

# Electronic Tax Administration Advisory Committee Membership Application

OMB Number  
1545-2231

Complete this application and return it to the address below by **Thursday, May 24, 2012**.

You may also fax your application to: **202.283.2845**.

Internal Revenue Service  
Return Preparer Office  
ETAAC Analyst (C4-213)  
SE:RPO  
5000 Ellin Road (M/S C4-470)  
Lanham, MD 20706

Federally registered lobbyists cannot be members of the Advisory Committee on Electronic Tax Administration.

Are you a federally registered lobbyist?

No  Yes (*You are not eligible to apply. Do not complete this application.*)

## **PART I - Applicant Information** (*Some of the information requested in Part I is required to perform an FBI background check*)

Name		Maiden name/other name(s) used	Date(s) name(s) were used
Home Address			Home telephone number
City		State	Zip Code
Date of birth ( <i>mm-dd-yyyy</i> )	City of Birth		State of Birth
Business name			
Business address			Job title
City		State	Zip Code
Business telephone number		Business FAX number	Email address

## **PART II - Desired Skills and Qualifications** (*Complete the remainder of this section*)

Submit a short (one or two page) statement, including recent examples, addressing your specific skills and qualifications as they relate to the following:

1. Experience in electronic tax administration (including e-file, e-pay, etc.);
2. Experience developing security in tax software;
3. Experience in public policy development;
4. Experience implementing customer service initiatives; and
5. Experience in sales or marketing to individual and small business consumers.

Additionally, please include recent examples demonstrating your ability to:

1. Think and plan strategically in order to collaborate on issues and ideas in electronic tax administration;
2. Develop and communicate (oral and written) issues and recommendations;
3. Work cooperatively across industry or business lines to achieve mutually acceptable solutions and recommendations;
4. Interact effectively with a variety of personalities and backgrounds to achieve consensus; and
5. Adopt an IRS-centered mindset separate from personal or business-related perspectives that will benefit all taxpaying citizens.

## **PART III - Applicant Resume**

Attach a copy of your resume, to include prior Treasury and/or IRS employment, state position(s), title(s), and dates of employment. In addition, list professional credentials, membership in professional organizations, and local liaison activities with IRS, if applicable.

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**PART IV - Prior IRS Councils/Committees**

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Have you ever been a member of the Internal Revenue Service Advisory Council, (*formerly known as the Commissioner's Advisory Group*), Art Advisory Panel, Electronic Tax Administration Advisory Committee, Tax Exempt Advisory Committee, Taxpayer Advocacy Panel, or Information Reporting Program Advisory Committee? If so, please include the name of the councils/committees and dates of membership.

Council/Committee Name	Dates of Membership

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**PART V - Applicant Signature**

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I certify that to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

Signature	Date
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**PRIVACY ACT STATEMENT**

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The Privacy Act of 1974 requires that when we ask you for information about yourself, we state our legal right to do so, tell you why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask for the information is Public Law 92-463 and Executive Order (E.O.) 9397. We are asking for the information in order to perform Federal income tax, FBI, and practitioner checks as required of all members and applicants to the Electronic Tax Administration Advisory Committee (ETAAC).

Supplying the information is voluntary and not directly required by law, but facilitates the processing of your application for membership in the ETAAC. Requesting your social security number, which is solicited under authority of E.O. 9397, is also voluntary and no right, benefit, or privilege provided by law will be denied as a result of refusal to disclose it. However, not providing all or any part of the information may limit consideration of your application.