



2007 Meeting Minutes Ad Hoc Issue Committee Meetings

- December 13, 2007
 - November 8, 2007
 - October 11, 2007
 - September 13, 2007
 - August 9, 2007
 - July 12, 2007
 - June 13 - 15, 2007
 - May 10, 2007
 - April 12, 2007
 - March 8, 2007
 - February 8, 2007
-

**Taxpayer Advocacy Panel (TAP)
IRS Forms & Publications/Language Services**

Meeting Minutes

**Committee's Face-to-Face Meeting in DC
Fairmont Hotel –Lindens Conference Room
December 13, 2007, 9:15 am – 12:30 pm**

Designated Federal Official (DFO)

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

Members Present

George Bates Jr.
Kimberly Brown
Margaret Ferguson
Joseph Holley
Gim Hom
Louis Kapugi
Jeff Kennedy
Lev Martyniuk
Alberto Rodriguez
Richard Waterman
Kenneth Wright

Members Absent

Christopher Freeman
Howard Guthmann
Reagan Lynch

Staff Present

Anita Fields, Secretary
Nancy Ferree, DFO



Guest(s) Present

Marilyn Correa, Acting Chief, MLI Strategy Office
Maritza Rabinowitz, MLI senior Analyst
Patty Wagner
Carole A. Barnette

Welcome & Roll Call/Quorum

Nancy Ferree opened the meeting welcoming all returning and new members to the Tax Forms and Pubs/Languages Services (TFP/LS) Issue Committee meeting. Roll Call was taken and Quorum was met.

Announcements & Introduction of Members & IRS Leadership Team

All members introduced themselves.

Approve Minutes of November 8, 2007

The minutes were approved as written by consensus.

Ad Hoc's 2007 Accomplishments

Translated brochure into Spanish to go along with inter-active CD for our Spanish speaking population. The TAP MLI subcommittee was very instrumental in making this happen. Carole Barnette stated that Tax Forms and Pubs office is really pleased with the work of the Ad Hoc committee. She reviewed the amount of help that the TAP provided. The reviewing of pubs, reviewing of forms, Pub 553 and 600 and the 1040 instructions.

Election of Committee's Chair & Vice Chair

Alberto Rodriguez has been elected as the Chair and Kenneth Wright was elected as Vice Chair.

**Confirm Teleconference Meeting Dates, Times and DC Face-to-Face Meeting(s) for 2008 - *
Also seek guidance from IRS Leadership on Face-to-Face Location**

Teleconference meeting has been scheduled for the first Tuesday of every month at 2pm EST. Beginning February 5, 2008. The Face to Face is scheduled for June 11-13 2008 in Washington, DC.

Establish Quorum and Discuss Consensus

Quorum has been established as greater than 50%. Consensus has been discussed and understood.

Presentation by IRS Leadership on Plans for 2008

Carole Barnette presented to the committee the Tax Product Development Cycle and explained how it worked. She shared that the next product is the 1040EZ instructions. Patty Wagner asked the committee to look at Pub 560 retirement plan and Pub 590 IRA and the 1040EZ instructions and would like to have something back by June 2008.

Maritza is looking at what messages they are lacking in the Spanish brochures and instructions. What English products that will need to be developed in Spanish. If there is any outreach material that we want to be translated in different languages. Language Services Branch would also like for the committee to look at the English irs.gov website and compare it to the Spanish irs.gov website to see what can possibly be changed or improved for the Spanish website.

Patty Wagner discussed the process on how new forms and pubs issues are to be handled with the Tax Forms and Pubs Program Owners.

Review and approve Issue 4270 on Form 8850

Alberto Rodriguez will follow-up with Chris Freeman and provide feedback to the rest of the committee.



MLI Brainstorm Session on Ways to Provide Input to the IRS

Al Rodriguez asked in what ways the TAP can provide input to the IRS as far as MLI is concerned. Maritza wanted Al to clarify what was meant by providing input. Al indicated TAP would like for MLI to assist with ideas on issues or assignments the TAP members would be able to work on. Maritza also stated that MLI would like to hear about any issues concerning MLI, therefore if the TAP observes or hears anything to please bring it to her attention.

Assign Sub-committees

The committee has decided to assign subcommittees as work comes in.

Begin Work on New Projects

Richard Waterman, Kenneth Wright, Jeff Kennedy and Joe Holley have volunteered to work on Pub 560 Retirement Planning with Richard Waterman as the lead. Louis Kapugi, George Bates, Margaret Ferguson, Gim Hom and Lev Martyniuk have volunteered to work on Pub 590 IRA with Louis Kapugi as lead.

Discuss Ad Hoc Committees

It was discussed how Tax Forms and Pubs Issues will flow that come in from area committees. It was confirmed that as they come in they will go from Inez DeJesus to Patty Wagner, then back down to Inez.

Confirm First Teleconference for 2008

Next meeting is confirmed for February 5, 2008 at 2:00 pm EST.

Meeting Adjourned

Meeting was adjourned at 12:00 pm.

***Certification: These minutes were approved by the committee by consensus on 5 February 2008.**



**TAP AD HOC Committee Meeting
November 08, 2007**

DFO:

- Nancy Ferree, Program Manager(DFO), Plantation, FL

MEMBERS PRESENT:

- Mary Armstrong, Pensacola, FL
- Kimberly Hudson-Brown, Blakeslee, PA
- Chris Freeman, Chaska, MN – Vice Chair
- Margaret Ferguson, Vista, CA
- Gim Hom, Acton, MA
- Mary Ann Lawler, Dearborn, MI
- MJ Lee, Portola Valley, CA – Chair
- Alberto Rodriguez, Miami, FL
- Patrice Marker, Davie, FL
- Kenneth Wright, Ashland, MO

MEMBERS ABSENT:

- George Bates, Great Falls, MT
- William Yaeger, Alexandria, VA

STAFF:

- Maritza Rabinowitz, MLI Senior Analyst
- Sue Sottile, Director of Tax Forms and Pubs
- Bob Erickson, Sr. Technical Advisor, Tax Forms and Pubs
- Inez DeJesus, Program Analyst, Plantation, FL
- Anita Fields, TAP Secretary-note- taker, Plantation, FL

GUEST:

None Present

Welcome / Review Agenda / Introductions

Chair MJ Lee welcomed everyone and reviewed the agenda. She thanked everyone for their contributions this year. The staff has been really great and it has shown in the self-assessments. She also wanted to thank Sue Sottile and Bob Erickson for their dedication and willingness to work with Ad Hoc. MJ stated that she believes that Bob and Sue have found the formula for Ad Hoc to help them and hopes that spreads through other IRS and TAP relationships.

Margaret Ferguson and others stated that they feel they had a good Chair.

Roll Call

Anita Fields performed a roll call of attendees. Quorum of 7 was met.

Approval of Previous Meeting's Minutes

The committee approved by consensus the minutes for October.



Approve Ad Hoc Report on Issue 4441 "Pub 553 Printed or On-line for 2007"

Chris Freeman informed the committee that he submitted the report pending formal approval at this meeting. The Ad Hoc Committee approved it by consensus. Sue Sottile thanked the committee for the quick turn around. What they are going to do this year is offer paper but in a reduced amount. Because of potential last-minute AMT legislation, taxpayers will be advised to go to the forms for the latest info instead of Pub 553, since 553 is always one of the last pubs issued. Ad Hoc input helped cement their decision not to go all electronic, and she will send this feedback to the committee in writing, to close the loop.

Mary Ann Lawler shared that Area 4 had elevated Issue 05-020 Current Tax Forms and Instructions Availability, which included a suggestion that all current tax forms and instructions be made available at the TACs by printing at a computer, but Sue Sottile's response did not address this recommendation. The IRS stated that they do not have the funds or the space to stock all 850 forms and pubs. Field assistance has mandatory and optional stocking lists, and each TAC determines what to keep in stock, based on demand. The IRS feels that the taxpayer can request forms via the toll free number or print them on-line.

Form 8850 (Pre-Screening Notice and Certification Request for the Work Opportunity Credit)

Chris Freeman promised to have the final product available and ready for review by next meeting. This will be an agenda item for the December 13th meeting in Washington, DC.

Update from Tax Forms & Pubs Office

Bob Erickson informed that Congress is working on legislation to increase the Alternative Minimum Tax (AMT) exemption amount so that 25 million people don't owe AMT. Bob expects this to be passed around late December. If so, it will take 10 weeks from the date legislation is enacted before the IRS can process returns, and efile will not be available during that time.

Sue Sottile informed that the 1040 is posted on irs.gov and it just went to the printers.

Finish Discussion-- Process for requests requiring quick turnaround

Nancy Ferree stated that the current process for quick turnaround requests, where a subcommittee drafts a final response, is fine as long as the Issue gets on the next meeting's agenda and the entire committee has the opportunity to agree on the finished product submitted. This satisfies the Federal Advisory Committee Act (FACA) guidelines.

Update from MLI Program Owner

Maritza stated that she would like to thank M.J for having a conference call on Monday, because it gave her a better idea of what issues MLI had with the DVD. Maritza stated that they will attend the meeting in December and give an update on the DVD and also inform the committee on other areas TAP can assist MLI. She also thought it would be a good idea to get feedback on what areas you think would have an impact as far as working with MLI and providing them with assistance.

Sue Sottile added that she is now the executive that is responsible for the Language Services Office which is going to be created by merging Multi Lingual Strategy with the Virtual Translation Office. She thinks that will be a great opportunity for TAP to be briefed on what the plans are and to have an input as the organization is being built, along with feedback on the products and services. The DVD is going offline for now due to issues with the contractor.

Annual Assessment of Ad Hoc Committee

MJ stated that she sent out the annual assessment and will resend it to those who have not replied. She would like them returned by 21 November 2007.



Preparation for Ad Hoc F2F at Annual Meeting

Nancy Ferree stated that they are now working on the agenda for the Face to Face Annual meeting. In the next couple of weeks we are going to ask existing committee members if they are interested in staying on the Ad Hoc Issue Committee next year. The new members are assigned to an issue committee during their first year on TAP. Returning members get to choose and switch if they wish to. MJ will ask Bill Yaeger to arrange an Ad Hoc dinner.

Closing—Meeting Survey reminder

MJ Lee wanted to acknowledge that this is Mary Ann Lawler's last issue committee meeting and we want to thank her for her service. She also reminded everyone to please complete their meeting survey and get it in. Meeting Adjourned.

Next meeting: F2F at Annual Meeting Thursday December 13, 2007 9:15am-12:30pm.

These minutes are scheduled to be approved at our next meeting.

Certification: These minutes were approved by the TAP Ad Hoc Committee by consensus on December 13, 2007.



**TAP AD HOC Committee Meeting
October 11, 2007**

DFO:

- Inez De Jesus, Program Analyst (Acting DFO), Plantation, FL

MEMBERS PRESENT:

- Mary Armstrong, Pensacola, FL
- George Bates, Great Falls, MT
- Kimberly Hudson-Brown, Blakeslee, PA
- Chris Freeman, Chaska, MN – Acting Chair
- Margaret Ferguson, Vista, CA
- Gim Hom, Acton, MA
- Alberto Rodriguez, Miami, FL
- William Yaeger, Alexandria, VA

MEMBERS ABSENT:

- Mary Ann Lawler, Dearborn, MI
- MJ Lee, Portola Valley, CA – Chair
- Patrice Marker, Davie, FL
- Kenneth Wright, Ashland, MO

STAFF:

- Marilyn Correa, Acting Chief, MLI Strategy Office
- Maritza Rabinowitz, MLI Senior Analyst
- Sue Sottile, Director of Tax Forms and Pubs
- Anita Fields, TAP Secretary-note-taker, Plantation, FL

GUEST:

None Present

Welcome / Review Agenda / Introductions

Acting Chair Chris Freeman welcomed everyone and reviewed the agenda.

Roll Call

Anita Fields performed a roll call of attendees. Quorum of 7 was met.

Approval of Previous Meeting's Minutes

The committee approved by consensus the minutes for September.

Update from MLI Program Owner

Sue Sottile introduced the new Acting MLI Program Owner Marilyn Correa and new Acting MLI Senior Analyst Maritza Rabinowitz. Sue Sottile informed the committee that she will be giving 100% commitment. She also stated that she wants the continuing participation of the Ad Hoc Committee and that she is always available to assist or guide the committee.



Maritza Rabinowitz informed the committee that she is trying to get a status from the contractors. She will inform the committee once she receives an answer back from the contractors. She is looking forward to receiving feedback from the subcommittee before the DVD goes into production. She also let the committee know that since she is in the Florida area she is looking forward to working and meeting with members of the staff and committee members that are also located in the area.

Al Rodriguez stated the committee made some suggestions referencing the DVD in DC in June, and was informed that once the DVD went to the contractors there were no changes allowed. He is glad to hear that Maritza mention that they are looking for changes or improvements that would improve the DVD.

Marilyn came back with what she heard Maritza say was that the input that you all gave was used in this production. We are assuming that the recommendations that you all made is being used with this DVD. She also stated the first person that is going to receive this DVD is the TAP. Marilyn also stated that she acknowledges TAP's work from the past, and she and Maritza are looking forward to be working with TAP.

Next Steps for MLI Subcommittee

Bill Yaeger expressed his concern about the loss of credibility with potential clients that were set up to test the DVD since there had been changes to the dates that the DVD would be made available for testing. Yaeger asked the MLI Program Owners, "What would you like this committee to do at this time?" Maritza responded that she understood that once the DVD was available she would share it with the Ad Hoc MLI subcommittee before it is distributed to the public. Bill Yaeger shared some background information on how it was supposed to work. Maritza promised that she is committed to keeping this committee informed and the committee expressed that there be better communication than there has been in the past. Due to time constraints, a subcommittee teleconference may be scheduled to continue the dialogue that was going on if there is a need to do so. Sue Sottile also gave her commitment to keeping this committee informed of realistic timeframes.

Discuss Pub 553, Highlights of 200X: Printed or Online for 2007—New Issue

Sue Sottile is interested in whether or not the product is being used? Based on legislation in December, Pub 553 is historically late for publishing and March is too late for having this pub available for the public. Would having this publication made as a living document and available on line be beneficial to our taxpayers? Sue Sottile believes that March is too late to post the document. She would like to post the changes to the website as the law changes.

William Yaeger agrees with Sue Sottile except that some people do not have access to the internet.

Sue Sottile would like to have an answer back by October 19, 2007.

A subcommittee was formed to work on Pub 553 which consists of Mary Armstrong, Kimberly Brown, William Yaeger and Chris Freeman. They will schedule a teleconference in order to address this new issue and respond back timely to Sue Sottile.

Finish Discussion-- Process for requests requiring quick turnaround

This will be tabled for next month's call, awaiting Designated Federal Official and Chair's return from the Joint Committee's face to face meeting.

Update on TAP elections

The goal this year is to have the TAP elections for the Chair and Vice Chair to be done prior to the annual meeting. If anyone is interested please send your self-nomination to Bob Meyers and also copy your Area Chair.

Who's returning to Ad Hoc

Bill Yaeger, Al Rodriguez, Kim Brown and George Bates



What do we need to do for the last Ad Hoc teleconf for 2007?

Since there were no responses, Inez requested that they let Chair MJ Lee know of any suggested agenda items for the November 8th call.

Closing—Meeting Survey reminder

Chris Freeman reminded everyone to please complete their meeting survey and get it in. Meeting Adjourned.

Next meeting: November 8, 2007 2:00 ET Teleconference

These minutes are scheduled to be approved at our next meeting

Certification: These minutes were approved by the TAP Ad Hoc Committee by consensus on November 8, 2007.



**TAP AD HOC Committee Meeting
September 13, 2007**

DFO:

- Sallie Chavez, Program Analyst(Acting DFO), Plantation, FL

MEMBERS PRESENT:

- Kimberly Hudson-Brown, Blakeslee, PA
- Chris Freeman, Pleasant Hill, IA – Vice Chair
- Margaret Ferguson, Vista, CA
- Gim Hom, Acton, MA
- Mary Ann Lawler, Dearborn, MI
- MJ Lee, Portola Valley, CA – Chair
- Patrice Marker, Davie, FL
- Alberto Rodriguez, Miami, FL
- William Yaeger, Alexandria, VA
- Kenneth Wright, Ashland, MO

MEMBERS ABSENT:

- George Bates, Great Falls, MT
- Mary Armstrong, Pensacola, FL

STAFF:

- Glenn Kirkland, Acting Chief, MLI Strategy Office
- Sue Sottile, Director of Tax Forms and Pubs
- Inez DeJesus, Program Analyst, Plantation, FL
- Anita Fields, TAP Secretary-note- taker, Plantation, FL

GUEST:

- Carole Barnett, Acting Chief, Individual Forms and Publications Branch
- Rick Baker, Chief, Individual Specialty Publications
- Jim Reed, TEGE Forms and Publications

Welcome / Review Agenda / Introductions

Chair MJ Lee welcomed everyone and reviewed the agenda.

Roll Call

Anita Fields performed a roll call of attendees. Quorum of 7 was met.

Approval of Previous Meeting's Minutes

The committee approved by consensus the minutes for July and August.

TAP meeting with IRS Commissioner

MJ Lee talked about her meeting with Acting IRS Commissioner Kevin Brown. Her topic on 2007 TAP projects covered the MLI DVD, Forms & Pubs reviews, and the TAC surveys. She emphasized the



reason these projects are working well is because of the superb partnering relationship that has been established with the Program Owners.

Update from MLI Program Owner

Glenn Kirkland stated that they expect to get feedback from the nationwide Tax Forums. The interactive DVD is being updated, the previous one made reference to 2006 forms and now they are revamping it to add links to the IRS website, therefore it won't be year specific.

Margaret Ferguson stated that at the Forum in Anaheim a lady had two Spanish DVDs and she was just wondering if it is the one Glenn Kirkland spoke of. Sue Sottile replied that it may have been produced by an external assistance group in San Diego. Margaret Ferguson will make contact with this lady next month and give an update on where she received the DVD.

Next Steps for MLI Subcommittee

The DVD will tentatively be ready by the end of September.

ACTION: Glenn Kirkland will assign someone to work with Bill Yaeger and the subcommittee. The subcommittee will resume the line up of ESLs to test the Spanish DVD and review where the evaluation forms should be used.

Update from Tax Forms & Pubs Subcommittee

Sue Sottile thanked the committee for their comments on the 1040 instructions for 2007; she realizes the committee's hard work and it is greatly appreciated. Sue Sottile informed the committee that they are now in the process of working on the 1040 packet and on track with getting it completed. They are including information about the Taxpayer Advocate Service in the 1040 Package. There's no pending legislation and the package will be going to print the end of October.

Kenneth Wright asked a question regarding Qualified Joint Venture. Sue Sottile stated it will be mentioned with the Schedule C instructions. **ACTION: Sue Sottile stated that she will send a copy to Inez DeJesus to forward to Ken then they will have a conference with Bob Erickson to discuss.**

Al Rodriguez and Patrice Marker reviewed and compared the 2007 instructions with the 2006 instructions to ensure that the changes had been made. They proposed that the mention of TAP not be a part of the instructions due to taxpayers flooding TAP with individual issues. **ACTION: Carole Barnett will forward to Inez the first pages of the 1040, which now reference TAS, and if this does not address Area 2's request, then MJ Lee will inform Lyn Sinnamon that Ad Hoc will leave the issue for Area 2 to elevate.**

Approve Ad Hoc recommendations for

Issue 4306-- TETR Response—the committee discussed and approved recommendation.

Issue 4305-- Form 1040 Instructions— The committee discussed and approved the recommendation.

Issue 4270-- Form 8850—Chris Freeman will consolidate the responses and send out for comments. He will have it done within the next couple of weeks.

Discussion Process for Requests Requiring Quick Turnaround

Chair MJ Lee asked the committee if they were in agreement with the recent process that was used when Sue Sottile needed a quick response back. The response was provided timely by the committee and during today's call the recommendations were formally approved. TAP Analyst Inez De Jesus expressed a concern on whether this practice was with the Federal Advisory Committee Act (FACA) guidelines since advice is being provided directly to the agency. Acting DFC Sallie Chavez expressed that proposals/recommendations to the IRS should be approved by consensus before being sent to the Program Owner in an "open meeting" setting.

ACTION: Inez will discuss with the DFO & TAP Program Manager Nancy Ferree upon her



return to the office and further research will be done on the matter and a teleconference will be scheduled with the Ad Hoc Chair for clarification.

Closing—Meeting Survey reminder

MJ reminded everyone to complete and send in the meeting survey.

Closing

MJ informed the committee that she will not be present on next month's call and Chris Freeman agreed to chair the meeting.

Next meeting: October 11, 2007 2:00 ET Teleconference

These minutes are scheduled to be approved at our next meeting

Certification: These minutes were approved by consensus by the TAP Ad Hoc Committee on: October 11, 2007.



**TAP AD HOC Committee Meeting
August 9, 2007**

DFO:

- Nancy Ferree, Program Manager, Plantation, FL

MEMBERS PRESENT:

- MJ Lee, Portola Valley, CA – Chair
- Patrice Marker, Davie, FL
- Alberto Rodriguez, Miami, FL

MEMBERS ABSENT:

- George Bates, Great Falls, MT
- Margaret Ferguson, Vista, CA
- Chris Freeman, Pleasant Hill, IA – Vice Chair
- Gim Hom, Acton, MA
- Kimberly Hudson-Brown, Blakeslee, PA
- Mary Ann Lawler, Dearborn, MI
- Mary Armstrong, Pensacola, FL
- Kenneth Wright, Ashland, MO
- William Yaeger, Alexandria, VA

STAFF:

- Glenn Kirkland, Acting Chief, MLI Strategy Office
- Sue Sottile, Director of Tax Forms and Pubs
- Inez DeJesus, Program Analyst, Plantation, FL
- Anita Fields, TAP Secretary-note-taker, Plantation, FL

Welcome / Review Agenda / Introductions

Chair MJ Lee welcomed everyone and reviewed the agenda.

MJ apologized for attempting to cancel the meeting after it had already been announced in the Federal Register. She assured IRS Program Owners that this did not reflect a loss of willingness to serve by the committee members.

Roll Call

Anita Fields performed a roll call of attendees. Quorum of 7 was not met.

Approval of Previous Meeting's Minutes

Committee could not approve previous minutes because quorum was not met.

Report on MLI Subcommittee

Glenn Kirkland projects that the interactive DVD will be completed and available by early-mid September. The student and instructor guide will be changed to be more usable for mass distribution channels as opposed to ESL distribution. Jen Dewberry is currently on leave and her detailed assignment will be ending at the end of August.



Report on Tax Forms & Pubs Subcommittee

Sue Sottile asked group for feedback on Form 8888 (Direct Deposit of Refund). There was feedback provided to Bob Erickson in June on Form 8888. Sue Sottile will send Nancy Ferree the 1040 instructions to review and would like feedback by the end of August. Al Rodriguez volunteered to head up that project with assistance from Patrice Marker. Ms. Sottile also reiterated her previous request that Area committees working on tax forms and publications work with the Ad Hoc committee so the recommendations are not coming to her from numerous committees. She requests the recommendations to improve tax forms and pubs be elevated thru the Ad Hoc committee. Nancy Ferree said that she will discuss this issue with Bernie Coston.

Sue Sottile requested that the committee review the Telephone Excise Tax Paid (TETR) Form 8913 and provide her with feedback by the end of August. MJ Lee is heading up that effort.

Closing—Meeting Survey reminder

Nancy Ferree reminded members to complete and send in the meeting survey.

Closing

Patrice Marker and Al Rodriguez looked at Form 8850 and instructions (Issue 4270) and provided feedback to Chris Freeman. MJ Lee will talk with Chris and get final answer to Bob Erickson.

Next meeting: September 13, 2007 2:00 ET Teleconference

Certification: These minutes were approved by the TAP Ad Hoc Committee by consensus on September 13, 2007.



**TAP AD HOC Committee Meeting
JULY 12, 2007**

DFO:

- Nancy Ferree, Program Manager, Plantation, FL

MEMBERS PRESENT:

- Mary Armstrong, Pensacola, FL
- George Bates, Great Falls, MT
- Margaret Ferguson, Vista, CA
- Chris Freeman, Pleasant Hill, IA – Vice Chair
- Gim Hom, Acton, MA
- Kimberly Hudson-Brown, Blakeslee, PA
- Mary Ann Lawler, Dearborn, MI
- Patrice Marker, Davie, FL
- Kenneth Wright, Ashland, MO
- William Yaeger, Alexandria, VA

MEMBERS ABSENT:

- MJ Lee, Portola Valley, CA – Chair
- Alberto Rodriguez, Miami, FL

STAFF:

- Bob Erickson, Sr. Technical Advisor, Tax Forms and Pubs
- Glenn Kirkland, Acting Chief, MLI Strategy Office
- Jen Dewberry, Acting MLI Policy Analyst
- Inez DeJesus, Program Analyst, Plantation, FL
- Anita Fields, TAP Secretary-note-taker, Plantation, FL

Welcome / Review Agenda / Introductions

The Vice-Chair Christopher Freeman welcomed everyone and reviewed the agenda.

Roll Call

Anita Fields performed a roll call of attendees. Quorum of 7 was met.

Approval of Previous Meeting's Minutes

Minutes were approved for June 13-15 Face-to-Face meeting. They were approved with minor corrections without objection.

Report on Ad Hoc items and Chair recruitment from Joint Committee F2F on June 25-27

Nancy Ferree was asked to do report in Merijane's absence.

TAPSpace is going to take on a new look. We want all TAP members that will be around for another year or two to start thinking about taking leadership roles.

Nancy thanked committee members for their input and hard work, and we would like for you to consider staying on the Ad Hoc committee. Informed committee if they are interested in taking a leadership role, by signing onto a Joint Committee call is a good experience.



Introduction on Carrie Schaffer's replacement and update on impact MLI Schedule

Carrie Schaffer is on a 4 month detail, so Jen Dewberry will step in and take her place.

Glenn Kirkland does not think that there is an impact on the MLI Schedule.

Nancy Ferree asked about the concern of the Scheduling of the MLI DVD. Glenn Kirkland recalled the issue in D.C. pertaining to question 2.4 Head of Household. He could not fix the question therefore it was eliminated.

Next Steps for MLI Subcommittee

Bill Yaeger posed the question to Glenn Kirkland as to how he wanted the committee to assist in getting the DVD out. Glenn Kirkland stated that emails and phones call went out to members and there was no response, therefore he sent it back to the contractors. He will take any suggestions, but can't ensure they will be used.

Bill Yaeger and Kimberly Brown stated that they did not receive an email from Carie Schaffer.

Update from Tax Forms and Pubs Office

Bob Erickson stated that they are just waiting for the response on the two pubs that we asked you to take a look at. Chris Freeman asked Bob if he wanted Ad Hoc to take a look at Form 8850 and instructions to 8850 (Pre-Screening Notice and Certification Request for the Work Opportunity Credit). Bob Erickson agreed to have the Tax Forms and Pubs Subcommittee to look at the forms and provide feedback.

Approve Ad Hoc recommendations for Pub 553 and Pub 600

The committee agreed to approve recommendations and Inez De Jesus will make a formal forward to Bob Erickson.

Outreach to your Area committees, offering consultations on Forms & Pubs issues

Nancy Ferree mentioned this at the Joint Committee. Most of the area committees disagreed with the offer to turn issue over to the Ad Hoc Committee, but will gladly solicit any help the committee wants to offer. Nancy will discuss partnering at our Staff Annual Symposium.

Closing

Chris reminded everyone to fill out meeting surveys.

Next meeting: August 9, 2007 2:00 ET Teleconference

Certification: These minutes were approved by the TAP Ad Hoc Committee by consensus on September 13, 2007.



**Taxpayer Advocacy Panel (TAP)
Ad Hoc Committee**

**Committee's Face-to-Face Meeting in Washington, DC
June 13 – June 15, 2007**

Meeting Minutes

Wednesday, June 13, 2007

Thursday, June 14, 2007

Friday, June 15, 2007

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

Day #1, June 13, 2007 - State Plaza Hotel, Diplomat Room

Designated Federal Official (DFO)

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

Members Present

Mary Armstrong, Pensacola, FL

George Bates, Great Fall, MT

Kimberly Brown, Blakeslee, PA

Margaret Ferguson, Vista, CA

Christopher Freeman, Pleasant Hill, IA, Vice Chair

Jim Hom, Acton, MA

Mary Ann Lawler, Dearborn, MI

Merijane Lee, Portola Valley, CA, Chair

Patrice Marker, Davie, FL

Alberto Rodriguez, Miami, FL

William Yaeger, Alexandria, VA

Members Absent

Luis Parra, Bronx, NY

Kenneth Wright, Columbia, MO

IRS Program Owner(s)

Carie Schaffer, Multilingual Initiative (MLI) (06/14/07)

Glenn Kirkland, Acting Chief, MLI Strategy Office (06/14/07)

Bob Erickson, Senior Technical Advisor (06/14/07)

Sue Sottile, Director of Tax Forms & Publications (06/14/07)

Guest

Laura Baek, Attorney Advisor, Financial Literacy (06/15/07)

Josh Beck, Attorney Advisor, Financial Literacy (06/15/07)

Staff Present

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

John Fay, TAP Senior Program Analyst, National Office

Anita Fields, TAP Secretary



Welcome and Announcements

Chair Merijane Lee opened the meeting by welcoming everyone to Washington, DC, and thanked Patrice, Gim and Inez for preparing a great agenda.

Bill Yaeger mentioned a call he received for an interview for Washington Post. Bill will invite the reporter to the meeting.

Merijane Lee mentioned the great accommodations and thanked Inez for a great job done. She familiarized everyone where the restrooms were located and informed them of the per diem.

Roll Call-Confirm Quorum

Quorum of 7 was met; 11 members present.

Review and Approve Minutes from May 10, 2007

Minutes were approved by consensus.

National Office Report:

John Fay is a senior analyst on the director's staff. He delivered the message from Bernie Coston. Recruitment is in the interview phase. The process was explained.

John Fay shared that the annual meeting this year will be held during the week of December 10, 2007 in Washington, DC at the Fairmont Hotel in Georgetown.

John Fay also thanked the panel members who were asked to work on vision statement, FAQ's and other teams to develop products for tap procedures. He announced that during our annual TAS symposium we will have a guest speaker by the name of Rick Lynch. He has written a book on volunteer management. There is a possibility that he may attend our annual TAP meeting as a speaker.

Joint Committee meeting is June 25, 2007 in Denver, CO. If there are questions for the joint committee please give them to John Fay to take.

George Bates asked about the TAP annual business meeting. Information was shared. Many panel members expressed dissatisfaction with the time, place and dates of the annual meeting. Adhoc Chair Merijane Lee with take these to joint committee.

Review Mid-Year Self Assessment:

The Chair Merijane Lee handed out J.T. Wright's comments (Chair Report) and spoke about "value" as members perform their duties. There is a mid year self-assessment that needs to be prepared and Merijane asked for everyone's input.

Ken Wright will step down as lead on pubs and forms subcommittee. Chris Freeman has stepped up to take lead.

Merijane asked if members want a vision statement. She feels the purpose of the Ad hoc is to serve the program owners.

Patrice Marker mentioned that the forms and pubs subcommittee need to be responsive to the program owners based on the calendar requirements for new forms and pubs. They discussed how members operate on sub-committees differently.



George Bates has a MAC and mentioned that he can't open documents sent from the TAP Analyst. He also stated that he has the same problems with TAP Space sometimes, but he can usually make that work.

Ice Breaker:

The panel took a few minutes to do an ice-breaker. Patrice Marker shared three choices and the panel members decided to do ice breaker A-Z. There were four teams and team 2 won! It was really fun.

The panel members discussed how communication can be improved among panel members.

Gim Hom commented that Merijane Lee and Chris Freeman are doing a fine job as first time chair and vice chair.

Subcommittee's Prep Meeting before Next Day's Activities:

Bill Yaeger spoke about the MLI project and stated there is a need for some role play volunteers.

Al Rodriguez, Inez DeJesus and Bill Yaeger will act as students and Patrice Marker will act as the ESL teacher and Kimberly Brown will be the TAP member.

Wrap up for Day One:

Chris Freeman reminded everyone to review pubs 553 and 600 and be ready to share feedback with Bob Erickson program manager for forms and pubs.

Closing remarks/Adjourn for the Day:

Merijane Lee asked all members to write a suggestion on how things can be improved as it relates to any aspect of the committee.

The meeting was adjourned for the day.

Day #2, June 14, 2007 - State Plaza Hotel, Diplomat Room

Quorum of 7 was met; 11 members present.

Welcomed/Announcements:

Merijane Lee opened the meeting with an introduction of guests/program owners Sue Sottile and Bob Erickson.

Sue gave background information and update on forms and pubs operations. She explained how forms and pubs are affected by legislative changes. Sue and Bob accepted questions from panel members. Sue stated they want to have Pub 17 reviewed for errors as it is the most important document used by taxpayers.

Bob Erickson talked about how forms are affected by year end legislative changes. He stated last minute changes are made each year up to and after December. Bob also asked the committee to provide feedback on pubs the same way feedback is given on forms.

Bob Erickson encouraged the committee to continue looking at forms and providing feedback. He then provided feedback about the forms that were previously viewed by the committee.



Form 5695 (Issue 4064):
[See Attachment A](#)

Forms 8888 (Issue 4065):
[See Attachment B](#)

Form 8910 (Issue 4066):
[See Attachment C](#)

Discussion of Pub 600 (Issue 4063):

Bob mentioned there is an online sales tax calculator on the IRS.gov. Although, there is a tax calculator on IRS.gov many taxpayers still use the pub because they don't have access to a computer for online tools.

Bob and Sue may ask committee to look at Pub 17, but they are still looking at it internally and need to decide what they want the committee to review being that it is so large.

Opening remarks from MLI Program Owners:

William Yaeger (panel member) and Carie Schaffer (program owner) introduced Glenn Kirkland, Acting Chief, MLI Strategy Office and the activities that would be covered in this session.

Glenn Kirkland gave a brief orientation of the multi-lingual initiative for 2007-2008.

MLI DVD Dry Run:

Carie Schaffer presented the MLI DVD for the committee's review. Members provided input and recommended changes. Carie will take comments back to her office for consideration.

Issue 4164 Review Pub 553 Highlights of 2006 Tax Changes:

The committee divided among member teams for the review. Teams will review Pub 553 tomorrow.

Wrap up /Adjournment:

Merijane Lee reminded everyone about the group dinner and ensured that everyone had a ride.

Day #3, June 15, 2007 - State Plaza Hotel, Diplomat Room

Quorum of 7 was met; 11 members were present.

Welcome/Announcements:

Merijane Lee called the meeting to order and read comments from panel members about ways to improve meetings. A question arose regarding member attendance and participation. Inez DeJesus and Nancy Ferree responded that attendance is tracked.

Report Out from the Tax Forms and Pubs Subcommittee (Chris Freeman):

Three teams met to review Pub 553.

Team 1 (pg 1-14) Margaret Ferguson – page 5 advance payment of credit (How to apply)? There is nothing in the pub on how to apply. Refer to pub 596 for further clarification. Team should double check the pub 596 prior to making recommendation to Bob Erickson.

Team 2 (pgs 15-22) Patrice Marker mentioned that Bill Yaeger had a couple of items. Page 17 "Indian Coal Credit", also extension of expired tax credit, bottom left had several references to "Indian".



Team 3 (pgs 23-the end) Chris Freeman stated that page 24 lower right hand corner, credit for kerosene, 4 lines down, confusing when mentions non-commercial farming.

Chris Freeman stated that page 29 top right hand corner, you can order pub. 1796 but you need to pay \$35.00. A sentence at the top should clarify that there is a cost. The cost is not mentioned until the end of the paragraph.

Bill Yaeger had another comment, page 17 middle on the right. Read down to employers annual and quarterly is in CAPS. Is this here for a reason? Someone needs to check off line and get back to the team.

Anita Fields passed out a guide to all IRS documents. Some members mentioned it would be helpful for new panel members to receive this document in the beginning of their term.

Report Out from the MLI Subcommittee (Bill Yaeger):

Bill Yaeger asked everyone where they see the team is on the MLI DVD. Members shared their perspectives. Members are concerned that the program owner is not acknowledging the feedback and will not make changes.

Al Rodriguez asked "what do we do after members share the DVD with the public" Once test is completed and we bring the results back to the program owner?

The members who worked on this project are very frustrated with the process thus far. There have been extreme delays and program owner doesn't keep the panel members informed.

Financial Literacy Toolkit/Tax Literacy Toolkit- Update on Ad Hoc's suggestions:

Josh Beck began with an update on the Financial Literacy toolkit. The toolkit is a part of a larger initiative within TAS and the annual report to congress.

Laura Baek informed the panel that there are now 13 topics in the toolkit. The toolkit is in the Chief Counsel office for review, then it goes to Nina Olsen (NTA) and then to the vendor. We anticipate having it out by this fall. Website is being worked and comments are requested from panel members as well. There will be a tab for links and resources in addition to a link for the Department of the Treasury for direct payments.

Chris Freeman asked about useful links and Bill Yaeger asked for a list of items she wants the panel to review. Bill also asked how additional topics will be added to the website.

Laura Baek will send the information of what needs to be reviewed out to the panel and she stated that additions to the website is easy, but written suggestions would require vendor and additional printing.

A suggestion was made to add a tab for feedback on the web. Patrice Marker mentioned that when leaving the IRS site to click on an outside source, a warning should be issued.

Chris asked about burning a CD for those who don't have computer access.

Closing Remarks/Adjournment:

Chair Merijane Lee asked members to prepare their surveys and turn them in. She also thanked everyone for their participation and wished them a safe trip home.

Next Meeting via Teleconference: July 12, 2007 at 2:00 PM ET



Certification: These minutes were approved by the TAP Ad Hoc Committee by consensus on July 12, 2007.



**TAP AD HOC Committee Meeting
May 10, 2007**

DFO:

- Nancy Ferree, Program Manager, Plantation, FL

MEMBERS PRESENT:

- Mary Armstrong, Pensacola, FL
- George Bates, Great Falls, MT
- Margaret Ferguson, Vista, CA
- Chris Freeman, Pleasant Hill, IA – Vice Chair and note taker
- Gim Hom, Acton, MA
- Kimberly Hudson-Brown, Blakeslee, PA
- Mary Ann Lawler, Dearborn, MI
- MJ Lee, Portola Valley, CA - Chair
- Patrice Marker, Davie, FL
- Alberto Rodriquez, Miami, FL
- William Yaeger, Alexandria, VA

MEMBERS ABSENT:

- Kenneth Wright, Ashland, MO
- Luis Parra, Bronx, NY

STAFF:

- Sue Sottile, Director, Tax Forms and Publications
- Dan Brooks, Intern
- Bob Erickson, Sr. Technical Advisor, Tax Forms and Pubs
- Carmie Rentjes, TAP Program Manager
- Inez DeJesus, Program Analyst, Plantation, FL

Welcome / Review Agenda / Introductions

The Chair MJ Lee welcomed everyone and reviewed the agenda.

Roll Call

Vice Chair Chris Freeman performed a roll call of attendees. Quorum of 7 was met.

Approval of Previous Meeting's Minutes

Minutes were approved for April 12th meeting. They were approved without objection.

Monthly Report

The Chair, MJ Lee, sent out a monthly report. She asked for any comments on it.

MJ emphasized that she publicizes all members' accomplishments in the Ad Hoc Monthly Reports and she asked that members make sure to tell her of any work/outreach they perform.

Financial Literacy Toolkit

Carmie Rentjes discussed the product that used to be called the Financial Literacy Toolkit, but is now



know as the Tax literacy toolkit. Her group wants to complete the toolkit by FY2007 year end. They are planning to distribute them to community centers and organizations across the country to improve taxpayer understanding of the tax system. Carmie stated that her group may want us to review the online version in the future.

Report on MLI Subcommittee Activities

Bill Yaeger stated that the DVD will not be ready until June 18th. He also made a plea for more MLI committee members, and said that he will also solicit participation from outside of the Adhoc committee. Al Rodriguez will translate the student handbook into Spanish.

Tax Forms Subcommittee Report

Chris Freeman has been appointed to lead the Tax Forms subcommittee at the face to face meeting. He asked Inez to schedule a meeting for later May for the committee. Bill Yaeger will compile the responses for the Form 8888, Mary Ann Lawler will compile responses for Form 8910, and Chris will compile responses for Form 5695. Chris will also prepare a questionnaire for Pub 600. The subcommittee will try to have a report on all four of them to Bob Erickson two weeks before the face to face so he can have time to respond.

Determine Process for Finalizing Reports

The committee agreed to post the final reports on TAP Space for full committee comments and approval prior to release to Sue Sottile's Tax Forms and Pubs Department.

Report on Face to Face Planning

Gim Hom said that a draft meeting schedule has been released. Bob Erickson noted that he and Sue Sottile were scheduled for short periods for two separate days, and asked if we could combine these into one day. The committee agreed this would be the best choice. Gim agreed to work on this change. Luis Parra and Ken Wright will not be able to attend due to scheduling conflicts. Anita Fields stated that she has everything from committee members concerning the meeting, and is only waiting on the hotel for confirmation numbers.

Closing

MJ reminded everyone to fill out meeting surveys.

Next meeting: Face to Face meeting, June 13th-15th, Washington DC

These minutes are scheduled to be approved at our face to face meeting

Certification: These minutes were approved by the TAP Ad Hoc Committee by consensus on June 13, 2007.



**TAP AD HOC Committee Meeting
April 12, 2007**

DFO:

- Nancy Ferree, Program Manager, Plantation, FL

MEMBERS PRESENT:

- Mary Armstrong, Pensacola, FL
- Margaret Ferguson, Vista, CA
- Chris Freeman, Pleasant Hill, IA – Vice Chair and note taker
- Gim Hom, Acton, MA
- Kimberly Hudson-Brown, Blakeslee, PA
- Mary Ann Lawler, Dearborn, MI
- Gary Lundberg, Carlsbad, CA
- MJ Lee, Portola Valley, CA - Chair
- Patrice Marker, Davie, FL
- Alberto Rodriquez, Miami, FL
- Kenneth Wright, Ashland, MO
- William Yaeger, Alexandria, VA

MEMBERS ABSENT:

- Rashidah Abdulhaqq, Cleveland, OH
- George Bates, Great Falls, MT
- Luis Parra, Bronx, NY

STAFF:

- Inez DeJesus, Program Analyst, Plantation, FL
- Bob Erickson– Senior Technical Advisor – Tax Forms and Publications
- Carie Schaffer, MLI Policy Analyst

Welcome / Review Agenda / Introductions

The Chair MJ Lee welcomed everyone and reviewed the agenda. MJ talked about the latest training that has occurred on issue write-ups, and stated that all members writing up recommendations for an Ad Hoc committee should use the most current recommendation form located in Tap Space at:

Forms / Instructions -> Issue Committee Recommendation Template -> recommendation form.doc

Roll Call

Vice Chair Chris Freeman performed a roll call of attendees. Quorum of 7 was met.

Approval of Previous Meeting's Minutes

Minutes were approved for March 8th meeting. Alberto Rodriquez made the motion to accept, and Gim Hom seconding. They were accepted unanimously. After discussing minutes acceptance, Patrice Marker moved to change the committees method of accepting minutes from an email format to a vote the subsequent meeting. Mary Ann Lawler seconded it. The motion was approved unanimously.



Report on MLI Subcommittee Activities

Bill Yaeger reported that the Spanish DVD will be ready at the end of May.

Report from MLI Strategy Office

Carie Schaffer reported that they are currently going through a quality review of the script.

Tax Forms Subcommittee Report

Ken Wright stated that the review documents for three IRS forms, 5695, 8888, and 8910 have been sent out. Ken will work on Pub 600 documents next and get them out to everyone. Ken believes we are still on track to get comments back to the IRS by May 1st. Bill Yaeger said that there were 4 reviewers on the 8888, with 2 of them being professional tax preparers, and 2 not. The only issues found were very minor. It was also noted that we should put in a place on the review document for the name of the reviewer and date.

Update from Tax Forms and Publications

Bob Erickson stated that Pub 553 was released to the public on March 15th, and he would like to have our subcommittee review it. The date to get back to Mr. Erickson has not yet been set.

Update on Face to Face Meeting Planning

Gim, Patrice, Nancy Ferree and Inez De Jesus had a meeting concerning our upcoming face to face meeting. Inez stated that Anita Fields needs to hear back from all committee members concerning travel arrangements. The tentative format will be to meet Wednesday with the full committee, and meet Thursday with our respective subcommittees. The subcommittee chairs should work on developing an agenda and corresponding workload to make effective use of this time together. The program owners will also be in attendance at the subcommittee meetings.

Reminder on Meeting Surveys

Nancy Ferree wanted to remind everyone that we should fill out the surveys after our meetings to make sure we are making good use of everyone's time.

Next meeting: Thursday, May 10, 2007, 2:00 PM Eastern Time, 1:00 PM Central Time, 12:00 Mountain Time 11:00 AM Pacific Time

These minutes are scheduled to be approved at our next meeting, May 10th, 2007

Certification: These minutes were approved by the TAP Ad hoc committee by consensus on May 10, 2007.



**TAP AD HOC Committee Meeting
March 8, 2007**

DFO:

- Nancy Ferree, Program Manager, Plantation, FL

MEMBERS PRESENT:

- Rashidah Abdulhaqq, Cleveland, OH
- Margaret Ferguson, Vista, CA
- Chris Freeman, Pleasant Hill, IA – Vice Chair and note taker
- Gim Hom, Acton, MA
- Kimberly Hudson-Brown, Blakeslee, PA
- Mary Ann Lawler, Dearborn, MI
- MJ Lee, Portola Valley, CA - Chair
- Patrice Marker, Davie, FL
- Alberto Rodriquez, Miami, FL
- Kenneth Wright, Ashland, MO
- William Yaeger, Alexandria, VA

MEMBERS ABSENT:

- Mary Armstrong, Pensacola, FL
- George Bates, Great Falls, MT
- Gary Lundberg, Carlsbad, CA
- Luis Parra, Bronx, NY

STAFF:

- Inez DeJesus, Program Analyst, Plantation, FL
- Sue Sottile, Director, Tax Forms and Publications
- Carie Schaffer, MLI Policy Analyst

Welcome / Review Agenda / Introductions

The Chair MJ Lee welcomed everyone and reviewed the agenda.

Roll Call

Vice Chair Chris Freeman performed a roll call of attendees. Quorum of 9 was met.

Approval of Previous Meeting's Minutes

Minutes were approved for Dec 13, 2006 and Feb 08, 2007 meetings. Gim Hom made the motion to accept, and Margaret Ferguson seconding. They were accepted unanimously.

Review Current Issues

The Chair, MJ Lee, discussed the affect of missing meetings and not having a quorum. MJ suggested that we redefine quorum for our committee from 9 to 7. Ken Wright made a motion to change our quorum from 9 to 7, with Kim Brown seconding it. It passed unanimously.



The Chair also discussed how our responses to emails were working, along with responses to Evite. The committee agreed Evite was helpful, and to try to respond more promptly.

Vice-chair Chris Freeman proposed the following process for the committee to approve minutes by email. The new email approval process was approved by general consent.

Patrice Marker and Gim Hom volunteered to help coordinate the face to face meeting for June.

Report on MLI Subcommittee Activities

Bill Yaeger distributed his notes from the subcommittee's Feb-27 meeting. Inez will post these to TapSpace. The next subcommittee meeting date was changed from March 27th to March 22nd, 3pm EDT. The committee asks all members to check the compatibility of the DVD that was mailed to them with their operating systems.

Tax Forms Subcommittee Report

Ken Wright established the first subcommittee meeting for March 14th at 11am EDT. Bill Yaeger wished to participate on this subcommittee as well. The subcommittee is working on the three forms and 1 pub that the IRS asked us to review. We will have responses to them by the end of April.

Update from MLI Strategy Office

Carie Schaffer said that it is currently in production with scripts and proof of concept. She stated that she wished help with ideas with to whom should it be sent and how many copies? Also, how to market it to ESL resources? Committee members should send suggestions to Bill Yaeger.

Update from Tax Forms and Publications

Sue Sottile stated that Publication 553, Highlights of 2006 Tax Changes, will be sent out for comment.

Next meeting: Thursday, April 12, 2007, 2:00 PM Eastern Time, 1:00 PM Central Time, 12:00 Mountain Time 11:00 AM Pacific Time

These minutes will be approved via the new email process prior to the next meeting.

*These minutes were approved by the TAP Ad Hoc Committee by consensus on April 12, 2007.



**TAP AD HOC Committee Meeting
February 8, 2007**

DFO:

- Nancy Ferree, Program Manager, Plantation, FL

MEMBERS PRESENT:

- Margaret Ferguson, Vista, CA
- Chris Freeman, Pleasant Hill, IA – Vice Chair and note taker
- Gim Hom, Acton, MA
- Kimberly Hudson-Brown, Blakeslee, PA
- MJ Lee, Portola Valley, CA - Chair
- Alberto Rodriguez, Miami, FL
- Kenneth Wright, Ashland, MO
- William Yaeger, Alexandria, VA

MEMBERS ABSENT:

- Rashidah Abdulhaqq, Cleveland, OH
- Mary Armstrong, Pensacola, FL
- George Bates, Great Falls, MT
- Mary Ann Lawler, Dearborn, MI
- Gary Lundberg, Carlsbad, CA
- Patrice Marker, Davie, FL
- Luis Parra, Bronx, NY

STAFF:

- Inez De Jesus, Program Analyst, Plantation, FL
- Nikki Oyefeso – For Carie Schaffer, MLI
- Bob Erickson – Senior Technical Advisor – Tax Forms and Publications
- Sue Sottile, Director, Tax Forms and Publications
- Isai Pallango, Intern, Plantation, FL

Welcome / Review Agenda / Introductions

The Chair MJ Lee welcomed everyone and reviewed the agenda.

Roll Call

Vice Chair Chris Freeman performed a roll call of attendees. Quorum of 9 was not met.

Approval of Previous Meeting's Minutes

Minutes could not be approved since there was not quorum at the meeting.



Review Current Issues

Inez De Jesus stated there are 6 active issues on Tap Space for this committee; they are delineated in a spreadsheet

- 4062 MLI
- 4063-4067 Forms and Publications
- We currently have 3 parking lot issues
 - Form 3753
 - Systemic Advocacy and 3922
 - Redesign Form 1040

Bob Erickson will send out a link for a free Excel viewer for panel members who do not have access to MS Excel for viewing the spreadsheets. Bob also suggested that we drop issue 4067, review draft tax forms located on IRS website, since all tax forms are now final.

Discuss Ad Hoc Operations

Though we did not have quorum, we discussed sending out the meeting minutes and letting everyone comment on them for 5-7 days, then post the permanent minutes

Meeting schedules were discussed, and everyone present felt they would like to have monthly meetings, instead of every other month. MJ was going to contact another committee member so we could have quorum and make it official. Nancy Ferree stated that we needed to have this done in a day or so as to post the meeting in the Federal Register and satisfy open meeting regulations.

MJ brought up committee assignments and the fact that Mary Armstrong and Gary Lundberg were not currently on a subcommittee. Also, Gim Hom is on a subcommittee that is currently in the parking lot. Chris Freeman stated his preference that everyone be on a subcommittee, as well as Ken Wright.

MLI Subcommittee Report

Bill Yaeger stated that the MLI subcommittee is preparing comments on their forms for the DVD released to them. He wants those comments back by Wednesday.

Tax Forms Subcommittee Report

Ken Wright wants clearer instructions from the IRS about what they expected. Bob Erickson replied he wanted feedback on Instructions, Forms, and Line by Line instructions, with emphasis on understandability, e.g. where would a member get stuck. Bob thought it an excellent idea for the subcommittee to draft some data, and have members attempt to fill the forms out, and we can review for accuracy and see where someone went wrong to identify possible problems.

Ken stated he should have a draft of review guidelines out by this weekend or Monday.

Update from MLI Strategy Office

Nikki Oyefeso said that she will send the DVD to Inez. Carie will send revised draft of contents of DVD evaluation forms for the Feb-27 MLI subcommittee meeting.

Update from Tax Forms and Publications

Bob Erickson stated that the final versions of all forms and publications he wishes us to review, Forms 8910, 8888, and 5695, and Publication 600, are now online. Please do not review any version of the draft forms. Bob reiterated it would be a good idea to use sample data.

Next meeting: Thursday, March 8, 2007, 2:00 PM Eastern Time, 1:00 PM Central Time, 12:00 Mountain Time 11:00 AM Pacific Time



These minutes, as well as the minutes from the December meeting, are scheduled to be approved at our next meeting, March 8th, 2007

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