

**Notices and Correspondence Committee (NCC)
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
Tuesday, April 12, 2022**

Designated Federal Officer (DFO)

- Cedric Jeans TAP East Chief

Attendance

- | | | |
|-------------------------|------------------------|-----------------|
| • Shequeila Birdsong | Amherst, NY | Member |
| • Cheryl Crowe | Felton, DE | Member |
| • Kristin Gentile-White | Gilbert, AZ | Member |
| • Melissa Harvey | Hinton, WV | Member (Absent) |
| • Steve Hoffman | Westford, MA | Member |
| • Charles Jones | Green Cove Springs, FL | Chair |
| • Will Keenan | Pikeville, KY | Member |
| • Shelly McCracken | Fountaintown, IN | Member |
| • T. Renee Parker | Brentwood, NY | Vice Chair |
| • Meagan Regina | Philadelphia, PA | Member (Absent) |
| • Ying Sa | Des Moines, IA | Member |
| • Martha Lewis | National Chair | Visiting Member |

Staff

- | | |
|--------------------------|--|
| • Kevin Brown | TAP Administrative Assistant |
| • Terrie English | TAP Director |
| • Gilbert Martinez | TAP Program Analyst |
| • Robert Rosalia | TAP Program Analyst |
| • Antoinette "Toni" Ross | TAP Program Analyst |
| • Fred Smith | TAP Program Analyst |
| • Michael Odom | Program Analyst Wage and Investments (W&I) |

Welcome/Opening- DFO

Cedric Jeans opened the meeting at 12:00pm ET.

Roll Call

Quorum met.

National Office Report

English asked the committee to remind people this year's filing deadline is April 18, 2022. We will be moving from WebEx to Microsoft Teams (MS TEAMS); we are currently working out the bugs. Please be patient as we work through this.

DFO Report

Jeans told the committee that a survey will be sent out to determine the technical needs for our members, so we know where to focus our aid during this transition. Some of the questions will include what browser you use, are you able to download software or what operating system you use. We are sending invites to www.tapspace.org for our new members to and gain access and set up your profile to the site. Please turn in your volunteer agreement form so you are able to do TAP work.

Members of the Public

Tim Shaw- Tax News Editor for Thomson Reuters

National Office Report

English Reminded everyone about filing season so we can remain in compliance with our tax requirements. Happy everyone is on the call and to expect information for new format/platforms changes to be sent out to the committee as we move forward.

DFO Report

As we move from WebEx to MS TEAMS, we need your assistance to make the transition smooth, so please take the survey when it goes out. If you are a new member, please respond to the email to join www.tapspace.org.

Minutes Approval

March 30, 2022, minutes. Jones motioned; Parker seconded.

Action: minutes approved as submitted.

TAP Committee Update

Rosalia reminded the committee that MS TEAMS will be how we conduct our meetings, but we will still be using the teleconference number for the sound portion of the meetings.

Subcommittee 1

Shequeila Birdsong

- **39806** – CP2000 (R1) – Closed

Birdsong motioned; Jones seconded.

Action: Issue closed.

- **43347** – CP2000 Paragraph Language (R2)- Still being reviewed
- **53485** – LTR 2273C - IA Explained- Still being reviewed

Subcommittee 2

Kristen Gentile-White

- **43860** – Transcripts (Add Page Numbers) –Gentile-White reported the subcommittee recommending accepting and closing this issue. Ying Sa did not agree with accepting this response. Odom recommended getting a Subject Matter Expert (SME) for further review. This issue will go back to the subcommittee.
- **48460** – Legitimacy of Phone Numbers- The IRS has implemented or responded to our recommendations. There was unanimous consent to accept and close.
- **48326** – Adding information to IRS “View Account”- Recommendation 2211 response closed by unanimous consent. Recommendation 2203 still being considered and will remain open.
- **51423**- CP504 and CP504B Phone Number- Partial non-adopt. There was unanimous consent to accept and close this response.
- **53484** – LTR 3030C (Bal-Due/Interest Due)- This issue is being worked

Screening Report

N/A – Date to be determined

Parking Lot

- **50322** - LT6330C (Compare 4883C)
- **51227** - CP218

These will remain in the parking lot.

Outreach

Parker thanked everyone for being here and reminded the members to complete their Activity Reports and Parker offered assistance to anyone who needs help with this. April 21, 2022, will be the first Outreach Committee meeting. Parker spoke about how simple outreach is and how it should be recorded no matter how it is completed.

Internal Communications Committee (ICC) Updates/Newsletter

Keenan is preparing for ICC meeting by reviewing the social media TAP Facebook page. The ICC will be meeting next week so there is not much to report on this area. Keenan asked for a report for the newsletter by April 22, 2022, for the upcoming newsletter. Rosalia explained what could be included in this report.

Action Items

Rosalia reiterated the following:

- March meeting minutes approved
- **43860** – Transcripts (Add Page Numbers) – For potential rebuttal
- **48460** – Legitimacy of Phone Numbers - Close
- **51423**- CP504 and CP504B Phone Number - Close
- Subcommittee leads will do write-ups for newsletter by April 22, 2022

Meeting Wrap-Up

Jones thanked the committee for being patient as he learns this position.

Thanked everyone for coming to the meeting. Jeans reminded members this is a recurring meeting date for this year.

Closing

Jeans officially closed the meeting 12:49pm ET.

Next Meeting: Tuesday, April 12, 2022, at 12:00pm EST

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