

# Nebraska Tax Institute

## 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 (this can be an attendee, you do not need to find an outside party to act as your proctor). 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.

<b>Printed First Name</b>	<b>Printed Last Name</b>

**Signature:**

**Date:**

**Instructions:**

- ∇ Clearly write your first name, last name and email address as it was provided during registration (Cvent site).
- ∇ Sign in and out from both the morning session and the afternoon session for each day.
- ∇ Let us know if you want the Tax Institute to file your credit hours to the IRS on your behalf. If you had provided your PTIN number during registration, please write **YES** on the PTIN column. If you did not provide your number and you want us to file your credit hours, please clearly write in your PTIN number. If you do not want the Tax Institute to file credit hours on your behalf, 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 on the previous page, to [taxinstitute@unl.edu](mailto:taxinstitute@unl.edu) as soon as the event finalizes.

**Please mail a copy to:**

UNL Tax Institute  
Attn: Kilee Haase-Miller  
PO Box 880467  
Lincoln, NE 68588- 0467

**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.

<b>Viewer #1</b>			
First name (Printed)	Last name (Printed)		PTIN (If applicable)
<b>Day 1 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 1 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

<b>Viewer #2</b>			
First name (Printed)	Last name (Printed)		PTIN (If applicable)
<b>Day 1 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 1 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

<b>Viewer #3</b>			
First name (Printed)	Last name (Printed)		PTIN (If applicable)
<b>Day 1 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 1 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

<b>Viewer #4</b>			
First name (Printed)	Last name (Printed)		PTIN (If applicable)
<b>Day 1 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 1 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

<b>Viewer #5</b>			
First name (Printed)	Last name (Printed)		PTIN (If applicable)
<b>Day 1 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 1 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

<b>Viewer #6</b>			
First name (Printed)	Last name (Printed)		PTIN (If applicable)
<b>Day 1 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 1 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

<b>Viewer #7</b>			
First name (Printed)	Last name (Printed)		PTIN (If applicable)
<b>Day 1 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 1 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

<b>Viewer #8</b>			
First name (Printed)	Last name (Printed)		PTIN (If applicable)
<b>Day 1 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 1 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

<b>Viewer #9</b>			
First name (Printed)	Last name (Printed)		PTIN (If applicable)
<b>Day 1 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 1 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

<b>Viewer #10</b>			
First name (Printed)	Last name (Printed)		PTIN (If applicable)
<b>Day 1 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 1 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

<b>Viewer #11</b>			
First name (Printed)	Last name (Printed)		PTIN (If applicable)
<b>Day 1 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 1 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time

<b>Viewer #12</b>			
First name (Printed)	Last name (Printed)		PTIN (If applicable)
<b>Day 1 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 1 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Morning</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time
<b>Day 2 Afternoon</b>			
Sign-in Signature	Date/Time	Sign-out Signature	Date/Time



<b>Viewer #13</b>					
First name (Printed)		Last name (Printed)		PTIN (If applicable)	
<b>Day 1 Morning</b>					
Sign-in Signature		Date/Time		Sign-out Signature	
Sign-in Signature		Date/Time		Sign-out Signature	
<b>Day 1 Afternoon</b>					
Sign-in Signature		Date/Time		Sign-out Signature	
Sign-in Signature		Date/Time		Sign-out Signature	
<b>Day 2 Morning</b>					
Sign-in Signature		Date/Time		Sign-out Signature	
Sign-in Signature		Date/Time		Sign-out Signature	
<b>Day 2 Afternoon</b>					
Sign-in Signature		Date/Time		Sign-out Signature	
Sign-in Signature		Date/Time		Sign-out Signature	

<b>Viewer #14</b>					
First name (Printed)		Last name (Printed)		PTIN (If applicable)	
<b>Day 1 Morning</b>					
Sign-in Signature		Date/Time		Sign-out Signature	
Sign-in Signature		Date/Time		Sign-out Signature	
<b>Day 1 Afternoon</b>					
Sign-in Signature		Date/Time		Sign-out Signature	
Sign-in Signature		Date/Time		Sign-out Signature	
<b>Day 2 Morning</b>					
Sign-in Signature		Date/Time		Sign-out Signature	
Sign-in Signature		Date/Time		Sign-out Signature	
<b>Day 2 Afternoon</b>					
Sign-in Signature		Date/Time		Sign-out Signature	
Sign-in Signature		Date/Time		Sign-out Signature	

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