

**IRS W&I Adjustments
Phone Focus Group Recruiting Guide**

Hello, I'm _____ and I'm calling from _____. You recently responded to a mail survey from the IRS about your interaction with Adjustments and indicated that you are interested in follow up research. We are setting up a one-hour phone focus group interview of taxpayers to modify the questionnaire. This is NOT a call about your specific case. This is your opportunity to have input and to tell the IRS what your experiences have been and to make recommendations for change.

Your participation with this research is voluntary, but your help on this project would be very much appreciated. As a token of our appreciation for your time, you will receive \$50. Are you interested in participating? *[If no, thank taxpayer for their time, and hang up]*

The focus group will be held via telephone on (DATES TBD) at (Noon Eastern Time and 4PM Eastern Time). All participants will call in to an 800 number to join the conference call. The discussion will last about one hour. You will be joined by a group of about six people who, like you, have experience with the IRS' Adjustments process. You will not be asked about your specific tax situation, only about your experience with this process. Would you be able to participate? *[If no, thank them and terminate the call].*

1. Are you or is anyone in your immediate family an employee of the IRS?

_____ Yes *[explain, thank, then terminate the call]*
_____ No

2. *[Recruiter: note male or female]*

_____ Male
_____ Female

We are delighted that you will participate in our group.

The dial in number is: 1.866.687.8719

The access code is: 3777137#

Do you have any questions? We would like some contact information to confirm the meeting and to mail out the token of appreciation for your participation.

Respondent Name _____

Respondent Address _____

We would also like to give you a reminder call on the day of the group. Would we reach you at this number or another? [record number _____]

The Paperwork Reduction Act requires that IRS provide an OMB Control Number on all approved public information requests. That number is OMB 1545-1432. Also, if you like, I can give you an address where you can send comments and questions regarding this process or suggestions for making it simpler.

READ ONLY IF RESPONDENT ASKS FOR ADDRESS: Send your comments and suggestions to:

IRS Tax Products Coordinating Committee
S:E:W:CAR:MP:T:T:SP
1111 Constitution Ave. NW
Washington, DC 20224

Thank you and have a nice day. We look forward to speaking with you on:

Date (Noon)

Date (4PM)

Date (Noon)

For record keeping:

_____ Confirmation letter mailed or faxed

_____ Reminder call made