

Purpose: Information provided on this form is used by our IRS toll-free assistance line and is posted to the VITA Site Locator Tool on irs.gov to help taxpayers locate the nearest volunteer tax preparation site. Review the information below carefully. Update and/or correct **missing or existing** information. Return the completed form to your local IRS contact. **If the site information changes after submitting this form, please provide your local IRS contact with the updated information immediately.**

Site Information

Revised form	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Is the site an appointment only site	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Revision date		If "Yes", provide contact name and phone number	PA 2-1-1
1. Site name	FTP Allegheny County Department of Human Services	10. Is the site a mobile only site	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Site address	1 Smithfield St	11. Does site prepare prior year returns	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. City, state, Zip code	Pittsburgh, PA 15222	12. Does the site offer Certifying Acceptance Agent (CAA) service	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Site Identification Number (SIDN)	S26012071	13. Does the site use the Virtual Delivery Method for return preparation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Program type	VITA GRANT	If "Yes" Virtual-Drop-Off Site	
6. First day open/ Last day open	01/20/2020 / 04/15/2020	14. Does the site offer Financial Education and Asset Building Services	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. Languages offered	Translation available upon request	If "Yes", Relationship Manager is required to complete Form 14099 - SPEC Financial Education & Asset Building Partner Assessment Tool	
8. Is the site open to public	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	15. Does the site Prepare Non-Resident Alien/Foreign Student/Scholar Returns	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		16. Has Form 15272, VITA/TCE Security Plan, or equivalent been submitted to the Territory Office	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		17a. Federal e-file	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		17b. State e-file	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Site Operating Hours

Day	Time		Comments (e.g. holiday closures, alternative opening times)
	Open	Close	
MON	3PM	8PM	Drop-Off Tax Service from 3:00PM -4:45PM and Virtual Tax Service from 5:00PM - 8:00PM. Closed Monday February 15th.
TUE			
WED	3PM	8PM	Drop-Off Tax Service from 3:00PM -4:45PM and Virtual Tax Service from 5:00PM - 8:00PM.
THUR	5PM	8PM	Virtual Tax Service Only
FRI			
SAT			
SUN			

Site Coordinator or Contact

Name	Phone number	Best time to call
Carolyn Bebb	412-302-3156	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
Address (street, city, state, zip code)	Email address	
1 Smithfield St. Pittsburgh, PA 15222	carolyn.bebb@alleghenycounty.us	

IRS Use Only

Date Form 13715 received in Territory Office	SPECTRM updated (employee SEID) and date
12/28/2020	YZBCB 12/28/2020

Territory Manager approval (sign and date certifying the information on this form matches the data in SPECTRM)

Privacy Act and Paperwork Reduction Notice – Our legal right to ask for information is 5 U.S.C. 301 and 26 USC 7801. The primary purpose of asking for this information is to assist us in providing services to taxpayers at sites supporting IRS volunteer income tax preparation and outreach programs. The time estimated for participation is 30 minutes. We may provide information to volunteers who coordinate activities and staffing at taxpayer assistance sites. Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to provide your assistance in these programs. For more information about uses, see the Privacy Act notice for SPEC Total Relationship Management (SPECTRM) in the Federal Register: July 19, 2004 (Volume 69, Number 137) [Notices] [Pages 43055-43056]