

Dear XXXX,

I am writing to ask for your help with an important study to better understand how taxpayers interact with the draft IRS 2020 Form W-4 (*Employee's Withholding Allowance Certificate*). The IRS has contracted with the MITRE corporation, who runs the IRS's Federally Funded Research and Development Center, to conduct usability sessions for the draft 2020 Form W-4 with taxpayers.

MITRE is looking for volunteers in your city to participate in an in-person interview. Participation will take approximately 60 -90 minutes, and MITRE will provide a \$100 gift card as a token of appreciation for your time.

In the next few days, you will receive a letter from the MITRE corporation with instructions for contacting them to volunteer to participate and determine whether you qualify to participate in the study. They will not ask you for any of your personal tax information. MITRE will call you back if you are selected to participate in the study.

If you wish to verify the research project, you may visit <https://www.irs.gov/privacy-disclosure/customer-satisfaction-surveys> or call 1-800-829-1040.

We appreciate your consideration to participate in this important study.