

AARP FOUNDATION TAX-AIDE TAX PREP Explanation of IRS Form 14446

Form 14446 is an IRS-required form and this completed form is mandatory for the preparation of your return. Your signature on this form gives AARP Foundation Tax-Aide permission to prepare your return in a non-face-to-face environment.

Preparation of your return will require the use of one or more of the following: (a) scanned documents, (b) telephone or Google Meet for taxpayer interviews, resolution of questions that arise during return preparation or quality review, review of the completed return, and (c) the use of email. Exactly which of these methods will be used in preparation of your return depends on which service delivery model you are using.

Our service delivery models are Traditional Scan, Low Contact, and Contact Free. This packet contains a separate document, titled “How Your Return Will be Prepared”, that explains what technologies are used to prepare your return under each of these models.

Before signing the Form 14446, you have the right to fully understand how your return will be prepared, quality reviewed, and delivered to you. Please read the “How Your Return Will be Prepared” document. If you have any questions, please contact the Tax-Aide volunteer who sent you this information.

If you do not have any questions and agree to your return being prepared as described in the “How Your Return Will be Prepared” document, you and your spouse (if married) must sign and date page 3 of the Form 14446.

If you are scanning your documents for delivery to our volunteers (using the Contact-Free Model), you **must** include all three pages of the Form 14446 in the scan files you send to us. If the signed 14446 is not included with your files, we will contact you and you will have 72 hours to send a scan of the entire 14446 to us. If we do not receive the signed 14446 in that time, we are required to **delete all of the files you have provided**. We cannot start or prepare your return without having the signed Form 14446.

If you are coming to a site for our volunteers to scan your documents, you **must** bring the signed Form 14446 – signed by you and your spouse, if married – to your appointment. We cannot scan your documents without the signed Form 14446.