Form **13206**
(Rev. 8-2006)

Department of the Treasury **– Internal Revenue Service**
Volunteer Assistance Summary Report
Please mail, fax or e-mail this form, or a document containing all information requested on this form to your IRS reporting office by the 3rd business day after the end of the month**. (Necessary only if new volunteers have reported to your site.)
Contact your local IRS office for mail or e-mail address

Date: _____

Site Identification Number: S __ __ - __ __ - __ __ __ __

Site Name: _____

Site Address: _____

Partner's Name: _____ Contact Number: _____

Site Coordinator/Manager's Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Site Coordinator/Manager's Phone Number: (_____) _____

Reminders:

1. Total Number of Volunteers Reported on This Form   _____

2. Total Number of Volunteers Previously Reported This Filing Season   _____

3. Total Number of Volunteers Reported This Filing Season (Add 1 & 2)   _____

4. For "Date Certified" an entry must be made for all volunteers who prepare tax returns and conduct quality reviews. This includes tax professionals and other volunteers who were previously exempt from taking a test.

VOLUNTEER LIST

**The name and volunteer role (position) should only be entered on this form the first time they report to your site.
Future completion of this form is only necessary if new volunteers have reported to your site.
Note: Site Coordinators, please include your name in the list of volunteers below.

Volunteer Information	**Volunteer Certified Training Levels (Check all that apply)**	Does this volunteer also work at another VITA/TCE site?		If Yes, Indicate Site Name(s)
		Yes	**No**	
Name _____ Volunteer Position _____ Address _____ _____	Date Certified _____ ☐ VITA/TCE Basic ☐ VITA/TCE Intermediate ☐ VITA/TCE Advanced ☐ VITA Military ☐ VITA Foreign Student ☐ VITA Puerto Rico ☐ NOT Certified (ex. Greeter)			
Name _____ Volunteer Position _____ Address _____ _____	Date Certified _____ ☐ VITA/TCE Basic ☐ VITA/TCE Intermediate ☐ VITA/TCE Advanced ☐ VITA Military ☐ VITA Foreign Student ☐ VITA Puerto Rico ☐ NOT Certified (ex. Greeter)			

Volunteer Information	Volunteer Certified Training Levels (Check all that apply)	Does this volunteer also work at another VITA/TCE site?		If Yes, Indicate Site Name(s)
		Yes	**No**	
Name _____ Volunteer Position _____ Address _____ _____	Date Certified _____ ☐ VITA/TCE Basic ☐ VITA/TCE Intermediate ☐ VITA/TCE Advanced ☐ VITA Military ☐ VITA Foreign Student ☐ VITA Puerto Rico ☐ NOT Certified (ex. Greeter)			
Name _____ Volunteer Position _____ Address _____ _____	Date Certified _____ ☐ VITA/TCE Basic ☐ VITA/TCE Intermediate ☐ VITA/TCE Advanced ☐ VITA Military ☐ VITA Foreign Student ☐ VITA Puerto Rico ☐ NOT Certified (ex. Greeter)			
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