

## SCHEDULE OF E-FILE EVENTS

September 19, 2011

**Summary.** This document provides local leadership volunteers with the normal time frame for the events listed in the below table. The actual start dates for annual e-file activities can vary greatly depending on circumstances beyond our control.

State/District Activity	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
• Develop/Maintain Local E-File Procedures												
• Recruit EROs, Maintain ERO Roster												
• Maintain Equipment Inventory List												
• Provide E-File Training Support to TRS												
• Obtain EFINs for New Sites												
• Review Site Hardware Needs & Order Hardware												
• Identify Site EROs												
• Attend SMT Planning Meeting												
• Assist TRS with E-File Related Counselor Training												
• Order Tax Software Programs from IRS-SPEC												
• Resolve Pre-Season Hardware and Software Problems												
• Conduct TC/ERO Training												
• Monitor E-File Sites and Provide Technical Support												
• Ensure Transfer of E-File Records to IRS and State Tax Agencies												
• Ensure deletion of all Taxpayer data												