

Form **8653**
(June 2008)

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

Fiscal Year

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 (Clerical Staff Only)		
6. Supplies—For TCE Program		
7. Rent/utilities/custodial services—Prorated for TCE Programs		
8. Auditing		
9. Travel (Includes travel to monitor TCE Sites, meet with IRS SPEC Territory personnel, etc.)		
10. Development of program publicity		
11. Report Processing		
12. Telephone installation (No 800 or WATTS Lines)		
13. Postage		
14. Total administrative expenses (ADD lines 5 through 13, column (b)). This figure should not be more than 30% of line 15		
15. Estimated program cost (Exclude Orientation Meeting) (ADD lines 4 and 14, column (b))		
16. Estimated Cost of Orientation Meeting		
17. Estimated cost of Electronic Filing		
18. Total estimated program cost (ADD lines 15, 16, and 17 column (b)).		

Other Information		
19. Number of individual Federal tax returns you expect to prepare for taxpayers 60+		
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

Completed Upon Submission to Grants.gov

Date

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