

**Tax Forms & Publications Committee, (TFP)
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
Wednesday, February 10, 2021**

Designated Federal Officer (DFO)

- Cedric Jeans TAP East Chief

Members Present

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|-------------------------|-------------------------------|------------|
| • Tor Daley | Anchorage, AK | Member |
| • Kristen Gentile-White | Gilbert, AZ | Member |
| • Martha Lewis | Colorado Springs, CO (Absent) | Chair |
| • Joseph Magyar | Tampa, FL | Vice-Chair |
| • Cynthia (CJ) Mills | Glenside, PA | Member |
| • Daniel Mistick | Hailey, ID | Member |
| • Ron Ramirez | Wichita, KS | Member |
| • Christine Scott | Kapaa, HI (Absent) | Member |
| • James Usseglio | Hollis, NH | Member |
| • Sandy Villella | Wildomar, CA | Member |
| • Lucinda Weigel | Vienna, VA | Member |

Staff

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|--------------------------|--|
| • Kevin Brown | TAP Management Assistant |
| • Terrie English | TAP Director |
| • Conchata Holloway | TAP Program Analyst |
| • Antoinette "Toni" Ross | TAP Program Analyst |
| • Fred N. Smith, Jr. | TAP Program Analyst |
| • Dale Hawkins | Wage and Investments (W&I) Program Analyst |
| • Michael "Mike" Odom | W&I Program Analyst |

Public Participants

None

Welcome/Announcements/Review Agenda/TAP Mission

Cedric Jeans welcomed all and declared the call opened at 1:30pm ET. Fred Smith introduced himself and started the roll call introductions. Quorum was met.

TAP Meeting Procedures

- Ground Rules

Smith reviewed the ground rules designed to keep the meetings productive and running smoothly. These rules are needed because there is a lot of business done on the monthly meetings and they are usually only one hour long.

Identify yourself when speaking so members and note takers know who is attributing to the meeting; participate in each meeting; listen and give respect to fellow committee members; avoid sidebar conversations while the meetings are occurring; respect each other's time by being prepared for the meetings and follow the agenda as approved for each meeting.

- Telephone & E-Mail Etiquette

Keep phones on mute until you are speaking to avoid outside noise; please do not put the call on hold, especially for those calling from an office. Call back into the meeting if you have to take another call; practice sound e-mail etiquette when replying. Reply All only if needed, otherwise reply to the individual(s) that need to read your message.

- Meeting Types

Most of the TAP meetings will occur using the WebEx program. WebEx requires a separate dial in number for the sound and works very well for file sharing that going on during many TAP meetings. Periodically there may be Zoom meetings.

- Establish Quorum & Consensus

Quorum is half the committee plus one, while consensus is a majority of the committee. Quorum is required for committee meetings to conduct business such as voting and approving decisions for the committee.

- Minutes/Minutes Approval

Minutes are approved as submitted or after any changes or suggestions by a motion being made and seconded. The motion process is an abridged version of the Robert's Rules of Order for TAP meetings.

- Agenda & Pre-Read Information

Review the agendas and pre-reads before the meetings. Make any changes prior to the meeting so we are providing the most updated information before the meetings start.

- Activity Reports/Time Reporting

The reports will be your time sheets in a sense, which is used to capture all of your time you are committing for TAP activities. These will be for all outreach activities, all meetings and subcommittees, all time spent preparing for meetings or outreach events including phone calls and e-mails sent for TAP business.

- Resources

The www.tapspace.org or the www.improveirs.org are your primary resources for TAP business. New members should login and update their profiles on this site. Fred Smith, the committee analyst, is the primary resource for any committee issues.

So, You Want to Be A Chair?

Jeans explained what the DFO is and that they are tasked with ensuring that each committee follows all the Federal Advisory Committee Act (FACA) guidelines. Therefore, the DFO also approves the committee agendas, with buy in from the Chair, opens and adjourns each meeting and ensures the meetings achieve quorum.

Smith explained the duties and responsibilities of the Chair and the Vice-Chair positions. Smith explained the importance of quorum for the meetings as this determines whether committee business can be performed. Smith explained the basic rules for the committee work to be completed to include how motions are made and approved.

Nominations and Election Process (Chair/Vice-Chair)
Smith explained the election process.

Marth Lewis nominated for Chair
Joe Magyar nominated for Vice-Chair

Without opposition, both nominees ascended to the positions.

Election Results

Martha Lewis-Chair
Joe Magyar-Vice-Chair

Approval of November 10, 2020 Minutes

Magyar motioned; Villella seconded.

Action: Minutes approved as submitted

Establishment of Subcommittees and Meeting Dates

Full Committee- Second Thursday at 2pm ET
Subcommittee 1- Magyar, Weigel, Daley, Ramirez,
First Thursday at 3pm ET
Subcommittee 2- Villella, Mills, Usseglio, Gentile White, Mistick
First Tuesday at 3pm ET
Outreach (Vice-Chair)- Joe Magyar
Screening Members- Weigel, Magyar, Daley
Quality (QR)- Scott, Mills
Internal Communications- Tabled

Review of IRS Responses:

- **Issue 37005** - F 5471- Info U.S. Persons W/ Foreign Corp & Inst- **Tabled**
- **Issue 37006** - F 5472 Info Return of a 25% Foreign-Owned & Inst- **Tabled**
- **Issue 41750** - Form 2210-F- **Tabled to Subcommittee 1**

- **Issue 42173** - Form 2210 Instructions Line 8 Calculation Omission for 1040- **Accepted**
- **Issue 42292** - TY 2020 F1040 Instructions Review- **Accepted and Closed.**
- **Issue 42823** - 1099-R Review- **Accepted and Closed.**
- **Issue 43628** - Form 13614-C Revision- **Accepted**
- **Issue 42148** - Suggestion for Worksheet Update- **Accepted and Closed.**

2021 Project Committee Work

- **Issue 43731** - Form 1310 - Person Claiming Refund Due to Deceased Taxpayer. Response from Systemic Advocacy. **Assigned to Sub 2 for review.**
- **Issue 43449** - Form 1099 DIV- Sub 1 Issue
- **Issue 43820** - Schedule A- Sub 1 Issue
- **Issue 43939** - 1040 line 2A- Sub 2 Issue
- **Issue 43953** - Publication 502- Sub 2 Issue

Action Items

- Assign issues to subcommittees
- Send meeting invitations for full committee and subcommittee meetings
- Setup meeting with Screening committee
- Setup meeting with QR committee
- Send out Activity Reports
- Send out committee roster.

Closing

Jeans thanked everyone for joining the call and closed the meeting at 3:29pm ET.

**The next monthly meeting
March 11, 2021 at 2:00pm ET.**

These minutes have been approved and certified by the committee chairperson.