

## AARP Foundation Tax-Aide - Drop-Off Document Inventory Checklist

Inventory Checklist ("checklist") must be used for every taxpayer that has their taxes prepared using the Drop-Off model. The two-page checklist should be printed and firmly attached to the envelope holding the taxpayer's documents. **DO NOT SEPARATE FROM DOCUMENT ENVELOPE** until return is delivered to taxpayer.

**Taxpayer(s) Name (Last, First):** \_\_\_\_\_

**Tax Years Prepared:** \_\_\_\_\_

**State Returns Prepared:** \_\_\_\_\_

**Taxpayer Phone and / or email address:** \_\_\_\_\_

	Enter Volunteers Initials and Date when the taxpayer's documents were used					
FORMS (add as needed)	Initial Receipt (Requires Page 2 signature)	Reason for Access (Circle One) I&I Prep QR Other [Specify]	Reason for Access (Circle One) I&I Prep QR Other [Specify]	Reason for Access (Circle One) I&I Prep QR Other [Specify]	Reason for Access (Circle One) I&I Prep QR Other [Specify]	Document Return (Requires Page 2 signature)
SSN*						
ID*						
14446						
Intake Booklet (13614-C)						
Prior Year Return						
Voided Check (If Direct Deposit is requested)						
W-2						
SSA-1099-R RRB-1099-R						
1099 (indicate type and #)						
<b>COMMENTS</b>						

\* Social Security Cards and IDs should not be retained, this is confirmation that the information is noted on tax forms, to confirm taxpayer's identification in conversations and eventual tax filing.

<p><b>Document Receipt from Taxpayer</b> <i>(Completed at 1<sup>st</sup> Appt)</i>  <i>I confirm documents checked on the "Initial Receipt" column accurately reflect the documents I am leaving with Tax-Aide on:</i></p> <hr/> <p>Today's Date and Time</p> <hr/> <p>Taxpayer Signature</p> <p><b>Tax-Aide Confirmation:</b></p> <hr/> <p>Print Volunteer First Name + Last Initial</p>	<p><b>Document Return to Taxpayer</b> <i>(Completed at 2<sup>nd</sup> Appt)</i>  <i>I confirm that I have received:</i>  _____ Completed Federal Tax Return,  _____ Completed State Tax Return(s) <i>(Please include state abbreviation)</i>  _____ Documents listed in the "Document Return" column</p> <hr/> <p>Today's Date and Time</p> <hr/> <p>Taxpayer Signature</p> <p><b>Tax-Aide Confirmation:</b></p> <hr/> <p>Print Volunteer First Name + Last Initial</p>
<p><b>Document Destruction Disclosure</b> <i>(Completed at 1<sup>st</sup> Appt)</i>  <i>I confirm that I will return to the Tax-Aide site on a Date and Time that is mutually determined to obtain my completed return and accept the delivery of the documents left in the possession of the Tax-Aide volunteers.</i></p> <p><i>If I do not return, Tax-Aide will make a good faith effort to contact me to reschedule the tax return and document delivery.</i></p> <p><i>If I do not respond, or I do not return to the site, I understand that:</i></p> <ol style="list-style-type: none"> <li>1. Tax-Aide will destroy all documents left in their possession</li> <li>2. Tax-Aide will not retain or electronically file the tax return that they prepared.</li> </ol> <hr/> <p>Today's Date and Time</p> <hr/> <p>Taxpayer Signature</p> <p><b>Tax-Aide Confirmation:</b></p> <hr/> <p>Print Volunteer First Name + Last Initial</p>	<p><b>FOR TAX-AIDE PURPOSES ONLY</b>  <b>Missed Appointments: Indicate Dates /Times</b></p> <hr/> <p><b>Follow Up Contacts: Indicate Date, Time, Method of Contact (Phone, Email, Mail)</b></p> <p>Attempt #1: _____</p> <p>Attempt #2: _____</p> <p><b>Document Destruction: **</b></p> <hr/> <p>LC Signature – Vol ID, First Name and Last Initial</p> <hr/> <p>Date and Time of Document Destruction</p> <hr/> <p>Witness to Destruction– Vol ID, First Name and Last Initial, Date</p> <p><b>**Final Incident Report should be filed with SC, RC, and AND within 24 hours</b></p>