

SUPPORTING STATEMENT  
(Form 13013, Form 13013-D)

1. CIRCUMSTANCES NECESSITATING COLLECTION OF INFORMATION

The TAP Membership Application, Form 13013, is necessary for the purpose of recruiting perspective members to voluntarily participate on the Taxpayer Advocacy Panel for the Internal Revenue Service. It is necessary to gather information to rank applicants as well as to balance the panels demographically. The TAP Tax Check Waiver, Form 13013-D, must be signed as a condition of membership. New and continuing members of IRS Advisory Committees/Councils are required to undergo a tax compliance check. Once signed by the applicant, the tax check waiver authorizes the Government Liaison Disclosure analysts to provide the results to the appropriate IRS officials. Forms 14388 and 14388-A are used to request feedback from taxpayers who have encountered issues with IRS services or systems.

2. USE OF DATA

Information provided will be used to rank those individuals as best and highly qualified for purposes of Interview selection. The information will be used as appropriate by the Taxpayer Advocacy Service, the Taxpayer Advocacy Panel Staff, and other IRS personnel for demographic and ranking purposes. The information may be shared with the Treasury Department to evaluate fairness and independence.

3. USE OF IMPROVED INFORMATION TECHNOLOGY TO REDUCE BURDEN

We are currently offering electronic filing of Forms 13013.

4. EFFORTS TO IDENTIFY DUPLICATION

We have attempted to eliminate duplication within the agency wherever possible.

5. METHODS TO MINIMIZE BURDEN ON SMALL BUSINESSES OR OTHER SMALL ENTITIES

Not applicable.

6. CONSEQUENCES OF LESS FREQUENT COLLECTION ON FEDERAL PROGRAMS OR POLICY ACTIVITIES

Not applicable.

7. SPECIAL CIRCUMSTANCES REQUIRING DATA COLLECTION TO BE INCONSISTENT WITH GUIDELINES IN 5 CFR 1320.5(d)(2)

Not applicable.

8. CONSULTATION WITH INDIVIDUALS OUTSIDE OF THE AGENCY ON AVAILABILITY OF DATA, FREQUENCY OF COLLECTION, CLARITY OF INSTRUCTIONS AND FORMS, AND DATA ELEMENTS

In response to the Federal Register dated September 14, 2011, (76 F.R. 56877), we received no comments during the comment period regarding Form 13013 or Form 13013-D.

9. EXPLANATION OF DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS

Not applicable.

10. ASSURANCE OF CONFIDENTIALITY OF RESPONSES

Generally, tax returns and tax return information are confidential as required by 26 USC 6103.

11. JUSTIFICATION OF SENSITIVE QUESTIONS

Not applicable.

12. ESTIMATED BURDEN OF INFORMATION COLLECTION

The burden estimate is as follows:

	<u>Number of Responses</u>	<u>Time per Response</u>	<u>Total Hours</u>
Form 13013	200	2.25 hr.	450
Form 13013-D	150	0.50 hr.	75
Form 14388	225	0.12 hr.	26.5
Form 14388-A	225	0.12 hr	26.5
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Total	800		578

Estimates of the annualized cost to respondents for the hour burdens shown are not available at this time.

13. ESTIMATED TOTAL ANNUAL COST BURDEN TO RESPONDENTS

As suggested by OMB, our *Federal Register* notice dated September 14, 2011, (76 F.R. 56877), requested public comments on estimates of cost burden that are not captured in the estimates of burden hours, i.e., estimates of capital or start-up costs and costs of operation, maintenance, and purchase of services to provide information. However, we did not receive any response from taxpayers on this subject. As a result, estimates of the cost burdens are not available at this time.

14. ESTIMATED ANNUALIZED COST TO THE FEDERAL GOVERNMENT

The primary cost to the government consists of the cost of printing the forms. We estimate that the cost of printing the form is \$200.00.

15. REASONS FOR CHANGE IN BURDEN

Previous submission referred to the draft Tax Check Wavier as Form 13013-A. This renewal reflects the final version of the Tax Check Wavier as Form 13013-D. Forms 14388 and 14388-A have been added and are identical. However one form is to be filed and processed in Seattle, the other, in Brooklyn. These forms request feedback from taxpayers who have encountered any issues with IRS services or systems. These forms add 53 hours to the overall burden. Previously approved by OMB..

16. PLANS FOR TABULATION, STATISTICAL ANALYSIS AND PUBLICATION

Not applicable.

17. REASONS WHY DISPLAYING THE OMB EXPIRATION DATE IS INAPPROPRIATE

See attachment.

18. EXCEPTIONS TO THE CERTIFICATION STATEMENT ON OMB FORM 83-I

Not applicable.

Note: The following paragraph applies to all of the collections of information in this submission:

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection of information displays a valid OMB control number. Books or records relating to a collection of information must be retained as long as their contents may become material in the administration of any internal revenue law. Generally, tax returns and tax return information are confidential, as required by 26 U.S.C. 6103.