Nebraska Tax Institute
1040 Workshop 2023
Online Live-Streaming Event
Sign-in and Sign-out sheet for Group Viewing

This form should be completed by those participants that share a computer during the live online event. For example, someone does not have a computer of their own and would like to join a coworker so they can follow the presentation within the same room, conference room or office. This is to prevent the issue of lack of registration through the same account or individual id login within the webinar software.

Ethics and Honesty Statement: By signing this form you attest that you and everyone in the room was present and participating in the live-streaming of the event without distraction from other non-event activities.

Proctor/Onsite Instructor
Someone at the site must volunteer/act as the Proctor for a site that has multiple individuals utilizing a single sign-in to the online live-streaming event. The Proctor has the responsibility to make sure all individuals at the site are paying attention to the program that they will be receiving Continuing Education (CE) credits for and are not engaging in activities not related to the live-streaming event.

The proctor has the responsibility to make sure that they are able to maintain the equipment is able to connect, provide audio and visual of the online live-streaming event. The Proctor must provide assistance if required to individuals at the location that have questions for the instructors are able to ask questions via the webinars software Q&A or Chat feature (software dependent), be able to respond to questions that may be made available through a "Poll" feature of the webinar software.

The onsite Proctor/Instructor is also responsible to make sure that everyone viewing the online live-streaming event at the site (including the Proctor) for CE sign-in and sign-out and that the printed names and signatures are legible, scanning of the signature forms following these instructions and emailing and sending a hard copy as stated within the instructions.

Onsite Designated/Volunteer Proctor/Instructor: With the following information I attest to having followed my responsibilities as stated under the "Proctor/Onsite Instructor" found within the instructions.	
Printed First Name	**Printed Last Name**

Signature: _____ **Date:** _____

Instructions:
Please complete your first, last name and email address as it was provided during registration (Cvent site). Please sign in and out. Finally, please let us know if you want your credit hours reported to the IRS. In order to do so, we need to have your PTIN number on file. If you had provided your PTIN number during registration, please write YES on the PTIN column. If you had not provided the number and you want us to register the credit hours, please input the PTIN number. If you do not want the credit hours reported, please write NO. (The PTIN is a nine-digit number that is used in place of the paid preparer's SSN on any federal tax return or claim for refund.)

Please scan and send a copy of all pages that contain signatures including the Proctor signature information in the previous page to taxinstitute@unl.edu with copy to emre@unl.edu as soon as the event finalizes. Please post mail a copy to:

UNL Tax Institute
Attn: Emre Unlu
PO Box 880405
Lincoln, NE 68588- 0405

Disclaimer:
Certificate of Attendance and reporting of credit hours will only be provided for those participants that registered at Cvent and completed the above table with signatures on both sign-in and sign-out.

Recordkeeping:
In order to be compliant with IRS Continuing Education Provider recordkeeping requirements, the Tax Institute maintains records of attendance consistent with IRS and University of Nebraska policies.

Viewer #1

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #2

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #3

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #4

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #5

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #6

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #7

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #8

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #9

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #10

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #11

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #12

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #13

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #14

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #15

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Viewer #16

First name (Printed)		Last name (Printed)		PTIN (If applicable)

Day 1 Morning

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

Day 1 Afternoon

Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

If more sheets needed, please copy and paste the above boxes as necessary and change the viewer# accordingly.