

**Attachment I: Webinar IRS.gov Advertisement – Example from FY10<sup>1</sup>**

**Internal Revenue Service Webinar**

***Hiring Incentives to Restore Employment (HIRE) Act Webinar***

**Date: July 8, 2010**

**This FREE Webinar is for:**

- Tax professionals
- Attorneys
- Payroll professionals
- Industry partners
- Small businesses

**Learn about:**

- The HIRE Act payroll tax exemption and retention income tax credit for employers who hire previously unemployed workers.
- Who qualifies as an eligible individual for each benefit.
- What businesses may claim each benefit.
- How business can claim those HIRE benefits.

**Earn Continuing Professional Education credit:**

- Enrolled agents receive one CPE credit for participating for a minimum of 50 minutes from the start of the Webinar. Other tax professionals may receive credit if the Webinar meets your organization's or state's CPE requirements.
- To receive credit, you must attend the event offered on July 8, 2010. You must also register for the Webinar using your e-mail address, and use the same e-mail address to log in to attend. This will confirm your attendance and generate your Certificate of Completion. Groups will not receive individual certificates as attendance can not be verified.
- \*Only July 8, 2010 participants will receive certificates. If you do not need a certificate to obtain CPE credit, you may choose to view the archived version of the Webinar after July 8, 2010.
- Look for your Certificate of Completion by e-mail approximately **one week** after the Webinar. If you have met all requirements, you will receive your certificate automatically.

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<sup>1</sup> This advertisement message is intended as an example and will be updated with the actual date and title of the presentation.

**Register on-line at:**

<http://www.visualwebcaster.com/IRS/69705/reg.asp?id=69705>

<b>REGISTER &amp; ATTEND</b> (Click on the link to register and attend the session)	<b>EASTERN</b>	<b>CENTRAL</b>	<b>MOUNTAIN</b>	<b>PACIFIC</b>
	<b>2 p.m.</b>	<b>1 p.m.</b>	<b>Noon</b>	<b>11 a.m.</b>

**Note:** Time zones shown are standard time.

**General information:**

- Visit [www.irs.gov](http://www.irs.gov) and search [Webinars](#) for information on other programs available.
- If you experience difficulty viewing the event, please use the e-mail option on the event page or call 866-956-4770.
- The event will be [archived](#) for later viewing, approximately two weeks after the date of the event, on the [new IRS Video Portal](#).

**Sponsored by:** IRS Small Business/Self Employed; Communications, Liaison and Disclosure

**Attachment II: Webinar Enrollment Confirmation Notice Examples from FY10**

You are now pre-registered for the Internal Revenue Service Webinar, " Requirements for Federal Tax Return Preparers - Learn the Who, What, When and How". This Webinar event is scheduled to start at Wednesday, June 09, 2010 at 2:00:00 PM Eastern.

[View Event](#)

[Download](#) Outlook Calendar Reminder

**Attachment III: Event Evaluation – Sample (for Example Purposes)**

 **Internal Revenue Service**

***IRS Stakeholder Liaison  
Event Evaluation***

**Name of Event:**

**Date of Event:**

**Name of Presenters:**

*Completed surveys should be emailed to:* [SBSE.SL.SURVEY.MAIL@IRS.GOV](mailto:SBSE.SL.SURVEY.MAIL@IRS.GOV)

1. Where is your business or organization located?
2. What (if any) professional organizations do you belong to? (Select all that apply)
 

<input type="checkbox"/> AAA-CPA	<input type="checkbox"/> ABA	<input type="checkbox"/> AICPA	<input type="checkbox"/> LTPA	<input type="checkbox"/> IPPA	<input type="checkbox"/> NABA	<input type="checkbox"/> None
<input type="checkbox"/> NAEA	<input type="checkbox"/> NATP	<input type="checkbox"/> NCCPAP	<input type="checkbox"/> NSA	<input type="checkbox"/> NSTP	<input type="checkbox"/> Other	
3. How did you learn about this event?

**PLEASE CHECK ONLY ONE BOX PER QUESTION.**

For each question, please indicate your opinion by choosing a number from 1 to 5, "1" means "Very Dissatisfied" and "5" means "Very Satisfied."

		(1) Very Dissatisfied	(2) Dissatisfied	(3) Neutral	(4) Satisfied	(5) Very Satisfied
4	The main presenter's knowledge on the subject matter discussed.					
5	The technical content of the presentation.					
6	Value of this information in your day to day operations.					
7	Overall QUALITY of the event.					
8	Overall SATISFACTION with the event.					
9	Will share this information with others.					

**If you have ideas for future topics and comments or suggestions concerning this event, please email them to:** [NationalPhoneForum@irs.gov](mailto:NationalPhoneForum@irs.gov).

**Paperwork Reduction Act Notice**

The Paperwork Reduction Act requires IRS to display an OMB Control Number on all approved information requests. About three minutes will be needed to complete this voluntary questionnaire. If you have any comments about the time estimate, or suggestions for simplifying the form please write to:


*Thank you for your time!*

Internal Revenue Service  
Tax Products Coordinating Committee  
SE:W:CAR:MP:T:T:SP  
1111 Constitution Ave. NW  
Washington, DC 20224

**Attachment IV: Event – Example TE/GE Feedback Form**

<b>DRAFT</b>		<small>OMB # xxx-xxxx</small>																																								
<span style="font-size: 1.2em; font-weight: bold; vertical-align: middle;">Internal Revenue Service</span>																																										
<b>Tax Exempt / Government Entities Government Entities (GE) Activity / Event Feedback Survey</b>																																										
<p>The IRS is committed to delivering quality customer service. You can help in this important mission by answering the questions below. This voluntary survey takes less than three minutes to complete and your responses will be kept completely confidential.</p>	<p style="text-align: center;"><b>Instructions</b></p> <p style="text-align: center;">Use a blue or black ink pen or No. 2 pencil only. All responses must be fully marked by filling in the bubbles.</p> <p>Correct: <input type="radio"/>      In correct: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>																																									
<p><b>Location</b></p> <p>→ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	<p><b>Activity</b></p> <p>→ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	<p><b>Date</b></p> <p>→ <input type="text"/> / <input type="text"/> / <input type="text"/></p>																																								
<p>For each of the following questions, please indicate your level of satisfaction by choosing a number from 1 to 5, where 1 means "Very Dissatisfied" and 5 means "Very Satisfied."</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;"><small>Very Dissatisfied</small></th> <th style="text-align: center;"><small>1</small></th> <th style="text-align: center;"><small>2</small></th> <th style="text-align: center;"><small>3</small></th> <th style="text-align: center;"><small>4</small></th> <th style="text-align: center;"><small>5</small></th> <th style="text-align: center;"><small>Very Satis.</small></th> </tr> </thead> <tbody> <tr> <td>Presenters' knowledge of the subject matter .....</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Opportunity for you to ask questions .....</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Instructions on how to get additional information or help .....</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Information you received met your expectations .....</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </tbody> </table>				<small>Very Dissatisfied</small>	<small>1</small>	<small>2</small>	<small>3</small>	<small>4</small>	<small>5</small>	<small>Very Satis.</small>	Presenters' knowledge of the subject matter .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Opportunity for you to ask questions .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Instructions on how to get additional information or help .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Information you received met your expectations .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<p><b>2</b> Please rate your satisfaction with the OVERALL QUALITY of the activity or event .....</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;"><small>Very Dissatisfied</small></th> <th style="text-align: center;"><small>1</small></th> <th style="text-align: center;"><small>2</small></th> <th style="text-align: center;"><small>3</small></th> <th style="text-align: center;"><small>4</small></th> <th style="text-align: center;"><small>5</small></th> <th style="text-align: center;"><small>Very Satis.</small></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </tbody> </table> <p>Please rate your OVERALL SATISFACTION with this activity or event .....</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;"><small>Very Dissatisfied</small></th> <th style="text-align: center;"><small>1</small></th> <th style="text-align: center;"><small>2</small></th> <th style="text-align: center;"><small>3</small></th> <th style="text-align: center;"><small>4</small></th> <th style="text-align: center;"><small>5</small></th> <th style="text-align: center;"><small>Very Satis.</small></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </tbody> </table>				<small>Very Dissatisfied</small>	<small>1</small>	<small>2</small>	<small>3</small>	<small>4</small>	<small>5</small>	<small>Very Satis.</small>	.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<small>Very Dissatisfied</small>	<small>1</small>	<small>2</small>	<small>3</small>	<small>4</small>	<small>5</small>	<small>Very Satis.</small>	.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
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<p><b>3</b> How did you learn about this event? (choose all that apply)</p> <p><input type="radio"/> IRS</p> <p><input type="radio"/> Professional/Trade Organization</p> <p><input type="radio"/> Friend/Associate</p> <p><input type="radio"/> Employer</p> <p><input type="radio"/> Internet</p> <p><input type="radio"/> Media (Newspaper, Magazine, TV, Radio, etc.)</p> <p><input type="radio"/> Other (specify below)</p> <p>→</p>	<p><b>4</b> Which of the following best describes you? (choose one only)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="radio"/> Issuer</td> <td><input type="radio"/> External Tax Professional</td> </tr> <tr> <td><input type="radio"/> Conduit Borrower</td> <td><input type="radio"/> Government Entity Manager</td> </tr> <tr> <td><input type="radio"/> Legal Counsel</td> <td><input type="radio"/> Government Entity Employee</td> </tr> <tr> <td><input type="radio"/> Investor</td> <td><input type="radio"/> Internal Attorney or Accountant</td> </tr> <tr> <td><input type="radio"/> Federal Agency</td> <td><input type="radio"/> Other (specify)</td> </tr> <tr> <td><input type="radio"/> Underwriter/Financial or Market Analyst</td> <td><input type="radio"/></td> </tr> </table> <p>Please Specify Here →</p>		<input type="radio"/> Issuer	<input type="radio"/> External Tax Professional	<input type="radio"/> Conduit Borrower	<input type="radio"/> Government Entity Manager	<input type="radio"/> Legal Counsel	<input type="radio"/> Government Entity Employee	<input type="radio"/> Investor	<input type="radio"/> Internal Attorney or Accountant	<input type="radio"/> Federal Agency	<input type="radio"/> Other (specify)	<input type="radio"/> Underwriter/Financial or Market Analyst	<input type="radio"/>																												
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<p style="text-align: center;"><b>We would appreciate any comments you may have. Please print clearly.</b></p> <p>Tell us if anything was particularly good or bad about this event, offering suggestions for improvement, or share any other thoughts:</p> <p>_____</p> <p>_____</p> <p>_____</p>																																										
<p style="text-align: center;"><small>Paperwork Reduction Act Notice</small></p> <p style="text-align: center;"><small>The Paperwork Reduction Act requires IRS to display an OMB Control Number on all approved information requests. About three minutes will be needed to complete this voluntary questionnaire. If you have any comments about the time estimate, or suggestions for simplifying the form, please write to:</small></p> <p style="text-align: center;"><b>Thank you for completing the survey.</b></p> <p style="text-align: center;"><small>The Forms Committee Western Distribution Center Rancho Cordova, CA 95743-0001</small></p>																																										
<small>(1-2003)</small>	<small>Department of the Treasury - Internal Revenue Service</small>	<small>7437311556</small>																																								
<small>Please do not attempt to photocopy this form. Duplicated forms cannot be scanned.</small>																																										

**Attachment V: Printable Phone Forum/Webinar Event Evaluation Example**

		<h1 style="margin: 0;">Internal Revenue Service</h1>				
<h2 style="margin: 0;">IRS Stakeholder Liaison Event Evaluation</h2>						
Name of Event: <b>TBD</b>	Date of Event: <b>TBD</b>	Name of Presenter(s): <b>TBD</b>				
1. Where is your business or organization located?						
<input type="checkbox"/> Central - (IL, IN, MO, KS)	<input type="checkbox"/> Great Lakes - (MI, OH)					
<input type="checkbox"/> Mid-Atlantic - (PA, NJ, DE, WV)	<input type="checkbox"/> Mid-South - (KY, TN, AL, MS, AR, LA, OK)					
<input type="checkbox"/> Mid-West - (MN, WI, ND, SD, NE, IA)	<input type="checkbox"/> New York					
<input type="checkbox"/> Northeast - (MA, ME, NH, VT, RI, CT)	<input type="checkbox"/> Northwest - (WA, OR, NV, AZ, UT, ID, MT, WY)					
<input type="checkbox"/> South Atlantic - (DC, MD, VA, NC, SC)	<input type="checkbox"/> Southeast - (FL, GA)					
<input type="checkbox"/> Southwest - (TX, NM, CO)	<input type="checkbox"/> Western - (Southern CA, AK, HI)					
<input type="checkbox"/> Western - (Northern CA)						
2. What (if any) professional organizations do you belong to? (Select all that apply)						
<input type="checkbox"/> AAA-CPA	<input type="checkbox"/> ABA	<input type="checkbox"/> AICPA	<input type="checkbox"/> LTPA	<input type="checkbox"/> NRPC	<input type="checkbox"/> NABA	<input type="checkbox"/> None
<input type="checkbox"/> NAEA	<input type="checkbox"/> NATP	<input type="checkbox"/> NCCPAP	<input type="checkbox"/> NSA	<input type="checkbox"/> NSTP	<input type="checkbox"/> Other _____	
3. How did you learn about this event?						
<input type="checkbox"/> IRS - eNews	<input type="checkbox"/> IRS - email	<input type="checkbox"/> IRS - Tax Talk Today				
<input type="checkbox"/> Internet	<input type="checkbox"/> Friend / Associate	<input type="checkbox"/> Media (newspaper, TV, etc.)				
<input type="checkbox"/> Employer	<input type="checkbox"/> Prof. / Trade Organization	<input type="checkbox"/> Other _____				
<b>PLEASE CHECK ONLY ONE BOX PER QUESTION.</b>						
For each question, please indicate your opinion by choosing a number from 1 to 5, "1" means "Very Dissatisfied" and "5" means "Very Satisfied."						
	(1) Very Dissatisfied	(2) Dissatisfied	(3) Neutral	(4) Satisfied	(5) Very Satisfied	
4	The main presenter's knowledge on the subject matter discussed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The technical content of the presentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Value of this information in your day to day operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Overall QUALITY of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Overall SATISFACTION with the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Will share this information with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Paperwork Reduction Act Notice</b>						
The Paperwork Reduction Act requires IRS to display an OMB Control Number on all approved information requests. About three minutes will be needed to complete this voluntary questionnaire. If you have any comments about the time estimate, or suggestions for simplifying the form please write to:						
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="font-size: 1.2em; font-weight: bold; margin: 0;"><i>Thank you for your time!</i></p> </div> <div style="width: 35%; font-size: 0.8em;"> <p>Internal Revenue Service Tax Products Coordinating Committee SE:W:CAR:MP:T:T:SP 1111 Constitution Ave. NW Washington, DC 20224</p> </div> </div>						
Department of the Treasury – Internal Revenue Service						
OMB# 1545-1432						

## Attachment VI: Event Evaluation Email Example

Dear National Phone Forum Participant:

We are looking for your feedback on today's Nationwide Phone Forum entitled "**Correspondence Examinations 'Understanding the Process and Working Together'**". Please take a moment to complete the attached evaluation. The evaluation should only take 3 minutes to complete. It is attached as the file entitled "**SL Phone Forum Event Evaluation - Correspondence Examinations - 082008**".  
Survey instructions:

You must have Microsoft Word installed on your PC to participate in the event evaluation form. For those using an email program other than Microsoft Outlook

1. Open the attached evaluation.
2. The event evaluation is best viewed in print layout. To change your layout setting select 'Print Layout' from the View menu.
3. After opening the attached event evaluation you may be asked to 'enable macros' within the form. Please select 'enable macros'.
4. Once finished, save and attach your completed event evaluation to an email addressed to [sbse.sl.survey.mail@irs.gov](mailto:sbse.sl.survey.mail@irs.gov)

Thank you again for your participation. If you have any issues with the event evaluation process please contact Cait DeStefano at 856-237-7828.

*Note: Completion of this evaluation is NOT a requirement for participants to receive their CPE credit. If you have any questions for the National Phone Forum Team you can contact them directly at [nationalphoneforum@irs.gov](mailto:nationalphoneforum@irs.gov).*

Thank you,

The National Phone Forum Event Evaluation Team