

**Notices and Correspondence Committee (NCC)
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
Wednesday, May 13, 2025**

Designated Federal Officer (DFO)

- Cedric Jeans TAP East Chief

Attendance

- | | | |
|----------------------------|-------------------|------------------------------|
| • Talibah Bayles | Birmingham, AL | Member |
| • Howard Choder | Seattle, WA | Member |
| • Manuel "Manny" Dominguez | Gladstone, MO | Member (Absent) |
| • Mitchell Gerstein | Wynnewood, PA | National Vice-Chair (Absent) |
| • Steven Gorski | Stafford, VA | Member (Absent) |
| • Joseph "Joe" Holley | Barboursville, WV | Member |
| • Sandra "Sandy" Johnson | Merrick, NY | Member |
| • Kyle Kipple | Norman, OK | Vice-Chair |
| • Gregory Porcaro | Coventry, RI | Member |
| • Steven Sklar | New York, NY | Chair |
| • Michael "Mike" Stewart | Kingsport, TN | Member |

Staff

- | | |
|---------------------|----------------------|
| • Kevin Brown | Management Assistant |
| • Shawn Collins | TAP Director |
| • Conchata Holloway | TAP Program Analyst |
| • Robert Rosalia | TAP Program Analyst |
| • Fred Smith Jr. | TAP Program Analyst |
| • Ann Tabat | TAP Program Analyst |

IRS Staff

N/A

Public

None

Welcome/Opening – DFO

Cedric Jeans opened the call and welcomed all who joined.

Roll Call

Quorum was made.

Committee News & Updates

Approval of Minutes

April 9, 2025, Meeting Minutes

Kipple motioned; Sklar seconded

Action: All minutes unanimously approved as edited

Update on TCS Notice Redesign efforts

Project **69719**: Ltr 5071C & other related docs

Sklar deferred to Kipple to report out. Kipple reported a new version of Ltr 5071C was issued prior to the IRS responding to this project. After reviewing cross-referencing, the recommendations to the updated letter, the recommendation were determined to be still relevant and will proceed to the Joint Committee (JC) for consideration, having been approved by last year's NCC.

IRS Response Received

Project **68463**: CP 504 Notice of Intent to Levy – Jeans informed the committee that he was not satisfied with the responses from the IRS, and he would elevate the concerns with management before NCC proceed.

Subcommittee 1- Stewart

Project **74553**: CP 30 Est. Tax Penalty Notice (Bal-Due)

Still being worked

Project **75134**: CP 59- 1st Notice Unfiled Return Delinq – (Reviewing feedback) Stewart reported recommending of a table of contents to enhance taxpayers' ability to understand what the notice is saying; several grammatical suggestions; adding the mailing address for ease of compliance was recommended; we recommended some clarifying language and a Quick Response (QR) code for CP59 instead of the link along with adding Taxpayer Bill of Rights information to the notice; standard blurbs and reference QR links for TAS and TAP; and individual online accounts. Stewart motioned; Johnson seconded. Pending Quality Review (QR). (Choder and Kipple will complete QR)

Action: Issue to be elevated to Joint Committee (JC) after (QR)

Project **68462**: CP 2501 Initial contact discrepancy

Sub 1 will review IRS responses

Subcommittee 2- Porcaro

Project **66432**: CP 565 (ITIN)

Final stages of the project - Will be completed and ready for approval after Systemic Advocacy/ Attorney Advisors (AA/SA) review.

Project **76527**: CP 312 & CP 313 POA Online Termination

Final stages of the project - Will be completed and ready for approval after Systemic Advocacy/ Attorney Advisors (AA/SA) review.

Issue **78261**: CP590

Porcaro motioned to approve as a project proposal; Stewart second

Action: Issue unanimously approved as a project.

Outreach

Kipple reminded everyone to keep recording your time on www.tapspace.org for all outreach completed. Reach out to leadership and the TAP staff for assistance on outreach opportunities. Bayles inquired about having a LinkedIn account and Kipple indicated this can be discussed on the next Outreach Committee meeting. Stewart gave a shoutout to Johnson for all of her social media outreach and thanked her for those efforts.

Internal Communications Committee

Review of ICC Updates

Newsletter- Johnson worked with Bayles for last month's newsletter article both submitting parts from each subcommittee. Kipple will write this month's report. Kipple will get a schedule for the rest of the year. Johnson will complete next month's article.

Chair Closing Comments & Round Table

Thanked everyone for attending the meeting.

National Office & DFO Report

Collins reported not being able to get name tags or business cards due to budget constraints. We are currently working on JC virtual planning meeting for this July. Collins announced her retirement and noted the remaining staff will be more than up to the task of supporting the TAP. Collins is grateful for the time spent with the TAP. Johnson inquired about the Speak-Up brochures and if they can be sanitized. Collins indicated that they should not be used as we are currently working on a digital workaround.

Closing

Jeans closed the meeting at 11:42pm ET.

Next Meeting: June 12, 2025, at 11am EST/10am CST/ 9am MST/ 8am PST