DROP OFF CHECKLIST

DO NOT send a client home to retrieve missing documentation before quickly screening their paperwork and identifying that the client is in scope.

1. Review IRS Form 13614-C and make sure it is completed.

Note: If the client has multiple years prepared, they must complete the 13614-C Form for EACH corresponding year.

- ❑ **Part I: Personal Information**
  - o Verify that the taxpayer (and spouse if MFJ) are present and have a valid form of photo ID and SS Card/ITIN for everyone on the return.
  - o ITINs with the middle digits between 70-87 expired during previous years, Middle digits 88 expired in 2020, and digits 90, 91, 92, 94, 95, 96, 97, 98, and 99 issued before 2013 also expired in 2020. Check to make sure the clients have renewed their numbers before providing services.
- ❑ **Part II: Marital Status and Household Information**
  - o **Part II, 1: Filing Status:** Drop-Off Specialist should interview the client and determine the most accurate and appropriate Filing Status for the client.
  - o **Part II, 2: Dependency Status:** Drop-Off Specialist should interview the client and clarify whether individuals who are listed in this section should be listed on the client's return as dependents. **Complete the grey sections.**
- ❑ **Part III: Income Documents**
  - o Review all income questions where the client marked "yes" and make sure we have the related tax documents. Also, make sure that wherever there is an income document the related question is answered "yes". If you determine that there is no income in each category, make sure that the answer is marked "no".
  - o If a client marks "**unsure**," ask the client for more information and change this to a "yes" or "no" depending on their answers
  - o If there is more than one of a certain income document (ex, Four W2s, two 1099-Rs), please indicate the number of documents on the 13614-C.
- ❑ **Part IV: Expenses**
  - o Review all expenses marked "yes" to make sure we have details. If you discover that the client had expenses where they marked "no", then change the answer to "yes". Everything else should be marked "no".
    - ▪ Make sure to fill out **"Self-Employment Income and Expense Sheet"**, if needed.
  - o If a client marks "**unsure**," ask the client for more information and change this to a "yes" or "no" depending on their answers.
- ❑ **Part V: Life Events**
  - o Review all life events marked "yes"
  - o If a client marks "**unsure**," ask the client for more information and change this to a "yes" or "no" depending on their answers
- ❑ **13614-C, Page 3: Additional Information and Questions Related to the Preparation of Your Return**
  - o Make sure that client completes questions 1-14 to the best of their ability.
  - o Pay special attention to **Question #3** regarding refund. Inquire whether the client has questions about using Direct Deposit, purchasing U.S. Savings Bonds, or splitting their refund.
- ❑ **13614-C, Page 3: Additional Comments Section**
  - o Please use this section to add any additional notes for the Tax Preparer and Exit Interviewer. If a Drop Off Specialist looked up a property PIN, please add that information here.
- ❑ **13614-C, Page 4: Consent to Disclose Tax Return Information to VITA/TCE Tax Preparation Sites**
  - o Please make sure Taxpayer and Spouse, if applicable, sign this consent form for TaxSlayer.

DROP OFF CHECKLIST

2. **Fill out the Tax Client Checklist for every year the client has. Make sure to check off all boxes and write in number of documents the client has.**
3. **Make sure that the client (and spouse if applicable) has signed the Ladder Up TAP Client Agreement (pg. 3) and Form 14446 Signature Page (pg. 6) of the Supplemental Intake Packet. Also, the VITA/TCE Taxpayer Consent (pg.4 of Form 13614-C).**
4. **Make sure that the client has filled out the Supplemental Intake Sheet pages 1 and 2.**
   - ❑ If client answers Banking question #1 No, interested in fee free debit card, see Ladder Up Staff for guidance
5. **Supplemental Intake Packet, pages 4 and 5, are client information.**
   - ❑ Please adhere a tax site address label to Part I of page 4
6. **Once all forms have been filled in and the review is complete begin entering the basic client information into TaxSlayer.** (Please reference TaxSlayer "Scanned Document Program" handout.)
7. **Scan all client documents into TaxSlayer.** (Please reference TaxSlayer "Scanned Document Program" handout.)
8. **When all documents are scanned and uploaded, return all tax documents to client.**
9. **If Ladder Up cannot serve the client:**
   - ❑ Due to missing documentation, do a quick screening with the client to determine whether there are any other missing forms or documents (and that they are in scope) so that the client only needs to make one return trip. Provide a copy of the paperwork for the client to complete at home.
   - ❑ If the client has an appointment but does not have all documentation reschedule their appointment.
   - ❑ Due to capacity, refer the client to the following resources to learn more about available hours and locations for free Tax Assistance. Provide a copy of the paperwork for the client to complete at home.
     - o TAP Website
     - o IRS Website
     - o AARP
     - o Clients can also make appointments by calling 312-588-6900
     - o **Clients also have the option of filing for free online using** goladderup.org/freefile
   - ❑ Due to the return being Out-of-Scope: refer the client to the "Know Before You Go" handout on screening paid preparers
10. **Once all documents have been uploaded assist the client to schedule their Exit Interview appointment. An Exit Interview can be done two ways:**
    - ❑ Virtual: If a client has access to a smart device and the internet you may schedule a virtual appointment via Acuity.
    - ❑ In-Person: If a client is unable to access technology schedule an in-person appointment back at the tax site via Acuity.
11. **Fill in all other information on the Tax Client Checklist and confirm with the client when and how their Exit Interview will be conducted.**
12. **Keep the following documentation in the Supplemental Intake Sheet:**
    - ❑ Ladder Up Client Agreement (pg. 3)
    - ❑ Form 14446 Signature Pages (pg. 6)
    - ❑ These pages will be filed away in a bin at the tax site, alphabetically.

***We do not keep ANY OTHER original documentation! Everything else must be returned to the client.* **