2004)	<b>VITA</b>					
10437N		Form W-10	46718F		P 724 Eng/SP Brochure			
11325E		1040 Instructions	46723Y		P 729 Poster			
12088U		1040A Instructions	62117S		P 1246 Recr. Poster			
30139Y		Sch 2 (1040A) Inst.	<b>Publications</b>					
12059R		Sch 3 (1040A) Inst.	10311G		P 17			
12063Z		1040EZ Instructions	15008E		P 505			
10842K		Form 2441 Instructions	15023T		P 519			
<b>Spanish VITA</b>			15101G		P 553			
10311G		P 17	15173A		P 596			
15008E		P 505	15308H		P 907			
15023T		P 519						
15101G		P 553	15146T		P 579SP Tax Guide			
15173A		P 596	46725U		P 729SP Poster			
15308H		P 907	46805D		P 850 Eng/Sp Gloss			

See instructions for ordering guidelines for items not listed.

Cat. No. 18356V

## VOLUNTEER ORDER FORM INSTRUCTIONS FOR VITA/TCE VOLUNTEERS

**Form 2333V, Volunteer Order Form**, allows volunteer coordinators to order VITA/TCE material for training and site assistance. As such, the tax forms and schedules are provided for taxpayers who receive assistance at the VITA/TCE sites; but they are not intended for general distribution to taxpayers.

When ordering, please follow these guidelines:

1. Fill in the current date.
2. Fill in the name of the person to whom the order will be shipped.
3. Provide the daytime telephone number of the person receiving the order.
4. Fill in the date the order is needed.
5. Give delivery location (organization name/building/room/floor), if needed.
6. Fill in the complete mail delivery address where order is to be shipped.  
**A post office box address may delay your order up to 2 weeks.**
7. Fill in city, state and ZIP code.
8. Give the last date order will be accepted (only products in back-order status after the date given will need to be reordered).
9. Place a check in the box provided for the purpose of your order.
10. Place a check in this box if **Form 2333X, Attachment Sheet** is included with this order.

### SPEC Use Only (Boxes 11, 13 and 15)

11. You must provide the order point number (5 digits) for the system to accept the order.
12. Provide the signature of the authorized person reviewing the order.
13. Fill in the telephone number of the authorized person reviewing the order or the telephone number of the Territory Manager.
14. Usually the ADC fills orders with available stock. New tax law material is not available before December 1 of each year. Please place a check next to the calendar (filing) year, 2002 or 2003, of the tax forms and publications that you are requesting. If there is a question on availability, check with your IRS SPEC contact.
15. Enter the name and phone number of the IRS SPEC contact person in case there are questions regarding this order. Incomplete or incorrect orders will be returned to the requester. **Note:** *The information in box 15 must be different from entry in box 12.*

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- Volunteer site coordinators should submit orders directly to their Territory Manager for approval. All inquiries pertaining to orders are directed to the coordinator. Sending orders directly to the distribution centers will delay the orders.
  - Orders should be submitted as much in advance as possible. Orders are entered in the computer system which suspends the order until 3 weeks prior to the date shown in Box 4. This allows 3 weeks for filling and shipping your order.
  - All ordered products not in stock will automatically be placed on back order and shipped when available. No action is required on your part unless the last date item can be accepted has expired.
  - **Orders may be faxed, mailed, telephoned, or e-mailed to the IRS Territory Office for approval. The SPEC Tax Specialist or Territory Manager in your geographical area will provide the address and phone number to you. If you e-mail your order, your SPEC office contact will assign an order number to each order form for tracking purposes. Other orders should be entered on the standard Form 2333V with the pre-printed numbers. Please use a fax coversheet when faxing orders so the correct number of pages being transmitted can be verified. We recommend that Territory Offices email orders into ADCs for best results. IRS may also provide customers with fillable PDF files that can be typed in and emailed or faxed to IRS Territory Offices. To save and/or email a completed PDF, you must have Adobe Acrobat, not just Adobe Acrobat Reader. If you just have the Reader, you can complete the form and print it, but you cannot save it or email it. Training material must be ordered via CAPS.**
  - Complete a separate form for each address to which you want an order sent. A listing of addresses may be attached ONLY if every item checked with the quantity indicated on the form goes to every address attached. Please indicate in the shipping address section "See Attached List."
  - **AARP**-sponsored sites should not order Form 13206, Volunteer Summary Report.
  - Some items are in pads/packages. Pad/Pkg. quantities are shown in parentheses. In such cases, order the number of pads/pkg's instead of the number of forms.
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### FORMS/SCHEDULES/PUBLICATIONS

Form W-4 . . . . .	Employee's Withholding Allowance Certificate	Schedule 2 (1040A)/Inst	Child and Dependent Care Expenses & Inst.	Form 9452 . . . . .	Filing Assistance Program Worksheet
Form W-5 . . . . .	Advanced EIC Certificate	Schedule 3 (1040A)/Inst	Credit for the Elderly/Disabled & Instructions	Form 9465 . . . . .	Installment Agreement Request
Form W-10 . . . . .	Dependent Care Provider's ID & Certification	Form 1040ES (2003) . . . . .	Estimated Tax for Individuals	Pub. 17 . . . . .	Your Federal Income Tax
Form 1040/Inst . . . . .	U.S. Individual Income Tax Return & Instructions	Form 1040EZ/Inst . . . . .	U.S. Individual Income Tax Return & Instructions	Pub. 505 . . . . .	Tax Withholding and Estimated Tax
Schedules A&B (1040) . . . . .	Itemized Deductions/Interest & Dividend Income	Form 2441/Inst . . . . .	Credit for Child and Dependent Care Expenses & Instructions	Pub. 519 . . . . .	U.S. Tax Guide for Aliens
Schedule C/EZ (1040) . . . . .	Net Profit from Business (Short)	Form 3903 . . . . .	Moving Expenses	Pub. 553 . . . . .	Highlight of 2002 Tax Changes
Schedule D (1040) . . . . .	Capital Gains and Losses	Form 4868 . . . . .	Extension of Time to File	Pub. 596 . . . . .	Earned Income Credit Pub.
Schedule R (1040) . . . . .	Credit for the Elderly/Disabled	Form 8812 . . . . .	Additional Child Tax Credit	Pub. 907 . . . . .	Tax Highlights for Persons with Disabilities
Schedule SE (1040) . . . . .	Social Security Self-Employment Tax	Form 8822 . . . . .	Change of Address	Pub. 910 . . . . .	Guide to Free Tax Services
Schedule EIC (1040) (1040A) . . . . .	Earned Income Credit	Form 8843 . . . . .	Statement for Exempt Individuals & Individuals with Medical Conditions	Pub. 1194, Vols. 1, 2 . . . . .	Collection of IRS Tax Information Publications
Form 1040A/Inst . . . . .	U.S. Individual Income Tax Return & Instructions	Form 8863 . . . . .	Education Credits	Pub 1796 . . . . .	Tax Products CD ROM
Schedule 1 (1040A) . . . . .	Interest and Dividend Income			Pkg. X, Vols. 1, 2 . . . . .	Reference Copies of Federal Tax Forms

**Other Common Use Forms/Schedules/Publications (If needed, these items must be written in the "Other" section of this form or on Form 2333X, Attachment Sheet.)** The following information is listed by catalog number followed by the item name.

11320B, Form 1040; 11334P, Schedule C (Form 1040); 11344L, Schedule E (Form 1040); 11327A, Form 1040A; 11329W, Form 1040EZ; 11364D, Form 1040NR; 11368V, Form 1040NR Instructions; 21534N, Form 1040NR-EZ; 21718P, Form 1040NR-EZ Instructions; 20975C, Form 1040V; 11360L, Form 1040X; 11362H, Form 1040X Instructions; 43560V, Form 6744; 22960X, 33394D, Form 8880; 46965G, P 1101 TCE Application Package.

**Note:** Contact IRS, SPEC office for information on Civil Rights Products.