

Greetings!

In preparation for the 2025 Filing Season, SPEC is providing training on the FY2025 Form 13614-C, Intake/Interview and Quality Review Sheet and Form 13614-C Job Aid for Volunteers. The training will cover key components to ensure our VITA/TCE sites maintain the highest standards of quality and accuracy while preparing tax returns for millions of taxpayers each year.

SPEC will present the Form 13614-C training by area using MS Teams. The sign in information for Area 1 Partners and Volunteers is below.

### ***Area 1 Partners and Volunteers***

***Wednesday, October 23, 2024***

***10:00 a.m. – 11:00 a.m. Eastern Time***

#### **What you will learn:**

- The history and reason for revising Form 13614-C
- The major changes to the Form 13614-C
- The key components of the Job Aid for Volunteers in Publication 4012, VITA/TCE Volunteer Resource Guide

#### **There will be Q&A:**

- Because of time we may not get to all your questions during the training session. You can submit your questions through your relationship manager after the training and we will provide a written response.

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**Microsoft Teams** [Need help?](#)

[Join the meeting now](#)

Meeting ID: 240 381 808 151

Passcode: UYXCLq

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#### **Dial in by phone**

+1 202-922-5195,,347620806# United States, Washington DC

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Phone conference ID: 347 620 806#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Meeting hosts (organizers, co-organizers) hold responsibility for controlling the meeting environment, such as removing unauthorized parties, muting audio or video when appropriate to protect privacy, giving notice and getting consent for recording, promoting others as presenters or co-organizers to help moderate the meeting and chat, and setting meeting options. Please refer to IRM 10.5.1.6.18.2 for more information.