

AARP Foundation Tax-Aide Acronyms

Term	Explanation	Origin if Outside of Tax-Aide
AARP	The Association was called the American Association of Retired Persons, but this was changed in 1999 to AARP	
AC	Administration Coordinator (District Level)	
ACA	Affordable Care Act	IRS
ADS	Administration Specialist - Volunteer member of the State Management Team who works with the State Coordinator to implement and maintain administrative procedures and maintain volunteer and site databases.	
AGI	Adjusted Gross Income	IRS
AND	Assistant National Director- Staff in the National Office who oversee program operations usually by region including working with volunteers on training, recruitment, and volunteer management issues, and outreach and partnerships	
AVR	All Volunteer Roster	
ASC	Assistant State Coordinator. A position used in some states to oversee several districts within a specific geographic area. ASCs perform duties delegated by the S.C.	
CAF	Centralized Authorization File – System that holds Power of Attorney records that have been submitted by the Accountant, Attorney, or Enrolled Agent on behalf of a taxpayer. Used with IRS Form 2848.	IRS
CAPS	Computer Assisted Publishing System	IRS
CC	Communication Coordinator (District Level)	
C.F.	Client Facilitator - A volunteer who manages the flow of taxpayers at a Tax-Aide site	
D.B.	Database	Computer
DC	District Coordinator - AARP Foundation Tax-Aide district volunteer leader	
DMT (DLT)	District Management Team (District Leadership Team)	

DPI	Dots per Inch	Printers
DVD	Digital Video Disk	Media
EFC	Electronic Filing Center	IRS
E-file	Electronic filing of tax returns	IRS
EFIN	Electronic Filing Identification Number - is obtained from the IRS and must be associated with one SIDN when ordering <i>Tax</i> software	IRS
EIC/EITC	Earned Income Tax Credit	IRS
EIN	Employer Identification Number	IRS
ERO	Electronic Return Originator Volunteer Responsible for E-Filing transmission <i>aka Transmitter</i>	IRS
FAQ	Frequently Asked Questions	Computer
FRR Form	Flat Rate Request Form used by leaders and non-leaders	
HTML	Hyper Text Markup Language	Computer
Instructor (INS)	A volunteer who is IRS-certified and provides tax and administrative training to other volunteers who assist taxpayers (District Level)	
IRS	Internal Revenue Service – the Bureau of the U.S. Treasury Department responsible for the collection of taxes	IRS
ITIN	Individual Taxpayer Identification Number	IRS
KAP	Konnex Access Process; Calls taken by the AARP Call Center from Members or Non-Members concerning some aspect of the AARP Foundation Tax-Aide. Information is distributed to S.C.s to handle as appropriate	
LC	AARP Foundation Tax-Aide volunteer leader who generally supervises Counselors and is responsible to a District Coordinator	
MeF System	Modernized e-File System. New tax return processing system recently activated by the IRS.	IRS
Natl	National AARP Foundation Tax-Aide	
NLDC	National Leader Development Committee	
NLT	AARP Foundation Tax-Aide National Leadership Team comprised of volunteer chairs of the tax training, technology, operations, and leader development national committees, the ten volunteer Regional Coordinators, and key national program staff	

NOC	National Operations Committee	
NROC	National Recruitment and Outreach Committee	
NTSC	National Technology and Security Committee	
NTTC	National Tax Training Committee	
PCS	Partnership and Communications Specialist - Volunteer member of the State Management Team who works with the State Coordinator to implement and maintain partnerships, program publicity, and communication activities	
PIN	Personal Identification Number - i.e., Self-Select or Practitioners PIN	IRS
PPT	PowerPoint file extension - Microsoft Office '03 and earlier	Software
PPTX	PowerPoint file extension - Microsoft Office '07 and higher	Software
PTIN	Paid Practitioner Tax Identification Number	IRS
PVS	Prospective Volunteer Specialist - Volunteer member of the State management team who works with the State Coordinator to meet the State's recruitment needs.	
Q.R.	Quality review or Quality Reviewer	
RAA	Regional Administration Coordinator	
R.C.	Regional Coordinator - AARP Foundation Tax-Aide volunteer who oversees program operations in a multi-state area (region) and who supervises and supports the State Coordinators	
Relationship Manager (RM)	IRS SPEC employee responsible for volunteer programs in a territory	IRS
Responsible Official (R.O.)	The volunteer(s) within each split-state who has the responsibility to apply for and/or revise IRS e-file applications for one or more sites.	IRS
RPA	Regional Partnership/Communications Advisor	
RRA	Regional Training Advisor	
RTA	Regional Technology Advisor	
RUF	Reduced Unnecessary Filing	IRS
SBIN	Service Bureau Identification Number	IRS
SC	State Coordinator - AARP Foundation Tax-Aide volunteer responsible for program operations in a state or split-state	
S.E.	Self Employed	IRS

SEP	Simplified Employee Pension Plan	IRS
SERP	Service-wide Electronic Research Program	IRS
Shift Coordinator (SCO)	AARP Foundation Tax-Aide volunteers responsible for coordinating and managing all phases of site operations at a specific site during an assigned period of time (shift) acting for the Local Coordinator (LC).	
SIDN	Site Identification Number. A unique number assigned to each AARP Foundation Tax-Aide site. It is used to identify all returns processed, both paper and e-file, as being associated with a specific site. SIDN's are not transferrable as each one identifies a specific location.	
SIMPLE	A "simple" IRA Plan	IRS
SMT	AARP Foundation Tax-Aide's State Management Team, comprised of SC (State Coordinator), ADS (Administration Specialist), PCS (Partnership and Communications Specialist), TCS (Technology Specialist), and TRS (Training Specialist), and Prospective Volunteer Specialist (PVS), and possibly Assistant State Coordinators (ASC)	
SPEC	Stakeholder, Partnerships, Education and Communication - IRS Group responsible for volunteer tax assistance programs, including TCE	
SPECTRM	SPEC Total Relationship Management. IRS SPEC's tool and database used to manage tax assistance volunteer programs.	IRS
SSA	Social Security Administration	IRS
SSN	Social Security Number	SSA
Stmt	Statements forms (filed with returns)	
T.C.	Technology Coordinator (District Level)	
TCE	IRS SPEC Tax Counseling for the Elderly Program. Also used to identify the grant which supports programs in which volunteers assist low and moderate-income persons age 60 and over, free of charge, in preparation of personal income taxes. Umbrella program for tax-Aide.	IRS
TCS	Technology Specialist - Volunteer member of the State Management Team who implements, maintains and evaluates automated systems for tax preparation and	

	administrative procedures, and may provide volunteer technical training	
Territory Manager (T.M.)	IRS SPEC Manager with the responsibility to support both TCE and VITA in a territory.	IRS
TIGTA	Treasury Inspector General for Tax Administration - the congressionally mandated oversight and investigatory body within the U.S. Department of Treasury responsible for monitoring the IRS and IRS funded programs such as TCE	IRS
TP	Taxpayer; preferred rather than customer or client	
TRC	Training Coordinator (District Level)	
TRS	Training Specialist - Volunteer member of the State Management Team who plans and implements necessary tax and policy and procedures training for Instructors in the state/ split-state	
TSO	<i>TaxSlayer</i> Online software	
URL	Uniform Resource Locator. Generally describes an internet site address.	Computer
VITA	Volunteer Income Tax Assistance - Another IRS SPEC grant program which supports programs in which volunteers assist taxpayers free of charge in preparation of taxes with income restrictions and an active emphasis on building financial assets and securing EITC	IRS
VMIS	Volunteer Management Information System. A program management system that was replaced by the Portal.	
VRG	Volunteer Resource Guide (Pub 4012 - tax law and <i>tax software</i> operations reference)	IRS
VRPP	Volunteer Return Preparation	IRS