

Date(s) _____

Site ID# _____

	Taxpayer Name (also list those helped with questions and answers only) Last Name, First Name(s)	Activity Reporting					E-file Tracking						
		Type of Service					6) Counselor's Initials	7) Quality Reviewer's Initials	8) Federal / State to be e-filed	9) 8879 signed by all Taxpayers	ERO ONLY		10) Comment Examples: NNTF - No Need to File OOS - Reason (why return is Out of Scope) Amended Tax Year Prior Tax Year (use a separate line for each year) Federal Only (no State Return) Reason for Paper Return 8453 - Reason form is attached for mailing 8879 HOLD - (and/or state equivalent) Signature(s) Needed Taxpayer HOLD - incomplete return - taxpayer will return
		Check for PAPER FILED ONLY									Federal Return Sent/Acknowledged	State Return Sent/Acknowledged	
		1) Federal Return (Current Yr)	2) Federal Return (Prior Yr)	3) Federal Return (Amended)	4) State/Local Only Return	5) Question & Answer Only							
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
ACTIVITY TOTALS:		0	0	0	0	0							

IMPORT COUNSELOR INSTRUCTIONS ON BACK OF FORM*

