

AARP Foundation Tax-Aide Acronyms

| Term | Explanation | Origin if Outside of Tax-Aide |
|------------|--|-------------------------------|
| AARP | The Association was called the American Association of Retired Persons, but this was changed in 1999 to AARP | |
| AC | Administration Coordinator – A volunteer member of the District Management Team who works with the District Coordinator to implement and maintain administrative procedures and maintain volunteer and site databases | |
| ACA | Affordable Care Act | IRS |
| ADS | Administration Specialist – A volunteer member of the State Management Team who works with the State Coordinator to implement and maintain administrative procedures and maintain volunteer and site databases | |
| AGI | Adjusted Gross Income | IRS |
| AND | Assistant National Director – Staff in the National Office who oversee program operations usually by region including working with volunteers on training, recruitment, and volunteer management issues, and outreach and partnerships | |
| AVR | All Volunteer Roster | |
| ASC | Assistant State Coordinator – A position used in some states to oversee several districts within a specific geographic area. ASCs perform duties delegated by the SC | |
| CAF | Centralized Authorization File – System that holds Power of Attorney records that have been submitted by the Accountant, Attorney, or Enrolled Agent on behalf of a taxpayer. Used with IRS Form 2848. | IRS |
| CAPS | Computer Assisted Publishing System | IRS |
| CC | Communication Coordinator (District Level) | |
| CF | Client Facilitator – A volunteer who manages the flow of taxpayers at a Tax-Aide site | |
| COU | Counselor – A volunteer, certified at the IRS Advanced level, who prepares and reviews a Taxpayer’s income tax returns | |

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| DB | Database | Computer |
| DC | District Coordinator – AARP Foundation Tax-Aide district volunteer leader | |
| DMT or DLT | District Management Team District Leadership Team | |
| DPI | Dots per inch | Printers |
| DVD | Digital Video Disk | Media |
| EFC | Electronic Filing Center | IRS |
| E-file | Electronic filing of tax returns | IRS |
| EFIN | Electronic Filing Identification Number – is obtained from the IRS and must be associated with one SIDN when ordering <i>Tax</i> software | IRS |
| EIC/EITC | Earned Income Tax Credit | IRS |
| EIN | Employer Identification Number | IRS |
| ERO | Electronic Return Originator – Volunteer Responsible for E-Filing transmission <i>aka Transmitter</i> | IRS |
| FAQ | Frequently Asked Questions | Computer |
| FRR Form | Flat Rate Request Form used by leaders and non-leaders | |
| HTML | Hyper Text Markup Language | Computer |
| INS | Instructor – A volunteer member of the District Training Team who is IRS-certified and provides tax and administrative training to other volunteers who assist taxpayers | |
| IRS | Internal Revenue Service – the Bureau of the U.S. Treasury Department responsible for the collection of taxes | IRS |
| ITIN | Individual Taxpayer Identification Number | IRS |
| KAP | Konnex Access Process – Calls taken by the AARP Call Center from Members or Non-Members concerning some aspect of the AARP Foundation Tax-Aide. Information is distributed to SCs to handle as appropriate | |

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| LC | Local Coordinator – the AARP Foundation Tax-Aide volunteer leader who generally supervises Counselors and is responsible to a District Coordinator | |
| MeF System | Modernized e-File System – New tax return processing system recently activated by the IRS. | IRS |
| Natl | National AARP Foundation Tax-Aide | |
| NLDC | National Leader Development Committee | |
| NLT | National Leadership Team – AARP Foundation Tax-Aide group comprised of volunteer chairs of the tax training, technology, operations, and leader development national committees, the ten volunteer Regional Coordinators, and key national program staff | |
| NOC | National Operations Committee | |
| NROC | National Recruitment and Outreach Committee | |
| NTSC | National Technology and Security Committee | |
| NTTC | National Tax Training Committee | |
| PCS | Partnership and Communications Specialist – Volunteer member of the State Management Team who works with the State Coordinator to implement and maintain partnerships, program publicity, and communication activities | |
| PIN | Personal Identification Number – i.e., Self-Select or Practitioners PIN | IRS |
| PPT | PowerPoint file extension – Microsoft Office '03 and earlier | Software |
| PPTX | PowerPoint file extension – Microsoft Office '07 and higher | Software |
| PTIN | Paid Practitioner Tax Identification Number | IRS |
| PVS | Prospective Volunteer Specialist – Volunteer member of the State management team who works with the State Coordinator to meet the State's recruitment needs. | |
| QR | Quality Review or Quality Reviewer | |
| RAA | Regional Administration Coordinator | |

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| RC | Regional Coordinator – AARP Foundation Tax-Aide volunteer who oversees program operations in a multi- state area (region) and who supervises and supports the State Coordinators | |
| RM | Relationship Manager – IRS SPEC employee responsible for volunteer programs in a territory | IRS |
| RO | Responsible Official – The volunteer(s) within each split-state who has the responsibility to apply for and/or revise IRS e-file applications for one or more sites | IRS |
| RPA | Regional Partnership/Communications Advisor | |
| RRA | Regional Training Advisor | |
| RTA | Regional Technology Advisor | |
| RUF | Reduced Unnecessary Filing | IRS |
| SBIN | Service Bureau Identification Number | IRS |
| SC | State Coordinator – AARP Foundation Tax-Aide volunteer responsible for program operations in a state or split-state | |
| SE | Self-Employed | IRS |
| SEP | Simplified Employee Pension Plan | IRS |
| SERP | Service-wide Electronic Research Program | IRS |
| SCO | Shift Coordinator – A site volunteer responsible for coordinating and managing all phases of site operations at a specific site during an assigned period of time (shift) acting for the Local Coordinator (LC) | |
| SIDN | Site Identification Number – A unique number assigned to each AARP Foundation Tax-Aide site. It is used to identify all returns processed, both paper and e-file, as being associated with a specific site. SIDNs are not transferrable as each one identifies a specific location. | |
| SIMPLE | A “simple” IRA Plan | IRS |

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| SMT | State Management Team – The group of volunteers comprised of SC (State Coordinator), ADS (Administration Specialist), PCS (Partnership and Communications Specialist), TCS (Technology Specialist), and TRS (Training Specialist), and Prospective Volunteer Specialist (PVS), and possibly Assistant State Coordinators (ASC) | |
| SPEC | Stakeholder, Partnerships, Education and Communication – IRS Group responsible for volunteer tax assistance programs, including TCE | |
| SPECTRM | SPEC Total Relationship Management – IRS SPEC’s tool and database used to manage tax assistance volunteer programs. | IRS |
| SSA | Social Security Administration | IRS |
| SSN | Social Security Number | SSA |
| Stmt | Statements forms (filed with returns) | |
| TC | Technology Coordinator – A volunteer member of the District Management Team who works with the District Coordinator (DC) and the Local Coordinators (LCs) to ensure that necessary hardware and software is available and functioning properly at all of the sites | |
| TCE | Tax Counseling for the Elderly Program – A IRS SPEC program used to identify the grant which supports programs in which volunteers assist low and moderate-income persons age 60 and over, free of charge, in preparation of personal income taxes. It is the umbrella program for AARP Tax-Aide. | IRS |
| TCS | Technology Specialist – Volunteer member of the State Management Team who implements, maintains and evaluates automated systems for tax preparation and administrative procedures, and may provide volunteer technical training | |
| TM | Territory Manager – IRS SPEC Manager with the responsibility to support both TCE and VITA in a territory | IRS |

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| TIGTA | Treasury Inspector General for Tax Administration – the congressionally mandated oversight and investigatory body within the U.S. Department of Treasury responsible for monitoring the IRS and IRS funded programs such as TCE | IRS |
| TP | Taxpayer – This is the preferred term rather than customer or client | |
| TRC | Training Coordinator – A volunteer member of the District Management Team who leads the District Training Team | |
| TRS | Training Specialist – Volunteer member of the State Management Team who plans and implements necessary tax and policy and procedures training for Instructors in the state/ split-state | |
| TSO | <i>TaxSlayer</i> Online software | |
| URL | Uniform Resource Locator – Generally describes an internet site address. | Computer |
| VITA | Volunteer Income Tax Assistance – Another IRS SPEC grant program which supports programs in which volunteers assist taxpayers free of charge in preparation of taxes with income restrictions and an active emphasis on building financial assets and securing EITC | IRS |
| VMIS | Volunteer Management Information System – A program management system that was replaced by the Portal. | |
| VRG | Volunteer Resource Guide (Pub 4012 - tax law and <i>tax software</i> operations reference) | IRS |
| VRPP | Volunteer Return Preparation | IRS |