

Notice Committee Synopsis for Joint Committee Meeting

Document Assessment Tool (DAT)

- The committee (as a whole) has scored 13 notices so far this year.
- One team is scoring several correspondex letters which are computer paragraph letters.
- During the face-to-face meeting, a notices program owner addressed the committee about the CP23, 24 and 25 series. The committee was asked to scores these revised notices.

Focus Group

- During the face-to-face meeting, the program owner's for the Form 886H addressed the committee and captured the committee's input on these forms.

Dynamic Project Team (DPT)

- The committee participates in DPTs as stakeholders.

Notice Process Improvement Initiative Team (NPIIT)

- The committee participates in NPIITs as stakeholders.

Direct Mail Marketing

- A team is working with the Program Owner Representative to work on a Direct Mail Marketing Project. The IRS is having a meeting in September and the Program Owner is planning to present this report to them at this meeting.

Stuffer Task

- The program owner is preparing a project for the committee to review the "stuffers" that are included with notices.