

**Joint Committee (JC)
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
August 29, 2019**

Designated Federal Official (DFO)

- Terrie English TAP Director

Members Present

- Patrick Kusiak National TAP Vice-Chair
- Cheryl Williams Chair, Special Projects Committee
- Bruce Stratton Chair, Tax Forms and Publications Committee
- Victor Frausto Chair, Notices and Correspondence
- Kathryn Tracy Chair, Taxpayer Assistant Centers Committee
- Alice Azzaro Chair, Internal Communications Committee
- Patricia Anthony Chair, Taxpayer Communications Committee
- Cynthia Pinkney Vice-Chair, Toll-Free Phone Line Committee
- Robert “Bob” Moretti Member, Internal Communications Committee (ICC)

Members Absent

- Heidi Hirschfeld National TAP Chair
- Philip “Phil” Kleiber Chair, Toll-Free Phone Line Committee

Staff

- Kevin Brown Management Assistant
- Carolyn Duckworth Program Analyst
- Cedric Jeans TAP East Chief
- Susan Jimerson TAP West Chief
- Rosalind Matherne Program Analyst
- Matthew O’Sullivan Program Analyst
- Robert Rosalia Program Analyst
- Antoinette Ross Program Analyst
- Fred Smith Program Analyst
- Tamikio Bohler Program Analyst W&I

Members of The Public

N/A

Welcome, Review Agenda

English opened the call.

Roll Call

Quorum was met for the meeting.

DFO/National Office Update

English is working with counsel to change the bylaws on how to deal with inactive members. The goal is to have these changes ready for the committee to vote on by next month. One of the

goals is to be able to remove inactive members that affect a committee's ability to achieve quorum and complete tasks.

TAP Managers Update

Jimerson had no reports, but Robin Sabio resigned.

Jeans reports putting 2018 Return Processing information on www.taspspace.org. This information is needed to support some of our recommendations and should be shared with your committees, according to Jeans.

Approval of July 25, 2019 and August 13-14, 2019 JC Meeting Minutes

The August face to face minutes will be presented subject to any formatting changes that Brown may have to make to maintain consistency with previous face to face minutes.

- July 25, 2019- Approved as revised. Stratton motioned, Williams seconded.
- August 13, 2019- Approved as revised. Tracy motioned, Williams seconded.
- August 14, 2019- Approved as revised. Williams motioned, Stratton seconded.

TAP Chair Report

Kusiak reviewed the agenda and indicated he is the acting Chair for this meeting. Kusiak reminded members of the upcoming Chair and Vice Chair elections. Please encourage members to participate in the informational meeting and to seek these positions. O'Sullivan is making all the preparations.

TAP Vice Chair Report

Kusiak reported outreach is moving along well and the tax forums are going well also. Kusiak commended all members who participated in these events and getting the TAP mission out.

Public Comments

None

Project Committee Review/Activities

Tax Forms and Publications

40047 1099 Misc. Form Printer Format- Stratton motioned, Tracy seconded

Action: Elevated to IRS for consideration

40876 Form 2210: Underpayment of Estimated Tax by Individuals, Estates, and Trusts Premiums
Stratton motioned, Williams seconded.

Action: Elevated to IRS for consideration

Stratton reported having four referrals completed but are awaiting internal review:

40751 Draft Form 1040- **Draft submitted to IRS**

36654 Draft Form 1040 SR- **Draft submitted to IRS**

36545 Form 8941 Healthcare Credit for Business- **Awaiting internal review**

40665 Schedule A and instructions- **Awaiting internal review**

Stratton reported two additional referrals for which we have received a response from the IRS, which are currently under review:

40101 Publication 5292- **Reviewing IRS Response**

38527 Pub. 3- **Reviewing IRS Response**

The committee is currently working on:
Pub. 531- **Being Reviewed**
Form 965 and related Forms A and B- **Being Reviewed**

Taxpayer Assistance Center Improvements

40698 Modify Volunteer Income Tax Assistance (VITA)/ Tax Counseling for the Elderly (TCE) training to consolidate Health Savings Account (HSA) training into the Advanced Course.

Action: Elevated to IRS for consideration

Tracy reported working:

40699 VITA/TCE Payment Options

40902 Telephone Call reminder for TAC appointments

40782 Including a Google Map link next to TAC locations listing on IRS website

Toll-Free Lines

Rosalind Matherne reported:

Subcommittee 1 is working on Public Service Announcement (PSA) inviting taxpayers to visit www.improveirs.org. They are also working on gaining access to survey data reports.

Subcommittee 2 Is working on a rebuttal to a response from the IRS. They are also working on adding a PSA to practitioner line to remind them to check with client on Form 2848 request.

Alice Azzaro attended the Chicago tax forum and Terrill Flakes and Philip Kleiber attended New Orleans tax forum.

Special Projects

Williams Reported:

Subcommittee 1

36399 Returns marked with wrong date. Awaiting internal review

41230 Is still being worked

40164 TAP member for Virgin Islands- This will be delayed due to the weather.

35423 Waiting for response from Office of Professional Responsibilities (OPR)

35920 Working a response to the SME report.

36550 We are unsure about this issue at this time.

37026 waiting for SME

41280 New issue still be established.

41230 We hope to have something for this next month.

Notices and Correspondence

Frausto reported

Subcommittee one finalizing issue 40907 Improve language on CP 4515 Cp 4518. Still awaiting Quality Review (QR). Subcommittee 2 Issue 39667 CP 90 is awaiting QR from Systemic Advocacy. Issue 40907 Improve language on CP 108; CP 516; and CP 518.

Thurston Smith attended tax forum and wrote newsletter report. Frausto will ask members to invite their LTA to attend our meetings for situational awareness.

Taxpayer Communications

Anthony hopes to have several referrals ready by the beginning and the middle of September to move forward.

Internal Communications Committee

Azzaro instructed the committee to send their newsletter articles to both herself and Ross so consistency can be maintained for this project. Moretti will change the wording on the reminder to instruct members to do this. The committee is working with Communications, Stakeholder Liaison & Online Services (CSO) to receive a “How to set up social media.” They are also working on guideline for social media.

We will be working with the Outreach committee to establish a library of social media pot, which will be stores on www.tapspace.org. Please go to your committees to see if anyone wants to create posts for this library.

Round Table

Brown confirmed during the May 30, 2019 meeting the last meeting was changed to November 21, 2019.

Action Items

- August minutes will be sent to Brown for formatting.
- O’Sullivan will send them on to IRS and include Hirschfeld in this process.
- Call to Leadership letter being finalized and sent out to TAP
- November meeting date revised invite to be sent to the committee

Closing

English thanked everyone for their participation and closed the meeting.

**Next Joint Committee Meeting is on Thursday September 26, 2019
1:30 p.m. ET; 12:30 p.m. CT; 11:30 a.m. MT; 10:30 a.m. PT**

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