CASE REVIEW CHECKLIST

DO NOT send a client home to retrieve missing documentation before quickly screening their paperwork for scope.

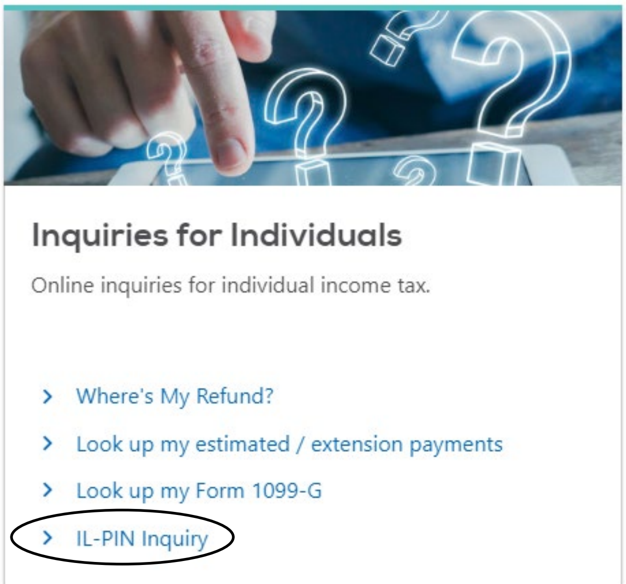
- ❑ **Review IRS Form 13614-C and make sure it is completed.** A 13614-C is required for each tax year being completed.
- ❑ **Part I: Personal Information**
  - Verify original photo IDs for Taxpayer and Spouse and SS Cards/ITINs for everyone on the return.
  - Please reference the Mini Manual for all expired ITINs.
- ❑ **Part II: Filing Status and Household Information**
  - Determine filling status and complete the grey sections for dependents.
- ❑ **Part III: Income Documents**
  - Review all income questions with their corresponding documents, all answers should be Yes or No (No *Unsure* answers.)
  - 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 in the comment section.
- ❑ **Part IV: Expenses**
  - Review all expense questions with their documents, all answers should be Yes or No (no Unsure answers.)
    - Make sure to fill out the "Self-Employment Tax Document Checklist" form, if needed.
- ❑ **Part V: Life Events**
  - Review all life event questions, all answers should be Yes or No (No *Unsure* answers.)
- ❑ **13614-C, Page 3: Additional Information and Questions Related to the Preparation of Your Return**
- ❑ **13614-C, Page 3: Additional Comments Section**
  - Add any additional notes for the Tax Preparer and Quality Reviewer. If you looked up a property PIN or prior year AGI, please add that information here.
- ❑ **13614-C, Page 4: Consent to Disclose Tax Return Information to VITA/TCE Tax Preparation Sites**
  - Please make sure Taxpayer and Spouse, if applicable, sign this consent form for TaxSlayer.

1. **Make sure that the client (and spouse if applicable) has signed the Ladder Up TAP Client Agreement (pg. 3) of the Supplemental Intake Packet.**
2. **Make sure that the client has filled out the Supplemental Intake Sheet pages 1 and 2.**

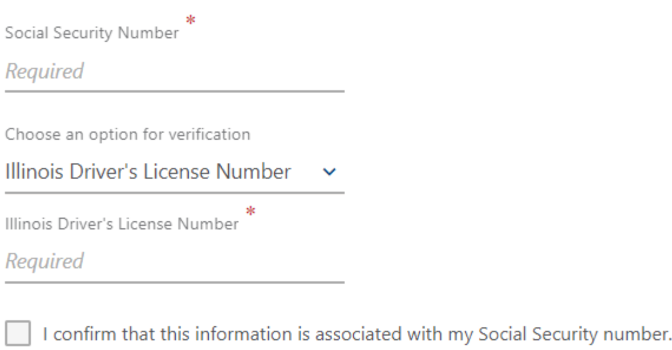
***Ladder Up will only keep the Ladder Up TAP Client Agreement and the signed E-file consent pages, these will be collected by the Quality Reviewers. We do not keep ANY OTHER original documentation! Everything else must be returned to the client.* **

Retrieving Tax Client IL-PIN

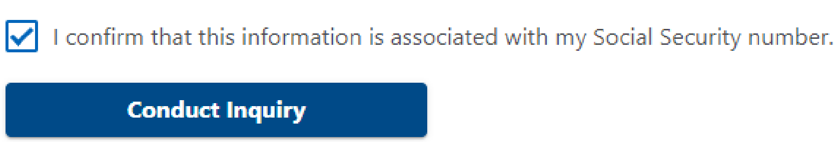
1. Navigate to [MyTax Illinois](https://mytax.illinois.gov/_/),
    a. Website: https://mytax.illinois.gov/_/
2. Scroll down to **Inquires for Individuals**, then click **IL-PIN Inquiry**



3. Enter requested information, you can choose Driver's License, State ID, or Prior Year AGI.



4. When information is complete, **check** the I confirm box, then **click** Conduct Inquiry.



5. Copy the IL-PIN to clients 13614-C or enter into software.