

## AARP Foundation Tax-Aide Program Order Form

Please complete all the following items in this section (Required):

First Name:	Last Name:	Volunteer ID:
Address:	City:	State: Zip Code:
Telephone Number (including area code):		
Date of this Request (mm/dd/yyyy):		Date Needed (mm/dd/yyyy):

**>>>Please allow up to 30 days for delivery – See Instructions on the back of this form<<<**

Stock #	Administrative Materials	Qty
D0140	Business Reply Envelope #10	
B778	Business Reply Envelope 9x12	
E234	Expense Statement (Paper version)	
B971	Foundation Volunteer Envelope #10	
B1013	Foundation Volunteer Envelope 9x12	
E0251	Generic Volunteer Award Certificate	
C2358	Name Card Insert Sheets ( <b>6 cards/sheet</b> )*	
E297	Order Form	
C2467	Out of Scope Poster	
C1055	Plastic Name Card Holders	
D19597	Site Activity Log (Sign-In Sheet)	
D12225	Tax Record Envelope	
B955	Volunteer Foundation Letterhead	

Stock #	Spanish Materials	Qty
D17222	(SP) Brochure - Recruitment	
C1547	(SP) Countertop Holder	
D18159	(SP) Fact Sheet- Program Description	
D17224	(SP) Free Tax Help Banner	
D16719	(SP) Free Tax Help Brochure (PHP)	
D15589	(SP) Free Tax Help Poster	
D13399	(SP) Free Tax Help Site Info Flyer	
D18198	(SP) Recruitment Poster Kit	
D17464	(SP) Tax Record Envelope	
D17463	(SP) Tell-a-friend Wallet Card ( <b>8/sheet</b> )	

Stock #	Recruitment Materials	Qty
D141	Brochure - Recruitment English	
D15925	Recruitment Poster Kit	

Stock #	Volunteer Denim Shirts**	Qty
C2589	X-Small – 5 oz (light weight)	
C2590	Small – 5 oz (light weight)	
C2591	Medium – 5 oz (light weight)	
C2592	Large – 5 oz (light weight)	
C2593	X-Large – 5 oz (light weight)	
C2594	XX-Large – 5 oz (light weight)	
C2595	XXX-Large – 5 oz (light weight)	
C2596	X-Small – 6.5 oz (standard weight)	
C2244	Small – 6.5 oz (standard weight)	
C2219	Medium – 6.5 oz (standard weight)	
C2220	Large – 6.5 oz (standard weight)	
C2221	X-Large – 6.5 oz (standard weight)	
C2225	XX-Large – 6.5 oz (standard weight)	
C2413	XXX-Large – 6.5 oz (standard weight)	

Stock	Publicity Materials	Qty
D12545	Countertop Holder	
D12609	Fact Sheet - Program Description	
D13401	Free Tax Help Brochure (PHP)	
D143	Free Tax Help Poster	
D13398	Free Tax Help Site Information Flyer	
D18809	Split Refund Brochure	
D17223	TA-Free E-Filing Banner	
D12546	TA-Free Tax Help Long Banner	
C1358	Tell-a-friend Wallet Card ( <b>10 cards/sheet</b> )*	

**PLEASE NOTE:**

- Intake Forms must be ordered directly from the IRS.
- Handbooks & Digests – Only the Client Service Provider Digest (formerly the Counselor Digest) is available to order. The Policy Manual, Operational Guidelines, and all other specialty manuals and guides can be found on the Extranet and/or are auto shipped.
- Personnel Form and Site Form have been discontinued.
- The Site Activity Form (Portal and Traditional) have been replaced by the Site Activity Log (Sign-In Sheet).

\* Order the quantity of sheets needed, not the quantity of cards needed.

\*\* Through February 15, order only quantities needed for volunteers that do not already have a shirt.

Stock #	Handbooks & Digests	Qty
D16276	Client Service Provider Digest	

## ***AARP FOUNDATION TAX-AIDE Program Materials Order Form***

This form shows ***any and all unrestricted*** materials available for ordering through AARP in support of the AARP Foundation Tax-Aide program. If the item is not listed on this form, it is either a restricted/recognition item (a separate order form can be found on the Extranet), only available in electronic copy or it is not a current AARP Foundation Tax-Aide product. Items that are only available via an electronic copy can be found listed individually on the AARP Foundation Tax-Aide Extranet Forms tab at ([www.aarp.org/tavolunteers](http://www.aarp.org/tavolunteers)). These items include Excel versions of the expense statement, Incident Review Form, Volunteer/Site Recognition Form and Volunteer Direct Deposit Form. Publicity Announcement/Ad Slicks and Recruitment Ad Slicks are included in the Recruit and Promote tab.

**Personnel Form:** This form has been discontinued. Please communicate all changes in Personnel to your Administration Specialist.

**Site Information Forms:** This form has been discontinued. LC and DC can update their site information via the Volunteer Portal.

**Site Sign-In Sheets:** The Site Sign-In sheet has been redesigned as the Site Activity Log (Sign-in Sheet), item number D19597. All activity reporting statistics will be entered via the Portal Activity Reporting System.

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Fill out one order form per recipient address. Provide a complete street address. Do ***not*** use PO boxes. Please allow 30 days for delivery of your order.

The completed form should be sent directly to AARP Fulfillment by email ([fulfillment@aarp.org](mailto:fulfillment@aarp.org)), fax (703-541-5921/5922), or postal mail to: AARP Fulfillment, P.O. Box 96796, Washington DC 20090-6796

**New This Year:** Volunteer leaders may try AARP Foundation Tax-Aide's new Web Order Form. You must be a registered user of the Portal to use the new Web Order Form. Go to <https://volunteers.aarp.org> to register. Additional information on the new Web Order Form/Volunteer Portal can be found on the Extranet. **Please do not submit an order twice (using both the Web and Paper Order Forms).**

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### **Problems with your Order?**

What happens if the items ordered are not available/backordered? Backorders occur if we have not finished printing the item or we have run out of the item. Many items are available on the Extranet in electronic form. Please do not resubmit your order. It will be fulfilled as soon as the item is available.

What to do if you have not received your order or you need it right away? Contact your Field Support Associate or send an email to [taxaide@aarp.org](mailto:taxaide@aarp.org). Contact us if it is very close to the start of the tax season and you have not yet received the following ***critical*** items: Tax Record Envelopes, Site Activity Log.

What to do if your shipment is incorrect (such as wrong quantity, wrong items, etc.) Contact AARP Fulfillment immediately (see above for contact options). If you do not receive a satisfactory solution, contact your Field Support Associate or send an email to [taxaide@aarp.org](mailto:taxaide@aarp.org).