

Taxpayer Communications Project Committee Meeting Monthly Meeting Minutes April 13, 2021

<u>Designated Federal Officer (DFO)</u>

Cedric Jeans Designated Federal Office

Member Attendance

•	Hercules Analitis	Chicago, IL	Member
•	Patricia Anthony	Garland, TX	Member
•	Marlon Bell	Pearland, TX	Member
•	Hodari Brown	Redford, MI(Absent)	Member (Absent)
•	James "Jim" Buttonow	Summerfield, NC	Chair
•	Rita Green	Memphis, TN	Member
•	Ai Lin	China Lake, CA	Member
•	Donna Patterson	Bothell, WA	Member
•	Tracey Randall-York	Ontario, CA	Member (Absent)
•	Joanne Thurston	Marietta, GA	Member
•	Leigh Ann Wood	Columbia, SC	Vice-Chair

Staff

•	Kevin Brown	TAP Secretary
•	Terrie English	TAP Director
•	Conchata Holloway	TAP Program Analyst
•	Antoinette "Toni" Ross	TAP Program Analyst
•	Fred Smith	TAP Program Analyst
•	Dale Hawkins	Sr. Tax Analyst Wages and Investments (W&I)
•	Debra Awalt	Program Analyst W&I
•	Mike Odom	Program Analyst W&I

Roll Call

Quorum was met.

<u>Public</u>

None

Welcome/Announcements/Comments/Acknowledgement of Citizens

Jeans opened the meeting at 12:00pm ET and welcomed all who joined.

National Office Report

English reminded the committee that the TAP Recruitment Period is open until May 14, 2021, please reach out to whoever you think will be a good fit for TAP.



The next quarterly All TAP June 17, 2021 1pm ET, save the date. English invited members to attend the next JC meeting on April 22, 2021 at 1:30pm ET.

DFO Report

Jeans reminded the members of how the activity reports tally up hours that will be used to determine if members have enough hours for Presidential awards at the end of their TAP careers. We are in the process of mailing the Annual Reports right now. Expect them in the next week or so.

Approval of Minutes

March 9, 2021 minutes updates: Issue 44227 back to subcommittee 1 Issue 40425 Tax Calendar back to subcommittee 2 Analitis motioned. Bell seconded.

Action: minutes approved as amended.

Outreach Report

Wood reported the Outreach committee meets every third Wednesday at 2pm ET. Wood thanked everyone who turned their report in and reminded others that is never too late for those who did not send it in yet. Donna was thanked for completing the newsletter report. Buttonow piggybacked off Ryan Groff's LinkedIn post for recruitment and welcomed any member to do the same.

Subcommittee 1 Report Out

- Issue 41883 Official Tax Lien Payoffs- Locate Program Owner
- Issue 41900 Accelerate Online Accounts for Taxpayers
- Issue 41768 Accelerate Online Accounts for Professionals
- Issue 44227 Consolidation of IRS SP Offices

Patterson- Partner with Stakeholder Partnerships, Education and Communication (SPEC) to update their website; Volunteer Income Tax Assistance (VITA); Sending standard message to local and social media; Made two recommendations to send a postcard to extension filers in four states and to have IRS send timely news release about Fresno SC closure. Bell motioned; Analitis seconded.

Action: 2 recommendations were elevated to the JC for approval. SC1 will work on the messaging for the social media post and the TEC/VITA/SPEC outreach recommendations for next meeting.

- Issue 42909 Improving IRS Technology- Merged into one referral
- Issue 42572 Acknowledge TP's Tax Returns- Merged into one referral
- Issue 36435 Penalty Relief- TABLED Form next month.

A discussion was had to decide if the online accounts should be rolled into one referral or separate referrals. It was decided to have one large issue with



separate business units. Awalt with assist with locating which program owners get which part of this issue. This will encompass the following issues: 42909; 42572; 43623.

Subcommittee 2 Report Out

- Issue 40148 Multiple Year "WMR" Tool (IRS Response) Locate Program Owner
- Issue 40485 Tax Calendar (IRS Response)- **Locate Program Owner** SC2 added an additional recommendation for the IRS to have a downloadable online calendar for taxpayers.

Wood motioned: Buttonow seconded.

Action: Issue elevated to JC after QR

- Issue 43838 Provide a link to Publication 4019 on the "third-party authorization purpose" page (IRS Response)- Sending back for clarification
- Issue 44163 Improving Refundable Credits Education- TABLED For next month.
- Issue 43623 Communicating with IRS via Text/Email- Merged into one referral

Action Items Summary

- Working with Awalt to group online issues going to right Business Unit.
- Sending approved minutes to post.
- Activity reports due on 25 of each month.
- Patterson will complete the newsletter.
- Issues 42909; 42572; 43623 will be part of one issue with multiple recommendations.
- 40485 Approved for JC (1 recommendations)
- 44227 Approved for JC (2 recommendations)
- SC1 will work on 3 recommendations for 44227 for outreach
- 43838 back for clarification.
- 41883 back for clarification.

Closing

Jeans reported next meetings as:

Subcommittee 1 May 4, 2021 at Noon ET; subcommittee 2 May 5, 2021 Noon ET and next full committee meeting May 11, 2021 at Noon ET. Jeans closed the meeting at 1:00pm ET.

The next monthly meeting May 11, 2021 at 12:00pm ET.

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