

Form <b>2333V</b> (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  <b>SPEC Use Only</b>
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 _____ <b>Note: Back-ordered items will cancel two days before this date. If item(s) is (are) still needed, you must reorder.</b>		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 <b>Note:</b> 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
<b>Overprinted Tax Forms</b>								
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			
<b>Forms/Schedules</b>								
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						
<b>Publications</b>								
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)						
<b>Volunteer Management</b>								
For SPEC Use Only: Cross out all items entered on CAPS if using this completed form to order other items.								
<b>TCE/CAPS</b>								
469450		P 1084 Coord Handbook	63573Q		P 1113A Poster - CAPS			
63005J		P 1278 Plastic Bag	46978J		P 1114 Brochure - CAPS			
<b>VITA/TCE Training/CAPS</b>								
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.