

| | | | |
|---|---|------------------------------------|---|
| Form 2333V (Rev. August 2004) 1. Current Date | Department of the Treasury-Internal Revenue Service <h2 style="margin: 0;">Volunteer Order Form</h2> (Review Instructions on Reverse Side Before Ordering) | | Order Number SPEC Use Only |
| 2. Name | 3. Daytime telephone number | 4. Date needed (Do not enter ASAP) | 11. Order point no. (5 digits) |
| 5. Delivery location (organization name/bldg./rm./floor) | | | 12. Reviewed by |
| 6. Complete Mailing Address (a P. O. Box may delay your order up to 2 weeks) | | | 13. Reviewer's telephone number |
| 7. City, state and ZIP code | 8. Last date item can be accepted _____ Note: Back-ordered items will cancel two days before this date. If item(s) is (are) still needed, you must reorder. | | 9. <input type="checkbox"/> Training Material <input type="checkbox"/> Site Material |
| 14. Place a check next to the year of tax form needed <input type="checkbox"/> 2003 or <input type="checkbox"/> 2004 Note: Tax law forms and publications not available until December. | | | 10. <input type="checkbox"/> Form 2333X attached |

15. Alternate contact name and daytime telephone number of IRS/SPEC contact for questions about order
 Name: _____ Phone number: _____
Note: The information in box 15 must be different from entry in box 12.

| CAT NO | QTY | ITEM | CAT NO | QTY | ITEM | CAT NO | QTY | ITEM |
|---|-----|--|--------|-----|--|--------|-----|--|
| Overprinted Tax Forms | | | | | | | | |
| 61104F | | F 1040 VITA/TCE-SIDN | 28669X | | P 3512 Innocent Spouse | 61206C | | P 678 Student Guide/Kit (kit contains one copy each of: P 678; P 4012; F 6744; P 1278; F 12466; Trainee Eval; and F 12469, Trainee Eval Comments) |
| 17166F | | F 1040A VITA/TCE-SIDN | 30765A | | P 3676 VITA E-File Poster | | | |
| 61106B | | F 1040EZ VITA/TCE-SIDN | 38835P | | P 3676 A Small E-File Poster - CAPS | | | |
| | | | | | | | | |
| Forms/Schedules | | | | | | | | |
| 11330X | | Schedules A&B (1040) | 31083Z | | P 3711 VITA/TCE Cert. Folder | | | |
| 14374D | | Schedule C/EZ (1040) | 18356V | | F 2333V Order Form | 43561G | | F 6745 Retest |
| 11338H | | Schedule D (1040) | 11754L | | F 2333X Attach Sheet | 1374OR | | P 678FS |
| 13339M | | Sch EIC (1040 & 1040A) | 61054K | | F 6729 Site Checksheet | 10458Q | | P 678PR Puerto Rico |
| 11359K | | Schedule R (1040) | 11924Z | | F 9234 Certificate - CAPS | 46676K | | P 678M Military/Intl. Student Guide Kit (kit contains one copy each of: P 678M; P 4012; F 6744; P 1278; F 12466; Trainee Eval; and F 12469, Trainee Eval Comments) |
| 11358Z | | Schedule SE (1040) | 33190J | | F 13206 Summary Report | | | |
| 12075R | | Schedule 1 (1040A) | 61027D | | F 8158 Quality Review Checklist | | | |
| 10749I | | Schedule 2 (1040A) | 33257Z | | D 9282D Business Reply Labels, Andover | | | |
| 12064K | | Schedule 3 (1040A) | | | | | | |
| 11340T | | Form 1040ES (2005) | 33261H | | D 9282E Business Reply Labels, Austin | 61267P | | P 1155 Instr. Guide/Kit (kit contains one copy each of: P 1155; P 4012; F 6744; F 6745; P 1278; P 4189, Answer Key; F 12462, Instructor Eval; F 12467, Instructor Eval Comments; D 12107, Business Reply Labels for mailing Evals) |
| 11862M | | Form 2441 | | | | | | |
| 10220Q | | Form W-4 (2005) | 37287B | | P 730 Important Tax Records Envelope - CAPS | | | |
| 10227P | | Form W-5 (2005) | | | | | | |
| 10437N | | Form W-10 Dependent Care Provider's ID & Certification | 37659N | | P 4262 Easy as 1, 2, 3 (Small SIDN/ID/W-2 Poster) - CAPS | | | |
| 11325E | | 1040 Instructions | 37661Z | | P 4262A Easy as 1, 2, 3 (Large SIDN/ID/W-3 Poster) - CAPS | 32828S | | P 3922 CVITA Training Guide Kit (kit contains one copy each of: P 3922; P 3888; and F 6317, Assistor Eval Form) |
| 12088U | | 1040A Instructions | | | | | | |
| 30139Y | | Sch 2 (1040A) Inst. | 37853B | | P 4269 Language ID Card | | | |
| 12059R | | Sch 3 (1040A) Inst. | 38846W | | P 4391 Privacy Act Stuffer | 34182T | | |
| 12063Z | | 1040EZ Instructions | 38836A | | F 13614 Intake Sheet - CAPS (pads of 50) | | | P 4011 Quick Reference Guide for International Issues |
| 10842K | | Form 2441 Instructions | | | | | | |
| Publications | | | | | | | | |
| 10311G | | P 17 | 38847H | | F 13615 Volunteer Standards of Conduct - CAPS (pads of 50) | 34183E | | P 4012 VITA/TCE Resource Guide |
| 15008E | | P 505 | | | | | | |
| 15023T | | P 519 | | | | | | |
| 15101G | | P 553 | | | | | | |
| 15173A | | P 596 | 15146T | | P 579(SP) Tax Guide | | | |
| 15308H | | P 907 | 46725U | | P 729(SP) Poster | | | |
| 15315W | | P 910 | 46805D | | P 850 English/Spanish Glossary | 46808K | | P 853 (1040, 1040A, 1040EZ SIDN) |
| 60047L | | P 1194 Vol 1 (1 per site) | | | | | | P 1429 (W-4) |
| 62016G | | P 1194 Vol 2 (1 per site) | 35279H | | P 3888(SP) C-VITA (Spanish) | 10413D | | |
| 20497L | | P 1796 CD-ROM | | | | | | |
| 10232I | | Pkg. X Vol I (1 per site) | 36619T | | P 3922(SP) C-VITA Supplemental Training Guide (Spanish) | | | |
| 63514Z | | Pkg. X Vol 2 (1 per site) | | | | | | |
| Volunteer Management | | | | | | | | |
| For SPEC Use Only: Cross out all items entered on CAPS if using this completed form to order other items. | | | | | | | | |
| TCE/CAPS | | | | | | | | |
| 469450 | | P 1084 Coord Handbook | 63573Q | | P 1113A Poster - CAPS | | | |
| 63005J | | P 1278 Plastic Bag | 46978J | | P 1114 Brochure - CAPS | | | |
| VITA/TCE Training/CAPS | | | | | | | | |
| 63334P | | P 1303 Badges | 26657L | | P 3189 Vol e-file Handbook | | | |
| 21601T | | P 1857 IRS e-file | 32618U | | P 3888 CVITA Training | | | |

VOLUNTEER ORDER FORM INSTRUCTIONS FOR VITA/TCE VOLUNTEERS

Form 2333V, Volunteer Order Form, allows volunteer coordinators to order VITA/TCE material for training and site assistance. As such, the tax forms and schedules are provided for taxpayers who receive assistance at the VITA/TCE sites; but they are not intended for general distribution to taxpayers.

- Volunteer site coordinators should submit orders directly to their Territory Manager for approval. All inquiries pertaining to orders are directed to the coordinator. Sending orders directly to the Area Distribution Center (ADC) will delay the orders.
- Orders should be submitted as much in advance as possible. Orders are entered in the computer system which suspends the order until 3 weeks prior to the date shown in Box 4. This allows 3 weeks for filling and shipping your order.
- All ordered products not in stock will automatically be placed on back order and shipped when available. No action is required on your part unless the last date item can be accepted has expired.
- Orders may be faxed, mailed, telephoned, or e-mailed to the IRS Territory Office for approval. The SPEC Tax Specialist or Territory Manager in your geographical area will provide the address and phone number to you. If you e-mail your order, your SPEC office contact will assign an order number to each order form for tracking purposes. Other orders should be entered on the standard Form 2333V with the pre-printed numbers. Please use a fax coversheet when faxing orders so the correct number of pages being transmitted can be verified. We recommend that Territory Offices e-mail orders into ADCs for best results. IRS may also provide customers with fillable PDF files that can be typed in and e-mailed or faxed to IRS Territory Offices. To save and/or e-mail a completed PDF, you must have Adobe Acrobat, not just Adobe Acrobat Reader. If you just have the Reader, you can complete the form and print it, but you cannot save it or e-mail it. **Reviewer: all items available, including training materials, should be ordered through the CAPS system. Mark the item off the F 2333 V before forwarding to the ADC.**
- Complete a separate form for each address to which you want an order sent. A listing of addresses may be attached ONLY if every item checked with the quantity indicated on the form goes to every address attached. Please indicate in the shipping address section "See Attached List."
- Some items are in pads/packages. Pad/Pkg. quantities are shown in parentheses. In such cases, order the number of pads/pkg's instead of the number of forms.

FORMS/SCHEDULES/PUBLICATIONS

| | | |
|---|--|--|
| Form W-4 Employee's Withholding Allowance Certificate | Schedule EIC (1040) (1040A) Earned Income Credit | Pub. 505 Tax Withholding and Estimated Tax |
| Form W-5 Advanced EIC Certificate | Form 1040A/Inst . . . U.S. Individual Income Tax Return & Instructions | Pub. 519 U.S. Tax Guide for Aliens |
| Form W-10 Dependent Care Provider's ID & Certification | Schedule 1 (1040A) . Interest and Dividend Income | Pub. 553 Highlight of 2004 Tax Changes |
| Form 1040/Inst . . . U.S. Individual Income Tax Return & Instructions | Schedule 2 (1040A)/Inst Child and Dependent Care Expenses & Inst. | Pub. 596 Earned Income Credit Pub. |
| Schedules A&B (1040) . Itemized Deductions/Interest & Dividend Income | Schedule 3 (1040A)/Inst Credit for the Elderly/Disabled & Instructions | Pub. 907 Tax Highlights for Persons with Disabilities |
| Schedule C/EZ (1040) . Net Profit from Business (Short) | Form 1040ES (2005) . Estimated Tax for Individuals | Pub. 910 Guide to Free Tax Services |
| Schedule D (1040) . . Capital Gains and Losses | Form 1040EZ/Inst . . U.S. Individual Income Tax Return & Instructions | Pub. 1194, Vols. 1, 2 . Collection of IRS Tax Information Publications |
| Schedule R (1040) . . Credit for the Elderly/Disabled | Form 2441/Inst . . . Credit for Child and Dependent Care | Pub 1796 Tax Products CD ROM |
| Schedule SE (1040) . Social Security Self-Employment Tax | Pub. 17 Your Federal Income Tax | Pkg. X, Vols. 1, 2 . . Reference Copies of Federal Tax Forms |

Other Common Use Forms/Schedules/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 catalog number followed by the item name.

11320B, **Form 1040**; 11334P, **Schedule C (Form 1040)**; 11344L, **Schedule E (Form 1040)**; 11327A, **Form 1040A**; 11329W, **Form 1040EZ**; 11364D, **Form 1040NR**; 11368V, **Form 1040NR Instructions**; 21534N, **Form 1040NR-EZ**; 21718P, **Form 1040NR-EZ Instructions**; 20975C, **Form 1040V**; 11360L, **Form 1040X**; 11362H, **Form 1040X Instructions**; 12490K, **Form 3903**; 13141W, **Form 4868**; 43560V, **Form 6744**; 10644E, **Form 8812**; 12081V, **Form 8822**; 17227H, **Form 8843**; 25379M, **Form 8863**; 33394D, **Form 8880**; 14695J, **Form 9452**; 14842Y, **Form 9465**; 46965G, **P1101 TCE Application Package**; 33234A, **D 9282 B (Memphis)**, (Do not use or retain this label after 12/24/2004).

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