



**Notices and Correspondence Committee (NCC)
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
Thursday April 13, 2023, 3:00pm ET**

Designated Federal Officer (DFO)

- Robert Rosalia Acting DFO

Attendance

- | | | |
|----------------------------|-------------------|-----------------|
| • Sarah Berry | Fouke, AR | Member (Absent) |
| • Jason Brinkley | Gainesville, TX | Member |
| • Cheryl Crowe | Felton, DE | Member |
| • Aissata Diaby | Harrisburg, PA | Member (Absent) |
| • Manuel "Manny" Dominguez | Gladstone, MO | Member |
| • Kristin Gentile-White | Gilbert, AZ | Member |
| • Steve Hoffman | Westford, MA | Member |
| • Eric Koo | Winter Garden, FL | Member |
| • Shelley McCracken-Rania | Fountaintown, IN | Member |
| • Steven Sklar | New York, NY | Member |

Staff

- | | |
|--------------------------|---------------------------|
| • Frank Bustos | Acting TAP Director |
| • Ann Tabat | TAP Program Analyst |
| • Antoinette "Toni" Ross | TAP Program Analyst |
| • Kelvin Johnson | TAP Program Analyst |
| • Fred Smith | TAP Program Analyst |
| • Rosalind Matherne | TAP Program Analyst |
| • Kevin Brown | Administrative Assistant |
| • Mejbeen Balsara | W&I Program Owner Liaison |

Welcome/Opening- DFO

Robert Rosalia opened the meeting and welcome everyone at 3:00pm ET.

Roll Call

Kevin Brown completed roll and quorum was met.

Members of the Public

None

Welcome/Announcements/Comments/Acknowledgement of Citizens

Kristin Gentile-White welcomed everyone and reviewed the agenda.

National Office Report

Frank Bustos reminded TAP of their tax filing and payment compliance responsibilities. He discussed the upcoming in person annual meeting in May located in Washington D.C. Travel arrangements and hotel reservations will be completed by Kevin Brown. Bustos advised the proposed agenda would consist of all six committees meeting together on Wednesday. Thursday each committee would meet separately for training and best practices. Rosalia informed he would be soliciting for volunteers to train each other with the assistance of a TAP analyst. Training topics consisted of issue write up, outreach, workflow and researching websites.

DFO Report

Fred Smith reported TAP member recruitment has been extended until April 30, 2023. Smith advised that any members may attend the Outreach Committee meetings. Information is shared regarding different outreach opportunities during the meeting. Smith mentioned the upcoming tax forums located in five different cities and advised a solicitation will be sent for members to attend.

Minutes Approval

March 30, 2023-Hoffman motioned; Gentile-White seconded.

Action: Minutes approved as submitted

Chair Report Out

Gentile-White solicited members to occupy permanent position for Internal Communication Committee (ICC). No permanent volunteer selected. Cheryl Crowe volunteered to temporarily stand in for the April 18th meeting. The committee will solicit again in May meeting for a permanent representative.

IRS response to Issue 53484 LTR 3030C (Balance Due-Interest Due), discussion to accept IRS responses or to rebut. Sklar motioned to rebut; Gentile-White determined rebuttal would be assigned to Subcommittee two.

Outreach Report

Steve Sklar encouraged members to continue outreach opportunities. Sklar reminded everyone to report time properly in TAPSpace after each TAP related activity. The reminder of the newsletter articles due to him by the 25th of each month. Sklar advised the leads of the subcommittees should send their drafts to him and he will forward to the analyst to final copy.

Subcommittee 1

Issue 63395 CP 2000 Paragraph Language

Manuel Dominguez reported Subject Matter Expert (SME) will be attending the subcommittee meeting on May 4th, 1pm ET. Questions have been forwarded for

review. The committee will continue to review to make any additional changes and updates to the issue.

Issue 66192 Difficult/Challenging Letters/Notices. Dominguez discussed adding additional letters and notices as determined. (Reported in each subcommittee)

Subcommittee 2

Issue 52479 Notice CP503 Individual Balance Due-Second Notice, the committee will continue to work on and provide their recommendations via the short form for the analyst to compile and review during the subcommittee meeting which is scheduled during the annual meeting in May.

TAP Screening Report

Tabat informed screening committee that the inventory report will be sent out and a request to set a meeting to review in next few weeks.

ICC Report out

Tabat reported the first ICC meeting will be held April 18, 2023, 12pm ET.

Action Items

Send approved March 30, 2023, meeting minutes to Kevin Brown for posting.

IRS response Issue 53484 LTR 3030c will be assigned to Subcommittee two to develop the rebuttal, documents will be sent as pre-reads.

Roundtable Closing

Gentile-White encouraged members to get together in D.C. for dinner. The communication within the committee has improved since last year and she is looking forward to working with everyone.

Closing

Rosalia thanked everyone for attending the meeting and officially closed the meeting at 3:58 pm ET.

**Next Meeting: Thursday May 18, 2023, 2pm in person Washington D.C.
during annual meeting**

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