

| | | | |
|---|---|---------------------------|--|
| Form 2333V (Rev. September 2005) | Department of the Treasury—Internal Revenue Service <h2 style="margin: 0;">Volunteer Order Form</h2> (Review Instructions on Reverse Side Before Ordering) | | Order Number |
| 1. Current Date | | | SPEC Use Only |
| 2. Name | 3. Daytime Telephone Number | 4. Date Needed (MM/DD/YY) | 12. Order Point Number |
| 5. Delivery Location (Organization Name/Building/Room/Floor) | | | 13. Reviewed By |
| 6. Complete Mailing Address (A P. O. Box May Delay Your Order) | | | 14. Reviewer's Telephone Number |
| 7. City, State And ZIP Code | 8. Last Date Item Can Be Accepted _____ | | 15. Alternate Contact Phone # _____ |
| 9. Form 2333X attached <input type="checkbox"/> 10. Site Material <input type="checkbox"/> 11. Training Material <input type="checkbox"/> | | | |

For SPEC use only. All items in the shaded area MUST be entered into CAPS by SPEC.

For Tax Forms and Publications
 Place a check next to the year of tax form needed 2004 or 2005

Note: 2005 tax forms and publications are not available until December.

| CAT NO | QTY | ITEM | CAT NO | QTY | ITEM | CAT NO | QTY | ITEM |
|---|-----|---|---|--------|--|-------------------------------|--|---|
| VRPP (VITA/TCE) Orders | | | Publications | | | 37853B | | P 4269 Language ID Card |
| 61206C | | P 678 Volunteer Assistor's Guide, Student Text (Kit contains one copy each of P 678; F 6744; P 4012; P 1278; F 12466; F 12469; & P 678 W) | 10311G | | P 17 Your Federal Income Tax | 38846W | | P 4391 Privacy Act Stuffer |
| Poster Size Forms | | | 46808K | | P 853 (1040 Series) | 61027D | F 8158 Quality Review Checklist | |
| Overprinted Tax Forms | | | 10413D | | P 1429 (W-4 2006) | 33257Z | D 9282D Business Reply Labels, Andover | |
| 13740R | | | P 678FS Foreign Student and Scholar Volunteer Student Guide | 61104F | | F 1040 VITA/TCE-SIDN | 33261H | D 9282E Business Reply Labels, Austin |
| 10458Q | | 17166F | | | F 1040A VITA/TCE-SIDN | 33190J | F 13206 Volunteer Asst. Summary Report | |
| 61267P | | 61106B | | | F 1040EZ VITA/TCE-SIDN | | F 13357 Partner Certificate | |
| P 678PR Puerto Rico Supplement | | | Forms/Instructions Description on Back | | | 35244Q | | F 13614 NR Intake Sheet |
| 61267P | | P 1155 Facilitator's Guide (Kit contains one copy each of: P 1155; P 678; F 6744; F 6745; P 4012; P 1278; P 4189, F 12462, F 12467; D 12107; & P 678 W) | 11325E | | I 1040 | 39658W | | F 13614 (SP) Intake Sheet |
| TCE | | | 12088U | | I 1040A | 39462C | F 13645 VRPP Wallet Card | |
| Miscellaneous | | | 12063Z | | I 1040EZ | 63573Q | P 1113 A Poster | |
| 34182T | | | P 4011 Quick Reference Guide for International Issues | 11340T | | F 1040ES (2006) | 46978J | P 1114 Brochure |
| 34183E | | | | 11862M | | F 2441 | | |
| 46317Q | | | P 4480 Link & Learn Taxes Kit (Kit contains one copy each of: P 678 W, F 6744; P 4012; P 1278) | 62766T | | F 8453 Tax Declaration/e-file | 34292Q | |
| 43560V | | 10220Q | | | F W-4 (2006) | 34293B | | P 4025 (SP) Your Civil Rights Are Protected (LITC/TCE) Spanish |
| 43561G | | 10227P | | | F W-5 (2006) | 34303M | | P 4053 Your Civil Rights Are Protected (VITA/TCE/Partners) |
| Alert: The following items can not be ordered individually: P 678, P 1155, P 4189, P 4480; F 12462, F 12467, F 12466, F 12469 and D 12107. | | | | 12075R | | F 1040A Schedule 1 | 34304X | |
| Poster Size | | | 10749I | | F 1040A Schedule 2 | 38458K | | P 4327 (ENG/SP) ITIN (English/Spanish) |
| 30765A | | P 3676 VITA e-file Poster | 30139Y | | I 1040A Schedule 2 | 47150J | | P 4481 (ENG/SP) EEO Stuffer (English/Spanish) |
| 38835P | | P 3676A Small e-file Poster | 12064K | | F 1040A Schedule 3 | 34841F | | F 13324 IRS Civil Rights Assurance for Subrecipients under SPEC Partnership Agreements |
| Site Management | | | 12059R | | I 1040A Schedule 3 | 34842Q | | F 13325 Statement of Assurance Concerning Civil Rights Compliance for IRS SPEC Partnerships |
| 37287B | | P 730 Important Tax Records Envelope | 11330X | | F 1040 Schedules A&B | | | |
| 46945O | | | 11338H | | F 1040 Schedule D | | | |
| 26657L | | P 3189 Vol e-file Handbook | 13339M | | F 1040 & 1040A Sch EIC | | | |
| 31083Z | | | 11359K | | F 1040 Schedule R | | | |
| Volunteer Site Management | | | 11357O | | I 1040 Schedule R | | | |
| 46945O | | P 1084 Volunteer Coordinator's Guide | 15146T | | P 579 (SP) Tax Guide | | | |
| 21601T | | | 63005J | | P 596 Earned Income Credit | | | |
| 31083Z | | P 3711 VITA/TCE Cert. Folder | 63334P | | P 1194 Vol 1 (1 per site) | | | |
| 11924Z | | | 21601T | | P 1194 Vol 2 (1 per site) | | | |
| 11924Z | | F 9234 Certificate | 20497L | | P 1796 CD-ROM | | | |
| 38836A | | | 37659N | | | | | |
| 38847H | | F 13615 Volunteer Standards of Conduct | 18356V | | F 2333V Order Form | | | |
| | | | 11754L | | F 2333X Attach Sheet | | | |
| | | | 37661Z | | P 4262 Easy as 1, 2, 3 (Small SIDN/ID/W-2 Poster) | | | |
| | | | | | P 4262A Easy as 1, 2, 3 (Large SIDN/ID/W-2 Poster) | | | |

VOLUNTEER ORDER FORM INSTRUCTIONS FOR VRPP VOLUNTEERS

Form 2333V, *Volunteer Order Form*, allows volunteers to order VRPP material for training and site assistance. As such, this material is intended only for taxpayers who receive assistance at the VRPP sites; and not intended for general distribution to taxpayers.

Volunteer Site Coordinators:

- Complete a separate form for each address. A list of addresses may only be attached if each addressee is to receive the same quantity of each item ordered. Indicate in Box 5 "See Attached List."
- Orders should be submitted as much in advance as possible. Orders are held until 3 weeks prior to the date shown in Box 8. This allows 3 weeks to fill and ship order.
- Items not in stock will automatically be placed on backorder and shipped when available or canceled 2 days before the date in Box 8; no further action is required on your part.
- Fax, e-mail, or mail your order directly to the Territory Office for approval. Never submit an order directly to the NDC.
- SPEC contact will assign a number for tracking purposes for e-mail orders.
- Direct order inquiries to the Territory Office.

Territory Offices:

- Assign tracking numbers to e-mailed forms.
- Products available through the CAPS system must be ordered online by SPEC.
- AARP sponsored sites should not order Form 13206, *Volunteer Assistance Summary Report*.
- We recommend that Territory Offices e-mail in their orders for best results.
- Order confirmations are not provided by the NDC. E-mailed orders can receive a read receipt confirmation when you select Outlook tracking options.

FORMS/INSTRUCTIONS/PUBLICATIONS Descriptions

| | | | | | |
|-----------------------------------|---|---|--|--------------------------------|---|
| Forms 1040/1040A/1040EZ | U.S. Individual Income Tax Returns & Instructions | Form W-4 | Employee's Withholding Allowance Cert. | F 1040 Schedules A&B | Itemized Deductions/ Interest & Dividend Income |
| Form 1040 ES | Estimated Tax For Individuals | Form W-5 | Earned Income Credit Advance Payment Cert. | Pub. 596 | Earned Income Credit Publication |
| Form 2441 | Child and Dependent Care Expenses | Instructions Form 1040 Schedule R | Instructions for Form 1040 Schedule R | Pub 1796 | Tax Products CD ROM |

Other Common Use Forms/Instructions/Publications (if needed, these items must be written in the "Other" section of this form or on Form 2333X, Attachment Sheet.) The following information is listed by item name and catalog number.

| Item | Catalog Number | Item | Catalog Number | | |
|----------------------------------|--|--------|-------------------------------|---|--------|
| Form 1040 Schedule C | Profit or Loss from Business | 11334P | Instructions 1040 X | Instruction for Form1040X | 11362H |
| Form 1040 | U.S. Individual income Tax Return | 11320B | Form 3903 | Moving Expenses | 12490K |
| Form 1040A | U.S. Individual Income Tax Return | 11327A | Form 4868 | Application for Automatic Extension of Time to File U.S. Individual Income Tax Return | 13141W |
| Form 1040ES (2006) | Estimated Tax for Individuals | 11340T | Form 8812 | Additional Child Tax Credit | 10644E |
| Form 1040EZ | Income Tax Return for Single and Joint Filers With No Dependents | 11329W | Form 8822 | Change of Address | 12081V |
| Form 1040NR | U.S. Non Resident Alien Income Tax Return | 11364D | Form 8843 | Statement of Exempt Individuals and Individuals with a Medical Condition | 17227H |
| Instructions 1040 NR | Instruction for Form 1040NR | 11368V | Form 8863 | Education Credit | 25379M |
| Form 1040NR-EZ | U.S. Income Tax Return for Certain Nonresident Aliens with No Dependents | 21534N | Form 8880 | Credit for Qualified Retirement Saving Contributions | 33394D |
| Instructions 1040NR EZ | Instruction for Form 1040EZ | 21718P | Form 9452 | Filing Assistance Program | 14695J |
| Form 1040V | Payment Voucher | 20975C | Form 9465 | Installment Agreement Request | 14842Y |
| Form 1040X | Amended U.S. Individual Income Tax Return | 11360L | Publication 1101 | Application Package and Guidelines for Managing a TCE | 46965G |

Note: Contact IRS, SPEC office for information on Civil Rights Products.