

Department of the Treasury - Internal Revenue Service
**Tax Counseling for the Elderly Program
Application Plan**

TCE

Reimbursement Expenses	(a) Numbers	(b) Cost
1. To volunteer tax assistants/quality reviewers		
2. To volunteer tax instructors		
3. To volunteer coordinators/administrators		
4. Total (ADD 1-3)		

Administrative Expenses

5. Salaries/Benefits (<i>clerical, administrative or technical staff only</i>)		
6. Supplies/Volunteer Recognition—For TCE Program		
7. Rent/Utilities/Custodial Services—When additional and necessary for TCE Program		
8. Auditing		
9. Daily site operations travel (<i>travel to monitor TCE sites</i>)		
10. Program Publicity development		
11. Interpreter Services		
12. Telephone Installation (<i>No 800 Lines</i>) or Internet Connectivity costs		
13. Other (<i>postage and/or food costs</i>)		
14. Total administrative expenses (<i>ADD lines 5 through 13, column (b)</i>). This figure should not be more than 30% of line 15		
15. Estimated Program Cost (ADD lines 4 and 14, column (b))		
16. Estimated cost of Travel to IRS Office/IRS Training		
17. Estimated cost of Electronic Filing Supplies/Services		
18. Total estimated Program Cost (<i>ADD lines 15, 16, and 17 column (b)</i>)		

Other Information

19. Number of individual federal tax returns you expect to prepare	60 + Taxpayers	Other Taxpayers
a. Paper federal returns		
b. Electronically filed federal returns		
c. Total of 19a and 19b		
20. Number of other taxpayers 60+ you plan to assist not included in Lines 19a through 19c above.		
21. Number of tax preparation sites planned		
a. e-file sites		
b. Combination sites		
c. Total of 21a and 21b		

Signature of responsible office

Date