

AARP Volunteer Income Tax Preparation Assistance

Crossroads Mall

Client Facilitators: \_\_\_\_\_

Date: \_\_\_\_\_

Taxpayer Name	Arrived	Preparer		QR		Leave	Ready	Efile	Q/A	Wait signature	Wait TP data	Paper only	TP Cancels	Homestead	Comments:
01	___:___					___:___									
02	___:___					___:___									
03	___:___					___:___									
04	___:___					___:___									
05	___:___					___:___									
06	___:___					___:___									
07	___:___					___:___									
08	___:___					___:___									
09	___:___					___:___									
10	___:___					___:___									
11	___:___					___:___									
12	___:___					___:___									
13	___:___					___:___									
14	___:___					___:___									
15	___:___					___:___									
16	___:___					___:___									
17	___:___					___:___									
18	___:___					___:___									
19	___:___					___:___									

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	Taxpayer Name	Arrived :_____	Preparer		QR		Leave :_____	Ready	Efile	Q/A	Wait signature	Wait TP data	Paper only	TP Cancels	Homestead	Comments: Need signature, out of scope, TP more data, prior year, amended, Q/A, etc
20		:_____					:_____									
21		:_____					:_____									
22		:_____					:_____									
23		:_____					:_____									
24		:_____					:_____									
25		:_____					:_____									
26		:_____					:_____									
27		:_____					:_____									
28		:_____					:_____									
29		:_____					:_____									
30		:_____					:_____									
31		:_____					:_____									
32		:_____					:_____									
33		:_____					:_____									
34		:_____					:_____									
35		:_____					:_____									
36		:_____					:_____									
37		:_____					:_____									
38		:_____					:_____									

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Taxpayer Name	Arrived	Preparer		QR		Leave	Ready	Efile	Q/A	Wait signature	Wait TP data	Paper only	TP Cancels	Homestead	Comments:	
																Need signature, out of scope, TP more data, prior year, amended, Q/A, etc
39	___:___					___:___										
40	___:___					___:___										
41	___:___					___:___										
42	___:___					___:___										
43	___:___					___:___										
44	___:___					___:___										
45	___:___					___:___										
46	___:___					___:___										
47	___:___					___:___										
48	___:___					___:___										
49	___:___					___:___										
50	___:___					___:___										
51	___:___					___:___										
52	___:___					___:___										
53	___:___					___:___										
54	___:___					___:___										
55	___:___					___:___										
56	___:___					___:___										
57	___:___					___:___										

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Taxpayer Name	Arrived	Preparer		QR		Leave	Ready	Efile	Q/A	Wait signature	Wait TP data	Paper only	TP Cancels	Homestead	Comments:
58	___:___					___:___									
59	___:___					___:___									
60	___:___					___:___									
61	___:___					___:___									
62	___:___					___:___									
63	___:___					___:___									
64	___:___					___:___									
65	___:___					___:___									
66	___:___					___:___									
67	___:___					___:___									
68	___:___					___:___									
69	___:___					___:___									
70	___:___					___:___									
71	___:___					___:___									
72	___:___					___:___									
73	___:___					___:___									
74	___:___					___:___									
75	___:___					___:___									

Need signature, out of scope, TP more data, prior year, amended, Q/A, etc