



## 2006 Meeting Minutes Ad Hoc Issue Committee Meetings

- December 13, 2006
  - November 9, 2006
  - October 12, 2006
  - September 14, 2006
  - August 10, 2006
  - July 13, 2006
  - June 15-17, 2006
  - May 11, 2006
  - April 13, 2006
  - March 9, 2006
  - February 16, 2006
- 

**Taxpayer Advocacy Panel (TAP)  
Ad Hoc Committee  
Annual Meeting Minutes  
Committee's Annual Meeting in Washington, DC  
December 13, 2006; 8am-12pm**

**Designated Federal Official (DFO)**

Nancy L. Ferree, Plantation, FL, TAP Program Manager

**Members Present**

Rashidah Abdulhaqq, Cleveland, OH  
Mary Armstrong, Pensacola, FL  
George Bates, Great Falls, MT, Vice Chair  
Kimberly Brown, Blakeslee, PA  
Margaret Ferguson, Vista, CA  
Christopher Freeman, Pleasant Hill, IA  
Mary Ann Lawler, Dearborn, MI  
MJ Lee, Portola Valley, CA  
Patrice Marker, Davie, FL, Chair  
Kenneth Wright, Columbia, MO  
William Yaeger, Alexandria, VA

**Members Absent**

Gim Hom, Acton, MA  
Gary Lundberg, Carlsbad, CA  
Luis Parra, Bronx, NY  
Alberto Rodriguez, Miami, FL

**IRS Program Owners**

Toni Cross, Chief, MLI Strategy Office  
Carie Schaffer, MLI Policy Analyst  
Sue Sottile, Director Tax Forms and Pubs  
Bob Erickson, Senior Technical Advisor, Tax Forms and Pubs



### **Staff Present**

Nancy Ferree, TAP Program Manager  
Inez E. De Jesus, TAP Program Analyst  
Isai Pallango, Note Taker

### **Welcome & Announcements**

Chair Patrice Marker opened the meeting by welcoming everyone. Chair Marker requested that all returning panel members complete the 2006 Annual Self-Assessment document and send via email to Program Analyst Inez De Jesus. New panel members requested information concerning this document and information of the TAP Ad hoc Program.

### **Roll Call**

Roll call was taken and Quorum of 9 was met.

### **Ad Hoc 2006 Accomplishments**

Chair Patrice Marker provided details of TAP accomplishments for fiscal year 2006 and stated that she would like the success of TAP with new panel members to continue. Examples: TAP accomplishments issues being elevated to the Internal Revenue Service (IRS).

### **Elections for Committees Chair and Vice-Chair**

Chair Patrice Marker requested new panel members to consider becoming Chair and/or Vice-Chair. New panel member Christopher Freeman and MJ Lee stated their desire of becoming candidates for either one of these positions.

Chair Marker provided a brief explanation of the duties of these positions. It was stated that Chair and Vice-Chairs require extra time, work, and a written report on a monthly basis. New panel members Freeman and Lee agreed with the requirements and a vote was taken from all panel members. Calculated vote was taken and MJ Lee was voted New Chair and Christopher Freeman was voted as New Vice-Chair of the TAP Ad hoc committee. Congratulations were extended to Chair MJ Lee and Vice-Chair Chris Freeman. The new leadership moved into their new positions at this point.

### **Confirm Meeting Dates, Times, and Location of Face to Face for 2007**

The list of Meetings Projected for 2007 was reviewed and all agreed that the teleconference meetings will be held every other month commencing on February 8, 2007, at 2:00 PM ET for one hour duration and the face-to-face meeting will be held on June 13-15, 2007 in Washington, DC.

### **Presentations by IRS Program Owners**

- Multilingual Initiative (MLI) Strategy plan for 2007: Toni Cross, Chief, MLI Language Services Office of the IRS and Carie Schaffer showed a PowerPoint presentation on the IRS' commitment to help taxpayers who lack full command of the English language to understand and meet their tax responsibilities.
  - Ms. Cross addressed the Legislative Mandate, Executive Order 13166, which mandates federal agencies to provide meaningful access to products and services to person with Limited English Proficiency (LEP).
  - Currently the focus is on Spanish and it provides limited languages assistance in other languages, as resources permit based on the census data.
  - The 2007-2008 Strategy Plans were reviewed with emphasis on exploring options for developing an interactive electronic tax application in Spanish. This is the area in which TAP's input is needed. The TAP will be asked to assist in testing a new interactive web tool for Spanish speaking customers, "Guide to Federal Income Tax Returns"\* which will be in CD format.

Ms. Cross requested that the TAP help them.



- It was mentioned that TAP should contact ESL's in order to test the CD package. A meeting should be scheduled to follow-up on this. The goal is to have the TAP run the CD and provide feedback to Toni Cross via the TAP Staff.
- The TAP MLI Team participants will be: Bill Yaeger (Subcommittee Lead), MJ Lee, Kim Brown, Luis Parra, Al Gonzalez, and Rashidah Abdulhaqq. (This team will be working closely with Cross, Schaffer, Ferree and De Jesus).
- Sue Sottile, thanked all panel members for their past participation in the program. Sottile provided detailed information of current products and requested feedback. Bob Erickson gave important information on the redesign of Form-1040 and indicated that the redesign of Form 1040 is currently on hold because of the budget situation. Patrice Marker questioned the redesign of the IRS website. No change in the near future. There was brief dialogue about making the 1040 electronic filing only. (Schedule O is running out of space.)

Sottile and Erickson requested that this committee review the following forms and/or publications and provide them with feedback via the TAP Staff:

- New Publication 600, State and Local General Sales Taxes 2006\*-

Subcommittee will be led by Ken Wright, and other participants are Margaret Ferguson, Rashidah Abdulhaqq, and George Bates.

- Form 5695, Residential Energy Credits\*-

Subcommittee is composed of: Ken Wright, Kim Brown, George Bates and Patrice Marker.

- Form 8888, Direct Deposit of Refund to More Than One Account\*-

Subcommittee is composed of: Ken Wright and George Bates

- Form 8910, Alternate Motor Vehicle Credit\*-

Subcommittee is composed of Ken Wright, George Bates, MaryAnn Lawler, and Chris Freeman.

- Review Draft Forms located at [www.irs.gov](http://www.irs.gov) - Provide Feedback after Reviewing It \*-  
Subcommittee is composed of Ken Wright and George Bates. And MJ

\*The new issues assigned today will be added to the TAP Contact Database and assigned an automatic number for tracking purposes by the TAP Program Analyst and this information will be shared with the entire committee.

#### Creation of Sub-committees for Upcoming Projects for IRS Program Owners

The committee agreed that each member have the flexibility of choosing which sub-committees they will work on as issues were assigned by the IRS Program Owners as opposed to the practice last year of remaining in one sub-committee for the entire year.

#### **Questions and Answer / Closing**

New Chair MJ Lee along with former chair Marker welcomed new panel members and provided valuable input on becoming a productive panel member. No questions were asked of chair.

#### **Meeting Survey and Confirm Group Dinner**

A proposal was made to panel members to complete Annual Self-Assessment document and send via



email to Program Analyst Inez De Jesus. Group dinner was confirmed with location and time. Members were reminded to fill out the meeting survey. Chair Lee adjourned the meeting.

Next Meeting: Teleconference on February 8, 2007 at 2PM ET

\*These minutes were approved by consensus by the TAP Ad hoc Committee on March 8, 2007.



**Meeting Minutes**  
**Committee's Teleconference Meeting**  
**November 9, 2006: 2:00pm ET**

**Designated Federal Official (DFO)**

Nancy Ferree, TAP Program Manager, Plantation, FL

**Members Present**

Emilio Cecchi, North Bethesda, MD  
Larry Combs, Yuba City, CA  
Patrice Marker, Davie, FL, Chair  
Ralph Rivera, Garland, TX  
Gim Hom, Acton, MA

**Members Absent**

Rashidah Abdulhaqq, Cleveland, OH  
George Bates, Great Falls, MT, Vice Chair  
JoAnn Davis, Scott Depot, WV  
Margaret Ferguson, Vista, CA  
Dorothy Havey, Lincolnville, ME  
Donald Miller, Loudon, TN  
Willy Nordwind, Scottsdale, AZ

**IRS Program Owners**

Toni Cross, Chief, MLI Strategy Office  
Marilyn Correa, MLI Strategy Office, Senior Policy Analyst  
Maria Cheeks, MLI Senior Policy Analyst  
Carolyn Schaffer, MLI Policy Analyst  
Nikki Oyefeso, MLI Strategy Office

**Staff Present**

Inez E. De Jesus, TAP Program Analyst  
Isai Pallango, Intern and Note Taker

**Welcome & Announcements**

Chair Patrice Marker opened the meeting by welcoming everyone. A proposal was made to panel members to complete Annual Self-Assessment document and send via email to Program Analyst Inez De Jesus. Marker will be expecting panel members to provide input during annual meeting to be held in Washington DC.

**Roll Call**

Five members present; Quorum of 7 was not met.

**Review and Approve Minutes for October 12, 2006**

Since quorum was not met, Chair Marker requested that Analyst De Jesus send out an email to those absent requesting that they submit their approvals via email; absent members are to reply by no later than November 16, 2006.

**Confirm Approval of August and September 2006 Minutes**

The August 10, 2006 minutes were approved via e-mail by consensus on October 18, 2006. The September 14, 2006 minutes were approved via e-mail by consensus on October 13, 2006.



### **Forms and Publications Sub-committee Report**

Since Emilio Cecchi cancelled his prior Forms and Publications meeting, he had no input at the present time.

### **Outreach Event-Financial Literacy & Education Commission Open Meeting on September 19, 2006**

Emilio Cecchi reported his information on e-mail and will send document to TAP Manager Nancy Ferree and Program Analyst Inez De Jesus for distribution to panel members.

Toni Cross inquired which Executive Order mandated the Financial Literacy and Education Commission and Emilio Cecchi promised to obtain the information.

### **IRS Program Owner's Direction**

MLI Program owner Toni Cross stated there will be a transfer of responsibility from Marilyn Correa to Carie Schaffer. Schaffer shared that MLI is still in the process of completing multi-media products for Spanish speaking taxpayers. An interactive computer based application has been completed with scope limited to federal income tax returns. Prototype was tested on four tax forums and received positive feedback. The intended audience will be ESL classes.

Chair Patrice Marker asked Program Owner Schaffer for identification of geographic locations for the use of product. It was stated that Dallas and California will be the target areas and the final product will be available in February 2007.

Carie Schaffer will make presentation of new MLI projects during the annual meeting.

### **Chair / Vice-Chair Position for 2007**

Chair Patrice Marker requested panel members to consider becoming Chair or Vice-Chair, but there were no responses. Nancy Ferree stated that new members will be joining Ad Hoc Committee during the annual meeting in Washington DC.

### **Frequency of Meeting & Continuity of 2nd Thursdays of the Month**

Chair Patrice Marker requested panel members for comments of meetings to be held every other month. It was agreed by consensus to meet every other month.

### **Locations of 2007 Face-to Face Meeting**

Chair Patrice Marker mentioned that location of face-to-face meeting will benefit all panel members and IRS Program Owners if held in Washington DC area in February or March of 2007.

### **Member Comments**

Since there was no quorum, members present agreed meeting survey will not be necessary.

### **Public Input**

No public present.

### **Closing Assessment / Q & A**

Since there was no quorum, the members present agreed that the previous minutes will be approved via email as previously mentioned. It was shared that some members will be transferring or retiring; Emilio Cecchi will transfer to VITA and Larry Combs will be retiring.

Location for group dinner during the early evening of December 13, 2006 will be coordinated by TAP staff.

Chair requested panel members to brainstorm ideas for the December agenda



Meeting was adjourned.

TAP Annual Meeting December 11-14, 2006 in Washington DC.

Ad Hoc Committee will be meeting on Wednesday December 13, 2006 from 8am -12 noon.

Certification: These minutes were approved by the TAP Ad Hoc Committee by consensus on December 5, 2006.



**Meeting Minutes  
Committee's Teleconference Meeting  
October 12, 2006**

**Designated Federal Official (DFO)**

Sallie Chavez, TAP Program Acting Manager, Plantation, FL

**Members Present**

George Bates, Great Falls, MT, Vice Chair  
Margaret Ferguson, Vista, CA  
Gim Hom, Acton, MA  
Donald Miller, Loudon, TN, Acting Chair  
Willy Nordwind, Scottsdale, AZ

**Members Absent**

Rashidah Abdulhaqq, Cleveland, OH  
Emilio Cecchi, North Bethesda, MD  
Larry Combs, Yuba City, CA  
JoAnn Davis, Scott Depot, WV  
Dorothy Havey, Lincolnville, ME  
Patrice Marker, Davie, FL, Chair  
Ralph Rivera, Garland, TX

**IRS Program Owners**

Toni Cross, Chief, MLI Strategy Office  
Marilyn Correa, MLI Strategy Office, Senior Policy Analyst  
Maria Cheeks, MLI Senior Policy Analyst  
Carrie Schaffer, MLI Policy Analyst  
Nikki Oyefeso, MLI Strategy Office

**Staff Present**

Inez E. De Jesus, TAP Program Analyst  
Isai Pallango, Intern and Note Taker

**Welcome & Announcements**

Acting Chair Don Miller opened the meeting by welcoming everyone. Reference was made that Ferree, Combs, Marker and Rivera are not present since they are attending the Joint Committee's face to face meeting in Dallas.

Acting Chair Miller shared information on the project that Patrice Marker worked on with other panel members whereby input from the taxpayer's perspective on five key issues currently affecting taxpayers was provided to the IRS Oversight Board.

Also, Miller reminded everyone that Chair Patrice Marker had sent out a draft of the committee's Annual Self-Assessment and was expecting input from all by this weekend. This led to a brief discussion on how most members felt that there needs to be more communication back and forth between the IRS and TAP. Nikki Oyefeso from the MLI Strategy Office pledged that they will be more pro-active next year. Most members also felt that the Ad Hoc Committee's workload was too light at several points in time.

**Roll Call**

Five members present; Quorum of 7 was not met.





**Review and Approve Minutes for August 10, 2006 and September 14, 2006**

Since quorum was not met, acting chair Donald Miller and present members approved both sets of minutes, and requested that Analyst De Jesus send out an email to those absent requesting that they submit their approvals via email; absent members are to reply by no later than October 20, 2006.

**Status of Elevated Issues Since Last Meeting:**

**Issue 3303-MLI LEP Needs and Assessment**

Program Analyst Inez De Jesus shared that this issue was elevated on September 27, 2006. The committees' feedback was sent to Toni Cross MLI Strategy office and we are awaiting feedback from the IRS. The program owner, Maria Cheeks, indicated the recommendations made by this committee would be included in the MLI Strategic Plan.

**Issue 3923-Financial Literacy Toolkit**

Program Analyst Inez De Jesus shared that this issue was elevated on September 27, 2006. This issue was sent to Bridget Mallon, attorney advisor, whom attended the face to face meeting in June of 2006 and we are waiting for feedback.

The committee requested that a response is expected from both IRS Program Owners in response to the feedback provided by the TAP Ad Hoc committee.

**IRS Program Owner's Expectations for 2007**

Marilyn Correa, MLI Strategy Office, Senior Policy Analyst stated that Maria Cheeks will replace her in the future. Maria Cheeks was excited to become involved with panel members and will continue with the Spanish DVD project with the hope of completion no later than December 2006.

Program Analyst Inez De Jesus related message from Forms and Pubs Program Owners to the panel that they will have information available during the upcoming TAP Annual Meeting in DC.

**Forms and Publications Sub-committee Report**

Since Emilio Cecchi was not present, this will be added to next month's agenda.

**Outreach Event-Financial Literacy & Education Commission Open Meeting on September 19, 2006-** Since Emilio Cecchi was not present, this will be added to next month's agenda.

**Member Comments**

No comments.

**Public Input**

No public present.

**Closing Assessment/ Q & A**

Since there was no quorum, the members present agreed that the previous minutes will be approved via email as previously mentioned and that there is no need to send out the meeting survey.

Meeting was adjourned.

Next Teleconference Meeting November 9, 2006 at 2:00 PM ET

Certification: These minutes were approved by the TAP Ad Hoc Committee by consensus on November 20, 2006.



**Taxpayer Advocacy Panel  
Ad Hoc Teleconference  
September 14, 2006**

**Designated Federal Official (DFO)**

- Nancy L. Ferree, TAP Program Manager, Plantation, FL

**Members Present**

- Rashidah Abdulhaqq, Cleveland, OH
- Larry Combs, Yuba City, CA
- Patrice Marker, Davie, FL, Chair
- Donald Miller, Loudon, TN
- Ralph Rivera, Garland, TX

**Members Absent**

- George Bates, Great Fall, MT, Vice Chair
- Emilio Cecchi, North Bethesda, MD
- JoAnn Davis, Scott Depot, WV
- Margaret Ferguson, Vista, CA
- Dorothy Havey, Lincolnville, ME
- Gim Hom, Acton, MA
- Willy Nordwind, Scottsdale, AZ

**IRS Program Owners**

- Marilyn Correa, MLI Strategy Office, Senior Policy Analyst
- Sue Sottile, Director of Tax Forms and Publications

**Staff Present**

- Inez E. De Jesus, TAP Program Analyst
- Isai Pallango, Intern and Note Taker

**Welcome and Announcements**

Chair Patrice Marker opened the meeting by welcoming everyone. Since Chair and Vice-Chair will not be available on the October 12, 2006 teleconference meeting, Chair Marker requested a volunteer and Don Miller offered to sit in for the Chair. Miller requested that he be kept informed of all pertinent information that would be needed prior to the meeting.

**Roll Call**

Five members present; Quorum was not met.

**Review and Approve Minutes August 10, 2006**

Since quorum was not met, these minutes will be reviewed during the next call.



## **Update Information from the Prior Meeting:**

### Information on the Redesigning of the Form 1040 Project (Issue 3922)

Sue Sottile shared that there has been some set-backs with the funding for the redesigning of Form-1040. This entails the instructions of the form as well. Her staff is working with the contractor who is researching with states and countries to distinguish which form/instructions works well with tax payers within those states and countries. They are reviewing the best practices. She will have more to brief early next year. There are three major Tax Bills pending and IRS Tax Forms and Pubs Unit is now in the middle of the busiest time of the year. Form 1040 will remain the same; the changes in Form-1040 will most likely take place for year 2009. Sottile also shared that there are draft forms available on the irs.gov website and she will be sending the link for this committee to look at.

### **Forms and Pubs Subcommittee's Report:**

Chair Patrice Marker mentioned the sub-committee minutes prepared by Emilio Cecchi dated September 6, 2006 in regards to The Financial Literacy Toolkit, Issue 3923. Listed were the suggestions that will be incorporated into the proposal. Emilio Cecchi had indicated that he had other commitments but would attempt to write up the proposal shortly. Chair Patrice Marker wanted to have panel members review the draft proposal, possibly agree and provide input no later than September 30, 2006. Nancy Ferree shared that she had e-mailed the three attorney advisors from Washington, DC and asked if there were any brochures that needed to be reviewed prior to submitting final input, but she has not received a response yet. Ferree will keep everyone informed. Since there was no quorum, Chair Marker has requested that consensus be reached via e-mail on the Financial Literacy Toolkit, so that this proposal is sent to the IRS Program Owner Bridget Mallon no later than September 30, 2006.

### **Review/Approve Draft Proposal: Issue 3303- MLI Needs Assessment:**

The latest version is available on TAP Speak and has been circulated for the entire committee to see. Since there was no quorum, Chair Marker requested that consensus be reached via email. DFO Ferree agreed. Inez is to send an email out to all with a one week due date to obtain consensus and then send to IRS Program Owner Marilyn Correa.

### **IRS Program Owner's Direction/Comments**

Marilyn Correa shared two accomplishments from the MLI Program Office:

1. They were able to show the interactive DVD in Spanish at the Tax Forums and received good feedback.
2. Developed in partnership with TAS, a one hour soap opera type video/movie in Spanish with English subtitles on how to complete proper tax filing procedures. The main character is a new immigrant in this country. This video will be made available in about two weeks.

### **Member Comments**

Inez inquired if the members were still experiencing problems with opening the documents she was sending out by email. Don Miller responded that he was still getting the win.dat message which displays an unreadable document. Chair Marker provided some input on how this matter may be resolved. Inez will from now on send out the Microsoft Word version and PDF version under separate emails, as well as using the TAPSpeak website.

### **Public Input**

None.

### **Closing Assessment/ Q & A**

Since there was no quorum during the teleconference call, Chair Marker has requested that consensus be reached via e-mail on the MLI LEP Proposal (Issue 3303), and the Financial Literacy Toolkit, (Issue 3923) so that both of these proposals are sent to the IRS Program Owners by no later than September



30, 2006. Inez is to coordinate these issues by sending out an email for the benefit of those who were not present on the call.

Chair adjourned the meeting.

Next Teleconference Meeting October 12, 2006 at 2:00 PM ET

\*Certification: These meeting minutes were approved by the TAP Ad Hoc Committee by consensus on: October 13, 2006.



**Taxpayer Advocacy Panel  
Ad Hoc Teleconference  
August 10, 2006**

**Designated Federal Official (DFO)**

- Nancy L. Ferree, TAP Program Manager, Plantation, FL

**Members Present**

- Rashidah Abdulhaqq, Cleveland, OH
- Emilio Cecchi, North Bethesda, MD
- Larry Combs, Yuba City, CA
- JoAnn Davis, Scott Depot, WV
- Gim Hom, Acton, MA
- Patrice Marker, Davie, FL, Chair
- Willy Nordwind, Scottsdale, AZ

**Members Absent**

- George Bates, Great Fall, MT, Vice Chair
- Margaret Ferguson, Vista, CA
- Dorothy Havey, Lincolnville, ME
- Donald Miller, Loudon, TN
- Ralph Rivera, Garland, TX

**IRS Program Owners**

- Marilyn Correa, MLI Strategy Office, Senior Policy Analyst
- Bob Erickson, Senior Technical Advisor, Tax Forms & Pubs
- Margaret Salow, Tax Law Specialist, Reviewer
- Frances D. Royal, Chief of TEGE & Specialty Forms and Pubs Branch

**Staff Present**

- Inez E. De Jesus, TAP Program Analyst

**Welcome and Announcements**

Chair Patrice Marker opened the meeting by welcoming everyone.

**Roll Call**

Quorum of 7 was met; 7 members were present.

**Review and Approve Minutes of June 15-17, 2006**

It was noted that the June 2006 minutes require one correction, on Page 2, bottom part of the last paragraph, the word should be "premature" and not "immature"- the committee agreed by consensus to approve as corrected.

The July 13, 2006 minutes were approved by consensus.



**Review/Approve:**

1. **Issue 3303, MLI Needs Assessment- Draft Proposal-** it was learned during this call that not everyone has seen the draft proposal that was prepared by Dorothy Havey and Willy Nordwind.

MLI Program Owner Marilyn Correa has seen the draft proposal and expressed her appreciation for the information and suggestions indicated in the referral, and she is ready to share this information with internal IRS employees. All agreed that Marilyn should wait until the proposal is finalized and approved by the panel.

Action item for DFO Ferree: Contact Dorothy Havey in order to get the latest version of the proposal and share with the entire committee. The goal is to approve the proposal by the next meeting.

2. **Issue 3923, Financial Literacy Toolkit-Next Steps-** Chair Marker shared that she had reviewed the Strategic Plan and on Page 5, Item 2, where it states the possible target audience, she believes that libraries should be included.

Cecchi shared that the review of the Financial Literacy Toolkit will be the main discussion of the Forms and Pubs subcommittee teleconference meeting scheduled for September 6, 2006. So far the chair is the only one that has shared comments on the documents received from Ms. Mallon. Cecchi extended an invitation to the entire panel to review the material we have received and to get the comments ready since there is a September 30th deadline.

There was also discussion on the lack of clarity whether the TAP will be asked to review new brochures as they are created. DFO Ferree will be following up on this.

**August 2006 Tax Forums- Las Vegas &/or New York-**

Marilyn Correa had extended an invitation to this committee requesting participation at the Las Vegas or New York Tax Forums where focus group interviews will be conducted to review the Spanish DVD, "How to Prepare Your Tax Returns." Being able to speak in Spanish is a prerequisite.

A poll was taken and there are no Spanish speaking panel members.

The committee expressed appreciation for the invitation and perhaps there will be other opportunities in the future.

**IRS Program Owners' Direction**

Bob Erickson requested this committee's opinion on whether reporting of exempt-interest dividends would best be reported to taxpayers on Form 1099-INT or Form 1099-DIV. The reporting industry is asking that the reporting be on Form 1099-DIV, a form they are currently filing; Tax Forms, however, believes taxpayers would best be served by having the reporting done on Form 1099-INT. Erickson would appreciate if the committee will provide their input by next Thursday, August 17, 2006.

Since Erickson is in travel status, he asked his colleagues who were on the call to send an email with detailed information on this issue to DFO Nancy Ferree for distribution to the entire committee. Frances D. Royal, Chief, TEGE & Specialty Forms and Pubs Branch and Margaret Salow, Tax Law Specialist, Reviewer, promised to do so.

Sub-committee that will be the leads/coordinators on this issue are: Patrice Marker and Willy Nordwind.



### **Members Comments**

Emilio Cecchi asked Bob Erickson about the 1040 Redesign project and Erickson shared that the target tax year for the redesigning of the Form 1040 is 2008. An internal IRS review meeting has been scheduled for the last week of August 2006, to review the plan for the update. Erickson will keep the committee informed regarding the development from the meeting. In the interim, Erickson requested that DFO Ferree contact Sandy Kopta for additional information. This issue will remain in parking lot status for now.

Gim Hom, also a member of the TAP Area 1 committee, has been working on an issue regarding estimated income tax and what would be involved in adding a line to the 1040 to include the estimated income tax. Hom wanted to discuss this with Bob Erickson. Chair Marker clarified the TAP procedures on handling issues by the area and issue committees. It was suggested to Gim Hom to have his area issue subcommittee schedule a teleconference with Bob Erickson or someone of his staff to address their concerns before writing up a proposal to the IRS.

Since JoAnn Davis will begin a teaching assignment on Tuesdays and Thursdays beginning this Fall, she shared that this will be the last time for a while that she will be able to participate on the teleconference meetings until the meeting schedule is changed at the annual meeting. Although she will not be on the calls, she does plan on continuing to participate on all the on-going activities.

### **Public Input**

None.

### **October 12, 2006 Teleconference- Need to Change or Confirm-**

Committee agreed by consensus to leave the meeting date as is. The chair had previously sent out an email since she will be at the Joint Committee's face-to-face meeting.

### **Action items:**

1. DFO Ferree will contact Dorothy Havey in order to get the latest version of the MLI Needs Assessment proposal (Issue 3303) so that it may be shared with the entire committee.
2. DFO Ferree will be contacting Bridget Mallon regarding the Financial Literacy Toolkit to see if there are any additional documents for the panel to review.
3. DFO Ferree will be contacting Sandy Kopta, Chief of Individual Tax Forms and Pubs, in order to obtain information regarding the redesigning of the 1040 project.
4. DFO Ferree will be sharing the information on the new issue received today on the reporting of exempt-interest dividends on Form 1099-INT or on Form 1099-DIV, as soon as she receives it from the Tax Forms and Pubs Program Owners.

### **Closing Assessment/Q&A**

Chair Marker adjourned the meeting.

Please note: Due to the closure of the IRS Federal Building in D.C, the Federal Register notice for this meeting did not post timely.

Next Teleconference Meeting: September 14, 2006, at 2:00 PM ET

Certification: These meeting minutes were approved by the TAP Ad Hoc Committee by consensus on: October 18, 2006.



**Taxpayer Advocacy Panel  
Ad Hoc Teleconference  
July 13, 2006  
2:00 PM**

**Designated Federal Official (DFO)**

- Nancy L. Ferree, TAP Program Manager, Plantation, FL

**Members Present**

- Rashidah Abdulhaqq, Cleveland, OH
- Emilio Cecchi, North Bethesda, MD
- Larry Combs, Yuba City, CA
- Margaret Ferguson, Vista, CA
- Patrice Marker, Davie, FL, Chair
- Willy Nordwind, Scottsdale, AZ
- Ralph Rivera, Garland, TX

**Members Absent**

- George Bates, Great Fall, MT, Vice Chair
- JoAnn Davis, Scott Depot, WV
- Dorothy Havey, Lincolnville, ME
- Gim Hom, Acton, MA
- Donald Miller, Loudon, TN (Attending Area 4 Face-to-Face Meeting)

**Staff Present**

- Inez E. De Jesus, TAP Program Analyst

**Welcome and Announcements**

Chair Patrice Marker opened the meeting by welcoming everyone.

**Roll Call**

Quorum of 7 was met; 7 members were present.

**Review and Approve Minutes of June 15-17, 2006**

Minutes were not ready for approval.

**Updates on Action Items from Last Meeting & Proposals from last Month:**

1. 1) Issue 3303, MLI Needs Assessment-Draft Proposal-  
Chair Marker reported that Dorothy Havey had attempted earlier today to email to the entire committee the current draft proposal, but to no avail. Willy Nordwind made some suggestions that would be communicated to Dorothy so that the proposal be updated accordingly.

The MLI Needs Assessment Draft Proposal has been moved to next month's agenda. **(Action item)**

2. 2) Issue 3905, On-Line Pub 17-Status of Proposal-  
Since the face-to-face meeting, Inez has made the changes to the document and via email





received approval from the panel. On July 10, 2006, the committee's Comments and Proposed Recommendations were forwarded to Sue Sottile and Bob Erickson- Forms & Publications Program Owners.

3. 3) Issue 3924, Return Preparer Regulations-Position Paper for the IRS Commissioner- Chair Patrice Marker shared that the final proposal in summary stated the following:

"That the IRS provides a standardized test similar to the VITA model currently being used. Also, that a fee be charged to cover the cost of the program. To implement this program, IRS could develop/administer training courses and/or certify existing educational programs in place by private and educational providers. In addition to covering tax law issue, training should cover ethics topics. Licensing and regulation including background check along with a set of minimum standards of education and experience is also recommended."

Chair Marker informed everyone that she is currently waiting for TAP Program Analyst Barbara Toy to send her the final version since at the JC face-to-face meeting there had been some changes made to this document. As soon as the chair receives the revised version, she will share with the entire committee and staff. **Action item for Chair Marker.**

### **Issue #3923, Financial Literacy Toolkit-Next Steps**

Since the face-to-face meeting, on June 20, 2006, Inez mailed out to the entire committee copies of the Financial Literacy Toolkit (PowerPoint Presentation, Strategic Plan and Statement of Objectives) (This information is also available on TAP Speak)

It was discussed that there will be focus groups at this year's tax forums.

During the face-to-face meeting last month in DC, Ms. Mallon, Attorney Advisor, TAS, requested that this committee review this toolkit and provide her with feedback via the TAP Staff by no later than September 30, 2006.

Also, as brochures are created, the committee is to provide feedback.

### **Action item for the committee**

Several panel members such as Paul Brubaker, TAP Vice Chair and the Area 7 committee have expressed interest in this subject matter as well.

**Action item for Nancy Ferree:** Follow-up with Ms. Mallon to inquire if there are any brochures for the panel to review at this time. Ferree suggested that in the interim the committee should review the "action plan."

The committee agreed that the current Ad Hoc Forms and Pubs subcommittee will be assigned to review the Financial Literacy Toolkit: the members of this team are: Cecchi, Combs, Hom, Miller and Rivera.

### **MLI Needs Assessment Further Guidance**

MLI Program Owner Marilyn Correa had sent an email out to all explaining that she would not be able to participate on today's call due to other work commitments. She shared with the sub-committee that she will be meeting with them in the near future prior to the next teleconference meeting.

### **Members Comments**

Margaret Ferguson informed everyone that she would not be on next month's call.



Ms. Ferguson made an inquiry about the possible duplication of efforts from many committees such as TAP, Tax Professionals, and SAMS (Systemic Advocacy Management System). She wondered if anyone was coordinating all of these efforts.

**Public Input**

None.

**Closing Assessment – Q&A**

Chair Marker requested that a copy of the Chair’s June 2006 report be shared with the entire committee. **Action item for Inez.**

Chair informed everyone that the Director of Forms and Publications will be in touch with us as soon as they have products to be reviewed by the committee.

**Action item for Inez:** make sure that the August 10, 2006 agenda includes discussion about the October 12, 2006 meeting.

DFO Nancy Ferree thanked everyone who had participated with the recent Interviews.

Chair adjourned the meeting.

Next Teleconference Meeting: August 10, 2006 at 2:00 PM ET

Certification: These minutes were approved by consensus by the TAP Ad Hoc Committee on: August 10, 2006.



**Taxpayer Advocacy Panel  
Committee's Face-to-Face Meeting in Washington, DC  
June 15-17, 2006**

**Day #1, June 15, 2006 -IRS Headquarters Office, Room 6718**

**Designated Federal Official (DFO)**

- Nancy L. Ferree, TAP Program Manager, Plantation, FL

**Members Present**

- George Bates, Great Fall, MT, Vice Chair
- Emilio Cecchi, North Bethesda, MD
- JoAnn Davis, Scott Depot, WV
- Margaret Ferguson, Vista, CA
- Dorothy Havey, Lincolnville, ME (except 06/17/06)
- Gim Hom, Acton, MA
- Patrice Marker, Davie, FL, Chair
- Donald Miller, Loudon, TN
- Willy Nordwind, Scottsdale, AZ
- Ralph Rivera, Garland, TX

**Members Absent**

- Rashidah Abdulhaqq, Cleveland, OH
- Larry Combs, Yuba City, CA

**IRS Program Owner(s)**

- Laura Baek, Taxpayer Advocate, Attorney Advisor (06/16/06)
- Marilyn Correa, Multilingual Initiative (MLI)
- Bob Erickson, Senior Technical Advisor (06/15/06)
- Sandy Kopta, Chief of Individual Tax Forms & Publications (06/16/06)
- Bridget T. Mallon, Taxpayer Advocate, Attorney Advisor (06/16/06)
- Sue Sottile, Director of Tax Forms & Publications (06/15/06)
- Karen Tober, Legislative Liaison, DC (06/16/06)

**Staff Present**

- Inez E. De Jesus, TAP Program Analyst & Note Taker
- John Fay, TAP Senior Program Analyst, National Office

**Welcome and Announcements**

Chair Patrice Marker opened the meeting by welcoming everyone to Washington, DC, and inquired about members' hotel accommodations.

DFO Ferree informed everyone to return their travel expense forms with original hotel receipt(s) to her after the meeting in order that TAP Secretary Jenny Reyes may begin the travel reimbursement process.



The option of "Direct Deposit" was discussed and some members indicated that they were interested in obtaining the form. It was agreed that this form will be placed on TAP Speak for members' convenience.

DFO Ferree explained what was going on with the Recruitment process for New Panel Members and that soon those who volunteered to help with the interviews will be contacted with specific information; she expressed appreciation to those who volunteered.

### **Roll Call-Confirm Quorum**

Quorum of 7 was met; 10 members present.

### **Review and Approve Minutes of May 11, 2006**

Minutes were approved by consensus.

### **Return Preparer Regulations (Issue # 3924)**

Dorothy Havey shared what had transpired when she and other panel members met with the IRS Commissioner Mark Everson on April 20, 2006, regarding regulations, and the practice by attorneys, CPA's and Enrolled Agents before the IRS.

Committee agreed that in order to deal with the fraud issue, there is a need to create a set of standards for tax preparers.

Don Miller shared that the Area 4 committee had elevated RAL (Refund Anticipation Loans) problems in the past.

The Ad Hoc committee will be reviewing Circular 230, Regulations Governing the Practice of Attorney, Certified Public Accountants, Enrolled Agents, Enrolled Actuaries, and Appraisers before the Internal Revenue Service, and provide feedback via the Joint Committee to the IRS Commissioner. The committee will be breaking out in groups later on to address this matter and to finalize the position paper.

### **Meeting Objectives, Program Owners, Tax Forms & Publications Director Sue Sottile & Senior Technical Advisor Bob Erickson- Review Form 1040 Project (New Issue # 3922)**

Sue Sottile began by thanking this panel for their feedback which she and her staff have found quite valuable. She shared that it is premature at this time to review the 1040 product, and that the goal is to keep the form at two pages it will be more user friendly. Ms. Sottile will be utilizing this panel for further feedback in the near future.

In the interim, this new issue will be placed in parking lot status.

Senior Technical Advisor Bob Erickson updated the panel on several of the 2006 tax changes and how it related to tax forms. He shared that there has been 4 different tax code changes within the last 9 months. The following are highlights of information he shared, and he informed everyone that detailed information will be available around Mid July-August 2006, on the irs.gov website:

- Roth 401K
- Children's tax has changed from 14 to 18 years of age.
- Form 5695, Residential Energy Credit Carry forward



- Form 8910, Alternate Motor Vehicle Credit- this form has all the information regarding hybrid cars and gas station owners will be eligible for tax credits.
- New Telephone Credit- a one time deal; after July 31, 2006, you will no longer be taxed.
- New Form 8913- tax credit.
- New Form 1040-ez
- New Form 8888, will allow you to split your refund up to 3 accounts; you will need the routing and account number. Sottile will be sending out the draft forms link to all. **(Action item for Sue Sottile).**

### **Wrap Up of Day One**

The agenda for the next day was reviewed by all before the meeting was adjourned by the Chair.

### **Day #2, June 16, 2006-IRS Headquarters Office, Room 6718**

Quorum of 7 was met; 10 members present.

#### **National Office Representative Comments-John Fay**

John Fay provided feedback and a "Welcome to DC Greeting" on behalf of TAP Director Bernie Coston.

- Fay shared that the annual meeting this year will be held during the week of December 11, 2006, at the same hotel as before, The Hyatt. A pamphlet with pertinent information will be put together by the DC Staff and shared with all prior to this event.
- The Town Hall Meeting (last of the series) held in Cincinnati was very successful.
- Regarding Recruitment, 750 applications have been received. There are 1,000 applications still in draft form but not completed. We have experienced some technical glitches within the website. There are 27 vacancies in 20 states. The best qualified process will be used. The National Taxpayer Advocate, Commissioner's and Treasury approvals will be required. The final selections should be made in time for the annual meeting.
- Bernie thanks everyone for all of their hard work.

#### **Meeting Objectives, Program Owners-Multilingual Initiative Issue (MLI) Needs Assessment-Policy Analyst Marilyn Correa (Issue 3303-Active Issue)**

Marilyn Correa opened the meeting by requesting if anyone needed a copy of the presentation, to please let her know and it will be made available. She shared how Executive Order 13166 requires federal agencies to ensure Limited English Proficient (LEP) taxpayers meaningful access to taxpayer products and services. The Department of Justice oversees that all the federal agencies comply.

Correa also shared how demographic studies (Customer Base Report) had been conducted in the past. Currently there are tax forms and publications in Spanish and Over the Telephone Service. Where are the LEP's located? It's a growing population. These are now referred to as "ethnic islands." **Action item for Inez:** send a copy of the Customer Base Report to George Bates as per his request.



Findings based on Census data have shown that the greatest area of demand is as follows:

|         |     |
|---------|-----|
| Spanish | 73% |
| Chinese | 4%  |
| Vietnam | 3%  |
| Korean  | 3%  |
| Russian | 1%  |
| Other   | 16% |

Top 10 States with LEP's:

California, Texas, New York, Pennsylvania, New Jersey, Massachusetts, Washington, Illinois, Virginia, and Florida.

Chinese population:

California, New York, Florida, Massachusetts and Illinois.

Vietnamese population:

California, Texas, Florida, Massachusetts and Washington.

Occupations:

Chinese restaurants, cooks, sewing machine operators and nail salons. The average income is \$59,000.

A discussion was held regarding foreign brochures and their availability- Correa is to follow up on this, as well as checking out Taxpayer Assistance Centers (TAC's) to see if these brochures are available at these locations. Margaret Ferguson stated that she has not seen these yet in her local TAC.

Publication 4134, which lists all the Low Income Tax Clinics (LITC's), was shared with all those present.

Correa also shared that Publication 1546, The Taxpayer Advocate Service of the IRS- How to Get Help With Unresolved Tax Problems, has been translated into various languages.

Findings have resulted in learning that assistance is needed for LEP's and that most of this population relies on churches and friends for tax information.

Correa promised to send copies of the PowerPoint Presentations to the entire committee after she returns to her office, since the proper equipment was not available during the meeting sessions.

**(Action item for Correa)**

Sub-committees to Work Independently with Program Owners on Specific Issues (Marilyn Correa)- during the workout sessions, the sub-teams broke out and worked on their individual issues. The MLI team is composed of: Nordwind, Havey & Abdulhaqq (not present)

The Forms & Pubs team is composed of: Cecchi, Hom, Miller, Rivera & Combs (not present)

**Financial Literacy Toolkit Presentation (Issue # 3923) conducted by Bridget T. Mallon, Taxpayer Advocate, Attorney Advisor**

Ms. Mallon was accompanied by Karen Tober, Legislative Liaison, and Laura Baek, TAS Attorney Advisor; Ms. Mallon provided the committee with an update on the National Taxpayer Advocate's



project to assist those individuals who are financially illiterate. This is also known as the Financial Literacy Toolkit.

This toolkit will have in-depth information on a number of topics including Individual Taxpayer Identification Numbers (ITINs), Refund Anticipation Loans (RAL's), Earned Income Tax Credit (EITC), Low Income Taxpayer Clinics (LITCs), banking services, and other pertinent information for this population.

The Financial Literacy Toolkit will be available in English and Spanish and in electronic and paper format for both Practitioners and Individuals. The toolkit will be used by both TAS and IRS personnel in their partnering efforts with outside stakeholders who deal with Spanish speaking LEP taxpayers. There will be focus groups at the upcoming Tax Forums.

The importance for understanding taxes and educating people up front is crucial. This population needs to know where they can get the necessary information so that they may be in compliance with their tax obligations, etc.

Ms. Mallon requested that this committee review the "Financial Literacy Toolkit" and get back to her via the TAP Support Staff with their input by no later than September 30, 2006. **(Action Item for the entire Ad Hoc Committee)**

Also, as brochures are created, this committee's review of these documents and feedback will be welcomed.

The committee requested that the paper documents regarding the Financial Literacy Toolkit be made available to them. **(Action Item for Inez)**

A question arose since Area 7 had also been addressing the Financial Literacy Toolkit, and which committee should be working it.

The committee expressed their appreciation for this presentation.

This new issue will now be placed in Active Status.

#### **Sandy Kopta, Chief, Individual Tax Forms & Publications – Presentation**

Ms. Kopta provided the committee with an overview of the branch she manages with 38 employees; not all of these are Tax Law Specialists.

The latest information on Publication 17, Your Federal Income Tax Guide, was shared.

Since times are changing, the IRS is providing forms and publications to the public in CD and DVD format.

#### **Return Preparer Regulations (Issue # 3924)-Continued**

The subcommittee took the time to work on drafting the position paper on this subject matter during the breakout sessions. The subcommittee addressed the Why, What, and How To as they worked on this issue.

The subcommittee finalized the position paper and it was agreed that Nancy Ferree is to email it to all upon her return to the office on Monday; any comments are to be sent to the Chair. **(Action item for Nancy L. Ferree)**



**Action item for Inez:** Margaret Ferguson asked: "What is the dollar amount for litigation regarding fraud conducted by preparers who violate Circular 230 regulations?"

**MLI Needs Assessment Report on Progress & Action Items**

Correa gave background information from last year.

**"What do we want to do for the Asians?"** This is where the team is at now.

**"What Recommendations do we want to make to the IRS to benefit Asians?"**

Correa suggested that the committee follow the steps for what was done for the Spanish population. (This was very costly)

**"What forms/publications can be provided to the Asians?"**- Comment was made that this is a higher income and more literate population. What are the communication needs for this population?

A brainstorming session followed, and the following are highlights of what was discussed:

- Basics of Tax Processing- "Why Should I pay Taxes?"- "EITC 2005"- "Understanding IRS Notices" and "Getting Help with Unresolved Problems"- these brochures were already translated.
- Attention getting is important; Public Service Announcements in native language, and in ethnic islands.
- Alliance of English as a Second Language (ESL), Churches, LITC.
- "What do I need to do?"- For Compliance Purposes
- "Where do I go to get help?"- "Who Can I Go To that speaks my language and English and knows about taxes?"
- IRS does not share information with INS.
- Phoenix Tax Organization Plan (Asian/Russian)
- Search link on irs.gov
- A link with "click here for a specific language"
- Specific language over the phone only at a Taxpayer Assistance Center
- Seek organizations we can partner with
- Radio shows, community service. A call in program with media assistance.
- Social services alliances that service some ethnic islands.
- U.S. Citizen Test Consultant
- International Rescue
- Catholic assistance
- Department of Education, Immigration, PBS
- Student population, concise, informative, credits and deductions is what they wanted
- Self-employed
- Retirement, IRA, Roth information
- Financial Literacy Toolkit
- Business Ad in various languages
- Coloring Book about taxes for kids
- Radio stations in ethnic islands and banks in ethnic islands

Correa mentioned that she will be attending the Tax Forums this year in:

Chicago, July 11-13, 2006  
Orlando, August 1-3, 2006





Las Vegas, August 22-24, 2006  
New York, August 29-31, 2006

There will be MLI focus groups at the tax forums on Thursdays, beginning at 9:00am. Practitioners are asked for feedback at these forums. Correa extended an invitation to the Ad hoc to participate at one of the tax forums that would be nearest to the panel member's residence due to budget concerns.

**Action item for Nancy Ferree:** obtain approval from TAP Director.

An opportunity to review DVD on "How to Prepare a 1040 Tax Return" in English and Spanish will also be taking place at the tax forums.

#### Sub-committee's Breakouts

During the meeting, sub-committees broke away from the general session in order to work on their individual issues.

#### **Wrap up Day Two**

The agenda for the next day was reviewed by all before the meeting was adjourned by the Chair.

#### **Day #3, June 17, 2006-One Washington Circle Hotel, Zenith Room**

Quorum of 7 was met; 9 members were present. (Dorothy Havey was not present on this day.)

#### **The agenda for this day is to finalize Issues**

#### **Tax Forms & Pubs Report on Progress & Action Items Review Recommendation/Proposal Form (Don Miller)**

Don Miller addressed Ad Hoc's recommendation process and proper form to use.

The committee agreed that they will be using the format that was used with Issue 3811, Review Publication 553, Highlights of 2005 Tax Changes; the format agreed to allows room for Comments as well as for the Proposed Recommendation portion.

#### **Review/Approve Proposal Issue 3905- On-Line Pub 17**

The draft proposal – On-Line Pub 17 was reviewed and the committee made some changes/the Quality Review Team provided their input as well- Action item for Inez: Inez is to update the document and share with all before this is elevated to the IRS Program Owner. The committee agreed that email will be used as a means of sharing this information before it is forwarded.

#### **Sub-committee's Reports**

- MLI- Willy Nordwind gave a brief review of the status of the recommendation that was created during the past 2 days. Action item for Dorothy Havey: Share the draft recommendation with the entire committee on Monday, June 19, 2006.
- Return Preparer Regulations- the committee will review the draft position paper that was created during the past 2 days and comments will be forwarded to the chair.

#### **Wrap Up Day Three:**

Since the TAP committees will continue to meet beyond September 2006, without a break in dates as used to be the practice, this committee agreed on the following dates for meeting during October and November:



- October 12, 2006, 2:00 - 3:00 PM ET- Teleconference
- November 9, 2006, 2:00 – 3:00 PM ET- Teleconference

DFO Ferree advised the committee to pencil in on their calendars the Week of December 11, 2006 for the TAP Annual Meeting in Washington, D.C. New Members will be participating at this event; further detailed information regarding travel days is forthcoming.

Members were also reminded to fill out the Meeting Survey; the feedback received will be instrumental when coordinating future face-to-face meetings.

Some committee members shared that they have been experiencing problems with TAPSpeak. It was learned that the Communication Committee is currently addressing this. The Committee requested that information be sent to them by email and then archived on TAPSpeak.

Chair Patrice Marker shared her Monthly Report to the Joint Committee and it was agreed upon that as long as the panel has comments, with no recommendations, a cover letter is no longer needed; Inez is to transmit suggestions to the program owner via email without a cover letter.

A question arose regarding SAMS, Systemic Advocacy Management Systems, and **Action item for Inez** is to send the link to the panel members. (The program was explained to all.)

Public Input

None during the past 3 days

Chair Patrice Marker adjourned the meeting and wished everyone a safe trip back home.

Next Meeting via Teleconference: July 13, 2006 at 2:00 PM ET

Certification: These minutes were approved by consensus by the TAP Ad Hoc Committee on: August 10, 2006.



**Taxpayer Advocacy Panel  
Ad Hoc Teleconference  
May 11, 2006  
2:00 PM**

**Designated Federal Official (DFO)**

- Judi Nicholas, TAP Program Manager, Seattle, WA

**Members Present**

- Rashidah Abdulhaqq, Cleveland, OH
- George Bates, Jr., Great Fall, MT., Acting Chair
- Emilio Cecchi, North Bethesda, MD
- Larry Combs, Yuba City, CA
- JoAnn Davis, Scott Depot, WV
- Margaret Ferguson, Vista, CA
- Dorothy Havey, Lincolnville, ME
- Gim Hom, Acton, MA
- Donald Miller, Loudon, TN
- Willy Nordwind, Scottsdale, AZ
- Ralph Rivera, Garland, TX

**Members Absent**

- Patrice Marker, Davie, FL, Chair

**IRS Program Owner(s)**

- Sandy Kopta, Chief of Individual Tax Forms and Publications
- Sue Sottile, Director of Tax Forms and Publications

**Staff Present**

- Inez E. De Jesus, TAP Program Analyst & Note Taker

**Welcome and Announcements**

Vice Chair George Bates, Jr. opened the meeting by introducing and welcoming Acting DFO Judi Nicholas. Since Nancy Ferree and Chair Patrice Marker are in travel status today en route to their area face-to-face meeting, both Nicholas and Bates will preside over today's meeting.

**Roll Call**

Quorum of 7 was met; 11 members present.

**Review and Approve Minutes of April 13, 2006**

These minutes were approved by consensus.

**Updates on Action Items from Last Meeting & Proposals from last Month:**

1. Issue 3752, Publication #1, Your Rights as a Taxpayer-  
JoAnn Davis led the discussion by providing the panel with an overview of what transpired

when she and Margaret Ferguson, both members of the Quality Review Team, reviewed the draft proposal. She shared that there were no changes made to the content, only some cosmetic editing. Inez has elevated this issue to the IRS Program Owner on behalf of the Ad Hoc Committee.

2. Issue 3812, Publication 4492, Information for Taxpayers Affected by Hurricanes Katrina, Rita, and Wilma-

Ms. Davis explained the Quality Review Team's reasoning for editing but without it affecting the content. Inez has also elevated this issue to the IRS Program Owner on behalf of the Ad Hoc Committee.

3. Issue 3813, Innocent Spouse Form 8857-

Ms. Davis shared that the draft proposal for this issue was not elevated since Willy Nordwind had some concerns. Nordwind stated that there should be an alert to taxpayers regarding the risks involved by signing a joint return.

Ms. Ferguson reminded everyone that the goal of the panel is to focus on the forms and to be sure that they are user friendly for the average taxpayer. It was suggested and all agreed that Willy's issue should be raised by his area committee. Bates who happens to be from Area 6, as is Nordwind, shared that this issue is currently being addressed by Area 6 but it is in "Parking Lot" status for now.

Ms. Davis had mentioned that Form 8857 had been reviewed but there were no recommendations to be made to the IRS. Both Inez and DFO Nicholas addressed the issue that even if there are no recommendations, it is appropriate to provide a written response to the IRS Program Owner(s).

**Action required for Inez as requested by the panel:** Draft a response to the program owner stating there are no recommendations for changes and circulate draft response to all the panel members.

Feedback on:

1. Issue 3811, Publication 553, Highlights of 2005 Tax Changes-

Emilio Cecchi, Chair of the Forms and Pubs subcommittee, shared that there had been some questions about the support of a child referenced in the draft recommendation, and that the panel had agreed to delete the recommendation that referenced it. Panel agreed by consensus to send the revised proposal to the Quality Review Team and then that it be forwarded to the IRS Program Owner by the TAP staff, providing that the committee is kept informed and sees the final product before it is sent.

2. Issue 3905, Publication 17- the directions on this was to review Pub 17, specifically the on-line publication, and provide any comments you may have on it. This led to discussion among the panel members and Sandy Kopta. Highlights of discussion:

- o Obtain feedback from users specifically from the electronic version.
- o Perhaps this should be broken down to chapters.
- o Review IRS' updated version of Pub 17 on CD-Rom.
- o Increase search capability.
- o There is a cost for producing the CD-Rom's.
- o Committee agreed by consensus to draft recommendation/proposal to the IRS, requesting that Pub 17 be advertised and solicit input from users during the tax season. Emilio will create the first draft and send to Inez who will forward to the Quality Review Team.

3. Issue 3766- W-4 & W-4P - For the record, Emilio Cecchi stated that this issue is closed and no further action is required. (Gim Hom and Harvey Epstein had brought up some additional information that has since been handled by the TAP Area 1 Committee.)



Emilio Cecchi stated that there will be no sub-committee meeting planned in between meetings and "We will see each other in D.C. in June."

#### **Forms & Publications Program Owner's Guidance**

Sue Sottile expressed her appreciation to the TAP Ad Hoc Committee for their feedback so far. She shared that at a later date, they will be working with taxpayers on obtaining feedback on the new Innocent Spouse Form. The committee will be kept informed.

Ms. Sottile also mentioned that at the upcoming face-to-face meeting in D.C., the committee will be asked to "Review 1040". Sottile's staff is making major revisions to the form.

Filing Season Readiness is still being addressed by the IRS Program Owner(s).

#### **MLI Needs Assessment Updates**

MLI Program Owner(s) were not present on this call. Willy Nordwind, MLI Needs Assessment subcommittee chair requested that staff inquire on the status of the information promised by Marilyn Correa during their last teleconference. He would like to know what are the next steps for the subcommittee prior to the face-to-face meeting. MLI Surveys are not complete.

#### **Members Comments**

Gim Hom had general questions to Sue Sottile on whether the recent tax law changes extending capital gains and the AMT would have an impact on forms and pubs. Sue Sottile promised to send to Inez the PowerPoint on Tax Law changes.

Some members needed to share their travel plans for the upcoming face-to-face meeting, and it was agreed that these individuals would stay on the line after the call in order to share this information with Inez.

#### **Public Input**

None.

#### **Summary of Action items prior to next month's meeting:**

- Inez is to draft a response to Issue 3813, Form 8857, Request for Innocent Spouse Relief, on behalf of the panel and circulate draft letter and obtain consensus before it is elevated to the program owner.
- Sottile/Staff to introduce "Reviewing the 1040" project at the June 15-17, 2006 face-to-face meeting in D.C.
- Issue 3811, Pub 553, revised proposal to be reviewed by the Quality Review Team and shared with the entire committee prior to elevating to the IRS Program Owner by the TAP Staff.
- Follow-up be made by the TAP Staff with the MLI Program Owners requesting direction, information and next steps.
- Issue 3905, Pub 17, Emilio Cecchi is to draft proposal and send to Inez who will send to the Quality Review Team.
- Inez is to forward the PowerPoint on Tax Law Changes to the committee once received from the Director of Tax Forms and Pubs.



**Closing Assessment/Questions & Answers**

DFO Nicholas related message from Nancy Ferree to all: There will be NO June 8th teleconference meeting since the committee will be having their face-to-face meeting during the following week.

Acting Chair Bates thanked DFO Nicholas for participating on this call and adjourned the meeting.

**Next Meeting: Face-to-Face: June 15-17, 2006 in Washington, DC:**

Thursday, June 15, 2006, 1:30 PM – 5:00 PM & on

Friday, June 16, 2006, 8:00 AM – 4:30 PM

@ The IRS Federal Building, 1111 Constitution Avenue NW, Room 6718, Washington, DC 20224-

\*Information regarding Security has been shared via emails

Saturday, June 17, 2006, 8:00 AM – 11:30AM

@One Washington Circle Hotel

One Washington Circle NW-Zenith Conference Room

Washington, DC 20037

Certification: These minutes were approved by consensus by the TAP Ad Hoc Committee on: June 15, 2006.



**Taxpayer Advocacy Panel  
Ad Hoc Teleconference  
April 13, 2006  
2:00 PM**

**Designated Federal Official (DFO)**

- Nancy L. Ferree

**Members Present**

- George Bates, Jr., Great Falls, MT, Vice Chair
- Emilio Cecchi, North Bethesda, MD
- Margaret Ferguson, Vista, CA
- Gim Hom, Acton, MA
- Patrice Marker, Davie, FL, Chair
- Willy Nordwind, Scottsdale, AZ
- Ralph Rivera, Garland, TX

**Members Absent**

- Rashidah Abdulhaqq, Cleveland, OH
- Larry Combs, Yuba City, CA
- JoAnn Davis, Scott Depot, WV
- Dorothy Havey, Lincolnville, ME
- Donald Miller, Loudon, TN

**IRS Program Owner(s)**

- Marilyn Correa, Multilingual Initiative (MLI)
- Bob Erickson, Tax Law Specialist, Tax Forms and Publications
- Sue Sottile, Director, Tax Forms and Publications
- Sharese Stevens, Multilingual Initiative (MLI)

**Staff Present**

- Inez E. De Jesus, TAP Program Analyst & Note Taker
- Sandra Ramirez, TAP Program Manager, Brooklyn, NY

**Roll Call**

Quorum= 7 was met.

**Welcome and Announcements**

Chair Patrice Marker opened the meeting by welcoming everyone and announced that Vice Chair George Bates Jr. will preside as chairperson during next month's meeting on May 11, 2006, since she will be attending her area committee's face-to-face meeting. DFO Nancy Ferree will also not be available since she too will attend the same meeting.

**Review and Approve Minutes of March 9, 2006**

These minutes were approved by consensus.



### **MLI's Needs Assessment-Guidance from MLI Program Owners**

Sharese Stevens, MLI Policy Analyst, participated on this call in order to provide some background and guidance on the MLI Limited English Proficient (LEP) Needs Assessment Project.

She started by sharing some history on what the prior TAP MLI Issue committee had done. Since the IRS has addressed Spanish LEP's needs already, studies have indicated that the next group that should be addressed is the Asian taxpayers. The prior TAP members had conducted surveys in the States where they resided. Tennessee was the only one whereby responses were received. The prior MLI Chair attempted to contact an umbrella organization in Indiana but it did not work out.

Stevens also explained OMB (Office of Management & Budget) requirements if we are going to impact more than 9 persons; TAP is exempt from this OMB requirement.

Stevens suggested that the Ad Hoc MLI sub-committee review the "TAP Team #1 LEP Needs Assessment, 2005 Asian LEP Needs Assessment Report" PowerPoint presentation and **look at the feedback received; what recommendations can this committee make to the IRS on this particular targeted population. What else can the IRS do to meet the needs of these taxpayers?** In the past, it has been learned that lots of folks rely on their churches as a good vehicle for them to get information.

The current LEP Needs Assessment Report is incomplete; there is no information on Vietnamese and Chinese populations. The five top languages are Spanish, Chinese, Korean, Vietnamese and Russian.

The chair inquired if there was a need to do more surveys? Stevens responded that we should look at what's available now. All agreed that there are big communication needs that need to be addressed. The current sub-committee members reside in Ohio, Arizona, and Maine. Willy Nordwind is the team leader.

It was agreed that Marilyn Correa will proceed to work with the Ad Hoc MLI Sub-Committee and a meeting with Sharese Stevens will be coordinated.

### **Committee's Feedback on:**

Emilio Cecchi, Ad Hoc's Tax Forms and Publications team leader opened this portion of the meeting by thanking both Bob Erickson and Sue Sottile for their participation during the last subcommittee teleconference meeting. He then proceeded to discuss the following forms and publications that have been placed in the "Referral format"

1. Publication #1, Your Rights As A Taxpayer- the entire committee agreed by consensus that they were in agreement with the summary review of this publication and that it was ready for referral to the IRS but beforehand the Ad hoc's Quality Review team composed of JoAnn Davis and Margaret Ferguson would need to review.
2. Publication 553, Highlights of 2005 Tax Changes- during the discussion, there were objections to "Proposed Solution # 6" and the entire committee agreed by consensus that this needed to be reviewed again by the Tax Forms and Publications sub-committee for clarification.
3. Publication 4492, Information for Taxpayer's Affected by Hurricanes Katrina, Rita, and Wilma- the entire committee agreed by consensus that they were in agreement with the summary review of this publication and that it was ready for referral to the IRS but beforehand the Ad hoc's Quality Review team needed to review it.
4. Innocent Spouse Form 8857- the entire committee agreed by consensus that they were in agreement with the summary review of this form and that it was ready for referral to the IRS but beforehand the Ad hoc's Quality Review team needed to review it.
5. Filing Season Products- these are all of IRS forms and publications that are used during the filing season and it will be an active and on-going project. Members were advised to "be on the alert".





A suggestion was made that the Referral Form should show how the form or publication was before the proposed change, how it should be changed and why.

**Forms and Publications Program Owner’s Guidance**

Sue Sottile and Bob Erickson requested that this committee review Publication 17, Your Federal Income Tax Guide. The previous Ad hoc committee had worked on this publication and had made a set of recommendations to the IRS. Sottile suggested that the progress be reviewed. A sub-committee call will be coordinated by the TAP staff.

This will be a new issue for this committee, Review Pub 17. Program Analyst is to compile background information, and share this information with the Tax Forms and Pubs sub-committee.

**“Draft” Ground Rules**

There were no objections and these ground rules will be adopted by this committee.

**Members’ Comments**

Margaret Ferguson announced that she has a new email address.

Gim Hom inquired about the concerns that Harvey Epstein, Area 1 Panel Member, had concerning W4 & W-4P issue. This committee has responded back to the Director of Tax Forms and Publications by agreeing to add on Form W-4, under “Purpose” “File the Form W-4P to adjust your withholding from pensions.” Bob Erickson shared that he had spoken to Harvey Epstein and the under withholding by individuals with both wages and pension income issue and Pub 519. This is being addressed by the Area 1 committee.

**Public Input**

None.

**Closing Assessment/Q&A**

Chair Patrice Marker reminded everyone that George Bates Jr., will be chairing next month’s meeting, and she made herself available in case he has any questions or concerns.

**Summary of Action items:**

- MLI Needs Assessment sub-committee (Nordwind, Abdulhaqq, and Havey) to follow-up with the MLI Program Owners to address the next steps.
- Quality Review Team Members Jo Ann Davis and Margaret Ferguson are to review the Referrals regarding Pub 1, Pub 4492, and Form 8857. Once this is done, Inez will make the changes if any and submit to the chair. Referrals are to be sent to the Tax Forms and Publications Director with a copy to the Joint Committee.
- The Ad Hoc Tax Forms and Pubs sub-committee is to clarify Referral regarding Pub 553 and report back to the entire committee. (Cecchi, Combs, Hom, Miller, and Rivera)
- New Issue: Review Pub 17 will be processed as per TAP procedures and shared with the entire committee.
- “Draft” Ground Rules will be finalized and shared with all by Inez.

Chair adjourned the meeting.

Next teleconference meeting: May 11, 2006 at 2:00 PM ET, Same Dial-in Number

Certification: These minutes were approved by consensus by the TAP Ad Hoc Committee on May 11, 2006.



**Taxpayer Advocacy Panel  
Ad Hoc Teleconference  
March 9, 2006**

Chair, Patrice Marker, opened the meeting.

**Panel Members Present**

- Rashidah Abdulhaqq, Cleveland OH
- George Bates, Great Falls, MT, Vice-Chair
- Emilio Cecchi, N. Bethesda, MD
- JoAnn Davis, Scott Depot, WV
- Margaret Ferguson, Vista, CA
- Dorothy Havey, Lincolnville, ME
- Gim Hom, Acton, MA
- Patrice Marker, Davie, FL, Chair
- Donald Miller, Loudon, TN
- Willy Nordwind, Scottsdale, AZ

**Absent**

- Larry Combs, Yuba City, CA
- Ralph Rivera, Garland, TX

**Staff Present**

- Nancy Ferree, DFO, TAP Manager
- Inez De Jesus, TAP Analyst
- Sandra Ramirez, TAP Manager

**Program Owners Present**

- Sue Sottile, Chief, Tax Forms and Publications, W&I Liaison
- Robert A. Erickson, Tax Law Specialist

**Quorum**

There is a new quorum for this committee as Jose Irizarry resigned on March 8, 2006. The new quorum is 7 (50% of 12= 6 plus 1= 7).

**Review of prior minutes**

Accepted by consensus.

**Prior meeting survey**

Please refer to TAPSpeak for a copy of the survey. Completing the survey helps the leadership and staff conduct the best meeting possible.

**MLI Needs Assessment Initiative**

Nancy reported on a meeting with the MLI program owners in which a project was presented for the MLI sub-committee to work. Copies were sent to everyone on the committee. (Nordwind, Havey, Abdulhaqq) When the program owners are back in the office (after March10) we will set up a



conference call to receive direction from the MLI staff. This report is also on TAPSpeak. The project needs to be completed by the new members.

### **Program Owners Present**

Sue Sottile, Chief, Tax Forms and Publications and Robert (Bob) A. Erickson, Tax Law Specialist, are on today's call. Bob mentioned the question regarding the W-4 ignoring pension income brought to this committee by Area 1. Internal Revenue Code Section 3405 specifically requires pension income to have taxes withheld. W-4P is the form for this purpose. The recipient can opt out for withheld taxes. The W-4P has many complicated items on it. It is very highly technical. There may be a concern that someone may be under-withheld by not having pension income included on the W-4. A suggestion may be to add the sentence under **Purpose**: "File the Form W-4P to adjust your withholding from pensions" to the W-4. This will alert those who have pension income. Taxpayers who have regular income and pension income will need to file W-4 and W-4P. Mr. Erickson mentioned that some individuals have suggested the W-4 and W-4P be combined, but there are not enough people and it would greatly complicate both forms to attempt to combine them. These forms are already complicated and combining them would make it worse. Mr. Erickson reiterated that what is lacking is a reference to the W-4P on the Form W-4. Everyone agrees this remedy would be a great improvement. A letter will be prepared, recording the suggestion and remedy, and routed through the joint committee thanking the Area 1 and Ad Hoc committee for working with the Tax Forms and Pubs on this issue.

Sue Sottile mentioned they are working with a separate group on revamping and revising the **Innocent Spouse Form 8857**. They will be focus testing the form next month, and would like to include the Ad Hoc committee in that focus group testing. Everyone agreed.

They are also very interested in the committees' feedback on the **Filing Season Products** for this years' filing season. **Pub 4492** was created to address the hurricane relief act and would like feedback on it, and/or **Pub 553**, Newly enacted legislation and regulations for 2005 and 2006, (It should be on line by next week). and the **Disaster Kit for Individuals and Businesses**. A review of these pubs would be appreciated. Feedback can be forwarded to the program owners thru the TAP staff. All feedback will be recorded and copied to the Joint Committee. This will be an item for the next month's agenda.

Panel members can secure the above forms or if there is a problem getting the forms for review, please contact the TAP staff for assistance. The staff agreed to issue an email for guidance on securing all the above forms.

### **Update on Face to Face Meeting**

Inez presented an update of the face to face meeting to be held in June 2006. Travel days are the 15th and the 17th. There may be a few exceptions for those who cannot get to the location on the same day as the meeting start. Willy Nordwind provided information on a Scottsdale, AZ location which will accommodate the group. Further information will be forthcoming. Jenny Reyes, TAP secretary, will begin travel arrangements about 30 days prior to the event. Anyone with questions regarding travel can contact Jenny at 954-423-7974 954-423-7974 . Inez will contact the hotel to firm up the rooming list. It was suggested that the committee have a group dinner at least one night. Everyone agreed. Willy will look for a restaurant that will accommodate the entire committee.

Emilio asked about Pub 1 update. No one had additional information, but the TAP staff will check on the status and get back to the committee. Nancy will check with the TAP director to see what the committee needs to do about this publication.

### **Public Input**

No public present.



### **Telephone Etiquette**

A reminder was mentioned regarding using cell phones for teleconferences. A suggestion was made to use regular telephones instead of cell phones to eliminate static and background noise.

### **Closing**

The Forms and Pubs and MLI sub-committees have work to do now. If the sub-committees need to meet, they can use their telephone calling cards to set up those teleconferences. Patrice suggested that sub-committees select a leader to head up the sub-committees.

MLI Sub-Committee- Willy Nordwind volunteered to lead this committee.

Tax Forms and Pubs- Emilio Cecchi volunteered to lead this committee.

### **Meeting satisfaction survey**

Please fill out the meeting survey and send back to Inez De Jesus. The survey helps us make the meetings more effective and efficient.

The next meeting is April 13, 2006 2pm eastern time.

Certification: These minutes were approved by the TAP Ad Hoc Committee on April 13, 2006 by consensus.



**Taxpayer Advocacy Panel  
Ad Hoc Teleconference  
February 16, 2006**

**Designated Federal Official**

- Nancy L. Ferree

**Members Present**

- Rashidah Abdulhaqq, Cleveland, OH
- George Bates, Jr., Great Falls, MT, Vice Chair
- Emilio Cecchi, North Bethesda, MD
- Larry Combs, Yuba City, CA
- JoAnn Davis, Scott Depot, WV
- Margaret Ferguson, Vista, CA
- Gim Hom, Acton, MA
- Patrice Marker, Davie, FL, Chair
- Donald Miller, Loudon, TN
- Willy Nordwind, Scottsdale, AZ
- Ralph Rivera, Garland, TX

**Members Absent**

- Dorothy Havey, Lincolnville, ME
- José Irizarry, San Juan, PR

**IRS Program Owners**

- None

**Staff Present**

- Inez E. De Jesus, TAP Program Analyst and Note Taker

**Welcome & Announcements**

Chair Patrice Marker opened the meeting by welcoming everyone.

**Roll Call**

Quorum of 50% plus one was met (8); 11 members were present.

**Review minutes of December 20, 2005 & January 11, 2006 for vital information**

DFO Nancy Ferree informed everyone that these minutes are posted on TAP Speak and since the January meeting in DC was an administrative meeting, these do not fall under the FACA (Federal Advisory Committee Act) guidelines. If panel members have any suggestions for changes to these minutes, they are to bring them to her attention.

**Program Owner's Reports**

**a) Multilingual Initiative (MLI) Issue(s)**

None at this time.



b) Forms and Publications

None at this time.

c) Publication 1-Your Rights as a Taxpayer

None at this time.

d) Systemic Advocacy

None at this time.

**Requests from the IRS**

None at this time.

**Ad Hoc's Editing Sub-committee**

Margaret Ferguson and JoAnn Davis volunteered during the annual meeting to write and edit reports/proposals for this committee when the opportunity arises.

**Decide on Location for Face-to-Face Meeting: June 15-17, 2006 (travel June 14th)**

Program Analyst Inez E. De Jesus shared that she had done a cost estimate for the cities that this panel had shown an interest in holding their face-to-face meeting on the dates indicated above.

Results from the lowest to the highest cost are Phoenix, Atlanta, Denver, Chicago, and San Diego.

**Decision:** Committee agreed on **Phoenix/Scottsdale**; Willy Nordwind volunteered to assist the analyst with the logistics. They will be working together on this and will keep the panel informed of their findings.

**Define Roles of Sub-committees**

DFO Ferree briefly shared what the expectation was of sub-committee work once they start receiving direction from the IRS program owners. Most of the work is done within the sub-committee(s) which report back periodically to the entire panel. Materials and information will be sent primarily by email and/or placed on TAP Speak.

During the annual meeting in DC, January 2006, the following subcommittees were created for this committee with the following volunteers:

Multilingual Issues/MLI Needs Assessment

- Rashidah Abduhaqq
- José Irizarry
- Dorothy Havey
- Willy Nordwind

TAP & Tax Forms & Pubs/Publication #1-Your Rights as a Taxpayer

- Larry Combs
- Gim Hom
- Ralph Rivera
- Emilio Cecchi
- Don Miller



Systemic Advocacy (SAMS)

- Assigned as needed

Editing Subcommittee:

- Margaret Ferguson
- JoAnn Davis

**Next Steps: Input from each Sub-committee (Goal-setting)**

Not at this time.

**Members' Comments**

Concern and frustration was expressed since the IRS Program Owners were not on this call to provide guidance to this committee. A request was made that if they cannot attend can they put their request/information in writing. Larry Combs stated that he will be sharing this with the TAP Director Bernie Coston on their next scheduled teleconference meeting.

Members were reminded to fill out the meeting satisfaction survey and to submit it directly to Inez who will consolidate the results and share this information with the entire panel.

**Public Input**

None.

**Follow- up Action(s) required on the following issues:**

- Ferree will be following up with the IRS Program Owners to ensure that there is representation during next month's call or direction from them via email.

**Closing Assessment**

Analyst De Jesus shared that on February 8th, an email was sent to the IRS program owners as a reminder of today's call.

George Bates and Margaret Ferguson shared that they are experiencing problems with TAP Speak. Gim Hom shared the following link which he uses when he has experienced problems:

<http://tapspeak.fedworx.org/irs/tapspeak.nsf/MainMenu?OpenForm>

Both Nordwind and Combs shared that they will not be present during next month's call due to other commitments.

Chair adjourned the meeting.

**Please note:** Next Teleconference Meeting: March 9, 2006 at 2:00 PM, dial-in information will remain the same until further notice.

\*These meeting minutes were approved by the TAP Ad Hoc committete, by consensus on March 9, 2006.