

**Notices and Correspondence Committee (NCC)
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
Tuesday, May 10, 2022**

Designated Federal Officer (DFO)

- Cedric Jeans TAP East Chief

Attendance

- | | | |
|-------------------------|------------------------|-----------------|
| • Shequeila Birdsong | Amherst, NY | Member (Absent) |
| • 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 |
| • Shelly McCracken | Fountaintown, IN | Member |
| • T. Renee Parker | Brentwood, NY | Vice Chair |
| • Ying Sa | Des Moines, IA | Member |
| • Martha Lewis | National Chair | Visiting Member |
| • Vivian Jin | Philadelphia, PA | Member |

Staff

- | | |
|---------------------|--|
| • Kevin Brown | TAP Administrative Assistant |
| • Terrie English | TAP Director |
| • Gilbert Martinez | TAP Program Analyst |
| • Robert Rosalia | TAP Program Analyst |
| • Fred Smith | TAP Program Analyst |
| • Michael Odom | Program Analyst Wage and Investments (W&I) |
| • Rosemary Rixey | Policy Analyst W&I |
| • Schenita Thornton | W&I Program Analyst |

Welcome/Opening- DFO

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

Roll Call

Quorum met.

Welcome/Acknowledgement of Citizens Comments from the Public

Jones welcomed everyone to the call and reminded members to put your hours into your activity report on www.tapspace.org.

National Office Report

English reported the Tax Forums will be held virtually from July 19, 2022, through August 18, 2022, this year. Please contact your analyst or the outreach analyst if you would like to man this virtual booth. English indicated that the recruitment process for the 2023 year has started. Those who would like to be part of the interview process can let your analyst know. English also explained that this process is almost a year long. This would explain why it takes such a long time for new members to be notified if they are selected. TAP members can use this information should someone ask them why it is taking so long for them to be a part of TAP.

Interviews for 2022 TAP panel will be starting soon. English reminded the committee that the selection process is long and has a lot of different parts to it. This can be shared with anyone who has had a delayed response from TAP. English indicated members can learn a lot participating in this process. The business cards will be sent out soon. Returning members should let your analyst know if you need more cards.

DFO Report

Jeans suggested subscribing to IRS news releases to help with your research for TAP. This may help keep us informed on what the IRS is already working on.

Members of the Public

None

Minutes Approval

April 12, 2022, minutes. Jones motioned; Hoffman seconded.

Action: minutes approved as submitted.

Committee News & Updates

- **48460** – Legitimacy of Phone Numbers
- **51423** - CP504 and CP504B Phone Number

Both of these issues will be reviewed for possible rebuttals, despite being closed during the last committee meeting.

Subcommittee 1

Steve Hoffman

- **43347** – CP2000 Paragraph Language (R2)

This issue is still being actively looked at.

- **53485** – LTR 2273C - IA Explained

Options to improve this letter is still being worked. Recommendations for this letter are pending.

- **57391** LTR1962C (DDIA) – (Project Proposal Approved)

This issue was approved to be made into a project to improve the letter. Hoffman motioned; Jones seconded

Action: Issue will move forward

Subcommittee 2

Kristen Gentile-White

- **43860** – Transcripts (Add Page Numbers)

The subcommittee proposed to accept the response.

- **48460** – Legitimacy of Phone Numbers

ID number 2203, 2204 and 2205 to be rebutted.

- **51423** - CP504 and CP504B Phone Number

This will remain open while Ying Sa does further research.

- **48326** – Adding information to IRS “View Account” (**Rebut**)

The rebuttal for ID number 2211 has been completed and is ready to move forward.

Action: The committee decided by consensus to move this rebuttal forward

- **53484** – LTR 3030C (Bal-Due/Interest Due)

We adopted some of subcommittee 1’s recommendations, but this issue is still being worked.

Parking Lot

- **50322** - LT6330C (Compare 4883C)
- **51227** - CP218 (this may be dropped)

Rosalia reported that these will remain in the parking lot. There will be a screening call soon. The Letter 1952C and 3127C may be considered as a related item to work on.

Outreach

Parker reported

Parker encouraged members to visit www.tapspace.org, logon and complete the activity reports of all of your TAP activities. During the first meeting the committee determined the month date for the meeting, and we look forward to having good outreach activities for this year.

Internal Communications Committee (ICC) Updates/Newsletter

Jones solicited volunteers to join the ICC. Rosalia indicated that Vivian Jin may want to join this committee. Jeans suggested using the meeting minutes to aid in preparing the newsletter. Rosalia, Jones and Jin will work the newsletter. Gentile-White will sit on the ICC this month.

Meeting Wrap-Up

Jones thanked everyone for showing up and is looking forward to more member participation with the activities on the committee next month.

Closing

Jeans officially closed the meeting 12:38pm ET.

Next Meeting: Tuesday, June 14, 2022, at 12:00pm EST

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