



2006 Meeting Minutes

Simplification of Notices Issue Committee Meetings

- December 13, 2006
 - November 2, 2006
 - October 5, 2006
 - September 7, 2006
 - July 6, 2006
 - May 18-20, 2006
 - May 4, 2006
 - April 6, 2006
 - March 2, 2006
 - February 16, 2006
-

**Taxpayer Advocacy Panel (TAP)
Issue Committee
Wage & Investment (W&I) Reduce Taxpayer Burden
(Notices)**

**Meeting Minutes (Annual Meeting in Washington DC)
December 13-14, 2006**

Designated Federal Official (DFO)

Nancy Ferree, TAP Program Manager, Plantation, FL

Members Present

Ben Chapman
Paul Colombo
Lee Congdon
Steven Fulkrod
David Jones
David Meister
Neil Mitchell
Max Scott
Howard Stahl
Lee Stieger
Edward Uhrig
Warren Wong
J.T. Wright

Staff Present

Sallie Chavez, TAP Program Analyst
Isai Pallango, TAP Staff & Note taker
Jim Cesarano, IRS Program Owner Representative
Sidney Gardner, IRS Program Owner Representative

Welcome & Announcements

Committee Chair Max Scott opened the meeting by welcoming members and asked all panel members to introduce themselves and provide informational background.



Introduction of Committee Members

Committee Chair Max Scott requested new panel members for information of personal background. It was noted that all new panel members shared personal information.

Election of New Chair and Vice Chair

Committee Chair Max Scott requested that panel members consider becoming Chair and Vice Chair of the Notice Issue Committee. Program Manager Nancy Ferree stated that new Chair and Vice Chair needed for new direction leadership.

Committee Chair Max Scott was retained as Chair of the Notices Issues Committee. Panel member Joe Hurr was voted Vice-Chair of the Notice Issue Committee. Panel members agreed by consensus.

Discuss Standing Conference Calls Dates and Face to Face Meeting Locations and Dates and Quorum

Committee Chair Max Scott stated having the Notice Issue Committee Face-to-Face Meeting late March of 2007. Panel members stated dates would be difficult on tax professionals, but agreed by consensus.

Program Analyst Sallie Chavez provided details of locations and times of teleconference meetings. Program Analyst Chavez provided important information of teleconference meetings and what is expected of all panel members. Panel members agreed by consensus on this issue.

Comments from Program Owner

Internal Revenue Service Program Owner Representative Jim Cesarano provided updates of projects. He stated the Notice Elimination project cannot move forward without proper funding.

Program Owner Representative Jim Cesarano also mentioned CP-23 draft form will be available in the near future and will included comments. Program owner stated a desire to reach the blind, elderly, and the visually impaired tax payers.

Program Owner Representative Jim Cesarano shared that a new team called Combine Forms and Testing Team has been created and currently in phase two. New team leader Debra Lopez and Cesarano have been meeting on weekly basis. Nancy Ferree and Sallie Chavez will contact panel members asking of possible involvement.

Program Owner Representative Jim Cesarano also provided important information on the DAT Program and definitions of Internal Revenue Service acronyms. Program Owner Representative Cesarano also explained to all panel members the importance of becoming heavily involved in TAP related to being a member.

Program Owner Representative Jim Cesarano requested questions from all panel members and Dave Meister provided Excel spreadsheet sample of the "Stuffer Program." Internal Revenue Service program owners provided awards of appreciation to previous panel members. It was stated that award was for the quality of work done throughout the past year.

Committee Member David Meister stated his appreciation to Program Analyst Chavez for providing valuable information of the Stuffer Program. Analyst Chavez researched and provided broad information of stuffer project in CD format.

Closing Remarks / Adjourn For The Day

Committee Chair Max Scott adjourn the meeting for the day and reminded all panel members of second half meeting will be the next morning. It was stated by Chair Scott that all panel members



should become aware of IRS acronyms and provided definition of "Quorum." The quorum set by the committee, by consensus is 50%.

Meeting was adjourn for the day

Issue Committee Meeting Thursday, December 14, 2006, 8am-9:45am

Welcome & Announcements

Committee Chair Max Scott opened the meeting by welcoming members and requested that all panel members complete "Self Assessment" document and if any questions, to please contact TAP Manager Nancy Ferree or Program Analyst Sallie Chavez. Committee Chair Scott asked all panel members for questions or comments.

Panel members Lee Stieger informed chair and members of "Outreach Program."

Acronyms

Program Analyst Sallie Chavez provided all panel members with detailed definitions of Internal Revenue Service "Acronyms." Program Analyst Chavez requested panel members to review acronym documents provided and for input or questions.

Subcommittees

Committee Chair Scott informed all panel members that he will team with Chavez and provide information of "Subcommittee" information. Subcommittee definitions were provided to all panel members.

Committee Chair Scott will position panel members into a subcommittee which will enable all members to succeed.

Miscellaneous Issues

Program Analyst Sallie Chavez provided important information of panel members related to issue duties. It was stated to all panel members that phone calls and teleconference meetings should follow the "Ethical Document" provided by Chaves. It was stated that panel members should voice name before speaking or commenting. All panel members agreed on this issue.

Closing Remarks / Adjournment

Chair Scott thanked all panel members for attending Annual meeting and looking forward to a productive year with all panel members.

Meeting was adjourned.



Issue Committee

Wage & Investment (W&I) Reduce Taxpayer Burden (Notices)

Meeting Minutes (Teleconference)

November 2, 2006 – 11:00 am – EST

Designated Federal Official (DFO)

Nancy Ferree, TAP Program Manager, Plantation, FL

Members Present

Marilyn Clapp
Joe Hurr
David Jones
Allena Kaplan
David Meister
Martin Romeril
Max Scott
Sandy Searleman
Lee Stieger
Mary Suther
Warren Wong

Members Absent

Lee Congdon
J. T. Wright

Staff Present

Sallie Chavez, TAP Program Analyst
Isai Pallango, Intern & Note taker
Jim Cesararo, IRS Program Owner Representative

Welcome & Announcements

Committee Chair Max Scott opened the meeting by welcoming members.

Roll Call

Quorum of 8 was met; 11 members were present

Comments from Program Owner

Program Owner Representative Jim Cesararo provided updates of project. Cesararo stated the Notice Elimination project cannot move forward without proper funding. Estimated Tax draft form of CP-29 was prepared and requested comments from stakeholders. EITC draft Form 886 is in process of being completed and printed in 2007 version for 2006 tax season. Cesararo also mentioned that EITC 2008 draft form will be available on December 2006 and will include comments. Program owner stated a desire to reach to the blind, elderly, and the visually impaired.

Jim Cesararo shared that a new team called Combine Forms and Testing Team has been created and currently in phase two. New team leader Debra Lopez and Cesararo have been meeting on weekly basis and requested TAP members to attend. Nancy Ferree and Sallie Chavez will contact panel members asking of possible involvement.

Subcommittee Report and Updates

DAT



Committee Member Sandy Searleman will set-up conference call with Committee Members David Meister and Lee Congdon to finalize the DAT scoring for their notices.

Stuffer Project

Committee Member David Meister stated his appreciation to Program Analyst Chavez for providing the stuffer project CD. Analyst Chavez researched and provided comprehensive information of stuffer project on PDF format. Stuffer project committee team will research more and discuss findings during annual TAP meeting in December.

Frequency of Monthly Meeting

Committee Chair Max Scott stated his meeting with Bernie Coston. The purpose of this meeting was to reduce the workload of TAP staff. Mr. Coston was concern of possible overworking of TAP staff. Scott also wanted returning panel members to think about teleconference meeting every other month and prepare to discuss in more detail during TAP annual meeting in December.

Mentoring of New Members

Committee Chair Max Scott wanted returning panel members to consider mentoring. Scott provided reasons why mentors are needed and what qualifies a good mentor. Scott stated that five mentors will be needed and possible mentors should contact him.

Self-Assessment / Annual Report

Committee Chair Max Scott will be sending panel members self-assessments document and if any questions, to please contact TAP Manager Nancy Ferree or Program Analyst Sallie Chavez.

Meeting Close

Leaving members Martin Romeril, Allena Kaplan, and Sandy Searleman thanked members of the committee for a successful year and feel the groundwork for future success is in place.

Program Analyst Sallie Chavez mentioned face to face meeting to be held in Dallas or Atlanta on March 2007. Chavez will contact panel members of definite meeting city.

The Notices Issue committee meeting was adjourned.

Next meeting is the Annual Meeting December 11 – 14, 2006.

APPROVED AND CERTIFICED BY DFO NANCY FERREE ON 12/5/2006



Issue Committee

Wage & Investment (W&I) Reduce Taxpayer Burden (Notices)

Meeting Minutes (Teleconference)

October 5, 2006 – 11:00 am – EST

Designated Federal Official (DFO)

Nancy Ferree, TAP Program Manager, Plantation, FL

Members Present

Marilyn Clapp
Lee Congdon
David Jones
Allena Kaplan
David Meister
Sandy Searleman
Max Scott
Lee Stieger
Mary Suther
JT Wright

Members Absent

Joe Hurr
Martin Romeril
Warren Wong

Staff Present

Sallie Chavez, TAP Program Analyst
Inez E. De Jesus, TAP Program Analyst
Isai Pallango, Intern & Note taker
Jim Cesararo, IRS Program Owner

Welcome & Announcements

Committee Chair Max Scott opened the meeting by welcoming members. Program Analyst Inez De Jesus announced the resignation of Committee Member Allen Scioli.

Roll Call

Quorum of 8 was met; 10 members were present

Review of September Meeting Minutes

Meeting minutes waiting approval. DFO Nancy Ferree will e-mail prior draft minutes for consensus agreement.

Comments from Program Owner

Program Owner Representative Jim Cesararo direct mail marketing was well received and has been posted on TAPSpeak. PowerPoint slides were prepared by Committee Members Lee Congdon, Joe Hurr, and Mary Suther. Subjects of PowerPoint presentation are direct marketing, fundamental tools, customization, continuous improvement, and opportunities. Program owner stated a desire to reach to the blind, elderly, and the visually impaired.

TAP Program Manager Nancy Ferree mentioned possible meeting guest Jennifer Lynn of local radio news station, but Lynn was not present.



Subcommittee Report and Updates

DAT:

DAT effort completed with twenty-five notices scored and the results were forward to TAP Program Analyst Sallie Chavez. One team has not completed their notices as they were waiting on Committee Member Allen Scioli. Since they now know he has resigned, they will get together and finalize the results and send them to the Analyst.

Direct Mail Marketing:

Committee Members Lee Congdon Joe Hurr and Mary Suther prepared and posted Direct Marketing Techniques to Improve Mail Responses on TAPSpeak. Panel members received good responses.

Training & Lesson Guide for New Members:

Committee Member Allena Kaplan stated she contacted TAP Program Analyst Sallie Chavez on preliminary outline of duties for new panel members. Committee Member Kaplan requested panel member's comments and suggestions.

Area 2 Referral:

Issue was not accepted for Notice Committee and all agree by consensus that issue should be worked on by Area 2. All agreed by consensus to drop issue.

Stuffer Project:

Committee Member David Meister stated his desire for big reduction in printing and postage. Panel members making plans to continue with project during Washington annual meeting. Committee Member Meister will contact TAP Program Analyst Sallie Chavez concerning saving data on CD for next months meeting.

TAP Program Manager Nancy Ferree mentioned the need for a chair and vice-chair. TAP Program Manager Ferree will forward e-mail to all members asking to reconsider the possibility of relocation to different issue committee.

Meeting Close

The Notices Issue committee meeting was adjourned.

Next Teleconference Meeting: November 2, 2006 11:00 AM

CERTIFIED AND APPROVED BY DFO NANCY FERREE ON 12/5/2006



Wage & Investment Reduce Taxpayer Burden (Notices) Meeting Minutes

September 7, 2006

Designated Federal Official (DFO)

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

Members Present

- Marilyn Clapp
- David Jones
- Allena Kaplan
- David Meister
- Allen Scioli
- Max Scott
- Warren Wong
- JT Wright

Members Absent

- Lee Congdon
- Joe Hurr
- Martin Romeril
- Sandy Searleman
- Lee Stieger
- Mary Suther

Staff Present

- Sallie Chavez, TAP Program Analyst
- Isai Pallango, Intern & Note taker

Welcome & Announcements

Chair Allen Scioli opened the meeting by welcoming members.

Roll Call

Quorum of 11 was met; 7 members were present.

Review of July 6, 2006 Meeting Minutes

These minutes were approved, with correction, by consensus.

Comments from Program Owner

Program Owner Representative advised there are no new issues. There is ongoing issue with the Direct Mail Marketing which will be presented next week at a Notice Improvement meeting in Potomac, MD. The stuffer project is underway and the subcommittee is making plans on how they want to attach this issue. The IMF priority list of notices to score has been completed. Work is being done to get the BMF priority list of notices to the committee to score. The DPT on the CP 23, 24 and 25 is ongoing. There is no money to meet on the Notice Elimination NPIIT. This committee is inactive.



Sub-Committee Reports

- DAT
All notice assigned have been scored except one team. Analyst Sallie Chavez will contact the team lead and make sure they are completed.
- Direct Mail Marketing
Lee Congdon and Joe Hurr will present direct mail issue at a notice meeting next week in Potomac, MD.
- Training & Lesson Guide for New Members
A Training & Lesson Guide is being prepared by the subcommittee. It should be completed shortly. Panel members agree that new members be mentored and trained properly. All panel members agreed by consensus.
- Area 2 Referral
Subcommittee has not met yet on this issue.
- Stuffer Project
Panel members making plans to continue with project and send stuffer sheet via e-mail.

Meeting Close

The Notices Issue committee meeting was adjourned.

Next Teleconference Meeting: October 5, 2006 11:30 AM



Wage & Investment Reduce Taxpayer Burden (Notices) Meeting Minutes

July 6, 2006

Participants (Panel Members)

- Marilyn Clapp
- Joe Hurr
- David Jones
- Allena Kaplan
- David Meister
- Martin Romeril, acting chair
- Sandy Searleman
- Lee Stieger
- Warren Wong
- J. T. Wright

Not Present

- Lee Congdon
- Mike Guthman
- Allen Scioli
- Max Scott
- Mary Suther

Staff Members

- Sallie Chavez, TAP Program Analyst -- acting DFO

Guests

- James (Jim) A. Cesarano, Tax Analyst, Wage & Investment, Notice Improvement Office, Program Owner Representative

Welcome

Since Committee Chair Allen Scioli is not on the call, Committee Member Martin Romeril volunteered to act as chair for this meeting.

Roll Call

Analyst/Recorder Sallie Chavez took the roll call and quorum of nine (9) was met.

Review of May 18-20, 2006 Meeting Minutes

Meeting Minutes were accepted as written by consensus.

Comments from Program Owner

Program Owner Representative Jim Cesarano made the following report:

- BMF (business master file) prioritization list is not complete yet. Committee is almost finished with scoring the IMF (individual master file) prioritization list.



- He and Program Owner Sidney Gardner want to discuss the Goals and Objectives when they are completed.
- There is a recommendation from Area 2 having to do with a stamped message on the envelope. This falls into notice production. He has a question as to whether this will be effective and wants this committee to look at it and give their views, lend their expertise and research the issue. There was much discussion about whether this should go back to the Joint Committee and be assigned to the Issue Committee but it was finally agreed that the Issue Committee will assign it to a sub-committee to look at the issue and make a proposal. Subcommittee will consist of Committee Members Martin Romeril, Warren Wong, Joe Hurr and Allena Kaplan.
- He discussed the “stuffer” project. This will have a big impact. Just eliminating one (1) page will save money. It was agreed that this will also go to a subcommittee. Subcommittee will consist of Committee Members J. T. Wright, Lee Stieger and Dave Meister. Since there are some members absent, Acting Committee Chair Martin Romeril will send an email out asking for any other volunteers from those who are not on the call.

Sub-Committee Reports

- CP23, 24 & 25 DATs
Committee Member Allena Kaplan stated they are progressing and will have the notices scored and normed by the end of July as planned.

Committee Member Allena Kaplan also stated she was involved with Committee Member Martin Romeril in a subcommittee to work on writing a training and lesson guide for new members to be given at the Annual Meeting. She should have something on this by the end of this week

- CP79
Committee Member David Jones gave a review of the conference call he attended with SME Geoff Gerbore. There were five (5) versions of the CP79 scored. The two that fared the best were the C and D versions. Geoff stated he was grateful for the assistance of the TAP committee in scoring these notices. The CP79 is not the first notice a taxpayer receives on EITC denial. It was suggested that a note be put on the CP79 for the taxpayer to keep this notice for the future.
- CP75 and CP75A
Committee Member David Meister reported that he, Committee Members J. T. Wright and Mary Suther participated in a conference call with SME Geoff Gerbore. After an hour of discussion, it was agreed that Committee Member Suther would rewrite the notice and share it with the team. This will then be forwarded to Geoff for consideration. Program Owner Representation Jim Cesarano said the SME will look at it. They don't commit to accepting the TAP's version.
- Direct Mail Marketing
Committee Member Joe Hurr stated there were two (2) version of this plan started. They are now working on a final version. Program Owner Representative Jim Cesarano requested the committee take the lead in making an introductory presentation on the possibilities of using direct marketing expertise in IRS correspondence efforts at a September meeting of notice analysts. He explained the direct marketing plan should be a long-range goal. The present concentration should be on introducing and explaining the benefits of direct marketing to IRS employees and decision makers. He volunteered his help in preparing the presentation. The



September meeting will probably be at the Bolger Center in Potomac, MD – subject to funding approval. It is tentatively scheduled for the week on September 12. Committee Member Lee Congdon lives in the DC area. Will see if he can attend the meeting since he has a direct interest in the plan.

New Issues or Old Issues

- DAT
Committee Vice Chair Max Scott is not available so TAP Program Analyst Sallie Chavez reported for him. There are 10 more IMF notices to be scored. She will assign them next week and asks that they be scored and normed by the September meeting. That gives the committee almost 2 months to do the work. It would be great if the committee could report that they had scored all of the IMF notices that were provide to them during this year.
- Goals and Objectives
Committee Member Warren Wong asked if the Goals and Objectives were complete. Acting Committee Chair Martin Romeril said that Committee Chair Allen Scioli had said at the face-to-face meeting that he would get them out. Since he is not here, will attempt to get them by the next meeting.
- Other comments
Committee Member Lee Stieger said that the Joint Committee was working on continuity. They want comments from the committee members. Acting Committee Chair Martin Romeril said if anyone had any suggestions for the Annual Meeting to send them to him by August 6 and he will roll them up and forward to the TAP Chair.

Program Owner Representative Jim Cesarano said he just found out that there is going to be a Dynamic Project Team meeting starting July 19. He will forward the email to Program Analyst Sallie Chavez to forward to the appropriate team.

Meeting Close

Next Meeting will be August 3, 2006 @ 11:00 am ET. *(This meeting was cancelled after the ending of this meeting.)*



*Face-to-Face Meeting
Detroit, MI
May 18, 19 and 20, 2006*

May 18, 2006 – 1:00 pm – 5:00 pm

Participants (Panel Members)

- Marilyn Clapp, Boise, ID
- Lee Congdon, Washington, DC
- Joe Hurr, Dayton, OH
- David Jones, Sacramento, CA
- Allena Kaplan, Anaheim, CA
- David Meister, Franklin, WI
- Martin Romeril, Bethlehem, PA
- Allen Scioli, Saginaw, MI
- Max Scott, Baton Rouge, LA
- Lee Stieger, Leavenworth, KS
- Mary Suther, Dallas, TX
- Warren Wong, Rochester, MN
- J. T. Wright, Carrollton, GA

Not Present

- Michael Guthman, Westport, CT
- Sandy Searleman, Glens Falls, NY

Staff Members

- Sallie Chavez, TAP Program Analyst
- Pamara Blount, Local Taxpayer Advocate and Acting Designated Federal Official

Guests

- James (Jim) A. Cesarano, Program Analyst, Wage & Investment, Program Owner Representative
- Sidney Gardner, SBSE & W & I SPOC, Program Owner

Welcome and Announcements/Roll Call

Committee Chair Allen Scioli welcomed everyone. He hoped that the new members who went on the Print Site Tour this morning have move insight into notice printing. He welcomed the Program Owners. He introduced Local Taxpayer Advocate Pamara Blount who will be the Acting Designated Federal Official for this meeting. DFO Blount gave a brief background about herself.

Introductions of Committee Members

Each member introduced him/her self.

National Office Report

TAP Program Analyst Sallie Chavez gave the National Office Report.



The TAP Annual Meeting is being scheduled for December 11 – 15, 2006 at the Hyatt Capitol Hill. This is the same location as last year's Annual Meeting. Travel will be December 11 with the orientation starting on December 12 in the morning and the Annual Meeting for all members to begin in the afternoon. The meeting will end on December 15 at noon so that member can return home in the afternoon.

Recruitment has ended. There were approximately 800 applicants. The ranking will be done in Milwaukee the week of May 30. Interviewing will be done June 12 – 28. Your area committee manager should contact you and ask if you would like to participate in the interviewing process. Interviews will be completed by telephone conference.

There is only one more Town Hall and that will be in Cincinnati. The Town Halls were a success and will continue.

Review/Approve Minutes

February 16, 2006 meeting minutes were accepted, with corrections, by consensus.

March 2, 2006 meeting minutes were accepted, with corrections, by consensus.

April 6, 2006 meeting minutes were accepted, with corrections, by consensus.

May 4, 2006 meeting minutes were accepted, with corrections, by consensus.

DAT Comments

Chair Scioli asked for comments on the Document Assessment Tool. The committee gave the following comments:

- Need deadlines
- Too many questions on the DAT
- Styles of the notice
- Attitude adjustment to read as if you actually received the notice
- Need phone number to call on the notice
- Would like sanitized version of notices to see what is put in the blanks
- Other judging mechanism
- Weighting of some of the items
- More comments
- Time it takes to score the notice
- History of the notice
- Controlled group testing of notices
- Convincing SMEs to discuss scores

Goals and Objectives

There was a discussion about the Goals and Objectives that were written last year by Committee Members Allena Kaplan and J. T. Wright, with the assistance of other members on the committee at that time.

Program Rep. Jim Cesarano said there is no way to measure 2nd notices. The IRS doesn't have the data. The IRS does have volume of notices issued.

The committee discussed issues about notices coming into an area and what they should do with the issue. The issue committee has to do a better job of communicating the area committees.



The committee agreed to no specific numbers to justify goals. Committee Member Warren Wong will rewrite the Goals and Objectives for tomorrow's meeting.

Comments from SPOC Representative

Program Rep. Jim Cesarano made the following report:

- TAP is still a stake holder in notice process
- He will encourage Subject Matter Experts (SMEs) to do focus groups.
- Will be working on prioritization of SBSE notices
- Will be working on Stuffer Issue to eliminate information included with notices
- No meetings until end of fiscal year on Notice Elimination NPIIT – NPIIT has already eliminated 40 notices – they can't look at all 600 correspondex letters – they just want to correct grammatical errors
- CP75 and 75A – SME Geoff Gerbore wants focus group with those members who scored the notices
- CP79 – SME Geoff Gerbore had to get revised notice in last week to go out in FY 07 – still wants scores and focus group on this notice
- CP 23, 24 & 25 – starting DPT – committee will be involved

Closing Remarks

Chair Scioli asked everyone to get to the meeting timely tomorrow as there are presenters who need the time to make their presentation. He reminded everyone they have their travel expense report and should try and complete them before the meeting ends and submit them to Analyst Chavez to take back to the office.

Meeting was adjourned for the day.

May 19, 2006 – 8:00 am – 5:00 pm

Participants (Panel Members)

- Marilyn Clapp, Boise, ID
- Lee Congdon, Washington, DC
- Joe Hurr, Dayton, OH
- David Jones, Sacramento, CA
- Allena Kaplan, Anaheim, CA
- David Meister, Franklin, WI
- Martin Romeril, Bethlehem, PA
- Allen Scioli, Saginaw, MI
- Max Scott, Baton Rouge, LA
- Lee Stieger, Leavenworth, KS
- Mary Suther, Dallas, TX
- Warren Wong, Rochester, MN
- J. T. Wright, Carrollton, GA

Not Present

- Michael Guthman, Westport, CT
- Sandy Searleman, Glens Falls, NY



Staff Members

- Sallie Chavez, TAP Program Analyst
- Pamara Blount, Local Taxpayer Advocate and Acting Designated Federal Official

Guests

- James (Jim) A. Cesarano, Program Analyst, Wage & Investment, Program Owner Representative
- Sidney Gardner, SBSE & W & I SPOC, Program Owner
- Patricia Gray
- Joanne Lane
- David Tyree

Welcome/Announcements

Committee Vice Chair Max Scott welcomed everyone. He said we have guests and asked the guests to introduce themselves.

Forms 886DP, 886HOH and 886EIC

Joann Lane and Patricia Gray made presentation on the 3 forms. They asked the committee to review the forms and provide feedback to them.

The committee read through the forms, discussed and provided feedback.

Both provided their email addresses and fax numbers to the committee so the members could provide any additional information. They will set up a conference call (with a small group) after all the information has been provided.

Overview of Dynamic Project Teams (DPT) and Notice Process Improvement Initiative Team (NPIIT)

Program Owner Rep. Jim Cesarano made a brief presentation on DPT and NPIIT. He Provided a CD of the Notice Support Site as well as information on the DPT and NPIIT.

Stuffer Task

Program Rep. Jim Cesarano provided a spreadsheet on “stuffers” included with notices. He discussed it a little. He would like to have time at the next meeting to go into it in more detail.

CP23, 24 and 25 DPT

David Tyree presented copies of the notices as previously used along with the DAT scores from last years TAP group. He also presented copies of the rewritten notices. He would like them scored by the end of July. He discussed the DPT and the notices they will be working to revise.

BMF Prioritization

Program Owner Sidney Gardner reported the Individual Master File (IMF) notices were prioritized several years ago with the help of a Notices Committee Member. Now the Business Master File (BMF) has to be done. This develops the work for the DPTs. He explained how the BMF notices will be prioritized. The team is still working on it. There are about 140 – 150 notices in this group.

Goals and Objectives

Member Wong revised the Goals and Objectives. The committee discussed. Chair Scioli will have them in final form by tomorrows meeting.



Closing

Chair Scioli reminded everyone that the meeting tomorrow is being held at the Hilton Garden Inn in Saloon C & D starting at 8:00 am.

Meeting was adjourned for the day.

May 20, 2006 – 8:00 am – 12:00 noon

Participants (Panel Members)

- Marilyn Clapp, Boise, ID
- Lee Congdon, Washington, DC
- Joe Hurr, Dayton, OH
- David Jones, Sacramento, CA
- Allena Kaplan, Anaheim, CA
- David Meister, Franklin, WI
- Martin Romeril, Bethlehem, PA
- Allen Scioli, Saginaw, MI
- Max Scott, Baton Rouge, LA
- Lee Stieger, Leavenworth, KS
- Mary Suther, Dallas, TX
- Warren Wong, Rochester, MN
- J. T. Wright, Carrollton, GA

Not Present

- Michael Guthman, Westport, CT
- Sandy Searleman, Glens Falls, NY

Staff Members

- Sallie Chavez, TAP Program Analyst
- Pamara Blount, Local Taxpayer Advocate and Acting Designated Federal Official

Guests

- James (Jim) A. Cesarano, Program Analyst, Wage & Investment, Program Owner Representative

Welcome

Chair Scioli said there is a change in the agenda for today. We finished the BMF Prioritization yesterday so that will not be discussed again today.

The scheduled conference call for June 1 is cancelled since it is less than 2 weeks away.

Today is scheduled to complete the DAT scoring for each team. Member Kaplan volunteered her group to score the CP23, 24 and 25 for David Tyree.



Chair Scioli again read through the Goals and Objectives. There were no objections to the rewrite. He will get these out to everyone by the July meeting.

Program Owner Jim Cesarano wanted to go over his commitment to the group:

- For the DAT scoring of notices outside of the prioritization list, he will give the committee deadlines
- He will get sanitized copies of notices or will give background and history and what stuffers go with the notice
- Will hold conference call with the teams before they score the notice
- He will talk to Committee Members Mary Suther, Lee Congdon and Joe Hurr about the Direct Mail
- There will be a conference call with the members who scored the CP75 and 75A with Geoff Gerbore
- There will be a conference call with members who make additions comments on the Form 886s
- He will provide an acronym list of notices acronyms
- He will get volume and cost for the CP30
- He will help the team to score the correspondex letters

Committee Chair Allen Scioli discussed the DAT scoring again. It was suggested that the committee score some notices at the Annual Meeting during the Notice Committee Meeting. That would mean the new members would have to be trained during the meeting. It was suggested that the 2nd year veterans would work on training and standards. Committee Member Allena Kaplan volunteered to take the lead. Committee Members Warren Wong, J. T. Wright and Martin Romeril will assist her.

Program Owner Representative Jim Cesarano said that if changes are needed to the DAT, the committee can recommend the changes to the Notice Support Group.

DAT Scoring (Break-out)

Committee Members went into their teams and "normed" their assigned notices. The "normed" scores were given to TAP Program Analyst Sallie Chavez to be forwarded to the Program Owners.

Meeting was adjourned.



Wage & Investment Reduce Taxpayer Burden (Notices) Meeting Minutes

May 4, 2006

Participants (Panel Members)

- Lee Congdon
- Joe Hurr
- David Jones
- Allena Kaplan
- Martin Romeril
- Max Scott
- Sandy Searleman
- Lee Stieger
- Warren Wong
- J. T. Wright

Not Present

- Marilyn Clapp
- Mike Guthman
- David Meister
- Allen Scioli
- Mary Suther

Staff Members

- Sallie Chavez, TAP Program Analyst
- Nancy Ferree, TAP Program Manager

Guests

- James (Jim) A. Cesarano, Tax Analyst, Wage & Investment, Notice Improvement Office, Program Owner Representative

Welcome

Committee Vice Chair Max Scott said Committee Chair Allen Scioli asked if he could chair the meeting as he had another commitment.

Roll Call

Analyst/Recorder Sallie Chavez took the roll call and quorum of nine (9) was met.

Face-to-Face Meeting

TAP Program Analyst Sallie Chavez reviewed the face-to-face meeting plans. A draft agenda of the meeting was sent to all members. Everyone will be staying at the Hilton Garden Inn Downtown located at 351 Gratiot Ave. Asked if everyone has received his or her confirmation numbers. There was no response so it was assumed everyone was set.

New members will be attending the print site tour on Thursday morning (May 18th). The tour is scheduled for 8:30. We will meet at 8:00 in the lobby of the hotel and take the People Mover over to



Michigan Avenue Stop. The building is located at 985 Michigan Avenue for anyone who does not meet us in the lobby. It was stressed to PLEASE BRING PICTURE ID.

The regular meeting will start at 1:00 on Thursday afternoon (May 18th) at the McNamara Federal Building located at 477 Michigan Avenue. Those who did not attend the print tour will meet in the lobby of the hotel at 12:30 and Committee Member Warren Wong will make sure they get to the meeting. The meeting will be held in room 2320B on Thursday afternoon (May 18th) and Friday (May 19th). Saturday (May 20th) the meeting will be held at the hotel in the morning. Do not know the room yet but will have that information before the Saturday meeting.

Review of Agenda for Face-to-Face Meeting

TAP Program Analyst Sallie Chavez reviewed the agenda and asked if there were any questions or suggestions for changing it.

Committee Member Allena Kaplan asked for the Goals and Objectives to be sent to committee members in advance. Committee Member J T Wright will forward the most recent version to TAP Program Analyst Sallie Chavez. She will send to all members and post on TAPSpeak. Committee Member Martin Romeril asked if there could be more time for DAT scoring/norming. TAP Program Analyst Chavez said the agenda was not final yet but there was not much time available. There is a question about the BMF Prioritization. If Sidney Gardner doesn't need all the time scheduled, will add additional time for DAT scoring/norming there.

TAP Program Analyst Sallie Chavez will have a government cell phone. If there are any problems, members can call 954-494-4971 954-494-4971 .

Sub-Committee Reports

- CP79
Committee Member Martin Romeril said he was still waiting for several members to score the notices. He will remind them again and if he doesn't get them, he will work on norming with what he has. Program Owner Representative Jim Cesarano stated Geoff Gerbore was waiting for these scores and to set up a focus group to discuss the scores with the committee.
- DAT
Committee Vice Chair Max Scott asked each DAT Team Lead to report.

Team 1 – Mike Guthman, Team Lead – He was not present. TAP Program Analyst Sallie Chavez said he was not able to attend the Detroit trip. He has forwarded his scores for the two (2) notices he was assigned. She will take his place with the team at the Detroit meeting and assist them in norming the notices.

Team 2 – Allena Kaplan, Team Lead – The team has CP 54Q And 88 notices and will be ready to norm at the Detroit meeting.

Team 3 – Martin Romeril, Team Lead – They are still working on the CP 49. Will have it ready soon. Will also have the individual scores for the CP 30 and 60 ready to norm at the Detroit meeting.

Team 4 – Sandy Searleman, Team Lead – Team is still not clear on how to score these correspondex letters. He is going to be out of town at the Area 1 face-to-face on May 10 – 12. He asked if Committee Member Lee Congdon would take the lead. Will work off-line to try and get committee members educated about these notices.



Team 5 – J T Wright, Team Leader – He will follow-up and make sure to have the notices scored and ready to norm at the Detroit meeting.

Comments from Program Owner

Program Owner Representative Jim Cesarano said there was not much to report.

- Visitors at the Detroit meeting will conduct a focus group on the Form 886. Lead Geoff Gerbore can't attend but is sending Joann Lane and Patricia Gray.
- Geoff Gerbore also wants to set up a meeting for a focus group concerning the CP 79 after the subcommittee scores the notices.
- David Tyree is the lead for the DPT on the CP 23, 24 and 25. The committee scored the before notices last year. Now he will be holding a focus group with this committee and describe what the DPT will be doing.
- Sidney Gardner wants to prioritize the BMF (business master file) notices the way the IMF (individual master file) notices were done several years ago.
- He is going to have a new task for the committee at the Detroit meeting he hopes will go along with the Goals and Objectives the committee is working to create.
- The NPIIT on the Notice Elimination is proceeding. There is no funding. They are talking about merging letters. This may happen later in the fiscal year.

Meeting Close

Next Meeting will be a face-to-face meeting in Detroit on May 18 – 20, 2006.



Wage & Investment Reduce Taxpayer Burden (Notices) Meeting Minutes

April 6, 2006

Participants (Panel Members)

- Marilyn Clapp
- Lee Congdon
- Mike Guthman
- Joe Hurr
- Allena Kaplan
- Martin Romeril
- Allen Scioli
- Max Scott
- Sandy Searleman
- Lee Stieger
- Warren Wong
- J. T. Wright

Not Present

- David Jones
- David Meister
- Mary Suther

Staff Members

- Sallie Chavez, TAP Program Analyst
- Nancy Ferree, TAP Program Manager

Guests

- James (Jim) A. Cesarano, Tax Analyst, Wage & Investment, Notice Improvement Office, Program Owner Representative
- Benson Chapman, TAP applicant from New Jersey

Welcome

Committee Chair Allen Scioli welcomed everyone.

Roll Call

Analyst/Recorder Sallie Chavez took the roll call and quorum of nine (9) was met.

Face-to-Face Meeting

TAP Program Analyst Sallie Chavez reviewed the face-to-face meeting plans. A draft agenda of the meeting has been started. The program owners have promised to have some work for the committee to do during the meeting. She asked that everyone get their travel requests to TAP Secretary Jenny Reyes as soon as possible since she has three (3) other meetings she is working to complete travel arrangements. Make sure to contact TAP Program Analyst Chavez with your credit card number or, if there is a record of your credit card, just the last four (4) digits and she can get the number on file.



Comments from Program Owner

Program Owner Representative Jim Cesarano said that Analyst Geoff Gerbore has received the reports on the usability testing for the CP79. He would like the DAT scores from the committee as soon as possible so that he can review them and set up a conference call with the members of the team to discuss the scoring.

Analyst Gerbore has some other work for the committee. He would like them to review the Forms 886DP, 886HOH and 886EIC. These are not really forms but inserts that go with notices. He would like them reviewed and get information on what would make it easier to understand.

Sidney Gardner may attend the Detroit Face-to-Face meeting to introduce the BMF notices to the committee to prioritize. If not, Jim Cesarano will do it.

The before scores have been done on the CP23, 24 and 25. Now a Dynamic Project Team (DPT) has been funded. The lead for this team is David Tyree. Jim asked David to keep this TAP committee as a stakeholder.

The Goals and Objectives are still being studied.

Another project that Ann Gelineau would like the committee to review is stuffers. This project may help and matches the goals set by the committee.

The committee is still a stakeholder for the Notice Elimination Notice Process Improvement. There is nothing to report. They are still getting information and there is no funding for travel. They may have a face-to-face meeting later in the year. The team has eliminated some notices but hasn't eliminated any in Phase 2.

Chair Allen Scioli wants a meeting set up to complete the Goals & Objectives.

Chair Allen Scioli stated that the Joint Committee discussed that they want the IRS to give the issue committees issues that are pre-decisional issues. He asked how this affects this committee. Jim Cesarano explained that the DPT does that.

Sub-Committee Reports

- CP79
Committee Member Martin Romeril stated he needs to collect one more score. He stated the scoring should be done by Monday, April 10. He will send the completed scored to TAP Program Analyst Sallie Chavez to be forwarded to Analyst Geoff Gerbore.
- DAT
Team 2 (Allena Kaplan's team) has completed the scoring and has forwarded the results to Analyst Sallie Chavez.

Both Teams 1 and 3 need one more score to complete. They said they would have it completed by Monday, April 10.

Team 4 has a correspondex letter and needs some help in completing the DAT. Jim Cesarano will stay on the call after the meeting to help this team understand the correspondex letter.

Joint Committee Report

Chair Allen Scioli stated several member of the Joint Committee are going to meet with the



Commissioner later this month. The hot topic is the new procedures allowing practitioners to sell tax information. This tax law as been in effect but the IRS is now clarifying it. They want to protect taxpayers from this information being "hidden" in the paperwork taxpayer sign. The TAP is supports protecting disclosure. The Joint Committee want input to take to the Commission. Allena Kaplan suggests the committee read the information before making comments. Warren Wong is confused and wants to know what position TAP is taking. Allen Scioli stated they are pro-disclosure and privacy. This is a legislative position but the TAP wants to give their input. He wants committee members to forward their comments to him and he will forward to the Joint Committee

Other Comments

Allen would like to meet and get the top five (5) priorities for the committee to work.

Meeting Close

Next Meeting will be a conference call on May 4, 2006.



Wage & Investment Reduce Taxpayer Burden (Notices) Meeting Minutes

March 2, 2006

Participants (Panel Members)

- Michael Guthman, Westport, CT
- Allena Kaplan, Anaheim, CA
- J T Wright, Carrollton, GA
- Martin Romeril, Bethlehem, PA
- Marilyn Clapp, Boise, ID
- Lee Congdon, Washington DC
- Max Scott, Baton Rouge, LA, Vice Chairperson
- Allen Scioli, Saginaw, MI, Chairperson
- Mary Suther, Dallas TX
- Lee Stieger, Leavenworth, KS
- David Meister, Franklin, WI
- Warren Wong, Rochester, MN
- Joe Hurr, Dayton, OH

Not Present

- Sanford Searleman, Glenn Falls, NY
- David Jones, Sacramento, CA

Staff Members

- Sallie Chavez, Analyst
- Nancy Ferree (DFO)

Program Owner

- Sidney Gardner, SBSE Single Point of Contact (SPOC) Representative

Guests

- Larry Garner, Center for Economic Progress

Welcome

Committee Vice-Chair, Max Scott welcomed everyone.

Roll Call

Program Analyst Sallie Chavez took the roll call and quorum was met.

Review/Approval of Prior Meeting Minutes

The prior meeting minutes were approved by consensus.

Face-to-Face Meeting

The Hilton Garden Inn has been secured for sleeping and meeting rooms. The print center tour is



planned for the new members. The hotel is one block from the people mover. The travel day is 5/17, the tour is the morning of the 18th, and the meeting will begin in the afternoon of the 18th. All day meeting on the 19th and _ day on 20th. Return travel will occur on the afternoon of the 20th. Further details will follow.

SBSE SPOC Rep, Sidney Gardner

There are some items that are lined up for the panel members to work on (DAT scoring)

Sub-Committee Reports

Dynamic Project Team Stub Review activity: Lee Stieger reported on the activity performed on the notice stub. This is considered a focus group activity. J T Wright also participated. A response and thank you was received from the IRS. This activity will be captured on the committee report.

DAT Scoring

Sallie has the W&I notices in order and will send them out for scoring by next week. Once they are completed, they will be on the agenda for the face-to-face meeting.

Sub-Committee list

Sallie will send the list of all the sub-committee teams to Max. She will also send the spreadsheet with the priority list with assignments.

Marilyn mentioned she has not seen a package for Detroit. The hotel is the Hilton Garden Inn in Detroit. The downtown people mover is within one block of the hotel.

Allena is ready to start DAT scoring.

Martin will be contacting the sub-committee members with the notices from the annual meeting to compare the scores and norm them.

Lee Stieger enjoyed the opportunity to be involved on the DPT stub activity.

Mary Suther will go from the notices meeting to the area 5 meeting. She will be out of the country thru April, but will be back by the face-to-face meeting. Nancy will ask Jenny Reyes and Patti Robb to work together on travel for members who are going from the Notice meeting to the Area 5 meeting.

Warren Wong asked about a schedule for the teleconferences for the rest of the year. Are there are list of goals and objectives? A sub-committee is working on the values, goals and objectives.

J T Wright did send a copy of the suggestion regarding the values, goals and objectives and Jim Cesarano and Sidney Gardner said they are moving forward to address the team's concerns.

Sidney Gardner thanked everyone who worked on the stub project. There may be some systemic limitations, but they will give it their best shot. Thanks to everyone in advance for working on the DAT teams.

Meeting Close

The committee chair Scioli adjourned the meeting.

Next meeting is scheduled for April 6, 2006 at 11:00am eastern time, by teleconference.



Wage & Investment Reduce Taxpayer Burden (Notices) Meeting Minutes

February 16, 2006

Participants (Panel Members)

- Michael Guthman, Westport, CT
- Allena Kaplan, Anaheim, CA
- J T Wright, Carrollton, GA
- Martin Romeril, Bethlehem, PA
- Marilyn Clapp, Boise, ID
- Lee Congdon, Washington DC
- David Jones, Sacramento, CA
- Max Scott, Baton Rouge, LA, Vice Chairperson
- Allen Scioli, Saginaw, MI, Chairperson
- Mary Suther, Dallas TX
- Lee Stieger, Leavenworth, KS
- David Meister, Franklin, WI

Not Present

- Warren Wong, Rochester, MN
- Joe Hurr, Dayton, OH
- Sanford Searleman, Glenn Falls, NY

Staff Members

- Sallie Chavez, Analyst
- Nancy Ferree (DFO)

Program Owner

- James (Jim) A. Cesarano, Program Analyst, Wage & Investment, Single Point of Contact (SPOC) Representative

Welcome

Committee Chair welcomed everyone.

Roll Call

Program Analyst Sallie Chavez took the roll call and quorum was met.

Review/Approval of Prior Meeting Minutes

The prior meeting minutes were approved by consensus.

Chairman Al Scioli gave a brief recap of the activities covered in the Notice Meeting during the Annual Meeting in Washington DC. Quorum was set at 50% plus 1.

Al covered teleconference etiquette, which includes completing assignments prior to the call. Some members are not able to get into TAPSpeak. Allena will send information to Mary Suther. Security timeouts are normal. Marilyn is also having problems with access to TAPSpeak. Allena will put Marilyn on the list also to receive TAPSpeak information.



Please sign on early so conference calls can begin on time. Identify yourself and say your name prior to speaking so everyone knows who is speaking. Active participation is important. Limit questions and responses so everyone has time to speak. Keep your phone on mute to keep out background noise. Dial *70 to disable call waiting. If you must leave early, do so without disturbing the other callers. Stay on track and stay on the agenda. Please try to find a quiet location if possible.

Data Assessment Tool (DAT) training

Everyone is now trained on the DAT. Jim will let us know which notices need to be scored. Teams have been formed, and Max is the DAT Team Lead. Sallie will send out the list. If anyone has a problem with the list, call Sallie.

Face-to-Face Meeting

The Hilton Garden Inn, Detroit MI, has been secured for sleeping and meeting rooms. The print center tour is planned for the new members. The hotel is one block from the people mover. The print site tour is the morning of the 18th, and the meeting will begin at 1pm of the 18th. All day meeting on the 19th and _ day on 20th. Return travel will occur on the afternoon of the 20th. Further details will follow.

SPOC Representative, Jim Cesarano:

There is a notice DPT today on the notice stub. On the notice elimination NPIIT, there is no travel money, so actions will be completed by phone. DAT training coming up this year, (starts in October), we have different notices scored, and the subject matter expert would like to have a focus group discussion of the scoring once they are completed. Scoring of priority notices need to be completed. Sallie will look for priority list. There is also a taxpayer burden subcommittee, which worked on business letters and a priority list. Jim will request the list from Sidney Gardner and get a copy to Sallie.

Sidney and Jim will talk to Ann Gelineau about other work for the committee for this year. The other big project is the goals and objectives subcommittee of the Notices. A big issue this year is the rising postage costs. Ann Gelineau requests the committee look at "stuffers" that go into notices. The enclosure of these "stuffers" has increased the size of the letter going out which in turn has increased printing and postage costs. This is a real budget issue. Jim asked the committee to let him know when the CP79 notice is completed and he will attempt to set up a phone conference.

Sub-Committees

Al, Max, JT, Sallie and Nancy met with Jim and Sidney to discuss the 2007 CP79 notice, an earned income credit eligibility notice. The team needs to be developed, so input can be provided to the IRS. There were five versions given for scoring and revamping. It would be forwarded to TIGTA. Members need to look at the notice as if they were taxpayers receiving the notice. Jim explained that TIGTA saw one version and found it unclear or not understandable. Members need to review the writing quality and report to the IRS. The second part from the taxpayers' point of view is to have a focus group to determine which version would be the best one for taxpayers. There is a separate EITC subcommittee, which deals with the CP79 notices. The members who are working the CP79 are Martin Romeril, Joe Hurr, David Jones, Lee Congden, and Allen Scioli. The information will be provided to the analyst, Sallie.

Sallie talked to the SME and he suggested 5 to 7 people to work on the notice. Once all the versions are scored, Sallie will send them to Geoff Gerbore. He will review them and get back to us by conference call. One month should be adequate for the notices to be completed. Every agreed by consensus. Martin will email the sub-committee members to solicit the scores and will look over which ones will prompt the most discussion.

Goals and Objectives Team

Al read the statement and asked for input from panel members. A team should be formed so that



improvement can be measured on a yearly basis. Allena asked about subsequent notices. Jim stated there are several types of second notices. JT mentioned common language being an issue. Second notice refers to any notice sent out initially and is not responded to. A second notice on the same issue would be sent. Jim attempted to clarify the second notice issue. There are many different situations that may generate a second notice. Concurrent notices may come from a different processing unit. Reducing a second notice by 10% would be a huge task. Reducing notices may be a business decision. JT mentioned that this process might be need to be refined. JT proposed the sub-committee work on this further. Jim will send out a phase one report. Al recapped the thoughts of the sub-committee. Jim stated if the committee can prove that eliminating the second notice would reduce taxpayer burden, then the committee would have credibility. JT has more information to share but has to leave the meeting. Al will contact JT later this week.

Allena states it is important to have a separate call to assess what is important. Page 17 of the final report (Notice Elimination) Standardized CP Notice Classification, Stakeholder Response, will be sent out to everyone from Sallie.

Public Comments

None

TAPSPEAK: Allena will assist Mary and Marilyn.

The meeting was closed.