

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
D12225	TAX RECORD ENVELOPE (EN)
D143	FREE TAX HELP POSTER (EN) (Must be new every year)
D16179	FREE TAX HELP POSTER (SP)
D17464	TAX RECORD ENVELOPE (SP) - depends upon demographics.
D19597	SITE ACTIVITY LOG (SIGN-IN)
D19929	QUALIFYING CHILD OR RELATIVE RESOURCE TOOL
D20176	NTTC WORKBOOK TY 2024
D20248/49	TA SITE HOURS POSTER – 248 ENGLISH/249 SPANISH)
D20232	TAXPAYER INFORMATION & RESPONSIBILITIES (EN/SP)
D20444	INTAKE BOOKLET – (EN) (Qty 1 = pack of 50)
D20445	INTAKE BOOKLET – (SP) Qty 1 = pack of 50)

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

Cyber Tax Notices – found on AZ Website, TSO Blog