



CITY OF PHOENIX

Volunteer Income Tax Assistance (VITA) Program Rules Agreement

The City of Phoenix operates a Volunteer Income Tax Assistance (VITA) program and requires all of its volunteers to sign a VITA Rules Agreement, acknowledging they have read and agree to comply with the IRS Volunteer Standards of Conduct.

The mission of VITA/TCE programs is to assist eligible taxpayers in satisfying their tax responsibilities by providing free tax return preparation. To establish the greatest degree of trust, volunteers are required to maintain the highest standards of ethical conduct and provide quality service.

All VITA/TCE volunteers must complete the Volunteer Standards of Conduct Training and sign IRS Form 13615 Volunteer Standards of Conduct Agreement. In addition, all volunteers must safeguard confidential information and client data and not use it for any purpose other than the delivery of the service.

Failure to comply with these Volunteer Standards of Conduct and Rules Agreement could result in, but is not limited to:

- Removal from volunteering for VITA/TCE programs.
- Inclusion in the IRS Volunteer Registry barring you from future VITA/TCE activity indefinitely.
- Deactivation of your sponsoring partner site VITA/TCE EFIN (electronic filing ID number).
- Removal of all IRS products, supplies, loaned equipment, and taxpayers' information from your site.
- Termination of your sponsoring organization's partnership with the IRS.
- Termination of grant funds from the IRS to your sponsoring partner.
- Referral of your conduct for potential Treasury Inspector General for Tax Administration, and subject to criminal investigation.

I, _____ acknowledge I have read and agree to comply with the above-mentioned standards.

Date: _____ Signature: _____