

Site Name:	SIDN:
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Reviewer SEID:

Type of return: <input type="checkbox"/> 1040 <input type="checkbox"/> 1040A <input type="checkbox"/> 1040EZ	Scenario: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
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Purpose of this form: SPEC shoppers will use this form to document the findings from the preparation of a tax return by IRS certified volunteers. No taxpayer or volunteer information will be captured during the process. **Do not enter any information that identifies a specific person or taxpayer in the comments box. The comments box includes explanation for items not met.**

The question in bold will cause the review to pass/fail. Underlined responses will require a comment in the SPECTRM Quality Database.

	Quality Procedures	Comments
1	What type of Intake/Interview Sheet was used to prepare this return? Form 13614-C, Sections A&B <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete TaxWise Interview Form 13614-C, Sections A&B <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> Unapproved Tool <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> None	
2	Did the certified volunteer review the information on Form 13614-C, <i>Intake/Interview & Quality Review Sheet</i> , with you (conduct an interview) during the preparation of your tax return? <input type="checkbox"/> Yes - Volunteer reviewed all information on Form 13614-C <input type="checkbox"/> No - Volunteer did not review all information on Form 13614-C <input type="checkbox"/> <u>No - Volunteer used unapproved partner developed form</u> <input type="checkbox"/> No - Volunteer did not conduct an interview	
3	Did the volunteer preparer review the completed tax return with you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Was a complete quality review conducted on this return? <input type="checkbox"/> Yes - A complete quality review was conducted <input type="checkbox"/> <u>No - A complete quality review was not conducted</u>	
5	What is the certification level of this shopping return scenario? <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
6	What is the highest certification level of the volunteer preparer that prepared the shopping return? <u>Comment required when certification level is lower than the level in Question 5.</u> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Military <input type="checkbox"/> International <input type="checkbox"/> None	
7	What is the highest certification level of the volunteer quality reviewer of this return? <u>Comment required if not at least Intermediate or if lower than certification level indicated in Question 5.</u> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Military <input type="checkbox"/> International <input type="checkbox"/> None	
8	What training method did the volunteer preparer use for tax law certification? <input type="checkbox"/> Link & Learn Taxes <input type="checkbox"/> Partner created materials <input type="checkbox"/> IRS Training publications <input type="checkbox"/> Other <input type="checkbox"/> None	
	Label	Comments
9	Were you asked to show photo identification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Were you asked for documents to verify the name(s) and taxpayer identification number(s) (ITIN/SSN) for you and everyone else described in your scenario? <input type="checkbox"/> Yes - Volunteer asked for documents for everyone <input type="checkbox"/> <u>No - Volunteer did not ask for proper documents to validate everyone</u> <input type="checkbox"/> No - No validation done	

Filing Status		Comments
11	What is the correct filing status of your return scenario? <input type="checkbox"/> Single <input type="checkbox"/> MFJ <input type="checkbox"/> MFS <input type="checkbox"/> HOH <input type="checkbox"/> QW	
12	Is the filing status on the prepared tax return correct? <input type="checkbox"/> Yes - Filing Status is correct <input type="checkbox"/> No - Should be MFS <input type="checkbox"/> No - Should be Single <input type="checkbox"/> No - Should be HOH <input type="checkbox"/> No - Should be MFJ <input type="checkbox"/> No - Should be QW	
Exemptions		Comments
13	Is the number of personal exemption(s) correct? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14	Is the number of dependency exemption(s) correct? <input type="checkbox"/> Yes - # of dependency exemption(s) correct <input type="checkbox"/> No - Ineligible person(s) claimed <input type="checkbox"/> No - Eligible person(s) not claimed <input type="checkbox"/> N/A - Not entitled & none claimed	
Income/Adjustments		Comments
15	Is the amount of income correct? <input type="checkbox"/> Yes - Income amount correct <input type="checkbox"/> No - Pension Income incorrect <input type="checkbox"/> No - Wages incorrect <input type="checkbox"/> No - Unemployment Income incorrect <input type="checkbox"/> No - Investment Income incorrect <input type="checkbox"/> No - Omitted cash income <input type="checkbox"/> No - Business Income incorrect <input type="checkbox"/> No - Other income incorrect	
16	Is the amount of adjustments to income correct? <input type="checkbox"/> Yes - Adjustment to income amount correct <input type="checkbox"/> No - Student loan interest deduction <input type="checkbox"/> No - Health savings account deduction incorrect <input type="checkbox"/> No - Other income incorrect <input type="checkbox"/> No - Self-employment tax incorrect <input type="checkbox"/> N/A - No Adjustments to income & none claimed <input type="checkbox"/> No - IRA deduction incorrect	
Tax and Credits		Comments
17	Is the standard deduction correct? <input type="checkbox"/> Yes - Standard deduction correct <input type="checkbox"/> No - Should have itemized & did not <input type="checkbox"/> No - Age/blindness deduction omitted <input type="checkbox"/> N/A - Itemized deduction claimed <input type="checkbox"/> No - Filing Status incorrect	
18	Is the amount of itemized deductions correct? <input type="checkbox"/> Yes - Itemized deductions correct <input type="checkbox"/> No - Incorrect amount itemized deductions claimed <input type="checkbox"/> N/A - Standard deduction claimed	
19	Is the Child and Dependent Care Credit amount correct? <input type="checkbox"/> Yes - CDCC is correct <input type="checkbox"/> No - Incorrect amount claimed <input type="checkbox"/> No - Entitled to CDCC but none claimed <input type="checkbox"/> N/A - Not entitled to CDCC & none claimed	
20	Is the amount of Retirement savings contributions credit correct? <input type="checkbox"/> Yes - Retirement savings credit is correct <input type="checkbox"/> No - Incorrect amount claimed <input type="checkbox"/> No - Entitled to retirement savings credit but none claimed <input type="checkbox"/> N/A - Not entitled to retirement savings credit & none claimed	
21	Is the Child Tax Credit correct? <input type="checkbox"/> Yes - Entitled to CTC & correct <input type="checkbox"/> No - Incorrect amount <input type="checkbox"/> No - Entitled to CTC but none claimed <input type="checkbox"/> N/A - Not entitled to CTC & none claimed	

Tax and Credits <i>(continued)</i>		Comments
22	Are all other credit amounts correct? <input type="checkbox"/> Yes - Other credit amounts are correct <input type="checkbox"/> No - Entitled to other credits <input type="checkbox"/> N/A - Not entitled to other credits & none claimed	
Other Taxes		Comments
23	Are all Other Taxes correct? <input type="checkbox"/> Yes - Other Taxes correct <input type="checkbox"/> No - Other Taxes incorrect <input type="checkbox"/> N/A - No Other Taxes & none claimed	
Payments		Comments
24	Is the Federal withholding correct? <input type="checkbox"/> Yes - Federal withholding correct <input type="checkbox"/> No - Federal withholding incorrect <input type="checkbox"/> N/A - No Federal withholding & none claimed	
25	Is the Earned Income Credit amount correct? <input type="checkbox"/> Yes - Entitled to EIC & correct <input type="checkbox"/> No - Incorrect amount <input type="checkbox"/> No - Entitled to EIC but none claimed <input type="checkbox"/> N/A - Not entitled to EIC & none claimed	
26	Is the Additional Child Tax Credit amount correct? <input type="checkbox"/> Yes - Entitled to ACTC & correct <input type="checkbox"/> No - Incorrect amount <input type="checkbox"/> No - Entitled to ACTC but none claimed <input type="checkbox"/> N/A - Not entitled to ACTC & none claimed	
Completion of the Return		Comments
27	Was the return prepared using TaxWise® or other tax preparation software? <input type="checkbox"/> Yes - TaxWise® software <input type="checkbox"/> Yes - Other tax preparation software <input type="checkbox"/> No - Tax preparation software	
28	Did the certified volunteer inform you that you are ultimately responsible for the information on your return? By signing, you are confirming that you have examined the return and to the best of your knowledge, the information is true, correct, and complete. <input type="checkbox"/> Yes <input type="checkbox"/> No	
29	Did the volunteer preparer exercise Due Diligence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Accuracy of Return		Comments
30	Does the volunteer prepared tax return match the SPEC shopping tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No	This question is the only measure for the accuracy of the Shopping return
Volunteer Standards of Conduct		Comments
31	Was the Volunteer Standards of Conduct (VSC) violated? <input type="checkbox"/> Yes - VSC #1 <input type="checkbox"/> Yes - VSC #4 <input type="checkbox"/> Yes - VSC #2 <input type="checkbox"/> Yes - VSC #5 <input type="checkbox"/> Yes - VSC #3 <input type="checkbox"/> Yes - VSC #6 <input type="checkbox"/> No - The Volunteer Standards of Conduct was not violated	

Remarks: