



PROBLEM RESOLUTION FORM

Taxpayer Name(s):

Date:

Social Security Number (Primary if MFJ):

Home Phone Number:

Work Phone Number:

Tax Preparer Affiliate's Name:

Prep ID #:

Office #:

Describe Problem:

How Resolved/Recommendations:

Date Resolved:

By: _____

Comments to Tax Preparer Affiliate/Checker:

Copies of this Problem Resolution Form should be distributed to all of the following once resolved.

1. Tax Preparer Affiliate
2. Office Manager
3. Tax Preparer Affiliate's File
4. Master File

*****STAPLE ORIGINAL ON FRONT OF RETURN*****