[IRS DEPARTMENT LETTERHEAD]

[DATE]

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Dear IRS Employee Plan Examination (Audit) Customer:

I need your help with an important initiative we are undertaking to improve our service to America's taxpayers.

IRS recently completed an examination (audit) of your organization's employee pension plan. In a few days, you will receive a survey asking your opinions about your experience and the service you received from IRS. If you are not the person who had the most contact with the IRS on this matter, please direct the survey to the person who did.

This brief survey should take less than 8 minutes to complete. Your answers will be combined with others to give us an evaluation of customer satisfaction with IRS service.

An independent research company, ICF International, will administer the survey and will keep your responses anonymous to the IRS. No identifying information will be associated with your responses. Your responses will be compiled with those of other recent customers and reported only in the aggregate to the IRS.

We are committed to improving service to every customer. Please help me in this effort by completing and returning the survey as soon as possible.

Sincerely,

Sarah Hall Ingram Commissioner

Tax Exempt and Government Entities Division

ICF International/Scantron

IRS Customer Survey P.O. Box 64529 St. Paul, MN 55164-0529

[DATE]

Spons1Nm Spons2Nm SponsAdr SponsCityNm, SponsStateCd, Zip

Dear JOHN Q & MARY Q SAMPLE:

A few days ago you received a letter from IRS, Tax-Exempt and Government Entities Commissioner Sarah Ingram asking for your help with an important research project. The Internal Revenue Service (IRS) is committed to improving its performance and service to the American public. As part of this process, we are administering a nationwide survey to gather reliable information from those who have had contact with IRS employees and services.

Your name was selected through a scientific random sampling process to receive this survey because IRS recently completed an examination (audit) of your organization's employee pension plan. We want to know your opinions regarding that experience and the service you received from IRS. Your responses are critical to the accuracy of this evaluation of the IRS's service. If another person was primarily responsible for dealing with the IRS on this matter, please pass this survey on to them and encourage them to respond.

Your participation is voluntary. An independent research company will keep your responses anonymous to the IRS. Your responses will be grouped with others, so that no individual reply can be traced back to a person or case number. No identifying information will be associated with your responses.

This brief survey should take less than 8 minutes to complete. Use the postage-paid reply envelope to return your completed survey. If you have any questions or concerns, please feel free to call ICF International toll free at 1-866-287-5762 or e-mail us at EPESurvey@mmail.macrointernational.com.

To verify the authenticity of this survey, please visit IRS.gov and enter the search term 'customer surveys.' The IRS Customer Satisfaction Survey page contains a list of valid, current and unexpired, IRS surveys and as of this issuance should provide a reference to TE/GE Employee Plan Examinations.

Thank you in advance for your cooperation. Your honest opinions will help bring about improvements in service for all employee plans.

Sincerely,
Shew Settle

Sherri Settle Project Director ICF International

Internal Revenue Service (IRS) Customer Satisfaction Survey Employee Plan Examination

You can help the IRS improve its service to the public by answering the questions below. This voluntary survey takes less than 8 minutes to complete.

Your responses will be kept anonymous to the IRS. Only aggregate information will be provided to the IRS.

The following questions ask your opinion regarding your most recent IRS employee plan examination. *Regardless of whether you agree or disagree with the final outcome*, please mark the appropriate box on the scale (where 1 means "Very Dissatisfied" and 7 means "Very Satisfied") or next to the response that best applies to you.

Ov	erall Satisfaction						
		Very Dissatisfied				Very Satisfied	Don't Know Not Applicable
		1 2 ▼ ▼	3	4 5 ▼	6 ▼	7 ▼	•
1.	How would you rate your overall satisfaction with the way your case was handled by the IRS, regardless of whether you agree or disagree with the final outcome?	0 0	0 (0	0	0	0
2.	Overall, how satisfied are you with the length of the examination process, from first notice through final resolution?	0 0	0 (0	0	0	0
3.	Overall, how satisfied are you with how well the IRS communicated with you throughout the examination process?	0 0	0 (0 0	0	0	0
4.	Overall, how satisfied are you with the IRS agent assigned to your case?	0 0	0 (0 0	0	0	0
5.	How did your opinion of the IRS change as a result of this examination? O Better O Stayed the same O Worse						

Notification Letter/Call Don't Know Very Very Dissatisfied Satisfied Not Applicable How satisfied are you with... 6. How well the notification letter communicated the examination 000000 0 process to you? 7. The explanation of what would be required of you during the 0 0 0 0 0 0 initial meeting? 000000 8. The time given you to prepare for the initial meeting? 0 9. The amount of time you had to spend preparing for the initial meeting? 000000 10. Did the IRS agent contact you by telephone in addition to sending a notification letter? \circ Yes 0 No

	tial Meeting								
	his section please respond based on your interaction the IRS agent at the initial meeting.	Very Dissatisfie	ed 2 ▼	3 ▼	4 ▼	5 ▼	6 ▼	Very Satisfied 7	Don't Kno Not Applica
11.	Overall, how satisfied are you with the initial meeting?	0	0	0	0	0	0	0	0
How	satisfied are you with								
12.	The courtesy of the IRS agent?	0	0	0	0	0	0	0	0
13.	The knowledge of the IRS agent?	0	0	0	0	0	0	0	0
14.	The explanation of the examination process?	0	0	0	0	0	0	0	0
15.	How well the IRS agent listened to your concerns?	0	0	0	0	0	0	0	0
16.	The explanation of your taxpayer rights?	0	0	0	0	0	0	0	0
17.	How thoroughly the IRS agent answered your questions?	0	0	0	0	0	0	0	0
18.	The amount of information you were asked to provide during the initial meeting?	0	0	0	0	0	0	0	0
19.	The reasonableness of the IRS agent's requests during the initial meeting?	0	0	0	0	0	0	0	0
Su	bsequent Interaction(s) With The IRS	Very	-1					Very	Don't Know
How	satisfied are you with	Dissatisfie 1	2 ▼	3 ▼	4 ▼	5 ▼	6 ▼	Satisfied 7	Not Applicab ▼
20.	The consideration given to the information you provided previously (e.g., during the initial meeting)?	0	0	0	0	0	0	0	0
21.	The description of the additional information the IRS needed to complete the examination process?	0	0	0	0	0	0	0	0
22.	The explanation of why additional information was requested?	0	0	0	0	0	0	0	0
23.	The time given you to respond to additional IRS request(s)?	0	0	0	0	0	0	0	0
24.	The amount of time you had to spend responding to IRS request(s) for additional information?	0	0	0	0	0	0	0	0
25.	Communications about the status of your examination after you had	\cap	\cap	\cap	\circ	_	_	\circ	
	provided the requested information?	0	0		O	0	O	O	0
		0		0					0
26. 27.	provided the requested information? The timeliness of the IRS agent in responding to your inquiries? How many requests for additional information did you have following your initial rown one of two one of three or more If you answered one or more to Question 27 above, thinking about the most user	meeting?	O	O n ex	0	0	0	0	0
26. 27. 28.	The timeliness of the IRS agent in responding to your inquiries? How many requests for additional information did you have following your initial room one of two one of three or more If you answered one or more to Question 27 above, thinking about the most used subsequent interactions with the IRS, was this exchange accomplished by: (Checon Telephone of In-Person of Mail/Fax	meeting?	O	O n ex	0	0	0	0	0
26. 27. 28.	provided the requested information? The timeliness of the IRS agent in responding to your inquiries? How many requests for additional information did you have following your initial of the None of two one of the Two of the Two one of the Two on	meeting? ful inform ck all tha	O natio at ap	n exc	Chan	O ige y	O ou h	O ad durin	g your

How satisfied are you with	Very Dissatisfi	ed 2	3	4_	5		Very atisfied	Don't Know Not Applicab
30. The ease of understanding the examination letter/report you received?	•	•	•	0	0	0	•	0
31. The explanation of the adjustments/resolution of the examination?	0	0	0	0	0	_	0	0
Other Information								
32. How many total people are employed by the organization for which this exame O Sole Proprietor O 100–499 O 1–9 O 500–999 O 10–99 O 1,000 or more 33. What are the estimated total assets of the plan for which this examination was O Less than \$500,000 O \$1,000,000 to \$4,999,999 O \$500,000 to \$999,999 O \$5,000,000 or more			nduct	ed?				
 34. For this examination, were you O An employee/officer of the organization [Skip to Question 36]? O A designated third-party representative/power of attorney (POA)? 								
ANSWER ONLY IF YOU ARE A DESIGNATED THIRD-PARTY REPRESEN	NTATIVE/I	POW	ER	OF A	ATT(ORN	EY (F	POA)
35. If you are a designated third-party representative/power of attorney, how consistent was the IRS in its handling of this examination compared with other examinations in which you have participated in the past year?	Very Inconsistent 1 2	2 3 7 V	▼	5 •	6 ▼	▼	stent	Don't Know Not Applicable
36. Did you visit the IRS website (www.irs.gov/ep) for assistance or information dur O Yes O No	ring the ex	amina	ation	proc	ess?	,		
Comments								
37. If you have any suggestions for how Employee Plans can improve its examin please provide them below.	nation proce	ess, c	or an	y oth	er co	mme	ents,	
If you have any questions about this survey, please contact the survey processing ce EPESurvey@mmail.macrointernational.com.	enter at 1-8	66-28	37-57	762 c	or			
If you have been unable to resolve any specific problems with your tax may or now face a significant hardship due to the application of the tax law, we Advocate Service at 1-877-777-4778.								

Thank you for completing the survey.

Paperwork Reduction Act Notice

The Paperwork Reduction Act requires that the IRS display an OMB control number on all public information requests. The OMB Control Number for this study is 1545-1432. Also, if you have any comments regarding the time estimates associated with this study or suggestions on making this process simpler, please write to: Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, Washington, DC 20224.

ICF International/Scantron IRS Customer Survey P.O. Box 64529 St. Paul, MN 55164-0529

Do We Have Your Input Yet?

Recently, you received a survey asking your opinions about the service you received in a recent interaction with the IRS. If you have already completed and returned the survey, please accept our sincere thanks. If not, please take a few minutes to complete and return it today. We want to be sure we have your opinions and suggestions for improving the IRS's service to the public.

If you did not receive the survey, or it has been misplaced, please contact us at 1-866-287-5762 or EPESurvey@mmail.macrointernational.com.

Sherri Settle Project Director ICF International

ICF International/Scantron

IRS Customer Survey P.O. Box 64529 St. Paul, MN 55164-0529

[DATE]

Spons1Nm Spons2Nm SponsAdr SponsCityNm, SponsStateCd, Zip

Dear JOHN Q & MARY Q SAMPLE:

Recently you received a survey requesting your views about the IRS Employee Plan Examination process. So far, we have not received your completed survey. If you have not already done so, please take a few minutes to provide your response. If another person was primarily responsible for dealing with the IRS on this matter, please pass this survey on to them and encourage them to respond.

As described in our previous communication, we are administering a nationwide survey among people who have interacted with the IRS. We want to know your opinions regarding the service you received in a recent Employee Plan Examination (Audit). Your responses are critical to the accuracy of this evaluation of the IRS's service.

Your name was selected through a scientific random sampling process to receive this survey. Your participation is voluntary. An independent research company will keep your responses anonymous to the IRS. Your responses will be grouped with others, so that no individual reply can be traced back to a person or case number. No identifying information will be associated with your responses.

The survey takes less than 8 minutes to complete. Use the postage-paid reply envelope to return your completed survey. If you have any questions or concerns, please feel free to call ICF International at 1-866-287-5762 or e-mail us at EPESurvey@mmail.macrointernational.com.

To verify the authenticity of this survey, please visit IRS.gov and enter the search term 'customer surveys.' The IRS Customer Satisfaction Survey page contains a list of valid, current and unexpired, IRS surveys and as of this issuance should provide a reference to TE/GE Employee Plan Examinations.

Thank you in advance for your cooperation.

Sincerely,

Sherri Settle Project Director ICF International

Shew Settle

Internal Revenue Service (IRS) Customer Satisfaction Survey Employee Plan Examination

You can help the IRS improve its service to the public by answering the questions below. This voluntary survey takes less than 8 minutes to complete.

Your responses will be kept anonymous to the IRS. Only aggregate information will be provided to the IRS.

The following questions ask your opinion regarding your most recent IRS employee plan examination. *Regardless of whether you agree or disagree with the final outcome*, please mark the appropriate box on the scale (where 1 means "Very Dissatisfied" and 7 means "Very Satisfied") or next to the response that best applies to you.

Ov	erall Satisfaction						
		Very Dissatisfied				Very Satisfied	Don't Know Not Applicable
		1 2 ▼ ▼	3	4 5 ▼	6 ▼	7 ▼	•
1.	How would you rate your overall satisfaction with the way your case was handled by the IRS, regardless of whether you agree or disagree with the final outcome?	0 0	0 (0	0	0	0
2.	Overall, how satisfied are you with the length of the examination process, from first notice through final resolution?	0 0	0 (0	0	0	0
3.	Overall, how satisfied are you with how well the IRS communicated with you throughout the examination process?	0 0	0 (0 0	0	0	0
4.	Overall, how satisfied are you with the IRS agent assigned to your case?	0 0	0 (0 0	0	0	0
5.	How did your opinion of the IRS change as a result of this examination? O Better O Stayed the same O Worse						

Notification Letter/Call Don't Know Very Very Dissatisfied Satisfied Not Applicable 7 How satisfied are you with... 6. How well the notification letter communicated the examination 000000 \bigcirc process to you? 7. The explanation of what would be required of you during the 0 0 0 0 0 0 initial meeting? 8. The time given you to prepare for the initial meeting? 000000 0 9. The amount of time you had to spend preparing for the initial meeting? 000000 10. Did the IRS agent contact you by telephone in addition to sending a notification letter? \circ Yes 0 No

	ial Meeting								
	nis section please respond based on your interaction the IRS agent at the initial meeting.	Very Dissatisfie	ed 2 ▼	3 ▼	4 ▼	5 ▼	6 ▼	Very Satisfied 7	Don't Knov Not Applicat
11.	Overall, how satisfied are you with the initial meeting?	0	0	0	0	0	0	0	0
How	satisfied are you with								
12.	The courtesy of the IRS agent?	0	0	0	0	0	0	0	0
13.	The knowledge of the IRS agent?	0	0	0	0	0	0	0	0
14.	The explanation of the examination process?	0	0	0	0	0	0	0	0
15.	How well the IRS agent listened to your concerns?	0	0	0	0	0	0	0	0
16.	The explanation of your taxpayer rights?	0	0	0	0	0	0	0	0
17.	How thoroughly the IRS agent answered your questions?	0	0	0	0	0	0	0	0
18.	The amount of information you were asked to provide during the initial meeting?	0	0	0	0	0	0	0	0
19.	The reasonableness of the IRS agent's requests during the initial meeting?	0	0	0	0	0	0	0	0
Sul	bsequent Interaction(s) With The IRS	Very Dissatisfie	ed					Very Satisfied	Don't Know Not Applicabl
How	satisfied are you with	1	2 ▼	3 ▼	4 ▼	5 ▼	6 ▼	7 ▼	▼
20.	The consideration given to the information you provided								
	previously (e.g., during the initial meeting)?	0	0	0	0	0	0	0	0
21.		0	0		0		0		0
	previously (e.g., during the initial meeting)? The description of the additional information the IRS needed to	0							
22.	previously (e.g., during the initial meeting)? The description of the additional information the IRS needed to complete the examination process?	0 0	0	0	0	0	0	0	0
22. 23.	previously (e.g., during the initial meeting)? The description of the additional information the IRS needed to complete the examination process? The explanation of why additional information was requested?	0 0 0	0	0	0	0	0	0 0	0
22. 23. 24.	previously (e.g., during the initial meeting)? The description of the additional information the IRS needed to complete the examination process? The explanation of why additional information was requested? The time given you to respond to additional IRS request(s)? The amount of time you had to spend responding to IRS request(s)	0 0 0	0 0 0	0 0 0	0 0 0	0	0 0 0	0 0 0	0
22.23.24.25.	previously (e.g., during the initial meeting)? The description of the additional information the IRS needed to complete the examination process? The explanation of why additional information was requested? The time given you to respond to additional IRS request(s)? The amount of time you had to spend responding to IRS request(s) for additional information? Communications about the status of your examination after you had		0 0 0 0	0 0 0 0	0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0 0
22.23.24.25.26.27.	The description of the additional information the IRS needed to complete the examination process? The explanation of why additional information was requested? The time given you to respond to additional IRS request(s)? The amount of time you had to spend responding to IRS request(s) for additional information? Communications about the status of your examination after you had provided the requested information?	O O O meeting?		OOOO O	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0
22. 23. 24. 25. 26. 27.	The description of the additional information the IRS needed to complete the examination process? The explanation of why additional information was requested? The time given you to respond to additional IRS request(s)? The amount of time you had to spend responding to IRS request(s) for additional information? Communications about the status of your examination after you had provided the requested information? The timeliness of the IRS agent in responding to your inquiries? How many requests for additional information did you have following your initial rown one of the incomplete or more If you answered one or more to Question 27 above, thinking about the most usef subsequent interactions with the IRS, was this exchange accomplished by: (Cheen	O O O meeting?		OOOO O	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0

How satisfied are you with	Very Dissatis		3	4	5		Very atisfied 7	Don't Know Not Applicab
30. The ease of understanding the examination letter/report you received?	0	0	0	0	0	0	•	0
31. The explanation of the adjustments/resolution of the examination?	0	0		0			0	0
Other Information								
32. How many total people are employed by the organization for which this exam O Sole Proprietor O 100–499 O 1–9 O 10–99 O 1,000 or more	ination wa	as co	nduc	ted?				
33. What are the estimated total assets of the plan for which this examination was O Less than \$500,000 O \$1,000,000 to \$4,999,999 O \$500,000 to \$999,999 O \$5,000,000 or more	conducte	d?						
 34. For this examination, were you O An employee/officer of the organization [Skip to Question 36]? O A designated third-party representative/power of attorney (POA)? 								
ANSWER ONLY IF YOU ARE A DESIGNATED THIRD-PARTY REPRESEN	NTATIVE/	POV	VER	OF A	ATT	ORN	EY (P	OA)
35. If you are a designated third-party representative/power of attorney, how consistent was the IRS in its handling of this examination compared with other examinations in which you have participated in the past year?	Very Inconsistent 1 C	2	3 4 V V	▼	•	Ver Consis	stent	Don't Know Not Applicable
36. Did you visit the IRS website (www.irs.gov/ep) for assistance or information durO YesO No	ring the ex	amir	nation	prod	ess	?		
Comments								
37. If you have any suggestions for how Employee Plans can improve its examina please provide them below.	ation proc	ess,	or an	y oth	er co	omme	ents,	
If you have any questions about this survey, please contact the survey processing cer	nter at 1-8	866-2	987-5	762 (nr.			
EPESurvey@mmail.macrointernational.com.	inter at 1 c	200 2	.07 0	702	,,			
If you have been unable to resolve any specific problems with your tax may or now face a significant hardship due to the application of the tax law, we Advocate Service at 1-877-777-4778.								

Thank you for completing the survey.

Paperwork Reduction Act Notice

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