

CIDS Order Number:

Form 2333TE (Rev. August 2005)	Department of the Treasury—Internal Revenue Service <h2 style="margin: 0;">SPEC Order Form</h2> (Review Instructions on Reverse Side Before Ordering)			Order Number
1. Date				SPEC Use Only
2. Name	3. Daytime Telephone Number	4. Date Needed		10. Order Point Number (5 digits)
5. Delivery Location (Organization Name/Bldg./Room/Floor)				11. Reviewed By (Full Name)
6. Address (Number and Street)				12. Reviewer's Telephone Number
7. City, State and ZIP Code	8. Last date item can be accepted _____			13. Alternate contact name and daytime telephone number of IRS/SPEC contact for questions about order (This information must be different from data in box 12). Name: _____ Phone: _____
9. <input type="checkbox"/> Form 2333X attached				

CAT NO	QTY	ITEM	CAT NO	QTY	ITEM	CAT NO	QTY	ITEM
Forms/Publications			Life Cycle			Other		
63900P		P 919 Adjust Tax	35821X		P 4156 Birth/Childhood			
23331Y		P 2101 Bookmark	35823T		P 4156 (SP) Birth/Childhood Spanish			
15983E		F 2333TE Order Form						
18356V		F 2333V Order Form	32345Y		P 3864 Tax Facts for Seniors with a Change in Marital Status			
11754L		F 2333X SPEC Attachment Sheet						
10229L		F W-7 Application for IRS Individual Taxpayer Identification Number	32346J		P 3864 Tax Info for Survivors of Domestic Abuse			
Understanding Taxes			Volunteer Management					
24585I		P 2181 Brochure	63005J		P 1278 Plastic Bag			
Credits			42103M		P 1913 SP C Stat Report			
33154R		P 3948 Ed Credit Stuffer						
33155C		P 3949 Ed Credit Poster	38128T		P 1299 Privacy and Confidentiality - A Public Trust			
33348P		P 3961 Child Tax Credit						
33463F		P 3961 (ENG/SP) Child Tax Credit English/Spanish						
33428Y		P 3965 Got Kids Brochure	21001T		P 1857 E-File Brochure			
Publicity			11696		P 1860 E-File Poster			
Community Based Partnerships			21076G		P 1971 E-File Stuffer			
32847Z		P 3927 Partner with The IRS	21092L		P 3112 Application Package			
37061T		P 4225 Coming Together For Stronger Communities	26064U		P 3122 E-File/EFTPS Plastic Bag			
Advance Earned Income Tax Credit			38953M		F 13632 Volunteer Property Loan			
15656U		P 1235 (ENG/SP) Brochure English/Spanish	Consider it Done					
18278I		P 1759 (ENG/SP) Poster English/Spanish	20052U		P 1769 Bookmark			
			20053F		P 1770 Plastic Bag			
Earned Income Tax Credit			Other					
15173A		P 596 EITC Pub						
13737U		P 596 (SP) EITC Pub Span						
13863R		P 962 (SP) EITC Stuffer Spanish						
13772B		P 962 EITC Stuffer						
13769E		P 1620 Folders						
36621F		P 3211M EITC Qs & As English/Spanish						
73196H		P 3524 EITC Eligibility						

SPEC ORDER FORM INSTRUCTIONS

Form 2333TE, *SPEC Order Form*, is for use by Territory Managers to order material for any SPEC program. Territory Managers may also use the **Form 2333V**, *Volunteer Order Form* or the CAPS system.

When ordering, please follow these guidelines:

1. Fill in the current date.
2. Fill in the name of the person to whom the order will be shipped.
3. Provide the daytime telephone number of the person receiving the order.
4. Fill in the date the order is needed.
5. Give delivery location (organization name/building/room/floor), if needed.
6. Fill in the complete mail delivery address where order is to be shipped. **A post office box address may delay your order up to 2 weeks.**
7. Fill in city, state, and ZIP code.
8. **Important:** You must give the last date the material will be accepted, with consideration for the last date that the site or event will end. Some items may be unavailable when your order is received. This **portion** of your total order is placed on backorder. Orders automatically cancel 2 days prior to the date you entered in Box 8. **Only the products in backorder status after the date given will need to be reordered.** (See the note in Box 8).

The person ordering should give the last date materials will be accepted. For instance, if you indicate in Block 8 the last day items can be accepted is February 5th, the unreceived products on your order will cancel February 3rd, two business days before February 5th. If you still need the backordered material, you will have to reorder it. For a one time only event, enter the last date that will allow for reasonable shipping and set up time. If the material does not arrive timely, contact your IRS representative for other options.

9. Place a check in this box if the **Form 2333X** is attached. It is important that this form stays with the original Form 2333TE so that it is filled and sent to the correct person.

SPEC Use Only (Boxes 10 – 13)

10. SPEC employees must enter the first **five digits** of the **order point number** for the system to accept the order.
11. Enter the name of the authorized person reviewing the order.
12. Enter the telephone number of the reviewer entered in Box 11.
13. Enter the name and phone number of the SPEC alternate contact person in case a problem with the order arises. Incomplete or incorrect orders will be returned to the requester. (This information must be different from data in box 11).

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- Submit orders as much in advance as possible. Orders are entered in the computer system which suspends the order until 3 weeks prior to the date shown in Box 4. This allows 3 weeks for filling and shipping your order.
 - Complete a separate form for each address to which you want an order sent. A listing of addresses may be attached **ONLY** if every item checked with the quantity indicated on the form goes to every address attached. Please indicate in the shipping address section "See Attached List."
 - When checking on an order, reference the "Order Number" in the upper right corner of the order form.
 - Some items are in pads/packages. Pad/Pkg. quantities are shown in parentheses. In such cases, order the number of pads/pkg. instead of the number of forms.
 - **Orders may be faxed or e-mailed directly to the National Distribution Centers (NDC) using this form. We recommend that Territory Offices e-mail their orders for best results. The only way to receive an order confirmation from the NDC is to request an Outlook return receipt for e-mailed orders.**

All orders should have a tracking number. If you are ordering via e-mail or using an electronically generated form, the Reviewer (Territory Manager or designee) must create an order tracking number. The number should start with your Territory Office Zip Code, followed by the reviewer's initials, followed by a unique sequential number like 1 for the first order, 2 for the second order, etc. When completing, saving, and e-mailing a PDF file, you must have Adobe Acrobat, and not just Adobe Acrobat Reader. If you only have the Reader, you can complete and print the file, but you cannot save it.

When faxing orders, please use a fax coversheet in order that the complete transmission can be verified. The following are the fax numbers and e-mail addresses to use:

(309) 662-2432

*SPEC ORDERS