

Department of the Treasury – **Internal Revenue Service**  
**C-VITA Volunteer Agreement**  
(Standards of Conduct – Volunteer Return Preparation Program)

The mission of the Volunteer Return Preparation Program is to provide free basic tax return preparation for eligible taxpayers. Volunteers are the program's most valuable resource. To establish the greatest degree of public trust Volunteers have a responsibility to provide high quality service and uphold the highest of ethical standards.

Participants in the Volunteer Return Preparation Program commit to the following standards of conduct:

- I will treat all taxpayers professionally, with courtesy and respect
- I will exercise reasonable care in the use and protection of equipment and supplies
- I will safeguard the confidentiality of taxpayer information
- I will not solicit business from taxpayers I assist
- I will apply the tax laws equitably and accurately to the best of my ability
- I will not accept payment for the services I provide
- I will only prepare returns within the scope of my training and experience

_____ Volunteer Name (print)	_____ Volunteer Signature and Date
_____ Home Street Address	_____ Daytime Telephone Number
_____ City, State and Zip Code	_____ E-mail Address
_____ Sponsoring Organization Name	

**This form is to be retained at the Site or Partner level.**

**Certification (IRS or Sponsor Use Only)**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Act Notice**

The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory.

Our legal right to ask for information is 5 U.S.C. 301.

We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers.

Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs.