

Supporting Statement for TIGTA Generic Request, Part B.

Collections of Information Employing Statistical Methods

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

Potential respondent universe, sampling/respondent selection methods, and expected response rates vary depending upon the survey. Potential respondents will be selected from Internal Revenue Service databases and computer systems containing information about taxpayers, including name, address, and account data (for example, filing histories, taxes paid, taxes owed, types of income, number of dependents, type of deductions).

2. Describe the procedures for the collection of information including:

- **Statistical methodology for stratification and sample selection,**
- **Estimation procedure,**
- **Degree of accuracy needed for the purpose described in the justification,**
- **Unusual problems requiring specialized sampling procedures, and**
- **Any use of periodic (less frequently than annual) data collection cycles to reduce burden.**

Procedures for collection of information will vary depending upon the information collection activity. Sample selection can be pulled from various Internal Revenue Service databases and computer systems. All collections are one-time collections/surveys. Any unusual problems are addressed in a particular survey.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

Various methods are used to maximize response rates and to deal with issues of non-response. Collectors will screen respondents to verify that respondents meet the sample criteria. As appropriate, over sampling will be utilized to ensure adequate numbers of responses and/or participants. Formatted surveys will be

tested for readability, non-telephone surveys may offer a telephone or electronic option, etc.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

Pre-tests will generally be conducted for all information collection activities. Procedures and methods will vary depending upon the particular collection activity involved.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

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