

## **Site Identification Numbers: How to Get One and How to Use With the Free File Product of Your Choice**

SIDN stands for Site Identification Number. VITA sites interested in offering a Free File Facilitated Self Assistance (FSA) option and receiving credit for the eligible taxpayer who chooses Free File FSA need to do the following:

- Contact your IRS/SPEC Relationship Manger (RM) and request an SIDN for your VITA site location(s). Some VITAs use one SIDN for all of their locations while some want to be able to report out based on each specific site so would need an SIDN for each of their VITA sites.
- Let your RM know which Free File product you want to use, e.g. Turbo Tax Freedom Edition, Tax Act, H&R Block, File Your Taxes, etc.
- Your RM will assign your SIDN(s) and send it/them to the national IRS/SPEC office in Atlanta.
- The national IRS/SPEC office will then create a special URL for your site(s) which includes the URL for the Free File product of your choice attached to your specific SIDN.

### **Remote Filing Option**

If you have a list serve or ways to communicate virtually with target populations in your community (such as an email blast or link on your website) you might consider including a link to the specialized URL created for you by IRS/SPEC (which will include the URL of the Free File product of your choice attached to your SIDN). Taxpayers can click on the link (embedded in the email or on your website) and prepare and file their state and federal return for free. Those returns, (if accepted) would count towards your total tax returns completed, and your organization would receive credit for assisting the taxpayer to prepare and file remotely.

If you choose to provide a remote filing option, remember to include a phone number where the taxpayer can call if they have questions or need assistance.