

**Attachment 1:
 Screener Guide and Reminder Call Script**

**Participant Screener for
IRS Form 941X —Adjusted Employer’s Quarterly Federal Tax Return or Claim for
Refund**

Hello, my name is _____. I am calling on behalf of the American Payroll Association. We are working with the Internal Revenue Service (IRS) to obtain feedback on a new form they are developing. We are seeking participants for a focus group we are holding in [insert city].

IF ASKED: (EACH INTERVIEWER WILL HAVE THIS INFORMATION)

If respondents ask how their name was obtained, tell them their phone number was randomly selected from a list of individuals in the local calling area. If respondents are concerned about participating, tell them that our contract with the IRS specifically prohibits me from revealing their name or any information about them to the IRS or anyone else. Participation in this focus group will not affect your taxes or filing status.

This project has been approved by the U.S. Office of Management and Budget (OMB). The OMB Clearance Number is 1545-1349. If you like, I can give you a name and address where you can send comments and questions regarding these time estimates or suggestions for making this process simpler.

*Internal Revenue Service
Tax Products Coordinating Committee
1111 Constitution Ave, NW IR-6526
SE:W:CAR:MP:T:T:SP
Washington, DC 20024*

Your answers to these questions will be held completely confidential by APA, meaning we will not provide your name or any identifying information to the IRS.

1. Would you consider yourself to be fluent in English?
() Yes.....Continue
() No.....Terminate

2. Do you work as a professional in the field of income tax preparation?
() Yes.....Continue
() NoTerminate
() Don't KnowTerminate

**Participant Screener for
IRS Form 941X —Adjusted Employer’s Quarterly Federal Tax Return or Claim for
Refund**

3. Do you prepare Form 941, Employers Quarterly Tax Return, for your clients?
- () YesContinue
- () NoTerminate
- () Don’t Know.....Terminate

For questions 4-9, recruit a mix of individuals

4. Into which of the following categories does your age fall? *May opt-out if they wish to.*
- () less than 18Terminate
- () 18 to 33
- () 34-44
- () 45 to 63
- () 65 and older
5. Please identify your highest completed level of education. [*May opt-out if they wish to.*]
- () Some High School
- () High School Diploma/GED
- () Some College or Associate’s Degree
- () Bachelor’s Degree
- () Graduate or Professional Degree (M.D., J.D.)
6. So that we can be sure that all backgrounds are represented in our project, could you please tell me the race or ethnic origin you identify with [*1 or more responses OK; may opt-out if they wish to*].
- () Hispanic or Latino/a
- () American Indian or Alaska Native
- () Asian
- () Black or African American
- () Native Hawaiian or other Pacific Islander
- () White

**Participant Screener for
IRS Form 941X —Adjusted Employer’s Quarterly Federal Tax Return or Claim for
Refund**

7. *Record Gender—DO NOT ASK UNLESS UNABLE TO DETERMINE; may opt-out if they wish to.*

Female

Male

INVITATION

Thank you for answering our questions. Based on your responses, we would like to invite you to participate in a focus group which will be held in [insert city] [insert date] at [insert time]. The total time will be no more than 2 hours. We will provide everything that you need to participate in the focus group. Your participation is completely voluntary. We will provide you with a \$75 stipend for participating as well as a light meal and refreshments.

Are you willing to participate?

Yes.....Continue

No.....Terminate

I’m glad that you will be able to join us! At this point I need to collect some contact information from you. Then we will send you a confirmation letter and directions to the facility via e-mail.

Name: _____
Address: _____
Telephone # (Day): _____(Evening) _____
E-mail Address: _____

We are only inviting a few people, so it is very important that you notify us as soon as possible if for some reason you are unable to participate. Please call *[insert recruiter contact and phone]* if this should happen. We look forward to having you participate on *[insert day]* at *[insert time]*.

**Participant Screener for
IRS Form 941X —Adjusted Employer's Quarterly Federal Tax Return or Claim for
Refund**

Do you have any questions?

Great! Thank you for your time and we will be in touch again the day of the focus group. Please remember to bring reading glasses if you use them.

TERMINATE TEXT

Thank you very much for your time, and thank you for answering our questions. Unfortunately, based on the focus group requirements, we cannot extend you an invitation. Perhaps at a later time we can include you in a future focus group. Have a good [*day/evening*].

**Participant Screener for
IRS Form 6251-EZ Alternative Minimum Tax—Individuals**

Hello, my name is _____. I am calling on behalf of Macro International, a research and consulting firm in the Washington DC area. We are working with the Internal Revenue Service (IRS) to obtain feedback on a new form they are developing. We are seeking participants for a focus group we are holding in [insert city].

IF ASKED: (EACH INTERVIEWER WILL HAVE THIS INFORMATION)

If respondents ask how their name was obtained, tell them their phone number was randomly selected from a list of individuals in the local calling area. If respondents are concerned about participating, tell them that our contract with the IRS specifically prohibits me from revealing their name or any information about them to the IRS or anyone else. Participation in this focus group will not affect your taxes or filing status.

This project has been approved by the U.S. Office of Management and Budget (OMB). The OMB Clearance Number is 1545-1349. If you like, I can give you a name and address where you can send comments and questions regarding these time estimates or suggestions for making this process simpler.

*Internal Revenue Service
Tax Products Coordinating Committee
1111 Constitution Ave, NW IR-6526
SE:W:CAR:MP:T:T:SP
Washington, DC 20024*

Your answers to these questions will be held completely confidential by Macro, meaning we will not provide your name or any identifying information to the IRS.

1. Would you consider yourself to be fluent in English?
() Yes.....Continue
() No.....Terminate

2. Did you file a federal tax return this year?
() Yes.....Continue
() No.....Terminate

**Participant Screener for
IRS Form 6251-EZ Alternative Minimum Tax—Individuals**

3. For the tax year 2007, how was your income tax return filed? (*Note to recruiter: Try and recruit all paper and pencil filers, but if needed some respondents can have used software*)
- () Self-prepared using paper and pencil.....Continue
 - () Self-prepared using software.....Continue
 - () Using a preparer.....Terminate
 - () Not sure.....Terminate
4. For the tax year 2007, did you file using the tax Form 6251 – Alternative Minimum Tax-Individuals?
- () Yes.....Continue
 - () No.....Terminate
5. Did you file a Form 1040 (Long Form)? (*Note to recruiter: not a 1040A or 1040-EZ*)
- () Yes.....Continue
 - () No.....Terminate
6. Did you file a Schedule A – Itemized Deductions
- () Yes.....Continue
 - () No.....Terminate
7. For the tax year 2007, did you file your income tax using a Schedule C, C-EZ, E or F?
- () Yes.....Terminate
 - () No.....Continue

**Participant Screener for
IRS Form 6251-EZ Alternative Minimum Tax—Individuals**

For questions 9-14, recruit a mix of individuals

8. Into which of the following categories does your age fall? *May opt-out if they wish to.*
- less than 18Terminate
 - 18 to 33
 - 34-44
 - 45 to 63
 - 65 and older
9. What was your filing status on your most recent tax return? [Read responses and check one]
- Single
 - Married/jointly
 - Married/separately
 - Head of household
 - Widow/widower
10. Please identify your highest completed level of education. [*May opt-out if they wish to.*]
- Some High School
 - High School Diploma/GED
 - Some College or Associate's Degree
 - Bachelor's Degree
 - Graduate or Professional Degree (M.D., J.D.)
11. So that we can be sure that all backgrounds are represented in our project, could you please tell me the race or ethnic origin you identify with [*1 or more responses OK; may opt-out if they wish to.*]
- Hispanic or Latino/a
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or other Pacific Islander
 - White

**Participant Screener for
IRS Form 6251-EZ Alternative Minimum Tax—Individuals**

12. Which of these categories does your total annual household income fall into? [*May opt-out if they wish to.*]
- () Less than \$34,999
 - () \$35,000 to \$49,999
 - () \$50,000 to \$75,000
 - () Over \$75,000
13. *Record Gender—DO NOT ASK UNLESS UNABLE TO DETERMINE; may opt-out if they wish to.*
- () Female
 - () Male

INVITATION

Thank you for answering our questions. Based on your responses, we would like to invite you to participate in a focus group which will be held in [insert city] [insert date] at [insert time]. The total time will be no more than 2 hours. We will provide everything that you need to participate in the focus group. Your participation is completely voluntary. We will provide you with a \$75 stipend for participating as well as a light meal and refreshments.

Are you willing to participate?

- () Yes.....Continue
- () No.....Terminate

I'm glad that you will be able to join us! At this point I need to collect some contact information from you. Then we will send you a confirmation letter and directions to the facility via e-mail.

**Participant Screener for
IRS Form 6251-EZ Alternative Minimum Tax—Individuals**

Name: _____

Address: _____

Telephone # (Day): _____ (Evening) _____

E-mail Address: _____

We are only inviting a few people, so it is very important that you notify us as soon as possible if for some reason you are unable to participate. Please call *[insert recruiter contact and phone]* if this should happen. We look forward to having you participate on *[insert day]* at *[insert time]*.

Do you have any questions?

Great! Thank you for your time and we will be in touch again the day of the focus group. Please remember to bring reading glasses if you use them.

TERMINATE TEXT

Thank you very much for your time, and thank you for answering our questions. Unfortunately, based on the focus group requirements, we cannot extend you an invitation. Perhaps at a later time we can include you in a future focus group. Have a good *[day/evening]*.

**Participant Screener for
IRS Form 8910—Alternative Motor Vehicle Credit**

Hello, my name is _____. I am calling on behalf of Macro International, a research and consulting firm in the Washington DC area. We are working with the Internal Revenue Service (IRS) to obtain feedback on a form they are revising. We are seeking participants for a focus group we are holding in [insert city].

IF ASKED: (EACH INTERVIEWER WILL HAVE THIS INFORMATION)

If respondents ask how their name was obtained, tell them their phone number was randomly selected from a list of individuals in the local calling area. If respondents are concerned about participating, tell them that our contract with the IRS specifically prohibits me from revealing their name or any information about them to the IRS or anyone else. Participation in this focus group will not affect your taxes or filing status.

This project has been approved by the U.S. Office of Management and Budget (OMB). The OMB Clearance Number is 1545-1349. If you like, I can give you a name and address where you can send comments and questions regarding these time estimates or suggestions for making this process simpler.

*Internal Revenue Service
Tax Products Coordinating Committee
1111 Constitution Ave, NW IR-6526
SE:W:CAR:MP:T:T:SP
Washington, DC 20024*

Your answers to these questions will be held completely confidential by Macro, meaning we will not provide your name or any identifying information to the IRS.

1. Would you consider yourself to be fluent in English?
() Yes.....Continue
() No.....Terminate

2. Did you file a federal tax return this year?
() Yes.....Continue
() NoTerminate

**Participant Screener for
IRS Form 8910—Alternative Motor Vehicle Credit**

3. For the tax year 2007, how was your income tax return filed? (*Note to recruiter: Try and recruit all paper and pencil filers, but if needed some respondents can have used software*)
- () Self-prepared using paper and pencil.....Continue
 - () Self-prepared using software.....Continue
 - () Using a preparer.....Terminate
 - () Not sure.....Terminate
4. Have you ever purchased a NEW hybrid vehicle? (*Note to recruiter: the hybrid must be brand new, not previously owned*)
- () Yes.....Continue to Q5
 - () No.....Continue to Q4a
- Q4a. Do you plan to purchase a new hybrid vehicle in the next 12 months?
- () Yes.....Continue to Q5
 - () No.....Terminate

For questions 5-10, recruit a mix of individuals

5. Into which of the following categories does your age fall? *May opt-out if they wish to.*
- () less than 18Terminate
 - () 18 to 33
 - () 34-44
 - () 45 to 63
 - () 65 and older

**Participant Screener for
IRS Form 8910—Alternative Motor Vehicle Credit**

6. What was your filing status on your most recent tax return? [Read responses and check one]
- Single
 - Married/jointly
 - Married/separately
 - Head of household
 - Widow/widower
7. Please identify your highest completed level of education. [*May opt-out if they wish to.*]
- Some High School
 - High School Diploma/GED
 - Some College or Associate's Degree
 - Bachelor's Degree
 - Graduate or Professional Degree (M.D., J.D.)
8. So that we can be sure that all backgrounds are represented in our project, could you please tell me the race or ethnic origin you identify with [*1 or more responses OK; may opt-out if they wish to.*]
- Hispanic or Latino/a
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or other Pacific Islander
 - White
9. Which of these categories does your total annual household income fall into? [*May opt-out if they wish to.*]
- Less than \$34,999
 - \$35,000 to \$49,999
 - \$50,000 to \$75,000
 - Over \$75,000

**Participant Screener for
IRS Form 8910—Alternative Motor Vehicle Credit**

10. *Record Gender—DO NOT ASK UNLESS UNABLE TO DETERMINE; may opt-out if they wish to.*
- () Female
- () Male

INVITATION

Thank you for answering our questions. Based on your responses, we would like to invite you to participate in a focus group which will be held in [insert city] [insert date] at [insert time]. The total time will be no more than 2 hours. We will provide everything that you need to participate in the focus group. Your participation is completely voluntary. We will provide you with a \$75 stipend for participating as well as a light meal and refreshments.

Are you willing to participate?

- () Yes.....Continue
- () No.....Terminate

I'm glad that you will be able to join us! At this point I need to collect some contact information from you. Then we will send you a confirmation letter and directions to the facility via e-mail.

Name: _____
Address: _____
Telephone # (Day): _____(Evening) _____
E-mail Address: _____

We are only inviting a few people, so it is very important that you notify us as soon as possible if for some reason you are unable to participate. Please call [*insert recruiter contact and phone*] if this should happen. We look forward to having you participate on [*insert day*] at [*insert time*].

Do you have any questions?

**Participant Screener for
IRS Form 8910—Alternative Motor Vehicle Credit**

Great! Thank you for your time and we will be in touch again the day of the focus group. Please remember to bring reading glasses if you use them.

TERMINATE TEXT

Thank you very much for your time, and thank you for answering our questions. Unfortunately, based on the focus group requirements, we cannot extend you an invitation. Perhaps at a later time we can include you in a future focus group. Have a good [*day/evening*].

**Attachment 2:
Moderator Guides**

DRAFT IRS FORM 941X MODERATOR'S GUIDE

Focus Group on Form 941X Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund Moderator's Guide

I. Welcome and Introductions: 5 minutes

A. Introduction of the moderator.

Good morning/afternoon. My name is <insert first name> and I will be your moderator for this session. I am employed by Macro International, a management consulting firm located just outside of Washington, DC. Today I will be asking for your input about a new form the Tax Forms and Publications Division of the IRS is developing. We will be talking about Form 941X which is the Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund. Form 941X will replace Form 941c and will be used to report corrections to a previously filed Form 941.

The IRS will make changes to the form and instructions based on comments from this focus group and others that we are conducting around the country (Jacksonville, FL; Denver, CO; St. Louis, MO; and Dallas, TX).

B. What is a moderator?

Before we begin, I want to let you know that I'm not an expert on the form we will be discussing or any other IRS tax forms. My job as a moderator is to:

- Help guide the flow of conversation
- Make sure everyone's comments are heard
- Ensure that questions about various aspects of the topic are covered

You will see me referring to this outline during our session. The outline includes all issues I need to raise with the group, and helps me keep the discussion on track. It is important that we cover all the issues. Therefore, I may have to break off the conversation in order to move on to another area in the guide.

C. Ground Rules

Before we begin, I'd like to review some ground rules for today's discussion.

- For the IRS to speak with the public, we are required to have approval from the Office of Management and Budget. Their approval number for this project is 1545-1349. Also, if

DRAFT IRS FORM 941X MODERATOR'S GUIDE

you have any comments regarding the time estimates associated with this study or suggestions on making this process simpler, please write to the: IRS Tax Products Coordinating Committee, 1111 Constitution Avenue, NW, IR-6526, Washington, DC 20224.

- We are audio-taping the meeting for use in preparing a report about findings. Because we are taping this meeting, I ask that you speak loudly and clearly. If I think you are speaking too softly to be heard on the tape, I will ask you to speak up.
- Please speak just one at a time so everyone has a chance to participate.
- Don't engage in side conversations-- we need for everyone to hear what the others are saying and for everything that's said to be heard easily on the tape.
- Sometimes I'll go around the table and ask everyone for their input. At other times, I will just throw a topic open for general discussion.
- Participation -- we would like to hear from everyone in the group, but you don't have to answer every question.
- No evaluation -- there are no right and wrong answers. We expect differences in how people see things, and we need to know about these differences.
- Feel free to disagree or question each other. The purpose of a group session is for us to learn things in group interchanges that we don't get out of one-on-one discussions. If someone says something you disagree with, please let us know.
- Some observers are present behind the one-way mirror. They want to hear what you have to say about the topics we'll discuss, but we don't want you to feel constrained by their presence.
- If anyone needs to use the restroom, they are located (specify). There is no need to stop the discussion.
- Your participation is voluntary. Therefore, at any point in time you may leave the room.
- If you have a cell phone, please turn it off or set to vibrate.
- The session will last about two hours.

D. Informed Consent

All participants will have reviewed and signed the informed consent for their participation in the focus group prior to coming into the focus group room. This will be handled by a designated staff at the focus group facility and confirmed by a staff of Macro International.

Before coming into the room, you were asked to review and sign an informed consent form for your participation in the discussion. I just want to go over some of the key points on the consent form to make sure we are in agreement. *Review consent form, emphasizing audio- and videotaping, observers, confidentiality, and use of first names only.*

E. Introduction of Participants: 5 minutes

First, I'd like each of you to introduce yourself to the group (first name only). Please share whether or not you have ever visited www.irs.gov.

Moderator: Thank participants after the introductions. Remind participants that your job is to ask questions and, if needed, to ask them to clarify their responses.

II. Comparison of Current Form 941c and New Form 941X Adjusted Employers Quarterly Federal Tax Return or Claim for Refund: xx minutes

Current Form 941c

Let's take a look at the current Form 941c. This is the current form used to make corrections to an employment tax return.

Distribute copies

(Note to moderator: please allow 5 minutes for the participants to read it over)

Let's talk for a moment about the current Form 941c.

1. Has everyone completed Form 941c? (They all should have)
2. What do you notice about this Form?

Probe: Appearance of the Form, print size, room to input information, number of lines to be filled in, etc.?

3. Thinking back to preparing Form 941c, how would you describe your experience generally in filing the Form 941c and in making corrections to Form 941? Do you recall any difficulties you experienced in completing it? What was the most confusion part of the form?
4. If you could make changes to Form 941c, what would you suggest?

Probe for details.

5. Overall, how would you grade current Form 941c, using a scale of A to F?

Probe: Why would you give the form/instructions that grade?

New Form 941X

The Tax Forms and Publications Division of the IRS is responsible for preparing tax forms and publications to meet the needs of taxpayers while also incorporating technical tax law. The IRS is changing the process for correcting employment tax returns and the division has developed Form 941X to replace Form 941c. We would like to get your reaction to it.

Distribute New Form 941X. Please take a few minutes to look over the new 941X.

(Note to moderator: please allow 5 minutes for the participants to read it over)

6. What do you notice about this Form?

Probe: appearance of the Form, print size, room to input information, number of lines to be filled in, etc.?

7. How would you compare it to the current Form 941c?

Probe: Instructions, words used in both Forms

8. Which form do you prefer? Why?

9. What changes, if any, would you make to the **new** Form?

Probe Do you have any suggestions or changes to the title or number of the form?

10. Is there anything about the current form that you would like the IRS to keep on the **new** form?

11. Do you believe the new Form 941X places a greater or lesser burden on the person that completes it, compared with the current Form 941c?

12. What do you like most about the new Form?

13. What do you like least about the new Form?

14. Overall, how would you grade revised form 941X, using a scale of A to F?

Probe: Why would you give the form/instructions that grade?

III. Scenarios and Discussion: 70 minutes

Now let's take a look at this scenario. **Distribute copies of the scenario** Please complete the entries on Form 941X using the information provided in this scenario. Be sure to use the instructions provided with the Form to complete them. Take about 15 minutes to complete the scenario.

Scenario #1

My Company
333 Any Street
Your City, MD 98765

Employer Identification Number (EIN) 99-9999999
Rob Bigshot, President
Daytime phone number: (123)-456-7890

In August of 2008, two employees were treated on the payroll as being ineligible for the company's group health insurance plan. However, the employees were eligible for and participated in the plan. Therefore, the wages, social security tax, and Medicare tax were overreported to the IRS.

The error was discovered on July 9, 2009 during an audit of the plan. Both employees have been reimbursed for their shares of the social security and Medicare taxes withheld from gross wages and they provided statements saying that they did not and will not file a claim with the IRS for the overcollected social security and Medicare taxes. Also, Form W-2c has been prepared for each employee reporting the reduction in wages.

On July 30, 2009, the payroll manager reviewed the 3rd quarter 2008 Form 941 for other errors and discovered that the amount reported for the Advance Earned Income Credit (AEIC) was wrong. Three different employees correctly received \$937, in total, of AEIC in the quarter. However, the amount reported on Form 941 was \$437.

On the 3rd quarter 2008 Form 941, wages, tips, and compensation (line 2), taxable social security wages (line 5a, column 1), and taxable Medicare wages and tips (line 5c, column 1) were \$333,000. The total social security tax (line 5a, column 2) was \$41,292. The total Medicare tax (line 5c, column 2) was \$9,657.

The total reduction in wages because of the health plan participation is \$4,200 (\$2,100 for each employee). The corrected wages are \$328,800. The corrected social security tax is \$40,771.20. The corrected Medicare tax is \$9,535.20.

Other amounts reported correctly on the 3rd quarter 2008 Form 941:

<i>Total income tax withheld</i>	<i>\$59,940</i>
<i>Fraction of cents adjustment (line 7a)</i>	<i>\$ 2.21</i>

The company wants a refund of the overpaid taxes. Please prepare the new Form 941X.

DRAFT IRS FORM 941X MODERATOR'S GUIDE

Note to moderator: when everyone looks like they have finished, ask participants to put down their pencils and not make any modifications to the form.

Tell participants the correct answers to the scenario. Let them know that you will share a correctly completed Form at the end of the session.

Now that you've completed the scenario let's talk about it.

15. Was there anything in the scenario that created difficulties for you?

Probe: what difficulties did you notice, what was helpful, any changes you would make, etc.?

16. Given the scenario, how useful were the instructions in completing the Form?

17. Were there any words or was there any information that confused you?

Probe: what words or what information confused you? What would make it less confusing—e.g., what other word(s) would you use? What other instructions could be offered?

18. Was there anything about Form 941X or its instructions which assisted you in completing the scenario?

Probe to the positive.

19. Did the order of the columns make sense?

Probe: what would make it better?

20. Did anyone have any problems with the negative numbers?

21. Did you make any entries on Part 2?

22. What are your thoughts about line 16, Advance EIC payments made to employees?

23. Did you include an explanation in line 20?

Probe: Of those who did – what did you write? Of those who did not, why not?

At this point, collect all Forms.

IV. False close: 5 minutes

Note to Moderator: distribute correct answers to both scenarios. Explain that participants can discuss among themselves the answers while you check in with the observers to see if they have any addition questions they would like you to ask.

V. Closing: 2 minutes

24. Thinking about our discussion tonight, is there anything else you would like to share regarding the Forms we looked at today.

Thank you very much for coming this evening, and for sharing your ideas with us—we really appreciate your time.

Thank You/Wrap Up

Direct participants to area outside of the room to pick up their incentive.

DRAFT FORM 6251-EZ MODERATOR'S GUIDE

Focus Group on Form 6251-EZ Alternative Minimum Tax—Individuals Moderator's Guide

I. Welcome and Introductions: 5 minutes

A. Introduction of the moderator.

Good morning/afternoon. My name is <insert first name> and I will be your moderator for this session. I am employed by Macro International, a management consulting firm located just outside of Washington, DC. Today I will be asking for your input about a new form the Tax Forms and Publications Division of the IRS is developing. We will be talking about Form 6251-EZ. Form 6251-EZ is used to figure the amount of your Alternative Minimum Tax (AMT).

IRS will make changes to the form and instructions based on comments from this focus group and others that we are conducting around the country.

B. What is a moderator?

Before we begin, I want to let you know that I'm not an expert on the form we will be discussing or any other IRS tax forms. My job as a moderator is to:

- Help guide the flow of conversation
- Make sure everyone's comments are heard
- Ensure that questions about various aspects of the topic are covered

You will see me referring to this outline during our session. The outline includes all issues I need to raise with the group, and helps me keep the discussion on track. It is important that we cover all the issues. Therefore, I may have to break off the conversation in order to move on to another area in the guide.

C. Ground Rules

Before we begin, I'd like to review some ground rules for today's discussion.

- For the IRS to speak with the public, we are required to have approval from the Office of Management and Budget. Their approval number for this project is 1545-1349. Also, if you have any comments regarding the time estimates associated with this study or suggestions on making this process simpler, please write to the: IRS Tax Products Coordinating Committee, 1111 Constitution Avenue, NW, IR-6526, Washington, DC 20224.

DRAFT FORM 6251-EZ MODERATOR'S GUIDE

- We are audio-taping the meeting for use in preparing a report about findings. Because we are taping this meeting, I ask that you speak loudly and clearly. If I think you are speaking too softly to be heard on the tape, I will ask you to speak up.
- Please speak just one at a time so everyone has a chance to participate.
- Don't engage in side conversations-- we need for everyone to hear what the others are saying and for everything that's said to be heard easily on the tape.
- Sometimes I'll go around the table and ask everyone for their input. At other times, I will just throw a topic open for general discussion.
- Participation -- we would like to hear from everyone in the group, but you don't have to answer every question.
- No evaluation -- there are no right and wrong answers. We expect differences in how people see things, and we need to know about these differences.
- Feel free to disagree or question each other. The purpose of a group session is for us to learn things in group interchanges that we don't get out of one-on-one discussions. If someone says something you disagree with, please let us know.
- Some observers are present behind the one-way mirror. They want to hear what you have to say about the topics we'll discuss, but we don't want you to feel constrained by their presence.
- If anyone needs to use the restroom, they are located (specify). There is no need to stop the discussion.
- Your participation is voluntary. Therefore, at any point in time you may leave the room.
- If you have a cell phone, please turn it off or set to vibrate.
- The session will last about two hours.

D. Informed Consent

All participants will have reviewed and signed the informed consent for their participation in the focus group prior to coming into the focus group room. This will be handled by a designated staff at the focus group facility and confirmed by a staff of Macro International.

Before coming into the room, you were asked to review and sign an informed consent form for your participation in the discussion. I just want to go over some of the key points on the consent form to make sure we are in agreement. *Review consent form, emphasizing audio- and videotaping, observers, confidentiality, and use of first names only.*

E. Introduction of Participants: 5 minutes

First, I'd like each of you to introduce yourself to the group (first name only). Please share whether or not you have ever visited www.irs.gov.

Moderator: Thank participants after the introductions. Remind participants that your job is to ask questions and, if needed, to ask them to clarify their responses.

II. Comparison of Current Form 6251 and New Form 6251-EZ Alternative Minimum Tax: 30 minutes

(Note to moderator: In the first session of the evening, please run through the new version first then the older. In the later session of the evening please start with the older version first.)

1. Before we look at the Forms, let me ask you ... how many of you prepare your Federal Income Tax return using paper and pencil?
2. How many of you use computer software to prepare you return, like Turbo Tax or Tax Cut?
3. How did you file your most recent Federal Income Tax return? (mail, e-file, preparer)

Current Form 6251

Now let's take a look at the Form 6251. You should have seen this Form before. This is the current version of the Alternative Minimum Tax form for Individuals.

Distribute copies

(Note to moderator: please allow 5 minutes for the participants to read it over)

DRAFT FORM 6251-EZ MODERATOR'S GUIDE

Let's talk for a moment about the current Form 6251.

4. Has everyone completed Form 6251? (They all should have)

5. What do you notice about this Form?

Probe: appearance of the Form, print size, room to input information, number of lines to be filled in, etc.?

6. How would you describe your experience completing the Form? Do you recall any difficulties you experienced in completing it? What was the most confusing part of the form?

7. If you could make changes to Form 6251, what would you suggest?

Probe for details.

8. Overall, how would you grade current Form 6251, using a scale of A to F?

Probe: Why would you give the form/instructions that grade?

Note to moderator: Please go around the room and ask each participant to grade the current form and record their responses on newsprint.

New Form 6251-EZ

The Tax Forms and Publications Division of the IRS is responsible for preparing tax forms and publications to meet the needs of taxpayers while also incorporating technical tax law. The division has made some modifications to the current form and would like to get your reaction to it.

Now let's take a look at this scenario. Please take about 15 minutes to complete this Form using the information provided in the scenario. Please use the instructions to complete the Form.

Distribute New Form 6251-EZ. Please take a few minutes to look over the new Form 6251-EZ.

(Note to moderator: please allow 5 minutes for the participants to read it over)

9. What do you notice about this Form?

Probe: appearance of the Form, print size, room to input information, number of lines to be filled in, etc.?

III. Scenarios and Discussion: 70 minutes

Note to Moderator: During the first focus group ask participants to complete the current Form 6251 first and then Form 6251-EZ. Reverse this for the second focus group of the evening.

Distribute copies of Scenario #1 Part Two and the current Form 6251. Now, let's take a look at this scenario. Once you have read the scenario, please take another 15 minutes to complete the current Form 6251. Please use the instructions provided to complete Form 6251.

Scenario #1 Part Two

It is April 2, 2009.

You are Lee Smith. You are preparing your tax return for 2008.

Your filing status is single.

You have completed your Form 1040 through line 44:

- *You reported a tax refund of \$1,000 on line 10.*
- *Line 38 is \$115,000.*
- *Line 41 is \$90,000.*
- *Line 42 is \$21,000.*
- *Your taxable income on line 43 is \$69,000.*
- *Your tax on line 44 is \$13,680.*

You have also completed Schedule A (Form 1040) to claim your itemized deductions.

- *Your state and local taxes on line 9 are \$15,000.*
- *Your charitable contributions on line 19 are \$10,000.*
- *You have no other itemized deductions.*

All your income is from wages. You did not exercise any incentive stock options. You did not claim any deductions other than the itemized deductions for state and local taxes and charitable contributions. You did not claim any losses or a foreign tax credit. You did not have to report any tax on Form 4972. You did not file Form 2555 or 2555-EZ and did not use Schedule J.

Using the materials provided, please complete Form 6251.

DRAFT FORM 6251-EZ MODERATOR'S GUIDE

Note to moderator: when everyone looks like they have finished, ask participants to put down their pencils and not make any modifications to the form.

Before we discuss the form I'd like you to complete the same scenario, but this time using the new Form 6251-EZ. **Distribute copies of Scenario #1 Part One and the new Form 6251-EZ.** Once you have read the scenario, please take another 10 to 15 minutes to complete the new Form 6251-EZ. Please use the instructions provided to complete Form 6251EZ. Once everyone has finished, we will continue our discussion.

Scenario #1

Part One

It is April 2, 2009.

You are Lee Smith. You are preparing your tax return for 2008.

Your filing status is single.

You have completed your Form 1040 through line 44:

- ***You reported a tax refund of \$1,000 on line 10.***
- ***Line 38 is \$115,000.***
- ***Line 41 is \$90,000.***
- ***The amount you are claiming for exemptions on line 42 is \$21,000.***
- ***Your tax on line 44 is \$13,680.***

You have also completed Schedule A (Form 1040) to claim your itemized deductions.

- ***Your state and local taxes on line 9 are \$15,000.***
- ***Your charitable contributions on line 19 are \$10,000.***
- ***You have no other itemized deductions.***

All your income is from wages. You did not exercise any incentive stock options. You did not claim any deductions other than the itemized deductions for state and local taxes and charitable contributions. You did not claim any losses or a foreign tax credit. You did not have to report any tax on Form 4972.

Using the materials provided, please complete Form 6251-EZ.

Tell participants the correct answers to both scenarios. Let them know that you will share the correctly completed Forms at the end of the session

DRAFT FORM 6251-EZ MODERATOR'S GUIDE

Now that you have seen the current and the new Forms, let's talk about both Forms.

10. Was there anything in either scenario that created difficulties for you?

Probe: what difficulties did you notice, what was helpful, any changes you would make, etc.?

11. Given the scenarios, how useful were the instructions in completing the Forms?

Probe: Current Form 6251 and new Form 6251-EZ.

12. Were there any words or was there any information that confused you?

Probe: what words or what information confused you? What would make it less confusing—e.g., what other word(s) would you use? What other instructions could be offered?

13. What information helped you fill out the **current** Form 6251? The **new** Form 6251-EZ?

Probe to the positive.

14. Was there anything about the **new** Form 6251-EZ or its instructions which assisted you in completing the scenario?

Probe to the positive

15. Were there any changes in the revised Form that made it easier or more difficult to complete the scenario?

Probe for specifics

16. How would you compare it to the current Form 6251?

Probe: Instructions, words used in both Forms

17. Which form do you prefer? Why?

18. What changes, if any, would you make to the **new** Form?

19. Is there anything about the current form that you would like the IRS to keep on the **new** form?

DRAFT FORM 6251-EZ MODERATOR'S GUIDE

20. Do you believe the new Form 6251-EZ places a greater or lesser burden on the person that completes it, compared with the current Form 6251?

21. What do you like most about the new Form 6251-EZ?

22. What do you like least about the new Form 6251-EZ?

23. Overall, what grade would you give new Form 6251-EZ on a scale of A to F?

Probe: Why would you give the form/instructions that grade?

Note to moderator: Please go around the room and ask each participant to grade the form and record their responses on newsprint.

At this point, collect all Forms.

IV. False close: 5 minutes

Note to Moderator: distribute correct answers to both scenarios. Explain that participants can discuss among themselves the answers while you check in with the observers to see if they have any addition questions they would like you to ask.

V. Closing: 2 minutes

24. Thinking about our discussion tonight, is there anything else you would like to share regarding the Forms we looked at today.

Thank you very much for coming this evening, and for sharing your ideas with us—we really appreciate your time.

Thank You/Wrap Up

Direct participants to area outside of the room to pick up their incentive.

IRS FORM 8910 MODERATOR'S GUIDE

Focus Group on Form 8910 Alternative Motor Vehicle Credit Moderator's Guide

I. Welcome and Introductions: 5 minutes

A. Introduction of the moderator.

Good morning/afternoon. My name is <insert first name> and I will be your moderator for this session. I am employed by Macro International, a management consulting firm located just outside of Washington, DC. Today I will be asking for your input about a revised form the Tax Forms and Publications Division of the IRS is revising. We will be talking about Form 8910 which is the Alternative Motor Vehicle Credit. Form 8910 is used to figure your credit for alternative motor vehicles, which includes hybrid vehicles you have purchased or may plan to purchase.

The IRS will make changes to the form and instructions based on comments from this focus group and others that we are conducting around the country (Jacksonville, FL; Denver, CO; St. Louis, MO; and Dallas, TX).

B. What is a moderator?

Before we begin, I want to let you know that I'm not an expert on the form we will be discussing or any other IRS tax forms. My job as a moderator is to:

- Help guide the flow of conversation
- Make sure everyone's comments are heard
- Ensure that questions about various aspects of the topic are covered

You will see me referring to this outline during our session. The outline includes all issues I need to raise with the group, and helps me keep the discussion on track. It is important that we cover all the issues. Therefore, I may have to break off the conversation in order to move on to another area in the guide.

C. Ground Rules

Before we begin, I'd like to review some ground rules for today's discussion.

- For the IRS to speak with the public, we are required to have approval from the Office of Management and Budget. Their approval number for this project is 1545-1349. Also, if you have any comments regarding the time estimates associated with this study or

IRS FORM 8910 MODERATOR'S GUIDE

suggestions on making this process simpler, please write to the: IRS Tax Products Coordinating Committee, 1111 Constitution Avenue, NW, IR-6526, Washington, DC 20224. [*Moderator: Post this bullet on newsprint/white board for each session*]

- We are audio-taping the meeting for use in preparing a report about findings. Because we are taping this meeting, I ask that you speak loudly and clearly. If I think you are speaking too softly to be heard on the tape, I will ask you to speak up.
- Please speak just one at a time so everyone has a chance to participate.
- Don't engage in side conversations-- we need for everyone to hear what the others are saying and for everything that's said to be heard easily on the tape.
- Sometimes I'll go around the table and ask everyone for their input. At other times, I will just throw a topic open for general discussion.
- Participation -- we would like to hear from everyone in the group, but you don't have to answer every question.
- No evaluation -- there are no right and wrong answers. We expect differences in how people see things, and we need to know about these differences.
- Feel free to disagree or question each other. The purpose of a group session is for us to learn things in group interchanges that we don't get out of one-on-one discussions. If someone says something you disagree with, please let us know.
- Some observers are present behind the one-way mirror. They want to hear what you have to say about the topics we'll discuss, but we don't want you to feel constrained by their presence.
- If anyone needs to use the restroom, they are located (specify). There is no need to stop the discussion.
- Your participation is voluntary. Therefore, at any point in time you may leave the room.
- If you have a cell phone, please turn it off or set to vibrate.
- The session will last about two hours.

D. Informed Consent

All participants will have reviewed and signed the informed consent for their participation in the focus group prior to coming into the focus group room. This will be handled by a designated staff at the focus group facility and confirmed by a staff of Macro International.

Before coming into the room, you were asked to review and sign an informed consent form for your participation in the discussion. I just want to go over some of the key points on the consent form to make sure we are in agreement. *Review consent form, emphasizing audio- and video taping, observers, confidentiality, and use of first names only.*

E. Introduction of Participants: 5 minutes

First, I'd like each of you to introduce yourself to the group (first name only). Please share whether or not you have prepared Form 8910-Alternative Motor Vehicle Credit.

Moderator: Thank participants after the introductions. Remind participants that your job is to ask questions and, if needed, to ask them to clarify their responses.

II. Comparison of Current and Revised Forms 8910 Alternative Motor Vehicle Credit: 30 minutes

(Note to moderator: In the first session of the evening, please run through the old version first then the second. In the later last session of the evening please start with the revised version first.)

1. Before we look at the Forms, let me ask you ... how many of you prepare your Federal Income Tax return using paper and pencil?
2. How many of you use computer software to prepare you return, like Turbo Tax or Tax Cut?
3. How did you file your most recent Federal Income Tax return? (mail, e-file, preparer)

Current Form 8910

Now let's take a look at the Form 8910. Some of you may have seen this Form before. This is the current version of the Alternative Motor Vehicle Credit form.

IRS FORM 8910 MODERATOR'S GUIDE

Distribute copies

(Note to moderator: please allow 5 minutes for the participants to read it over)

Let's talk for a moment about the current Form 8910.

4. What do you notice about this Form?

Probe: appearance of the Form, print size, room to input information, number of lines to be filled in, etc.?

5. Has anybody completed Form 8910?

6. For those of you that have completed Form 8910, how would you describe your experience completing the Form? Do you recall any difficulties you experienced in completing it? What was the most confusing part of the form?

Probe: Did you use the instructions to complete the form? Did the instructions provide the information needed to complete the form? If not, what difficulties did you encounter? Were the instructions clear, easy to understand?

7. If you could make changes to Form 8910, what would you suggest?

Probe for details.

8. Overall, what grade would you give current Form 8910 on a scale of A to F?

Probe: Why would you give the form/instructions that grade?

Note to moderator: Please go around the room and ask each participant to grade the current Form and record their responses on newsprint.

Revised Form 8910

The Tax Forms and Publications Division of the IRS is responsible for preparing tax forms and publications to meet the needs of taxpayers while also incorporating technical tax law. The Division has made some modifications to the current form and would like to get your reaction to it.

Distribute Revised Form 8910. Please take a few minutes to look over the revised Form 8910.

(Note to moderator: please allow 5 minutes for the participants to read it over)

9. What do you notice about this Form?

Probe: appearance of the Form, print size, room to input information, number of lines to be filled in, etc.?

III. Scenarios and Discussion: 70 minutes

Distribute copies of Scenario #1 and the current and revised Forms 8910.

Now let's take a look at this scenario. Once you have read the scenario, first please complete current Form 8910 and then revised Form 8910. Please use the instructions provided with each Form to complete them.

(Note to moderator: allow 10 to 15 minutes for the participants to complete the scenario)

Scenario #1

It's March 1, 2009, and Michael Maple is preparing his 2008 Form 1040. He purchased a 2008 Honda Civic Hybrid CVT on July 31, 2008. His tax return includes the following line entries:

- *Form 1040, line 44 - \$10,000*
- *Form 6251, line 33 - \$5,000*

He has no tax credits other than the credit figured on Form 8910. He uses his 2008 Honda Civic Hybrid CVT only for personal purposes and not for any business or investment purpose.

Figure the amount of his allowable tax credit on Form 8910.

Note to moderator: when everyone looks like they have finished, ask participants to put down their pencils and not make any modifications to the form.

Before we discuss the forms I'd like you to complete one more scenario. **Distribute copies of Scenario #2 and the current and revised Forms 8910.** Please take another 10 minutes to complete the current and revised Forms (8910). Once everyone has finished, we will continue our discussion.

Scenario #2

It's April 15, 2009, and Dorothy Dahlia is preparing her 2008 Form 1040. She purchased a 2008 Nissan Altima Hybrid on December 31, 2008. Her tax return includes the following line entries:

- *Form 1040, line 44 - \$10,000*
- *Form 6251, line 33 - \$8,000*

IRS FORM 8910 MODERATOR'S GUIDE

She has no tax credits other than the credit figured on Form 8910. She uses her 2008 Nissan Altima Hybrid only for personal purposes and not for any business or investment purpose.

Figure the amount of her allowable tax credit on Form 8910.

Tell participants the correct answers to both scenarios. Let them know that you will share a correctly completed Form at the end of the session.

Now that you have seen the current and the revised Forms 8910, let's talk about both Forms.

10. Was there anything in either scenario that created difficulties for you?

Probe: what difficulties did you notice, what was helpful, any changes you would make, etc.?

11. Given the scenarios, how useful were the instructions in completing the Forms?

Probe: Current Form 8910 and Revised Form 8910.

12. Were there any words or was there any information that confused you?

Probe: what words or what information confused you? What would make it less confusing—e.g., what other word(s) would you use? What other instructions could be offered?

13. What information helped you fill out the **current** Form 8910? The **revised** Form 8910?

Probe to the positive.

14. Was there anything about the **revised** Form 8910 or its instructions which assisted you in completing the scenario?

Probe to the positive

15. Were there any changes in the revised Form that made it easier or more difficult to complete the scenario?

Probe for specifics

IRS FORM 8910 MODERATOR'S GUIDE

16. How would you compare it to the current Form 8910?

Probe: Instructions, words used in both Forms

17. Which form do you prefer? Why?

18. What changes, if any, would you make to the **revised** Form?

19. Is there anything about the current form that you would like the IRS to keep on the **revised** form?

20. Do you believe the revised Form 8910 places a greater or lesser burden on the person that completes it, compared with the current Form 8910?

21. What do you like most about the revised Form 8910?

22. What do you like least about the revised Form 8910?

23. Overall, what grade would you give revised Form 8910 on a scale of A to F.

Probe: Why would you give the form/instructions that grade?

Note to moderator: Please go around the room and ask each participant to grade the revised Form and record their responses on newsprint.

At this point, collect all Forms.

IV. False close: 5 minutes

Note to Moderator: distribute correct answers to both scenarios. Explain that participants can discuss among themselves the answers while you check in with the observers to see if they have any addition questions they would like you to ask.

V. Closing: 2 minutes

24. Thinking about our discussion tonight, is there anything else you would like to share regarding the Forms we looked at today.

Thank you very much for coming this evening, and for sharing your ideas with us—we really appreciate your time.

Thank You/Wrap Up

Direct participants to area outside of the room to pick up their incentive.