

SITE REQUIRED MATERIALS

AARP Required Site Materials: (obtain through Order portal)

Order #	Description
C1055	PLASTIC CARD HOLDERS-LARGE (TA) SETS (STRING & BADGE INC)
C2358	NAME TAG SHEETS-Tax Aide
C2467	OUT-OF-SCOPE POSTER
D143	FREE TAX HELP POSTER (ENG) (Must be new every year)
D16179	FREE TAX HELP POSTER (Spa)
D20232	TAXPAYER INFORMATION & RESPONSIBILITIES (ENG/SPA)
D19597	SITE ACTIVITY LOG (SIGN-IN)
D20444	INTAKE BOOKLET – (ENG) (Qty 1 = pack of 50)
D12225	TAX RECORD ENVELOPE (ENG)
D17464	TAX RECORD ENVELOPE (SPA) - depends upon site demographics

Optional Items:

C3133	TAX AIDE TABLE TENT
D20248	TAX AIDE SITE HOURS POSTER (ENG)
D20249	TAX AIDE SITE HOURS POSTER (SP)

AARP – Service Delivery Models documents

See AZ Tax Aide website – Service Delivery Models for the site & taxpayer required documents for the model(s) available at your site.

IRS – Required Materials

Form 15272 – Site Security Plan – signed by IRS SPEC

Pub 4053 – Your Civil Rights are Protected Poster – Ordered by DC

Pub 4836 – VITA/TCE FREE TAX PROGRAMS – AARP item C143 is adequate