



2005 Meeting Minutes Area 2

- December 13, 2005
 - September 27, 2005
 - August 16, 2005
 - July 19, 2005
 - June 21, 2005
 - May 24, 2005
 - April 19, 2005
 - March 15, 2005
 - February 18-19, 2005
 - January 18, 2005
-

Area 2 Committee Meeting Minutes

Date: December 13, 2005

Via: Teleconference

Designated Federal Official (DFO)

- Eileen DeLeo, TAS Program Analyst, Philadelphia, PA

Members Present:

- Bill Bly, Wayne, PA
- Paul Brubaker, York, PA, Acting Chair
- Emilio Cecchi, North Bethesda, MD
- Lee Congdon, Washington, DC
- Blanche Davis, Rehoboth Beach, DE
- Robert B. Haines, Lebanon, NJ
- Sonny Kasturi, West Orange, NJ
- Paul McElroy, Winston-Salem, NC, Vice-Chair
- Martin Romeril, Bethlehem, PA
- Steve Rue, Mechanicsville, VA
- Lynwood Sinnamon, Arlington, VA
- James Tarpey, Sunset Beach, NC
- Elizabeth Warnecki, Ladson, SC

Members Absent:

- JoAnn Davis, Scott Depot, WV
- Christine Hurley, Lorton, VA
- Bessie Moore, Mt. Laurel, NJ
- Lillian (Beadsie) Woo, Durham, NC



Staff Present:

- Nancy L. Ferree, TAP Program Manager
- Inez E. De Jesus, TAP Program Analyst/Scribe

Roll Call

Quorum of 10 was met with 13 members present.

Welcome

- Acting Chair Paul Brubaker opened the meeting by welcoming everyone.
- Eileen DeLeo will be acting DFO during this meeting on behalf of Terry Mapp.
- Agenda was approved.

Review/Approve Minutes-September 27, 2005

Once change is made regarding Issue # 3636, W-4 Form Percentage Option, from being in active status to "Parking Lot" status, these minutes are approved as amended.

Feedback from December 7th Town Hall Meeting in Philadelphia

Brubaker opened this session by informing everyone that town hall meetings are an excellent means to get the TAP name out there. He shared that area 2 was well represented with Bill Bly, Paul Mc Elroy, Lyn Sinnamon, Beadsie Woo, and himself. Beadsie did a great job as a moderator and all area 2 representatives were given the opportunity to speak about TAP before the National Taxpayer Advocate addressed the audience.

Other comments made were that since the town hall meeting coincided with the Low Income Tax Clinic (LITC) Conference, this worked very well.

Suggestion was made that all area 2 members should attempt to meet with their local LITC people. There were quite a few taxpayer issues that arose at this event.

TAP was not mentioned in a recent article that appeared in the Philadelphia Inquirer; it only referenced 100 volunteers.

There still seems to be confusion out there on what is the difference between TAS (Taxpayer Advocate Service) and TAP.

Brubaker promised to report back at the annual meeting once he participates with a debriefing meeting that will occur on December 15th.

Joint Committee Report & Review of Elevated Issues

Brubaker expressed appreciation to Sonny Kasturi for his assistance in re-wording area 2 proposals that will be resubmitted to the Joint Committee. Brubaker stated that all the issues are alive and ready to be elevated to the IRS.

Kasturi questioned what is the procedure for making editorial changes to a proposal once it has been elevated to the Joint Committee. Ferree stated that some recommendations are approved by the Joint Committee to be elevated, but may require minor wording changes. Sometimes the recommendation is sent back to the committee for recommended wording changes, and sometimes the Joint Committee analyst agrees to rewrite the wording with the assistance of the TAP chair. Committee expressed frustration on the current process.



Review of New Issues # 3609 & # 3685

- Issue # 3609, Review Processing of Form 4868, Automatic Extension to File, committee accepted this new issue as an “active” issue and a sub-committee was created with the following members: **Sinnamon, Haines, and Tarpey**. (Sinnamon is to take the lead)- What is the process? Can you file on-line to avoid any problems?
- Issue # 3685, On Hold Wait Time for Practitioner Toll-Free Line, committee accepted this new issue as an “active” issue and a sub-committee was created with the following members: **Brubaker, Blanche Davis, and Lee Congdon**. (Brubaker will take the lead)

Program Manager Ferree shared that this issue regarding the hold wait time on the toll free line has been elevated in the past and worked by Area 3.

Brubaker reminded everyone that in the past, 2 area committees have worked together on an issue. A request was made to get together with area 3 on this matter. (Follow-up required)

Reopen Issue # 3390, Request “Timely Response Required” on Envelopes

Bill Bly shared that during the December 7th Town Hall meeting in Philadelphia, National Taxpayer Advocate Nina E. Olson challenged TAP to address the issue of envelopes sent out by the IRS and how to encourage taxpayers to open envelopes. Bly made a motion to re-open this issue. The committee accepted this motion and a **subcommittee was created which is composed of Bly as the lead, in conjunction with: Cecchi, Kasturi, Sinnamon and Rue**.

- The argument that this may be a violation of disclosure was also addressed.
- Sinnamon shared that Virginia’s Department of Motor Vehicles indicate a message on their envelopes they send out to alert the recipient to open immediately because the contents are of importance. Sinnamon suggested that panel members save envelopes that they receive from different agencies that have similar notations.

Sub-committee Assignments

- Issue 3572, Consolidation of Schedule D & D-1, Sub-chair Steve Rue shared that an IRS Subject Matter Expert had addressed the questions the subcommittee had and they need to meet before the annual meeting to decide what will be the next steps they need to take. He also stated that they want to confirm is it permissible by law to provide summaries rather than details on the Schedule D forms. If this matter falls under legislation, then they cannot proceed.
- Issue 3634, Preparation of Schedule C by VITA, Sub-committee chair Beadsie Woo was not available but the following was discussed regarding this matter:
 1. Based on members’ participation with various volunteer tax preparation associations, some seem to prepare Schedule C’s and others don’t.
 2. Since Brubaker and McElroy are assigned to the new VITA Issue Committee, they will be monitoring this to see if it can be forwarded to them.
 3. A request was made for the panel members to inquire on what their local groups are doing regarding this schedule.
 4. Ferree shared that there is lots of information on the IRS Website.
 5. Cecchi inquired if there are any statistics on how good is the accuracy of volunteers. (Action item for Analyst)



Outreach Events

Sinnamon shared that the Communications Committee will be leading a session during the annual meeting whereby every TAP member will learn the tools to use when they conduct outreach activities.

Who is Interested in Mentoring New Members?

Brubaker suggested that since there are 10 returning members, and 7 new members, that a buddy system be established. During the annual meeting, this will be discussed further. A request was made that a roster be sent out emphasizing who is a returning member and who is a new member.

Public Input

None

Follow-up Required:

- Get together with area 3 chair to discuss the "On Hold Wait Time"
- Inez is to get the statistics on the error rate by VITA in relation to Issue #3634.
- Drop Issue # 3573, What does IRS Acceptance of Return Mean?
- Inez is to send out an area 2 roster, indicating new and returning members.

Closing Assessment/Q&A

Kasturi made a motion that Issue # 3573, What does IRS Acceptance of Return Mean? be dropped, and committee agreed.

Brubaker expressed gratitude to the new members for their willingness to participate with subcommittees.

Brubaker suggested that during the annual meeting there be an informal get together perhaps on Wednesday, January 11, 2006, around 6:00 PM. He will be sending out further information on this. This committee will be meeting on January 12 and an agenda will soon be forthcoming.

All were reminded to fill out the "Meeting Satisfaction Survey" form and forward it to Inez.

Brubaker adjourned the meeting and wished everyone a nice Holiday.

***Please note:** Next Meeting: Annual Meeting in D.C. from January 10-13, 2006 at Hyatt Regency Washington on Capitol Hill, 400 New Jersey Avenue, NW, Washington, DC

**These minutes were approved by consensus on January 12, 2006.



Area 2 Committee Meeting Minutes

Date: September 27, 2005

Via: Teleconference

This meeting was originally scheduled for September 20, 2005 but was rescheduled to September 27, 2005 due to Tropical storm, Rita.

Present:

- Terry Mapp, Designated Federal Official

Present Members:

- Bill Bly
- Paul Brubaker, Co V-Chair
- David Cain
- C. Morgan Edwards
- Sonny Kasturi
- Patrick McCombie
- Theodore Perros
- Martin Romeril
- Steve Rue
- Lynwood Sinnamon
- Agnes Tillerson
- Faith Vinikoor
- Elizabeth Warnecki

Staff:

- Inez E. De Jesus, Analyst
- Nancy L. Ferree, Program Manager

Guests:

- Lee Congdon
- Emilio Cecchi
- Blanche Davis
- Gregory Dunn
- Robert Haines
- James Tarpey

Welcome

The chair opened the meeting by welcoming everyone.

Roll Call

Quorum was met with 13 members present.

Review Agenda

Committee approved the agenda.



Approval of Previous Meeting Minutes

The August 2005 minutes were approved by consensus.

Joint Committee Report

Brubaker shared a report of the Joint committee meeting from August and September 2005.

Status of Issues

The following issues were elevated to the Joint Committee.

- #3295
- #3475
- #3546

The following issue was dropped:

- #3611 (formerly 3234)

The following issue is active:

- #3634

The following issue is in Parking Lot Status:

- #3636

Further information will be forthcoming on these issues.

Outreach

Members who participated in outreach events during the past month shared their activities.

Office Report

Ferree shared information on office activities.

A thank you was extended to the following departing members who have completed their terms:

David Cain, Theodore Perros, Anthony DiMartino, Agnes Tillerson, C. Morgan Edwards, Faith Vinikoor, Patrick McCombie.

All departing members were asked to please complete the exit survey and return directly to TAP Director, Bernie Coston. The survey can be found on TAPSPEAK.

Closing Assessment

The meeting was adjourned at 3:00pm eastern time.

***These minutes were approved by consensus on December 13, 2005.**



Area 2 Committee Meeting Minutes

Date: August 16, 2005

Via: Teleconference

Designated Federal Official

- Terry Mapp, LTA, DFO

Committee Members Present

- Paul Brubaker, York, PA, Co-Vice-Chair
- Anthony DiMartino, Toms River, NJ, Chair
- C. Morgan Edwards, Charlotte, NC
- Sonny Kasturi, West Orange, NJ
- Patrick McCombie, Wilmington, DE
- Paul McElroy, Winston Salem, NC, Co-Vice-Chair
- Steve Rue, Mechanicsville, VA
- Agnes Tillerson, Erie, PA
- Faith Vinikoor, Baltimore, MD
- Elizabeth Warnecki, Ladson, SC
- Bill Bly, Wayne, PA
- David Cain, Marlinton, WV
- Lillian (Beadsie) Woo, Durham, NC

Committee Members Absent

- Christine Hurley, Lorton, VA
- Bob Maziarz, Hainesport, NJ
- Theodore Perros, Washington, DC
- Steve Kreisler, Potomac, MD
- Martin Romeril, Bethlehem, PA
- Lynwood Sinnamon, Arlington, VA

TAP Staff

- Inez E. De Jesus, TAP Program Analyst
- Nancy L. Ferree, TAP Program Manager, Plantation, FL

Welcome

Chair Tony DiMartino opened the meeting by welcoming everyone.

Roll Call

13 members were present- quorum of 11 was met.

Review Agenda

Committee approved the agenda.

Approval of Previous Meeting Minutes

The July 19, 2005 meeting minutes were approved by consensus.



Chair Report

DiMartino shared that the next Joint Committee meeting will be held tomorrow, and that he will keep the committee informed of what transpires via email. He also indicated that members can find the Area 2 meeting survey form on TAPSPEAK, and he encouraged all members to complete and submit the form. Paul Brubaker shared information regarding the conference call recently with GAO on the TAC closings. The GAO report will be available in November 2005.

Chair DiMartino advised that Paul McElroy, Paul Brubaker, and Lynwood Sinnamon will assist with the preparation of Area 2's Annual self-assessment report.

Brief Review of Action Items

Nancy L. Ferree stated that all action items from previous meeting are on today's agenda for discussion.

Status of Pending Issues

- Issue #3475 – AARP/TCE Program E File Issues
Manager Ferree reported that she and staff have reviewed the recommendation. It appears to have three separate issues. (1.Lack of confirmation of receipt of return by ERO, 2. training of volunteers, 3. programming IRS computers to accept AGI). Ferree advised that there is a possibility of a VITA issue committee being established for the next year. There is also a sub-committee on VITA (volunteer) issues that may be formulated to address some of the very issues in this proposed elevated recommendation. All members agreed by consensus to send this information to the VITA sub-committee when the sub-committee is formed. The TAP staff will monitor the creation of the committee and when appropriate will forward the information in this recommendation to the sub-committee.
- Issue #3295- Limited Liability (LLC) & Form SS-4 & Instructions
This issue was reviewed for format and finalized with minor changes. The committee agreed to the changes and it will be elevated with the August 2005 monthly chair report.
- Issue #3234- Pub 554 Older Americans Tax Guide
This issue was reviewed for format and finalized with minor changes. The committee agreed to the changes and it will be elevated with the August 2005 monthly chair report.

Paul McElroy's report of status of issues in Parking Lot

#1309 Simplify Form 1041 Instructions- Elevated to Denise Fayne, Forms & Pubs by the Joint Committee on August 12, 2005.

2389 Simplify Communications to Taxpayers- Drop

3228 Efiling Alternates & Interactive Forms- Parking Lot

3391 IRS "Take Home Pay" Calculator- Drop

3456 Education Program on IRA's to Seniors- Parking Lot (related to 3234)

3549 Expand Options for ES payments- Drop

3546 Form 1040NR: add line- Dependent Spouse- Active (sub-committee is Vinikoor, Woo, Bly, and Kreisler) * SME conference call has been scheduled.



3572 Consolidation of Schedule D & D-1- Active (sub-committee is Kasturi, Cain, Rue, Warnecki)

#3573 what does the IRS Acceptance of Return mean? Parking Lot (related to 3475)

#2590 Notice of Deficiency Experience by POA- Drop (Chair will send letter to CPA)

* Ferree will send conference call information to Bly and Kreisler so they can participate with the SME Juan Carlos Puig.

New Issues

- #3302 Automated Underreported Program (AUR) Toll Free Issue
The issue will be designated as a parking lot item.
- #3446 Review Qualifications to become an e-file transmitter/RAL's
The e-file portion of this issue will be put in the parking lot, and the RAL portion will be transferred to Area 4, as they are working on this.
- #3582 Tele-file-IRS to Discontinue-August 2005
Send to Area 7 to be combined with their issue. * A question arose about whether or not small business can have access to Free-File.

Public Input

None

Outreach

Sonny Kasturi attended the Tax Forum in New York City. He received 7 issues which will be assigned to Area 1 and Area 3.

Office Report

Ferree requested members' comments regarding the decision to use TAPSPEAK as the primary communication tool by staff and panel members. Some members stated that using dial-up connections makes it difficult to use TAPSPEAK. Others who have DSL or Broadband indicate that using TAPSPEAK works well. A member who travels a lot likes TAPSPEAK as she is able to sign on wherever she is. Some members intend to change to DSL or Broadband in order to get faster connection and download speed. A couple members still have sign-on problems. Ferree indicated those who have problems signing on can contact the TAP office for assistance.

Closing/Assessment

- The meeting was adjourned at 2:56pm eastern.
- Inez has placed the Meeting Satisfaction Survey on TAPSpeak.
- Chair DiMartino adjourned the meeting and reminded everyone that the next teleconference meeting will be held September 20, 2005, from 1:30-3:00 PM ET.

These meeting minutes were approved by the area 2 committee on September 27, 2005, by consensus.



Area 2 Committee Meeting Minutes

Date: July 19, 2005

Via: Teleconference

Designated Federal Official (Acting)

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

Committee Members Present

- Paul Brubaker, York, PA, Co-Vice-Chair
- Anthony DiMartino, Toms River, NJ, Chair
- C. Morgan Edwards, Charlotte, NC
- Sonny Kasturi, West Orange, NJ
- Steve Kreisler, Potomac, MD
- Patrick McCombie, Wilmington, DE
- Paul McElroy, Winston Salem, NC, Co-Vice-Chair
- Martin Romeril, Bethlehem, PA
- Steve Rue, Mechanicsville, VA
- Lynwood Sinnamon, Arlington, VA
- Agnes Tillerson, Erie, PA
- Faith Vinikoor, Baltimore, MD
- Elizabeth Warnecki, Ladson, SC

Committee Members Absent

- Bill Bly, Wayne, PA
- David Cain, Marlinton, WV
- Christine Hurley, Lorton, VA
- Bob Maziarz, Hainesport, NJ
- Theodore Perros, Washington, DC
- Lillian (Beadsie) Woo, Durham, NC

TAP Staff

- Inez E. De Jesus, TAP Program Analyst, Scribe

Welcome

Chair Tony DiMartino opened the meeting by welcoming everyone.

Roll Call

13 members were present- quorum of 11 was met.

Review Agenda

Committee approved the agenda.

Approval of Previous Meeting Minutes

The June 21, 2005 meeting minutes were approved by consensus.



Chair Report

DiMartino shared that the next Joint Committee meeting will be held tomorrow, and that he will keep the committee informed of what transpires via email. DiMartino briefly shared the following with all:

- The current TAC Centers funding issues situation.
- New Joint Committee Issue Referral Form is currently being revised and Inez will be sharing the final one with all as soon as it is made available to share.
- Committee's Annual Assessment Report- DiMartino will be asking 2-3 members to assist him with the drafting of this report soon. Sinnamon mentioned the metric system for measuring performance.
- Dropped Issue-#2590, Notice of Deficiency Experience by Power of Attorney- Timely Filed Issue- DiMartino recently spoke to the CPA who had brought this matter to the previous committee's attention. Vinikoor and DiMartino recalled that this had something to do with the "combination letter problem" related to audits whereby he had responded in 29 days but received a notice of deficiency dated 3 days later. Vinikoor will conduct some research and get back to the chair. She believes that the EITC Issue Committee may have some information on this. It was decided that there is nothing further the committee can do; the NTA's 2004 Report to Congress, and GAO report(s) have addressed this. This issue will be placed in "Parking Lot" status, and Chair will write a letter to the CPA once research is conducted.
- Issue # 3238-Usability of IRS Website- DiMartino made reference to a recent email from Christine Hurley which indicated that she has not heard from the individual that originally brought this issue to her attention, and therefore, she suggested that this issue be dropped. Decision: All agreed that Issue # 3238 be dropped.

Review Assignments

Nancy L. Ferree stated that all action items from previous meeting are on today's agenda for discussion.

Agenda Items

Brubaker's Report - Update on Issue # 3239- Provide Tax Forms to All:

Bru reported that Area 3 which has taken the lead on this issue has expressed their gratitude to this committee for their joint efforts, and the Referral has been elevated to the Joint Committee.

Kasturi's Update on Issue # 3550- Power of Attorney:

Kasturi shared that research had been conducted by himself, Steve Rue, and Inez, in addition to his discussion with other CPA's, and all agreed that there is no limitation to Power of Attorneys. Kasturi made a motion that this issue be dropped. **Decision:** All agreed that Issue # 3550 be dropped.

Vinikoor's Update on Issue # 3546-Form 1040NR-Add a Line for Dependent Spouse:

Faith reported on the Form 1040NR, and Inez reported also on her research. The Local Taxpayer Advocate (LTA) in Puerto Rico has stated that this is still a big problem when returns are received attached to a W-7 Form, Application for IRS Individual Taxpayer Identification Number (ITIN); there is an on-going processing problem which needs to be revised. He is willing to assign a subject matter expert (SME) to discuss this further. Program Manager Nancy L. Ferree will be calling the LTA to make the necessary arrangements. **Decision:** Committee agreed to place this issue for now in "Parking Lot Status"; Nancy will obtain the SME, and for the record, the sub-committee for this issue is composed of Vinikoor and Woo. (Interim letter to CPA will be sent)



2 Proposals to Joint Committee:

1) Issue # 3295-Limited Liability (LLC) & Form SS-4

Kasturi gave a recap of the Referral that he had created and had shared with the entire committee. Roll call was taken in order to gain consensus. **Decision:** All agreed that Issue # 3295 be elevated to the Joint Committee. Nancy Ferree shared that it is her responsibility to ensure that all elevated issues are reviewed and formatted correctly. Also, since we are waiting for the revised JC Issue Referral Form, we want to be sure to submit a quality product. Nancy and Inez will work on finalizing the referral.

2) Issue # 3475, AARP/TCE Program e-file Issues

Kasturi gave a recap of the Referral that he had created and had shared with the entire committee. Kasturi confirmed that this is not VITA related. Roll call was taken in order to gain consensus. **Decision:** Committee agreed that Issue # 3475 is ready to be elevated, but it should be split into individual issues before elevating for the sake of clarity. Nancy and Inez will work on this and share with Kasturi and committee before it is submitted as final.

Sinnamon's Update on Issue # 3234, Seniors Problems with Tax Matters, and Review of Publication 554- Older American's Tax Guide

Sinnamon and Vinikoor both gave a recap of where they stood with the review of Pub 554; Vinikoor will compose the draft Issue Referral and share with the committee as soon as possible. The sub-committee is aware of the August deadline for submission of suggestions to Forms and Publications. **Decision:** Once this is done, Issue # 3234 will be ready to be sent to the Joint Committee.

Review New Issues

3502-Accessibility of Information Regarding Tax Exempt/Non-Profit Organizations

Citizen from WV suggested that information should be readily available for organizations seeking tax exempt status and that the length of time it takes to get it approved is too long. Committee discussed and Rue shared that he deals with these a lot and there is legal work involved sometimes. **Decision:** Committee agreed to drop Issue # 3502. (Letter to Citizen will be sent)

3551- IRS Fraud Hot Line-Lack of Communication

Citizen from NC commented that the IRS Fraud Hot Line does not provide status information to anyone after fraudulent information is reported to them. Committee agreed that due to the issue of disclosure and confidentiality, it is understandable why no information is disclosed. **Decision:** Committee agreed to drop Issue # 3551. (Letter to citizen will be sent)

3572- Consolidation of Schedule D & D-1 (Form 1040)

Sonny Kasturi led the discussion regarding this matter: suggesting that this form be revised by eliminating the need of a detailed listing of each trade, and be replaced by a summary of the annual trades. **Decision:** Committee agreed to place Issue # 3572 in Parking Lot status and since Issue # 3575 is related it will be captured as one.

3573-What does the IRS Acceptance of Return Mean?

Kasturi shared that the IRS should consider establishing a de-minimums information set that return acknowledgments provided by ERO's should contain. **Decision:** Committee agreed to place Issue # 3573 in parking lot status and that this may be related to Issue # 3475-AARP/TCE Program e-file issues and Publication 1345, Handbook for Authorized IRS e-file Providers of Individual Income Tax Returns.

3575- Tax Prep Software Program – Export Data Issue

Kasturi shared another issue that he received from his networking with other tax practitioners: with more and more taxpayers trading hundreds of times a year, IRS' requirement to list each trade in Schedule D is time consuming, costly, and becomes a source of errors and barrier to efile. Adding to the complexity are that not all tax prep software programs communicate well with the broker's



systems, and not all brokers offer detailed listing download. This is a serious impediment to using efile by taxpayers and tax practitioners. **Decision:** Committee agreed to drop Issue # 3575 and combine it with Issue # 3572.

Public Input

None

Outreach

Elizabeth Warnecki and Lyn Sinnamon both shared their recent outreach experiences.

Office Report

Ferree gave an update on the TAP interviews and thanked all the panel members that assisted during this process. Also, she reminded everyone that all the TAP Program Managers and Analysts will be attending their CPE (Continuing Professional Education) during the week of August 1-5, 2005, and if they need any assistance during this time, they should contact the TAP Secretary, Jenny Y. Reyes.

Action/Assignment Review:

Chair

- Will provide the committee with a Joint Committee Report via email on what transpires during the July 20th call.
- Will begin drafting the committee's annual assessment report with the assistance of 2-3 members.
- Will write letter to CPA regarding Issue # 2590, Notice of Deficiency Experience by Power of Attorney

Committee Members

- Faith Vinikoor will provide chair with information from EITC regarding the combination letter for Issue # 2590.
- Brubaker and McElroy will be reviewing and prioritizing all the area 2 issues in Parking Lot Status and report back to the committee.
- Vinikoor will be drafting the JC Issue Referral Form for Issue # 3234 and share with entire committee before it is elevated.

Analyst

- Inez will be sharing the revised Joint Committee Issue Referral Form as soon as it is made available.
- Inez will make sure that the Meeting Satisfaction Survey is made available to all by placing it on TAPSpeak.
- Inez will update all the area 2 issues that were discussed during this call on the TAP Contact Database and provide the chair with an updated issue matrix in time for his monthly report to the Joint Committee.
- Inez will provide Brubaker and McElroy with a list of all the current Parking Lot Issues and their order of being received by the panel.

Manager



- Nancy Ferree will contact the LTA in Puerto Rico in order to make arrangements to obtain a subject matter expert that is familiar with the Processing Issues in regards to the Form 1040NR and Request for ITIN's. (Issue # 3546)
- Nancy and Inez will work together to finalize Issue Referral # 3295 to the Joint Committee.
- Nancy and Inez will work together to make revisions to Referral # 3475 by making 3 separate referrals, and sharing final product with Kasturi and the entire committee before submitting.

Closing/Assessment

- DiMartino shared that he will be asking the Co-Vice Chairs to review and prioritize all the area 2 issues that are currently in "Parking Lot" Status.
- Inez will be placing the Meeting Satisfaction Survey on TAPSpeak.
- Chair DiMartino adjourned the meeting and reminded everyone that the next teleconference meeting will be held on August 16, 2005, from 1:30-3:00 PM ET.

***These minutes were approved by the TAP Area #2 Committee on August 16, 2005.**



Area 2 Committee Meeting Minutes

Date: June 21, 2005

Via: Teleconference

Designated Federal Official

- Terry Mapp, LTA , Philadelphia, PA

Committee Members Present

- Bill Bly, Wayne, PA
- Paul Brubaker, York, PA, Co-Vice-Chair
- Anthony DiMartino, Toms River, NJ, Chair
- Paul McElroy, Winston-Salem, NC, Co-Vice-Chair
- Theodore Perros, Washington, DC
- Martin Romeril, Bethlehem, PA
- Steve Rue, Mechanicsville, VA
- Lynwood Sinnamon, Arlington, VA
- Faith Vinikoor, Baltimore, MD
- Elizabeth Warnecki, Ladson, SC
- David Cain, Marlinton, WV
- Robert Maziarz, Hainesport, NJ
- Beadsie Woo, Durham, NC

Committee Members Absent

- C. Morgan Edwards, Charlotte, NC
- Steve Kreisler, Potomac, MD
- Christine Hurley, Lorton VA
- Sonny Kasturi, West Orange, NJ
- Patrick McCombie, Wilmington, DE
- Agnes Tillerson, Erie, PA

TAP Staff

- Inez E. De Jesus, TAP Program Analyst
- Nancy Ferree, TAP Program Manager

Welcome

Vice-Chair Paul McElroy opened the meeting by welcoming everyone.

Roll Call

13 members were present- the quorum of 11 was met.

Approval of Previous Meeting Minutes

The May 24, 2005 meeting minutes were approved by consensus.



Chair Report

Chair Tony Di Martino provided an update of the issues and decisions made at the Joint Committee meeting.

Di Martino stated Area 2 will limit active issues to 3 or 4 at one time.

Review Assignments

Ferree reviewed all pending action items from last month.

Agenda Items

Update on Issue # 3475 – E Filing Confirmation

Lyn Sinnamon gave update. This issue will continue to next month.

Issue #3295—Add LLC to Form SS4

This issue will continue to next month.

Issue #3234-Seniors Problems

Lyn Sinnamon reported that issue # 3456 will be consolidated with this issue. Vinikoor asked for all comments and suggestions for improvement to Publication 554 be sent to her and she will consolidate them for input to IRS.

Issue #3239- Tax Packages to Taxpayers

Brubaker reported that Area 3 member Vivona thanked Area 2 members for all the input provided on this joint issue.

Review of New Issues

Issue 3545- IRS Toll Free- Add Option for direct assistance

Dropped

Issue 3546- Form 1040NR- Add a Line for Dependent Spouse

Activated, Vinikoor will research this issue and report back next month.

Issue 3549- Expand Options for Estimated Tax Payments

Parking Lot- Continue to next month.

Issue 3550- Power of Attorney- Declaration of Representative Parking Lot-- Rue will work with Kasturi on this issue. Further research is needed (Circular 230) to determine if there is an expiration date on the Power of Attorney designation.

Outreach

Sinnamon reported on activity of the Communications committee of which he is a member. McElroy would like to do more outreach, but finds opportunities in his area limited. Warnecki reported on her attendance at the Congressional Liaison group and the Tax Council meeting. She states LTA Kleckley has been instrumental in keeping her advised of outreach opportunities.

Office Report

Ferree reported that new panel member interviews are underway, and thanked all Area 2 members for their assistance and support. Interviews will continue through the 30th of June. She also reported on the upcoming Tax Forums.

Perros reported on his meeting with a congressional representative who was familiar with the TAP organization. He also provided information relative to the Tax Reform Advisory Panel.



Di Martino emphasized that all members are welcome to provide input on the issues and their statuses.

Brubaker suggested that this committee consider a group dinner during the TAP Annual meeting in Washington, DC in November 2005 as a way of getting to know each other as well as the new members who will be joining the committee. Everyone agreed it was a good idea.

Action/Assignment Review:

Chair

- None

Committee Members

- Vinikoor will research Form 1040NR (Issue 3546) and report next month.
- Rue will work with Kasturi on Issue 3550 and report back next month.

Analyst

- De Jesus will update the TAP database for Issues discussed during this meeting.

Manager

- None

Public Input

None

Closing/Assessment

- Analyst De Jesus will be posting the Meeting Satisfaction Survey on TAP Speak.
- The next meeting is July 19, 2005 at 1:30pm ET.
- The meeting was adjourned.

***These minutes were approved by the TAP Area 2 Committee on July 19, 2005 by consensus.**



Area 2 Committee Meeting Minutes

Date: May 24, 2005

Via: Teleconference

Acting Designated Federal Official

- Barbara J. Brockington, Supervisory Associate Advocate, Philadelphia, PA

Committee Members Present

- Bill Bly, Wayne, PA
- Paul Brubaker, York, PA, Co-Vice-Chair
- Anthony DiMartino, Toms River, NJ, Chair
- Christine Hurley, Lorton, VA
- Sonny Kasturi, West Orange, NJ
- Robert Maziarz, Hainesport, NJ
- Patrick McCombie, Wilmington, DE
- Paul McElroy, Winston-Salem, NC, Co-Vice-Chair
- Theodore Perros, Washington, DC
- Martin Romeril, Bethlehem, PA
- Steve Rue, Mechanicsville, VA
- Lynwood Sinnamon, Arlington, VA
- Agnes Tillerson, Erie, PA
- Faith Vinikoor, Baltimore, MD
- Elizabeth Warnecki, Ladson, SC

Committee Members Absent

- David Cain, Marlinton, WV
- C. Morgan Edwards, Charlotte, NC
- Steve Kreisler, Potomac, MD
- Lillian "Beadsie" Woo, Durham, NC

TAP Staff

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

Welcome

Chair Tony DiMartino opened the meeting by welcoming everyone.

An announcement was made that Barbara J. Brockington will be the acting DFO on behalf of Terry L. Mapp during today's call.

Roll Call

15 members were present- the quorum of 11 was met.

Review Agenda

The committee agreed on the proposed agenda.



Approval of Previous Meeting Minutes

The April 19, 2005 meeting minutes were approved by consensus.

Chair Report

Chair DiMartino shared that he had sent an email out to all on May 23rd with the notes taken at the Joint Committee's face-to-face meeting in Chicago, Illinois on May 13th and 14th. The following highlights the issues discussed by the chair during this call:

- The interviews for new members will be taking place by phone during the week of June 13th and June 20th. Are there any Area 2 members interested in participating? If so, let Inez know by no later than May 31st.
- Are there any Area 2 members interested in working with VITA Issues? At this time, specifics are not known, but as soon as the chair becomes aware of them he will communicate them with all.
- Issue #1309, Simplify Form 1041 Instructions-U.S. Income Tax Returns for Estates and Trusts, previously elevated on September 23, 2004 has been returned for simplification.
- The 2005 IRS Tax Forums have been announced and Sonny Kasturi has volunteered to participate with the one in New York City, August 9-11, 2005. Budget is a primary consideration this year. There may be other invitations extended based on those who live near the particular tax forum.
- Bill Bly was congratulated for his work with the elevated recommendation on "Change Form 1065 Schedule D" which was accepted by the Joint Committee.
- Steve Rue was also congratulated for his work with providing to the IRS "Suggestions to Form 2553."
- Chair stated that he was proud that area 2's recommendations were accepted since many were not.
- Chair turned the remainder of this portion of the meeting to Co-Vice-Chair Brubaker for an update on their meeting with the IRS Commissioner on May 20, 2005.
- Brubaker began by sharing that he, Tony DiMartino, TAP Chair Gwen Handelman, and Elizabeth Brodbine Ghoniem were selected to meet with Commissioner Everson since they all provided input to the letter that was written to him regarding the closing of Taxpayer Assistance Centers. (TAC's). Briefly Brubaker shared that budget was the biggest concern. He referenced the GAO (U.S. Government Accountability Office) Report 05-707T, issued on May 19, 2005, "IRS Modernization, Continued Progress Requires Addressing Resource Management Challenges". (<http://www.gao.gov/new.items/d05707t.pdf>) which indicates which major improvements have been made with services. Commissioner Everson was open for future meetings with the TAP on issues related to the TAP mission of "improving the IRS".
- Update on Issue # 3239 — Provide Tax Forms to All - Chair DiMartino shared that this is currently being worked with Area 3. Area 2 had dropped this issue earlier this year. The following area 2 members will be providing input to area 3: Brubaker, Cain, Sinnamon, Tillerson, Vinikoor and Woo. Brubaker will be reporting back to Area 2 at each monthly teleconference.
- Senior Tax Act Letter to Joint Committee- Re: Issue #3234, Seniors Problems - DiMartino shared that during the Joint Committee's face-to-face meeting, he hand delivered to the TAP Chair, the 1040S letter which requests that this committee be able to provide input into the form creation process of this soon to be new form within the IRS.
- Chair DiMartino also shared that the Joint Committee expressed that all committees should be addressing 3-5 issues at a time and place them in priority order.

Review Assignments

Analyst De Jesus confirmed that Issue #3420, Self-Employed Payment Procedures, was dropped and a closing letter was sent to the Citizen from Pennsylvania on April 27, 2005. All other action items are agenda items for today's call.



Agenda Items

Update on Issue # 3295- Add Limited Liability Option to Form SS-4

Kasturi shared his reasoning behind requesting a subject matter expert (SME) to clarify some of his concerns so that when the committee elevates a recommendation to the IRS it will be a quality product. The staff is currently in the process of obtaining a SME.

Sub-committee chairs reports:

Issue #3228 - Efiling Alternates

Cain was not available during today's call; Inez shared with all that since the committee had decided to monitor this issue, it has been placed in "Parking Lot" status for now. There were no objections.

Issue #3234 - Seniors Problems

Lyn Sinnamon reported that Publication 554, Older Americans Tax Guide, is currently being reviewed by the subcommittee and he is waiting a couple of more weeks before he receives responses from everyone. They are also looking at the difference between the 2 types of IRA's and will try to have a recommendation ready by the August deadline for changes for forms and publications. Issue # 3456 - Education Program on IRA's, will be incorporated with this general issue, whereby Pub 554 will have information on how to move Standard IRA money to a Roth IRA and the tax implications of doing so. This is an active issue.

Issue #3391 - IRS Take Home Pay Web Calculator

Kreisler was not available to provide an update on this issue. It will be placed in the "Parking lot status" for now.

Issue # 3475 - IRS Confirmation on Efiling

Kasturi explained his reasoning for requesting a subject matter expert for this issue. The staff is currently addressing this matter. Brubaker shared that this was discussed with Commissioner Everson that no receipt is being provided to the taxpayer.

Kasturi also expressed that there is a need to get this information out to other areas requesting input from their respective AARP's. (sharing of resources) Networking with other TAP Area committees.

Issue # 3238 - Usability of Website

Hurley had no updates; this issue will be placed in "Parking Lot status" for now.

Issue #2389 - Simplify Communications to Taxpayers

Perros requested assistance in addressing Publication 519, U.S. Tax Guide for Aliens. A new sub-committee was formed which is composed of: Perros, Bly, Kasturi, and Tillerson.

Decision:

The new sub-committee will be reviewing Publication 519, specifically the first 5 pages and report back to the entire committee by the next meeting. It was suggested that the entire body read the entire publication. The goal will be to submit 5 to 6 samples to the IRS of how very complex this publication is and to avoid jargon.

Review New Issue # 3516, Notice of Intent to Levy (Regulated by Statute)

Analyst De Jesus shared that this issue had been received by the TAP Chair based on a meeting she had attended, The National Public Liaison Meeting, whereby TAP was given several issues to review. The Notice of Intent to Levy is regulated by Statute and therefore cannot be worked by the TAP. It is being shared as information only. Also, the TAP Notices Issue Committee is currently reviewing the 500 series of this notice. This issue will be placed in "dropped/closed status".

Outreach

Chair DiMartino shared that the area 2 had a high ratio on outreach activities. Kudos were given to



Lyn Sinnamon for all of his efforts, great job! DiMartino reminded everyone to submit their reports directly to Inez on a timely basis. Keep up the good work!!

Office Report

None

Action/Assignment Review:

Chair

- Obtain clarification on what is meant by working VITA issues.
- Prioritize current issues being worked by this committee.

Committee Members

- If you are interested in participating with the interview process, please let Inez know by no later than May 31, 2005.
- If you are interested in participating with VITA issues, please let Inez know by no later than May 31, 2005.
- Review Issue #1309- Simplify Form 1041 Instructions- decide the next steps that will be taken.
- Fill out the Meeting Satisfaction Survey for today's call.
- Issue #3475- IRS Confirmation of Efilng- Kasturi will be sending out an email to all TAP Members requesting their assistance with this issue.
- Submit your Outreach Activities Report directly to Inez on a timely fashion.

Analyst

- Consolidate all responses received from the members by May 31st and submit these to the chair. (Interviews & Vita Issues)
- Continue to obtain a Subject Matter Expert for Issue # 3295- Add Limited Liability (LLC) Option to Form SS-4 which is led by Sonny Kasturi.
- Continue to obtain a Subject Matter Expert for Issue # 3475- IRS Confirmation of Efilng.
- Inez will ensure that an order for Publication 519 be placed for those members who were not able to order a publication directly.

Manager

None

Public Input

None

Closing/Assessment

- Christine Hurley shared that the Communication Issue Committee is currently working on getting a survey out to all members on how are they doing Outreach? What are some of the successful things that are being done for those who have not done any outreach and why not. They are trying to find out what is good and how it can be improved. This survey should be out by July 2005. Lynwood Sinnamon is the chair of this subcommittee.
- This led to a discussion on the importance of using TAPSpeak. McElroy stated he would like to provide some feedback.



- DiMartino shared that Kasturi has some new issues that will be placed on the agenda for the next meeting.
- Chair DiMartino adjourned meeting and thanked everyone for their good work and hard efforts, and reminded Co-Vice-Chair Paul McElroy that he would be chairing the next meeting.
- The next teleconference meeting is scheduled for June 21, 2005 at 1:30 PM ET (90 minutes)
- Analyst De Jesus will be posting the Meeting Satisfaction Survey on TAP Speak.

***These minutes were approved by the TAP Area 2 Committee on June 21, 2005.**



Area 2 Committee Meeting Minutes

Date: April 19, 2005

Via: Teleconference

Acting Designated Federal Official (DFO)

- Eileen DeLeo, Senior Analyst, Philadelphia Local Taxpayer Advocate's Office

Members Present

- Bill Bly, Wayne, PA
- Paul Brubaker, York, PA, Co Vice-Chair
- Anthony DiMartino, Toms River, NJ, Chair
- C. Morgan Edwards, Charlotte, NC
- Srinivasan Kasturi, West Orange, NJ
- Steve Kreisler, Potomac, MD
- Robert Maziarz, Hainesport, NJ
- Patrick McCombie, Wilmington, DE
- Theodore Perros, Washington, D.C.
- Martin Romeril, Bethlehem, PA
- Steve Rue, Mechanicsville, VA
- Lynwood Sinnamon, Arlington, VA
- Agnes Tillerson, Erie, PA
- Faith Vinikoor, Baltimore, MD
- Elizabeth Warnecki, Ladson, SC
- Lillian (Beadsie) Woo, Durham, NC

Members Not Present

- David Cain, Marlinton, WV
- Christine Hurley, Lorton, VA
- Paul McElroy, Winston-Salem, NC, Co Vice-Chair

TAP Staff

- Nancy L. Ferree, TAP Program Manager
- Inez E. De Jesus, TAP Program Analyst/Note Taker

Welcome Announcements/Review Agenda

Chair DiMartino opened the meeting by welcoming everyone; he announced that Eileen DeLeo will be the acting Designated Federal Official (DFO) and Paul Brubaker will be chairing today's meeting.

Roll Call

Quorum of 11 was met; 16 members present.

Joint Committee Report

Before turning the meeting over to Brubaker,



- DiMartino inquired if everyone had received the "Application for Direct Deposit". Edwards and Woo indicated that they had not received it; Ferree indicated that she will ensure that the secretary gets these out as soon as possible to Edwards and Woo.
- DiMartino shared this year's Tax Forum will be held in New York City, from August 9 -11, 2005. He inquired if anyone was interested in attending; Ferree shared that the staff will most likely be looking for those closest to New York due to budget concerns.
- DiMartino shared that 105 Taxpayer Assistance Centers (also known as walk-in offices) will be closing and this will be causing distress to many taxpayers. The TAP Chair and National Taxpayer Advocate are very interested in why was TAP not informed or asked for input before these decisions were made. The Joint Committee will be writing a letter to the IRS expressing their concerns, and if anyone was interested in the drafting of this letter to please let him know.
- DiMartino shared the TAP Handbook is being worked by the Communications Committee and this should be a "living document" for all TAP Members. There is a new Issue Referral Form to be used by the area committees. Inez confirmed that on April 18, 2005, the Chair's March 2005 Report to the Joint Committee was sent to all area 2 members. From now on this report will be shared so that everyone is kept informed of everything that is going on.
- During the May Joint Committee's face-to-face meeting, one of the agenda items is to clarify how Outreach Activities may be captured by panel members. Ferree reminded everyone that anytime a panel member meets with a TAP audience, the staff needs to know in order to place this information in the TAP Speaker's Database. The "Speakers Report" form needs to be filled out and sent to the analyst on a timely manner. If you will be requesting reimbursement for mileage, the manager needs to know ahead of time.
- Ferree shared that recently DFO Mapp had invited the Pennsylvania members closest to Philadelphia to attend a Stakeholders Relationship Management meeting on April 26th, and a telephone line has been made available so that those who can not physically attend, may call in. Eileen Deleo confirmed with Brubaker and Romeril if they still planned on participating and if had they received the information sent via email.
- Sinnamon reported that the current Speakers Spreadsheet is not clear, and that this is being addressed by the Communications Committee which he also serves on.

Review/Approve Previous Meeting Minutes - March 15, 2005

These minutes were approved as written by consensus and Brubaker thanked Inez for the detailed note taking.

Review Pending Action Items

Nancy Ferree shared that with the exception of the following item which has been completed; all the others are agenda items for today's meeting:

- Page 4, March 15, 2005 minutes, New Issue #3456 has been shared with the entire committee.

Review TAP 04-076-Change TAP Name Response

The committee agreed by consensus that this previously elevated recommendation may be placed in the following status: "Closed, Proposal Rejected".

Review of Issue Procedures

Ferree provided the committee with a brief scenario of how issues are received and preliminary research is conducted prior to submission for the committee to review.

Staff (Ferree) Updates on Status of Specific Issues:

1. Simplify Communications to Taxpayers (#2389)- DiMartino shared that the Joint Committee had reviewed the elevated recommendation and agreed with the very good observations provided but requested that more specific information is needed. **Next steps:** Perros agreed to review the latest 2004 Publication 519, U.S. Tax Guide for Aliens, and work on this and when he drafts a recommendation he will share it at that point with all and will welcome any comments at that time.

Ferree shared that according to the Joint Committee minutes of March 16, 2005, all the committee chairs were to review the elevated recommendation on "Simplify Communications to Taxpayers" and send any comments they may have directly to her. For the record, Ferree has not received any information from anyone.

2. Timely Response Required on IRS Envelopes (# 3390)-Ferree shared what she had learned from Subject Matter Experts on this, that placing time sensitive notices on envelopes may be "borderline" disclosure when it may show to others that an individual has a tax issue. The committee discussed further and **agreed by consensus to drop this issue.**
3. Change Form 1065 Schedule D (Ready for Consensus) (#3392)-the recommendation to add two additional lines to this form was reviewed by all, and **agreed by consensus to elevate and it will be included with the Chair's April 2005 Report to the Joint Committee.**
4. Suggestion Provided – Form 2553 (# 3235)-Ferree shared that the most recent revised Form 2553 has the recommended changes that Rue had shared directly with the IRS during an outreach event. The committee agreed that an informational letter should be sent to the Joint Committee in order to record this event. Committee **agreed by consensus that letter be drafted and it will be included with the Chair's April 2005 Report to the Joint Committee.**
5. Seniors Problems with Tax Matters (# 3234)- Ferree shared that she and analyst have been in communication with Tax Law Specialists and the following has been learned:
 - o New Form 1040S- there is no information yet that may be shared, but the staff will continue to monitor so that that this committee may be able to participate and provide input from the ground floor once it is ready to be implemented.
 - o Publication 554, Older Americans Tax Guide- was last revised on November 2004, and is most likely to be reviewed annually and updated accordingly. Most forms and publications with changes are submitted in draft form by August and after being reviewed by different levels of management, so that it is ready to go to printing in a timely manner for the new tax year. **This is a perfect time to submit any suggestions the committee may have. The key is that recommendations need to be very specific.**
 - o Issue 3456, regarding "An Education Program on IRA's to Seniors" will be incorporated with this issue that already addresses Seniors Problems.
6. IRS Take Home Pay Web Calculator (#3391)- Ferree shared what the staff has done so far and that a subject matter expert does not exist since this type of calculator is not available. There was also discussion on Publication 919, and the fact that withholding is governed by the Department of the Treasury since they have direct input. **Next steps:** Sub-committee Chair Kreisler thanked the staff for this information and stated that the sub-committee will review the information received.
7. Self-Employed Payment Procedures (#3420)-Ferree shared that Area 3 had addressed this issue earlier and learned via research that estimated payments are statutory. **The committee**



agreed by consensus that this issue needs to be dropped and a closing letter be sent to the Citizen from Pennsylvania who had submitted this issue.

Sub-committee Reports from Sub-Chairs

Update of Efiling Alternates (#3228)- No information available at this time.

Review New Issues-Sub-committee Assignments

1. Distribution of Publication 17, Not in Final Format (#3473)- Ferree introduced this issue; panel discussed how since the Law officially changes on October 22nd, documents like Pub 17 are used for either training purposes or need to be made available to the public by a certain date, and need to be printed by a certain timeframe; there is no control on this matter. **Committee agreed by consensus to drop this issue since there is nothing the panel can do and there is no citizen contact information.**
2. IRS Confirmation of Efiling (#3475)-Kasturi presented this issue to the panel: in essence, taxpayers served by the AARP/TCE program want confirmation from the IRS and State showing acceptance of their returns and that was one of the reasons cited for their reluctance to efile. **Committee agreed by consensus to accept his new issue and a SUB-COMMITTEE WAS FORMED which will be chaired by Kasturi; other members: Brubaker, Sinnamon, and Warnecki.**
3. Education Program on IRA's to Seniors (#3456)- As previously discussed, the **committee agreed that this issue will be worked in conjunction with Issue # 3234, Seniors Problems with Tax Matters.** Sinnamon is the lead chair of the sub-committee on Seniors' Issues. The National Taxpayer Advocate has a legislative proposal on retirement plans.
4. North Carolina Charter Schools (NO#) - C. Morgan Edwards briefly shared that this is not a TAP issue. Inez stated that she had not received any information from the Kings Mountain schools as discussed during the last meeting.

Other Pending Issues

Usability of IRS Website (#3238)- No information at this time.

Add Limited Liability (LLC) Option to Form SS-4 (#3295) – Kasturi had sent out information regarding his recommendation to revise this form, and **committee agreed by consensus that he had done a good job and this proposal/recommendation is ready to be elevated.**

Outreach Efforts

- Brubaker shared that an article about his TAP selection was mentioned in his alumni magazine: Shippensburg University.
- Warnecki also had a newspaper article in the Goose Gazette: "Ladson SC Woman Selected for IRS Advocacy Panel".
- Sinnamon had the opportunity to speak with the Virginia Local Taxpayer Advocate. He learned that there will be no visits to the Northern Virginia. No responses from Chambers of Commerce either.
- Kasturi sent letters to the Chambers of Commerce.

Public Input

None

Closing Assessment

Ferree provided all with an update on Recruitment. She shared that currently there is a need for



applicants from Delaware, D.C., and West Virginia. Ferree informed the panel that if they would spread the word to the co-workers and friends this will greatly be appreciated.

The Meeting Satisfaction Survey Form will be placed by Inez on TAP Speak/or sent by email to all; please take time out to fill out and return; this is a very helpful tool for the staff.

Brubaker adjourned the meeting and reminded everyone that the next teleconference meeting will be held on May 24, 2005 at 1:30PM ET.

The area 2 committee approved these minutes by consensus on May 24, 2005.



Area 2 Committee Meeting Minutes

Date: March 15, 2005

Via: Teleconference

Designated Federal Official

- Terry L. Mapp, Local Taxpayer Advocate, Philadelphia, PA

Members Present

- Bill Bly, Wayne, PA
- Paul Brubaker, York, PA, Co Vice-Chair
- Anthony DiMartino, Toms River, NJ, Chair
- C. Morgan Edwards, Charlotte, NC
- Srinivasan Kasturi, West Orange, NJ
- Steve Kreisler, Potomac, MD
- Robert Maziarz, Hainesport, NJ
- Paul McElroy, Winston-Salem, NC, Co Vice-Chair
- Martin Romeril, Bethlehem, PA
- Lynwood Sinnamon, Arlington, VA
- Agnes Tillerson, Erie, PA
- Faith Vinikoor, Baltimore, MD
- Elizabeth Warnecki, Ladson, SC
- Lillian (Beadsie) Woo, Durham, NC

Members Not Present

- David Cain, Marlinton, WV
- Christine Hurley, Lorton, VA
- Patrick McCombie, Wilmington, DE
- Theodore Perros, Washington, D.C.
- Steve Rue, Mechanicsville, VA

TAP Staff

- Nancy L. Ferree, TAP Program Manager
- Inez E. De Jesus, TAP Program Analyst

Welcome/Announcements/Review Agenda

Both Chair DiMartino and DFO Mapp welcomed the committee; the Chair informed everyone that Co Vice-Chair Brubaker will be chairing the meeting after 2:30 PM ET since he will be unavailable.

DiMartino also shared that Theodore Perros had attended the President's Advisory Panel meeting on Federal Tax Reform on March 3, 2005, in D.C., and if all agenda items are covered by the end of the meeting, Perros will provide the committee with a report of what transpired at this event. **Follow-up Item for Perros.**

Also, if time permits, Brubaker had an issue regarding the right to claim a child that he would like to share with all.



Roll Call

Roll call was taken and quorum of 11 was met; 14 members were present.

Joint Committee Report

DiMartino shared that since there has been no Joint Committee meeting since the committee met in South Carolina last month, there was not much to report; the Joint Committee will be meeting tomorrow, March 16th.

DiMartino addressed business cards, these were recently mailed out by the staff and if you do not receive your cards within a week, please inform Program Manager Nancy Ferree. It was agreed that business cards will not be ordered for members who are serving for a third term; they are to use whatever they have in stock.

DiMartino inquired if everyone had received their reimbursements from the November 2004 Annual Meeting in D.C; if not, please let the staff know.

Review/Approve Previous Meeting Minutes

The minutes of the February 18/19, 2005 face-to-face meeting were approved by consensus.

Program Manager Nancy Ferree reviewed all the prior action items from the previous meeting, and the following were stated for the record:

1. On Page 4, Meeting Satisfaction Survey — the coordinated responses were placed on TAP Speak as agreed upon and will be used in the future by this committee.
2. On Page 5, Issue # 3236, E-file Services & 100 Return Requirement — this issue has been tabled for discussion during today's call.
3. On Page 5, Issue # 3238, Usability of IRS Website — **Action item for Hurley/De Jesus: (Still Pending)** — Analyst is to conduct further research when she receives specifics from Ms. Hurley who is awaiting to hear from the individual that originally brought this issue to her attention.
4. On Page 6, Issue # 3390, "Timely Response Required on IRS Envelopes" **Update:** Chair shared that a "draft" recommendation has been sent to the Area 2 DFO, Program Manager, Program Analyst and Panel Member Bly for their review before next steps are taken. **Action item for Staff to follow-up on.**
5. On Page 6, Issue # 3391, "Take Home Pay Web Calculator" — **Update:** a sub-committee composed of Kreisler, Maziarz, McCombie and Warnecki has been created.
6. On Page 6, Issue # 3392, "Change Form 1065 Schedule D-Capital Gains and Losses" — **Update:** Chair shared that a "draft" recommendation has been sent to the Area 2 DFO, Program Manager, Program Analyst and Panel Member Bill Bly for their review before next steps are taken. **Action item for Staff to follow-up on.**
7. On Page 7, under "New Sub-committees" — Issue # 3234, Seniors Problems with Tax Matters" — **Confirmed:** Since Sinnamon had brought this issue to the panel's attention, he will be the lead of the sub-committee.
8. On Page 7, under "Reports Resulting from Break-out Sessions" — Issue # 3234, Seniors Problems with Tax Matters" — **Pending:** for both the sub-committee and Analyst in obtaining information from the analyst who prepares Publication 554 to address specific questions, and obtain a **Subject-Matter Expert.**
9. On Page 7, Issue # 3235, Suggestion Provided-Form 2553 — **Pending:** Rue had attended a meeting with the IRS whereby he provided input which will be considered by the IRS when this form is revised in the near future- **Rue is to prepare a letter to the chair with detailed information on what transpired at this meeting which will be sent to the Joint Committee as information.** In addition, on Page 8, same subject matter, **Update:** chair shared that a "draft" recommendation prepared by Woo has been sent to the Area 2 DFO, Program Manager, Program Analyst, Rue, Woo and Edwards for their review before the next steps are taken. **Action item for staff to follow-up on.**



10. On Page 8, Issue # 3391, "Take Home Pay Web Calculator" — **Pending Action item for the TAP Staff: to obtain a Subject-Matter-Expert.**
11. On Page 8, Issue # 3394, Improve Form 1099 (U.S. Information Return for Calendar Year) — **Results:** Closing Letter was sent to the Citizen from Pennsylvania on February 25, 2005 and issue was closed.
12. On Page 9, Issue # 3295, "Add Limited Liability (LLC) Option to Form SS-4" This issue has been added to today's agenda.
13. On Page 10, "Appreciation extended to SC Local Taxpayer Advocate" — Ferree shared that letters of appreciation were sent.
14. On Page 11, Inez did provide both Hurley and Tillerson with information on their respective Local Taxpayer Advocates.

Sub-committee Reports from Sub-Chairs:

Issue # 3228-Efiling Alternatives and Interactive Forms —

Since Sub-Chair David Cain was not available on this call, Paul McElroy reported that the sub-committee has reviewed and noticed that the National Taxpayer Advocate (NTA) has several pages on her 2004 Report to Congress on this same matter. No one should have to pay for these services and she also urges the IRS to amend current agreements. It seems that there is nothing else this committee can do. Kasturi stated that since this is a work in progress, we may not want to drop it but monitor it instead. This led to discussion by the entire committee and **it was agreed by consensus** that this sub-committee will monitor what the NTA already has on her report and make sure it is done completely; provide support and provide recommendations.

Issue # 3234-Seniors' Problems with Tax Matters —

Sinnamon led discussion and shared that Seniors have unique issues especially in understanding IRA (Individual Retirement Account) distributions after age 70 _ as required by law.

Chair and Vinikoor shared based on their experiences that many Seniors assume when they do not receive a tax package at the end of the year that they are not required to file an income tax return or owe monies which is not true in all cases.

A strong interest was shown regarding the New Form 1040S, based on the "Simple Tax for Seniors Act of 2004" – H.R. 4109, an Act which was passed by the House on June 2, 2004. The Act states that the form shall be made available for taxable years beginning after December 31, 2004.

Ferree shared that the staff had done some research and was currently awaiting to hear from the Forms Program Owner regarding the status of the new form.

It was agreed by consensus: that the committee would like to get involved with the ground work if the new form is in the planning stages. **Action item for Ferree:** Obtain Subject Matter Expert and/or continue to pursue information on partnering with the Form 1040S owner/originator. Committee feels that their concerns should be communicated to the IRS as soon as possible.

Inez shared that a new issue recently received is closely related to this one; Issue # 3456, Improve IRS Information to Seniors — Citizen from Pennsylvania is elderly and was misinformed about IRA's- Individual Retirement Accounts- she now has a big tax liability because she did not invest in Roth IRA's. She thinks IRS should do a better job in advertising IRA's so that the elderly do not get into this situation. **Action item for Inez, share this new Issue #3456 with the entire committee- cross-reference Issue # 3234, Seniors Problems with Tax Matters.**

Issue # 3235-Suggestion Provided-Form 2553 —

Chair DiMartino addressed this matter on behalf of Rue; Form 2553, Election by Small Business Corporation; this form is used a lot by Practitioners- DiMartino expressed his appreciation to Beadsie



Woo for drafting the recommendation which is currently being reviewed. The recommendation proposes that the form and instructions be modified to accommodate businesses with shareholders as well as members. **Pending Review by Staff before next steps are taken.**

Issue # 3391- IRS Take Home Pay Web Calculator —

Steve Kreisler reported that the sub-committee met via teleconference on March 9, 2005; he expressed appreciation to Maziarz, McCombie and Warnecki for their team efforts. The sub-committee has reviewed some of the web calculators that are out there already. This sub-committee is requesting that arrangements be made by the staff to obtain a subject-matter-expert, in order to address several questions and concerns they have. **Action item for staff: Obtain a Subject-Matter-Expert on Web Calculators.**

Action item for Warnecki: provide a copy of the March 9th teleconference meeting minutes to the staff and other sub-committee members.

Review New Issues/Sub-Committee Assignments

New Issue #3420, Self-Employed Payment Procedures — Nancy Ferree introduced this issue to the committee; it was received from a Citizen of Pennsylvania, it reads as follows: "Caller and his wife are both self-employed. He feels there is a gross inequity in the way self-employed people pay their taxes. Quarterly estimates should be due 15 days after the end of the quarter. Self-employed people should have 15 days after the end of the quarter to close their books and determine what their tax liability actually is for the quarter. January and April 15th are okay, but June and September are due before the end of the quarter." Kasturi agrees and stated that this affects others besides those that are self-employed. Vinikoor stated that this issue may be legislative in nature; De Jesus shared that when she conducted the preliminary research on this issue, she noticed that another committee had addressed this matter and had dropped it because it was legislative and TAP does not address legislative issues. De Jesus stated that she was in the midst of obtaining additional substantiating information. Warnecki requested clarification on the Estimated Payment dates indicated on the Research Report and it was confirmed that these were accurate as stated.

Action item for Analyst De Jesus: As per the chair, conduct additional research; clarify what the other committee did and why it was dropped. (We do have the contact information for the citizen that submitted this issue and a letter will need to be prepared.)

New Issue # 3295, Add LLC (Limited Liability) Option to SS-4 Form — Nancy Ferree introduced this issue to the committee; it was a suggestion received from a Citizen from New Jersey; it reads as follows: "The SS-4 Form be changed to include a check-box (Part 8a of SS-4) to indicate if the company is single or multiple member so the IRS won't need to write a letter. This will hopefully cause the issuance of the EIN be done sooner." (The SS-4 Form: is an application for Employer Tax Identification Number and EIN means Employer Identification Number.) Sonny Kasturi volunteered to work on Issue # 3295.

Follow-up to Issue #3236, E-file Services — discussion was led by Faith Vinikoor; she inquired from the Practitioners on the panel, what did they think about this matter; committee decided to continue to review this and Sonny Kasturi volunteered to work with Vinikoor on this.

Follow-up to Issue # 3238, Usability of IRS Website — as stated earlier, **this is a pending action item for Hurley and De Jesus-** analyst is to conduct further research when she receives specifics from Ms. Hurley who is awaiting to hear from the individual that originally brought this issue to her attention.



Follow-up to Issue # 3390, “Timely Response Required on IRS Envelopes” — a “draft” recommendation is in the process of being reviewed by the staff before the next appropriate steps are taken. **Action item for TAP Staff.**

Follow-up to Issue # 3392, “Change Form 1065 Schedule D-Capital Gains and Losses” — a “draft” recommendation is in the process of being reviewed by the staff before the next appropriate steps are taken. **Action item for TAP Staff.**

C. Morgan Edwards wanted to discuss a new issue regarding “Charters Schools Status” (public entity) and was advised by the staff that according to the standard procedures new issues are brought to everyone’s attention prior to a meeting; therefore, this will be an agenda item for the April Teleconference Meeting. Edwards also wanted to know if the staff had received any correspondence from the Kings Mountain schools and the response was “No, not yet.” **Action item for Inez: Add this item to April 19, 2005 agenda.**

Outreach Efforts

Edwards inquired if the staff had received a faxed copy of his News Release that appeared on March 10, 2005 in the “Kings Mountain Herald” in North Carolina entitled: “Morgan Edwards appointed to Tax Advocacy Panel”. Staff confirmed that it was received on March 15th, scanned and shared with the entire committee on the same date.

Sinnamon expressed a concern regarding the Virginia Local Taxpayer Advocate’s (LTA’s) outreach plans for 2005 since he wants to know what is being planned for 2005. DFO Mapp inquired if Sinnamon had met Mark Campbell yet, the Virginia LTA. Ferree informed everyone that she had contacted all the Area 2 LTA’s and they have all made a commitment to be working with the TAP members. If you have not heard from your advocate, you will soon. Each state is different and may operate differently.

Ferree shared that this portion of the meeting is to report out on your outreach activities.

Recently, Edwards, McElroy and Woo attended a Stakeholder’s meeting in Greensboro, North Carolina. Morgan said that this was a very good meeting. McElroy had provided an excellent report on what had transpired and this group will be invited again to attend future meetings. Ferree stated: “Keep up the good work!”

Criteria (Metric Scoring for Year End Report)

Ferree informed Sinnamon that during the Area 2 face-to-face meeting, he had been selected to participate with the Measurements of the TAP group; the TAP Director had solicited volunteers who will be interested in participating in providing feedback and his name was included; others on this committee that will be involved are: Brubaker, Hurley, Kreisler, Woo (and Sinnamon)

Secondly, the Performance Measures of the TAP is related to Sinnamon’s Criteria- Metric Scoring for Year End Report. Sinnamon expressed his concerns when he read the prior year’s report and he did not agree with the ratings since there was a disconnect between the dialogue and the rating specifically since there was no representation from the Northern Part of Virginia.

Public Input — None

Meeting Satisfaction Survey (Optional)

Ferree informed everyone that a copy of this form was submitted with the pre-read materials sent out prior to this meeting; she reminded everyone that this is a very important tool for the chair and the staff in order to make improvements to future meetings. Your comments are greatly appreciated and you do not have to identify yourself. Brubaker requested that a blank form be placed on TAP Speak; in addition, analyst was asked to send out another one by email to all after this meeting and to do so



from now on after every call. **Action item for all panel members:** please send the survey responses directly to Inez and she will coordinate the responses.

Closing Assessment

Since Perros was not on the call, his report on the March 3, 2005 meeting of the President's Advisory Panel on Federal Tax Reform will be most likely be discussed during the next call.

Brubaker shared an experience he had with grandparents who have legal custody of their grandchild, but the child's Father filed beforehand and received a refund by e-filing; when the grandparents filed their tax return, it was rejected, and credits were not granted. After discussion, both DFO Mapp and Program Manager informed all that this is an individual issue, and it deals more with "processing" and is not a TAP issue. Ferree suggested to Brubaker that since there is a TAP EITC Issue committee, he may be interested in participating on one of their teleconference meetings. Mapp also stated that there is nothing that a Local Taxpayer Advocate can do to assist an individual with this matter at this point.

Brubaker shared that "this was a good meeting" and having met face-to-face last month was very helpful and effective in the bonding process. Others agreed with Bru. Ferree thanked everyone for their input and cooperation.

Confirm next teleconference meeting: April 19, 2005 at 1:30 PM ET.

Brubaker adjourned the meeting.

These minutes were approved by the Area 2 Committee on April 19, 2005 by consensus.



Area 2 Committee Meeting Minutes

**Committee's Face-to-Face Meeting
The Strom Thurmond Federal Building
1835 Assembly Street, Room 1576
Columbia, SC 29201**

**Friday, February 18, 2005 &
Saturday, February 19, 2005**

Designated Federal Official (DFO)

- Terry L. Mapp, Local Taxpayer Advocate, Philadelphia, PA

Members Present

- Bill Bly, Wayne, PA
- Paul Brubaker, York, PA, Co Vice-Chair
- David Cain, Marlinton, WV
- Anthony Dimartino, Toms River, NJ, Chair
- C. Morgan Edwards, Charlotte, NC
- Christine Hurley, Lorton, VA
- Steve Kreisler, Potomac, MD (02/18/05)*
- Robert Maziarz, Hainesport, NJ
- Patrick McCombie, Wilmington, DE
- Paul McElroy, Winston-Salem, NC, Co Vice-Chair
- Theodore Perros, Washington, DC
- Steve Rue, Mechanicsville, VA
- Agnes Tillerson, Erie, PA
- Faith Vinikoor, Baltimore, MD
- Elizabeth Warnecki, Ladson, SC
- Lillian (Beadsie) Woo, Durham, NC

Members Absent

- Sonny Kasturi, West Orange, NJ
- Martin Romeril, Bethlehem, PA
- Lynwood Sinnamon, Arlington, VA
- *Steve Kreisler (02/19/05)

Local Taxpayer Advocate, South Carolina

- Frances W. Kleckley

Staff Present

- Bernie E. Coston, TAP Director



- Nancy L. Ferree, TAP Program Manager
- Inez E. De Jesus, TAP Program Analyst & Note Taker

February 18, 2005-Morning Session

Roll Call

Inez E. De Jesus took the roll call and quorum of 11 was met- 16 members were present.

Welcome/Announcements/Review Agenda

The meeting began with a warm welcome from the South Carolina Local Taxpayer Advocate Frances Kleckley who also took this time to share administrative matters with the panel regarding building logistics.

Chair DiMartino thanked Ms. Kleckley for providing such a fine facility for the Area 2 meeting.

National Office Report

TAP Director Bernie Coston began by quoting the opening of Charles Dickens, Tale of Two Cities, "It's been the best of times, it's been the worse of times...." in respect to the changes the IRS is constantly undergoing and the current budget situation. The IRS Budget has been approved but no allocations have been received yet. Coston applauded the panel for their participation as volunteers in assisting to making things better for the taxpayers. He reminded the panel that the staff is here to provide them with support. Highlights of Coston's report are as follows:

- President's Advisory Panel on Federal Tax Reform whose primary mission is to recommend reforms to the tax code that will make the U.S. tax system simpler. Coston has a liaison contact person which he is in communication with.
- The CD version of the National Taxpayer Advocate's 2004 Report to Congress was distributed to all at this meeting. Coston pointed out the 21 "Most Serious Problems Encountered by Taxpayers" mentioned and how his expectation is that the staff and panel use this report as a reference as they address new issues. Coston is aware that this panel is already seeing the problems that taxpayers experience.
- Emphasis on making contact with your Local Taxpayer Advocate and getting to view the operations of a Taxpayer Advocate office would be beneficial to all.
- Dialogue between the staff and chairs is a very important communication mechanism.
- Keep Inez and Nancy informed of any outreach you will be engaged with whether there is a cost or not.
- Each committee will have only one face-to-face meeting this year. In addition, there will be involvement with Tax Forums and there may be other outreach opportunities.
- Regarding the Annual Meeting, the National Office Staff is already working on planning this year's event and we listened to the feedback received in order to make adjustments.



- Measures on the effectiveness of the TAP are currently being reviewed, and committee's input will be welcomed.
- The new Communications Issue Committee was briefly discussed.
- The Media Specialist in Area 2 has done a very good coverage this year with the Press Releases of panel members.
- Release date of the 2004 TAP Annual Report is February 21, 2005.

McElroy shared that the he saw the TAP Area 2 meeting announced this morning on a local TV Channel. (WLTX Channel 19)

Perros shared his concerns regarding the DC Annual Tax Preparation & Information Fair event this year, and how there was exclusion for participants as far as income and he wondered if this was a grassroots issue. Director suggested that if the panel agreed a recommendation can be written up.

Administrative News from the Staff

Nancy L. Ferree welcomed all and thanked Inez for coordinating this meeting with the South Carolina Local Taxpayer Advocate and her staff. Nancy also went over some of the items in the folders provided to the panel; especially the "Travel Expense Report" and she reminded everyone that the original hotel receipts are required. Panel inquired if there was a possibility of being able to have in the future direct deposit.

- Business Cards — Nancy shared that it will take about 4-6 weeks for the cards to be printed with the TAP Logo. Members who are serving their last term were advised to use what they have in stock and others can see her or Inez if they have a special need.
- Nationwide Recruitment Plan — the staff will ensure that there is representation from every State. This is currently being addressed since the application will be made available on the TAP Website to the public from April 1-29, 2005. There will be News Releases announcing this event beforehand.

Review/Approve Previous Meeting Minutes

The minutes of the January 18, 2005 teleconference meeting were approved by consensus.

Review Pending Action Items

Inez reviewed the action items from the January 18, 2005 meeting, and confirmed that the action items were completed with the exception of the following which needs to be monitored until completion:

- Issue #2389, Simplify Communications to Taxpayers, will be forwarded to the Joint Committee with the Chair's February Monthly Report.
- Criteria (Metric Scoring for Year End Report)- tabled for future discussion when Sinnamon will be available to address.

Joint Committee Report

Chair DiMartino shared:

- that regarding the 2004 TAP Annual Report, which was previously mentioned by the Director, 500 copies will be printed in addition to availability by CD's and on-line versions. A poll was



taken and consensus was reached whereby CD versions will be provided to the entire area 2 committee.

- DiMartino elaborated on the Measurements of the TAP that is currently being looked at by the TAP Director and solicited who will be interested in participating in providing feedback and this resulted in the following volunteers: **Brubaker, Hurley, Kreisler, Sinnamon and Woo.** (The Director noted this information.)
- The Joint Committee reminds the area committees to stay focus on grassroots issues, as the Issue Committees address matters brought to them from the IRS.
- Recruitment Process — comments will be solicited on “What did you think of the Recruitment Process?”- e.g. on line application, interview, etc. We will attempt to monitor past issues not addressed.
- Meeting Satisfaction Survey — the Joint Committee encourages the committees to use this process after all meetings. Dimartino inquired, “Do you want this format?”- Nancy chimed in and shared that this is a very helpful tool for the staff, it is a lessons learned experience. A copy was provided in the Members Folders, and by the end of the meeting every member filled it out and submitted it to the staff. **Action item for Inez:** Coordinate responses and place the results on TAP Speak and have available for future meetings.
- New Legislative Form — DiMartino shared how this form was created by Area 4 member James Abraham; copies were given to all members. Coston explained this form is meant to be a vehicle for elevating legislative concerns. National Taxpayer Advocate Nina Olson can decide whether or not to address the issue. Coston advised members to review the NTA Annual Report prior to elevating any legislative issues.

TAP Realignment

- Chair DiMartino welcomed David Cain to the Area 2 Committee and explained that David came from Area 4 and this is a result of when recently TAP was aligned to meet TAS realignment. We had a gain and no losses.
- The SB/SE Compliance Issue Committee was explained as well as the new Communication Issue Committee.
- The new TAP Charter will be more general.

Sub-committee Reports Since Last Meeting

- Issue # 3228, Efiling Alternates & Interactive Forms — sub-committee has not met since the last teleconference meeting.
- Issue # 3234, Seniors Problems with Tax Matters — sub-committee has not met since the last teleconference meeting.
- Issue # 3239, Provide Tax Forms to All — after a brief discussion led by Christine Hurley, the committee agreed to drop this issue.

In addition, during this section, Faith Vinikoor made a brief presentation in respect to Issue # 3367, Package X versus CD’s Distribution; she distributed 2 exhibits with information on the ordering of Package X (Forms and Instructions) by Tax Professionals as well as information on the Ordering of IRS-endorsed 2004 Federal Tax Products CD-ROM. After panel discussed this issue, they agreed by consensus to drop this issue (there is no contact information on the individual that originally brought this issue to Vinikoor’s attention.)



Vinikoor also made a brief presentation in respect to Issue # 3236, E-file Services & 100 Return Requirement; she shared information regarding the regulations of return preparers. The incentive is to obtain 100% electronic filing-services still available. She learned that most of the States piggy back on the Federal guidelines. The committee did not decide whether this issue would be pursued or not.

Action item: this issue has been tabled for discussion during the March 15, 2005 teleconference meeting.

DiMartino shared that he had spoken recently to the prior Chair, David Meyer, in respect to Issue # 3220, Reduce Processing Time of Offer-in-Compromises (OICs), & Issue # 3223, Review OIC's Criteria, and agreed with his input that this issue is already being addressed by both the IRS and the National Taxpayer Advocate as indicated in her 2004 Report to Congress. Unless the committee has a specific matter regarding OIC's it would not be productive to continue to address it at this time.

- DFO Terry Mapp chimed in and agreed with Chair DiMartino and also stated that OIC's are very complex and each case needs to be addressed on its own merit; there is not a one size fits all.
- Steve Rue shared that he refers his clients to the Local Taxpayer Advocate in Virginia when he experiences difficulties with specific offers. Committee agreed to drop both Issues #3220 & 3223.
- TAP Director Coston also shared that there have been many studies done by the National Taxpayer Advocate's office in respect to OIC's.

Issue #3238, Access Via Telephone, Rapid Refund & Expanded Website, Hurley led this discussion; panel agreed to change the title of this issue to "Usability of the IRS Website"- Hurley shared that she had requested further information from the individual that provided her with these issues, and was awaiting his/her response. **Action item:** follow-up for Analyst Inez De Jesus is to conduct further research when she receives specifics from Hurley.

Processing of New Issues — Briefing by Program Manager

Nancy Ferree made a brief presentation on the processing of new issues. She made reference of the "TAP to IRS-Area Committees Flow Chart" that is in the Members Handbook, and shared that the staff conducts the preliminary research when an issue arrives and the National Taxpayer Advocate's 2004 Report to Congress should be reviewed before working an issue. Citizens contact the TAP and make suggestions for changes by correspondence, telephone calls, web comments or by talking directly to a panel member.

Inez stated that the panel's suggestions regarding the wording of the description or title of an issue are welcomed.

New Issues & Formation of New Sub-committees

New Issues:

- Issue # 3390, Request "Timely Response Required" on IRS Problems — This issue was submitted by Panel Member Bill Bly; Bly shared his experiences with two of his clients who received a CP 2000 notice from the IRS and didn't open the envelopes until the response dates had almost passed. TAP should consider asking the IRS to add to the outside of the envelope a brief statement like "Timely Response Required"- after researching IRS current procedures to see how notices are sent out. **Results/Action item:** committee agreed that a Draft Recommendation to the Joint Committee should be written up.



- Issue # 3391, IRS "Take Home Pay" Web Calculator — this issue was submitted by Steve Kreisler; he suggests that the IRS website provide a "take home pay" calculator to allow users to determine how much money will be deducted from their paycheck based on salary, filing status, W-4 allowances, EIC credits, and other inputs. **Results/Action item:** committee agreed that this would be a good idea and a sub-committee was created. (Further information below under "New Sub-committees".)
- Issue # 3392, Change Form 1065 Schedule D (Capital Gains and Losses) — This issue was submitted by Bill Bly: Partnerships use Schedule D with their Form 1065, US Return of Partnership Income, to report sales/exchanges of capital assets, capital gain distributions, and nonbusiness bad debts that are not specially allocated to partners. Bly suggests that two additional lines be added to this form for both short and long term gains/losses. **Results/Action item:** committee agreed that a Draft Recommendation to the Joint Committee should be written up.

New Sub-committees:

- Issue # 3228, E-filing Alternates & Interactive Forms — sub-committee is composed of Cain (Sub-Chair), Brubaker, Hurley, and McElroy.
- Issue # 3234, Seniors Problems with Tax Matters — sub-committee is composed of Sinnamon, Bly, Brubaker, Perros, Tillerson, and Vinikoor.
*Since Sinnamon had brought this issue to the panel's attention, it is assumed at this time that he will take the lead of the sub-committee.
- Issue # 3235, Suggestion Provided-Form 2553 — sub-committee is composed of Rue (Sub-Chair), DiMartino, Edwards & Woo.
- Issue # 3391, IRS "Take Home Pay" Web Calculator — sub-committee is composed of Kreisler (Sub-Chair), McCombie, Maziarz, & Warnecki.

Citizen Input

None

February 18, 2005- Afternoon Session

Expectation: Sub-committee Break-out Sessions

Nancy Ferree explained the process of sub-committees working in between area meetings. The staff is available to conduct additional research and at times to obtain a Subject-Matter-Expert (SME). During a regular meeting, the sub-committees share with the entire committee an issue progress report. During this face-to-face meeting, the panel will have the opportunity to exercise this process.

Sub-committee Break-out Sessions

The sub-committees met for over approximately 90 minutes.

Reports Resulting from Break-out Sessions

- Issue # 3228, E-filing Alternates & Interactive Forms — sub-committee will be reporting back to the entire panel their findings and possible proposal.

- Issue # 3234, Seniors Problems with Tax Matters — sub-committee shared how Tillerson had reviewed Publication 554, Older Americans Tax Guide, and noticed that this publication refers the reader to nineteen other publications for additional information. Since Lynwood Sinnamon was not present and he is the individual that submitted this issue to the panel, the sub-committee will be sharing their notes with him to see if they are progressing in the proper direction. **Results/Action:** for both the sub-committee and Analyst in obtaining information from the analyst who prepares this Publication 554 to address specific questions. **Obtain a Subject-Matter-Expert.**
- Issue # 3235, Suggestion Provided-Form 2553 — Background: Rue had attended a meeting with the IRS whereby he provided input which will be considered when this form is revised in the near future. **Action for Rue:** Rue is to prepare a letter to the chair as information to the Joint Committee on the details of what transpired at this meeting; in the interim, the sub-committee is looking at also changing the second Column "L" and use a terminology of "Ownership" instead of "Stock Owned". **Results/Action item for Woo:** Woo is drafting the details of this issue and forwarding to Area 2 Chair and Chair will then format properly for elevation to the Joint Committee.
- Issue # 3391, IRS "Take Home Pay" Web Calculator" — the sub-committee has agreed to become familiar with the IRS withholding calculator and examine relevant sections of the IRS Publication 15, Circular E. Sub-committee also agreed to review: www.paycheckcity.com. **Results/Action item for the TAP Staff: Obtain a Subject-Matter-Expert, and** investigate whether the IRS has contemplated creating this type of calculator for their website. If so, what decision was made and why? Also, how popular (e.g. how many hits, etc) is the IRS withholding calculator receiving?

Other Issues Discussed:

- Issue # 2389-Simplify Communications to Taxpayers — Perros inquired on the status of this issue which he had originally submitted to the previous Area 2 Committee and was advised that since it had been approved last month by the committee to be elevated, it will be included in the Chair's February 2005 Monthly Report to the Joint Committee. Perros also inquired if it would be appropriate for him to bring this same issue to the attention of the President's Advisory Panel on Federal Tax Reform. Coston indicated that he would work with Perros on this since he already has a liaison contact person from the President's Panel.

** It was also discussed that as a private citizen a TAP Member may approach a politician but not as a panel member. The TAP Annual report is distributed to the Department of the Treasury as well as to other stakeholders. A panel member must be clear about his/her role as Joe Citizen vs. TAP member.

- Issue # 3316-E-Services Phone Site — David Cain shared an experience he had when he phoned this service and was placed on hold, and he had left the phone on hold overnight, and upon return to his office the next day, he was still in the hold mode. Cain stated that he had not intended for this to become an issue, he just wanted to express his frustration; and therefore, this issue was dropped.
- Issue # 3394-Improve Form 1099 (U.S. Information Return for Calendar Year) — A citizen from Pennsylvania shared how his handwritten printing does not go all the way through all of the copies of Form 1099. He also indicated that he only fills out about 3 a year. After discussion by the panel, **Results/Action item:** this issue will be dropped and a letter will be sent to the citizen, suggesting that since he only prepares a few 1099's annually, that perhaps he should send in the original after making copies of the original.



- Issue # 3295-Add Limited Liability (LLC) Option to Form SS-4 — inadvertently, this issue was not discussed and it will be tabled for discussion during next month's meeting. **Action item:** Add Issue #3295 to the agenda for March 2005 teleconference meeting.

Outreach Reports — committee decided to address these on day number one and all were reminded that information regarding the area's outreach activities can be found on TAP Speak: <http://TAPSpeak.fedworx.org>

Members shared their various outreach activities performed so far and the staff reminded them to submit the "TAP Speaker Request Report" on a timely manner so that this information may be incorporated into the chair's monthly report to the Joint Committee as well as for office reports.

In summary, members shared contacts with their Local Taxpayer Advocates, networking with organizations like "AHEPA" (American Hellenic Educational Progressive Association) Chapter 31, and the various interviews recently conducted with local reporters who were writing the members' press releases.

Nancy Ferree reminded everyone to keep the staff informed of all of their outreach activities, and if there is an expense involved, please let the staff know beforehand. This information is also very useful for the Chair and the reports he prepares to the Joint Committee.

Ferree also shared that she has made contact with all the Area 2 Local Taxpayer Advocates and many already knew who their TAP representatives were. "If you do not know who your LTA is please let the staff know."

DFO Mapp shared that the local Philadelphia office has engaged their Low Income Tax Clinics with TAP Promotional Materials. She also stated that the Area 2 LTA's are engaged partners with the TAP. She has invited Bly and Brubaker to attend the upcoming Stakeholder Relationship upcoming meetings, and alerted the rest to be on the look out for invitations from their LTA's.

Coston also shared that after a recent CAP meeting with Area Directors, he has shared the TAP rosters with them. He met the Virginia LTA, Mark Campbell at this meeting, and he was advised that he already had met Steve Rue. Bernie thought that the idea of making contact with your alumni associations is a very good idea.

Closing Assessment

Before closing, all discussed and agreed that today's meeting has been very effective and the fact that face-to-face meetings are much more effective than teleconference meetings.

Meeting Adjourned by the Chair

February 19, 2005

Roll Call

Inez E. De Jesus took the roll call and quorum of 11 was met — 15 members were present.

Welcome/Announcements for the Day

Chair opened the meeting and turned it over to Perros who made a motion that a "Thank You" letter be drafted and sent to Frances Kleckley and her superiors. The committee agreed that this was an excellent idea and all expressed their appreciation for her "Southern Hospitality". **Action item:** Chair will prepare the letter of appreciation. (Coston stated that he will be doing the same.)



Perros also expressed his gratitude towards Nancy and Inez.

New Business

- Director requested that the area should start thinking of ideas to submit to the new Communications Issue Committee. There are also four members on this committee that have been assigned to this new issue committee. (Hurley, Sinnamon, Tillerson, and Warnecki)
- Director also shared that this committee has been very effective with photos, and News Releases; and
- The TAP Name Change recommendation made by this committee previously is a dead issue.
- He also planted a seed: "What are your true objectives as a panel?"
- Director suggested that perhaps training of panel members for when they conduct research or deal with different types of media might be food for thought for those who do not have a comfort level.
- Director also thought that partnering with VITA (Volunteer Income Tax Assistance) and manning a booth at one of these locations is food for thought as well.
- Vinikoor shared that the TAP has an identity crisis; there should be an internal campaign to educate folks and in clarifying the difference. TAP versus TAS. Mapp agreed. Ferree shared that most of the calls received on the TAP Toll Free line are not TAP related.
- Cain shared "What's on TAP?"-a concept created by the Area 4 committee which did not get up and running; perhaps this needs to be sent to the new Communications Issue Committee. Coston stated that this may be also used for outreach.
- Brubaker thought that one document describing what TAP/TAS does and showing the difference may be an effective tool for clarifying the purposes of each.
- Mapp stated that when she has meetings they use the means of teleconference and therefore there is no need for travel expenses.
- Cain inquired on "How do we know what is happening in our areas?"
- **Action item for Inez:** send both Hurley and Tillerson, contact information on their LTA's.

Brainstorm Ideas for Next Month's Agenda

None

Citizen Input

None

Closing Remarks/Survey/Adjournment

Before closing, members were reminded to take the time to fill out the "TAP Meeting Satisfaction Survey" and to submit to the staff.

In summary, the committee and staff agreed that this was an excellent meeting and a great opportunity for the sharing and exchange of information. The general interaction was beneficial to all.



There is no comparison with the advantages of meeting face-to-face versus via telephone. By meeting earlier in the year, the members are able to build on their strengths as they continue to address the TAP Mission.

The Director thanked everyone for doing what they do. He reported that his boss, the National Taxpayer Advocate, feels the TAP is doing a good job. He also took this opportunity to thank Nancy and Inez for their efforts; he and the panel expressed that all the hard work paid off- it was a highly successful gathering, and everyone left satisfied. Coston is also noticing that there is always a way to make things happen, and he is considering how during the annual meeting scheduling more time together for the committees. The way we currently do things might not be the best way. He is also aware that the volunteers give more than 300-500 hours during their tenure. It is important that a group like this is out there telling the IRS – "You need to make things better for the taxpayers"- and he told the committee: "You are not done yet!"

Coston and DiMartino wished everyone a safe journey home. Chair thanked the Director for his presence and for being here during the entire meeting.

Perros suggested that perhaps changing the annual meeting to be held in early October may be more effective.

Chair adjourned meeting.

Next Meeting: Teleconference: March 15, 2005 at 1:30 PM ET (90 minutes)

*These minutes were approved by consensus by the Area 2 Committee on March 15, 2005



Area 2 Committee Meeting Minutes

Date: January 18, 2005

Via: Teleconference

Designated Federal Official

- Terry L. Mapp, LTA, Philadelphia, PA

Members Present

- William Bly, Wayne, PA
- Paul Brubaker, York, PA, Co Vice-Chair
- Anthony DiMartino, Toms River, NJ, Chair
- C. Morgan Edwards, Charlotte, NC
- Christine Hurley, Lorton, VA
- Steve Kreisler, Potomac, MD
- Robert Maziarz, Hainesport, NJ
- Paul McElroy, Winston-Salem, NC, Co Vice-Chair
- Theodore Perros, Washington, D.C.
- Steve Rue, Mechanicsville, VA
- Lynwood Sinnamon, Arlington, VA
- Agnes Tillerson, Erie, PA
- Faith Vinikoor, Baltimore, MD
- Elizabeth Warnecki, Ladson, SC
- Lillian (Beadsie) Woo, Durham, NC

Members Not Present

- Sonny Kasturi, West Orange, NJ
- Pat McCombie, Wilmington, DE
- Martin Romeril, Bethlehem, PA

Guests

- Delford Jones, TAP Area 4 Panel Member

TAP Staff

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

Welcome/Announcements/Review Agenda

DFO Mapp opened the meeting by wishing everyone a very "Happy New Year" and she apologized to the Chair and Co Vice-Chairs on her not being able to participate on the December 20, 2004, Pre-teleconference meeting.

Chair DiMartino expressed that he appreciates her role on this committee, and understands that at times she may have workload conflicts.

DiMartino also shared that since the Co Vice-Chairs are named Paul, in order to avoid confusion, Brubaker will be addressed as Bru, and McElroy will be addressed as Paul.



Roll Call

Quorum of 10 was met; 15 members were present.

Joint Committee Report

Chair Tony DiMartino began by sharing with all that due to the current budget situation, committees will now be allowed to have only one face-to-face meeting instead of two as previously planned. The committee would have to decide today on the exact dates and locations. After discussion, the committee agreed that the face-to-face should be held February 18-19, 2005 (travel days Feb 17th and afternoon of Feb 19th) in Columbia, SC. **Action item for Analyst De Jesus:** Inez will proceed with meeting arrangements and promised to send pertinent information to all after this call.

Issues Discussion (#2389-3239)

Chair DiMartino began this portion of the meeting by sharing that he has divided this session among the Co Vice-Chairs and other members to lead:

Paul McElroy began with Issue # 3220, Reduce Processing Time of Offer-in-Compromise's (OIC's) - this issue states: "To review and prepare recommendations to the Service on how processing time may be reduced." Discussion that followed touched on how this is already being addressed by the National Taxpayer Advocate in the 2004 Report to Congress as one of the Top 21 most serious problems encountered by taxpayers. (This is already on the "radar screen".)

- Further discussion led to how each offer is handled differently, and to save time, Steve Rue was asked to provide specific scenarios based on his experiences as a tax preparer to the committee via email to the Chair.
- Agnes Tillerson inquired if this is similar to an issue that Area 3 is addressing, and
- Beadsie Woo inquired on what is meant by an Issue Matrix and an explanation was given to her.

Results: Issue #3220 will be kept "active" for now and Chair DiMartino indicated that he will be getting in touch with prior Area 2 Chair David Meyer who had originally brought this issue to the attention of the committee.

McElroy then proceeded to address Issue #3223, Review OIC's Criterias, this issue states: "To review and evaluate the criterias for OIC's as cited in the Internal Revenue Manual (IRM) and make recommendations on how the criteria can be improved."

Results: Issue 3223 will be kept "active" and since it is related to the previous issue discussed, DiMartino will be calling Meyer to obtain clarification and the Chair will be reporting back to the committee.

Brubaker/Bru addressed Issue # 3228, Efiling Alternates & Interactive Forms, this issue states: "Research alternatives to the present efilng system."

After a brief discussion about the money issue and cost involved; the Tax wise Software Package, IRS free forms, and inquiries made on why this can't be downloaded by the public at no cost to the taxpayer, the committee decided to create a subcommittee to study this issue further. Panel also discussed that the previous TAP Efile Committee had met its goal and that issue committee has been discontinued. Members were reminded that the government's goal is to encourage all taxpayers to do efile.

Results: Issue #3228 will be kept "active" and a sub-committee was created.



Theodore Perros led the discussion on Issue # 2389, Improve Communications to Taxpayers, this issue states: Many of the IRS informational bulletins are not written for the "average taxpayer"- perhaps committee will begin by reviewing Publication 519, "U.S. Tax Guide for Aliens".

Perros shared that he had started working on this project about a year ago; the report that he had shared with all prior to this call is self-explanatory he stated. It is Perros' opinion that the flowchart illustration that is in Publication 519 is very confusing; many panel members agreed and stated that this is not an isolated example.

Results: Committee agreed that the next step will be to elevate Issue #2389. **(Action item: Analyst is to prepare the recommendation as per TAP guidelines.)-At the time of this meeting it was uncertain if this issue will be elevated to the Joint or Ad hoc committee.**

Bru addressed an issue that was brought to the panel's attention by Panel Member Lynwood Sinnamon, Issue # 3234, Seniors' Problems with Tax Matters, this issue states: "Senior Citizens Have Problems with Understanding Tax Matters."

Panel agreed that some Senior Citizens make transactions and are not aware of the tax implications. The issue here seems to be more of an educational thing.

Committee discussed Publication 554, "Older Americans' Tax Guide" and suggestions were made that perhaps this publication should be mailed out as part of their tax package. There seems to be an issue here since the IRS has been cutting back on mailing the tax package to all taxpayers. Maziarz brought up that this is not only a problem related to Seniors but also to those that have visual disabilities. Another concern that arose: Can this publication be shared by electronic means?

Results: Issue #3234 will be kept "active" and a sub-committee was created.

Next issue discussed was Steve Kreisler's Issue #3231, Request Email Address for Panel Members, this issue states: "Create an email address that is dedicated solely to TAP business and to be used by all TAP Members." TAP Manager Nancy Ferree reminded everyone of the current budget issue and also due to security reasons that this is not realistic. She noted how some members had created a separate account with "yahoo" services just for TAP mail. Members who had not done this yet were encouraged to do so. Committee agreed.

Results: Issue #3231, Request Email Address for TAP, will be dropped.

Faith Vinikoor shared Issue # 3236, E-file Services, this issue states: "E-file & the 100 Return Requirements and the fact that IRS provides free Package X to Practitioners (2 volumes) but charges \$20.00 for CD's." Vinikoor stated that this should be two issues and not one. **Action item: Analyst is to split this issue into 2 issues and update Issue Spreadsheet.**

Vinikoor also shared that she had received this input from her outreach activity when she attended the Federal & State Tax Institute event back in November 2004 in Maryland.

The issues are:

1. Regarding E-services, why do Practitioners have to do 100 returns in order to be eligible for e-services? And,
2. CD's should be cheaper.



Results: Issue will be kept as a “new” issue for now; Ms. Vinikoor will be conducting some research and sharing her findings with the committee by the next meeting. The committee will decide then if they will pursue the issue.

Christine Hurley had sent out an email to family and friends informing them of her involvement with the TAP program, and requested input from them on IRS customer service issues; as a result, Issue # 3238, “Accessibility via Telephone, Rapid Refund, and Expanded Website was created. Ms. Hurley requested that this issue be tabled for discussion during the next meeting. **Action item: Issue #3238 will be tabled for discussion next month.**

Issue # 3235, “Suggestion Provided- Form 2553” — (Election by a Small Business Corporation)- during a recent outreach event, Steve Rue attended an IRS Conference in Virginia whereby he met the Local Taxpayer Advocate Mark Campbell. There was a discussion held regarding Form 2553, and the number of shares and Rue provided input to the IRS which was forwarded to the IRS and Rue was informed that his idea will be considered during the next revision of Form 2553.

Results: Issue # 3235 — **Action item for Rue:** Rue is to provide Chair DiMartino with a letter with all the details of what transpired at this meeting. Then a letter will be sent to the Joint Committee in order to ensure that this issue does not fall off the track and at the same time that the Area 2 is acknowledged for this.

Brubaker addressed Issue # 3239, Provide Tax Forms to All — this issue states: “Tax forms and instructions should be provided to all taxpayers regardless if they efile or not.” This issue was a response received from the email Ms. Hurley had sent out.

Brubaker suggested that when folks file this year, if there is a check-off box indicating if they want to receive a booklet next year, perhaps Ms. Hurley would like to work on the recommendation. Others chimed in and stated that this is a good time for the IRS to look at the 1040 form.

Results: Issue # 3239 may be a possible recommendation and a sub-committee will be formed led by Christine Hurley.

Issue # 3237, Translation of Speak-up Outreach Flyer Self-Mailer, issue states: “TAP Speak-up Flyer #13384 should be made available to Spanish speaking taxpayers specifically during outreach efforts”- Lynwood Sinnamon had made this suggestion and shared that he just learned from AARP that they are prohibited from promoting these types of items. Discussion followed whereby EITC, Earned Income Tax Credit forms have been translated into Spanish. Discussion also was held that this may still be elevated to the Joint Committee.

Results: Issue # 3237 will be dropped for now.

Creation of Sub-Committees

Issue #3228, Efiling Alternatives, is composed of Brubaker, Hurley, & McElroy.

Issue #3234, Seniors’ Problems with Tax Matters, is composed of Sinnamon, Brubaker, Tillerson, and Vinikoor.

Issue #3239, Provide Tax Forms to All, will be led by Christine Hurley.

Outreach Efforts

Chair addressed briefly the Outreach Activities Report and noted that this committee has been very active.



Introductory Letter

Chair thanked Lynwood for the "Outreach Introductory Letter" he had composed and suggested that it be used by everyone in this committee. (This letter was shared with all prior to this meeting.) Ferree had highlighted that the only correction she saw was that the TAP is a Federal Advisory to the IRS and not to the Treasury. Correction has been made. Some members mentioned that they have used it but have not received any responses yet.

Criteria (Metric Scoring for Year End Report)

Due to time constraints, this matter brought to the panel's attention by Sinnamon will be tabled for discussion at a future meeting. **Action item: table for future discussion when Sinnamon will be available to address.**

Public Input

None

Closing/Assessment

Before closing, Brubaker inquired about the 2004 TAP Annual Report, and Ferree responded that it is currently being printed. Extra copies will be made available.

McElroy mentioned that he had met with the North Carolina Local Taxpayer Advocate and had just received an email from her referencing the National Taxpayer Advocate's 2004 Report to Congress which is about 700 pages.

<http://www.irs.gov/pub/irs-utl/ntafy2004annualreport.pdf>

<http://www.irs.gov/pub/irs-utl/nta2004arcvol2interactive.pdf>

Ferree thanked everyone for adhering to the agenda.

Chair adjourned meeting.

Confirm next meeting February 18 & 19, 2005, face-to-face in Columbia, SC

*** These minutes were approved by the TAP Area 2 committee on February 18, 2005, by consensus.**