
CASE REVIEW CHECKLIST

****DO NOT turn away clients to retrieve missing documents before quickly screening their paperwork for scope. ****

Review IRS Form 13614-C: Form 13614-C is required for each tax year being completed.

1. Personal Information:

- Verify **original** SS Cards/ITIN and photo IDs for Taxpayer, Spouse and everyone on the return.
- Reference the Mini Manual for all expired ITINs.
- IP-PIN Letter **Example letter in the back of this checklist**
 - Ask, "Have you, your spouse, or dependents been a victim of **tax related** identity theft or been issued an Identity Protection PIN?"
 - If yes, make sure they have the letter to e-file the tax return.

2. Filing Status and Household Information:

- Determine filing status and complete the grey section for dependents.

3. Income Documents:

- Review all income questions with their corresponding documents, all answers should be checked Yes or No (**No *Unsure* answers.**)
- Indicate if the taxpayer has more than one income document (ex, Four W2s, two 1099-Rs),

4. Expenses:

- Review all expense questions with their documents, all answers should be Yes or No
 - Fill out the "**Self-Employment Tax Document Checklist**" pink form, if needed.

5. 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**
 - Make sure this section is filled out.
- **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**
 - Please make sure the Taxpayer and Spouse, if applicable, sign this consent form for TaxSlayer.

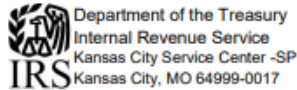
Review Ladder Up Supplemental Intake Sheet: Only one needed per visit

6. Review the Supplemental Intake Sheet and make sure it is filled out to its entirety.

7. Client and spouse, if applicable, **MUST sign the Ladder Up TAP Client Agreement** of the Supplemental Intake Packet.

CASE REVIEW CHECKLIST

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.



TAXPAYER NAME
ADDRESS
CITY, STATE ZIP

Notice	CP01A
Tax year	2018
Notice date	December 28, 2018
To contact us	Phone 800-XXX-XXXX
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Important information about filing your 2018 federal tax return

We assigned you an Identity Protection Personal Identification Number

Our records show that you either:

- were previously a victim of identity theft or,
- notified IRS that you experienced an incident that could potentially expose you to identity theft, or
- requested an identity protection personal identification number (IP PIN).

We placed an indicator on your account and assigned you an IP PIN. You'll need to use this IP PIN when filing any Forms 1040 during the calendar year beginning in January.

The IP PIN helps verify a return filed with your social security number was filed by you. If you fail to use your assigned IP PIN, we could reject your return or delay the processing of your return.

Your assigned IP PIN is: XXXXXX

What you need to do

- Keep this letter in a safe place. You'll need it to prepare your tax return.
- When you file your federal tax return, enter the IP PIN in the correct place:
 - If filing electronically, your tax software or preparer will tell you when and where to enter it.
 - If filing a paper return, enter your IP PIN in the gray box marked "Identity Protection PIN" to the right of "Spouse's signature and occupation." If you're married and filing jointly, only the spouse listed first on the tax return needs to enter his or her IP PIN.
Note: The second spouse's IP PIN still protects his or her account even though it's not entered on a jointly filed paper return.
- As an IP PIN recipient, you don't need to file a Form 14039, Identity Theft Affidavit, to notify us you are a victim of identity theft.
- If you don't have to file a tax return, you won't need to use your IP PIN. We still protect your account from fraudulent filing.

What to remember about your IP PIN

You must use this IP PIN to confirm your identity on your current tax return and any prior year returns filed during the calendar year. We'll send you a new IP PIN each year by postal mail. Therefore, be sure to file Form 8822, Change of Address, if you change your mailing address.

Keep your number private and don't give it to anyone other than a tax professional filing your tax return. The tax preparer will need to include your IP PIN on your return. Bring this letter with you.

The IP PIN is only used to file your return. It has no other purpose. The 6-digit IP PIN is sometimes confused with the 5-digit e-file PIN; they're not the same or interchangeable.