

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 (6 per sheet)
C2467	OUT-OF-SCOPE POSTER
D143	FREE TAX HELP POSTER (EN) (Must be new every year)
D16179	FREE TAX HELP POSTER (SP)
D20232	TAXPAYER INFORMATION & RESPONSIBILITIES (EN/SP)
D19597	SITE ACTIVITY LOG (SIGN-IN)
D20444	INTAKE BOOKLET – (EN) (Qty 1 = pack of 50)
D20445	INTAKE BOOKLET – (SP) Qty 1 = pack of 50)
D12225	TAX RECORD ENVELOPE (EN)
D17464	TAX RECORD ENVELOPE (SP) - depends upon demographics.

Optional Items:

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

IRS – Required Materials

- Pub 17 – Your Federal Income Tax (Electronic)
- Pub 4299 – Privacy, Confidentiality and Civil Rights (Electronic)
- Pub 4012 – VITA/TCE Volunteer Resource Guide (Electronic)
- Pub 6744 – Volunteer Certification Test/Retest
- Form 15272 – Site Security Plan – signed by IRS SPEC – SC will provide.
- Pub 4053 – Your Civil Rights are Protected Poster – Ordered by DC (1 per site)
- Pub 4836 – VITA/TCE FREE TAX PROGRAMS – AARP item D143 is adequate.
- Cyber Tax Notices – found on AZ Website, TSO Blog

AARP – Other Items

Other Site materials ordered in the AARP Portal include:

Shirts, Pens and Mouse & Pads