

Dear [Site Lead's name],

You should have received an email from the CFPB team last week requesting that you complete an end of tax season survey. If you have already completed this survey, we appreciate your response! If not, please note that the deadline for submitting your response is **[insert deadline]**.

In that earlier email, we referenced additional data collection activities we will be conducting. One of these activities involves telephone focus groups with site leads, and separately with site staff and volunteers, about their experiences with CFPB's Tax Time Savings Initiative. Each focus group will be about 60 minutes long, and will include 6 to 8 participants from sites around the country, taking place between **[insert dates]**. We are interested in hearing about your experiences with tax savings strategies you used this tax season, challenges you've encountered, and approaches you've found to be successful and unsuccessful. We are also interested in your feedback on CFPB materials, resources, and technical assistance activities.

Site Leader Focus Groups:

Please click the following link to indicate your availability between **[dates]**:

[insert link]

- Please include all times that you are available to help scheduling.
- You will only be asked to participate in one focus group.
- Someone from the CFPB team will follow up with you once focus group times are confirmed.

Site Staff and Volunteer Focus Groups:

Please help us identify staff and volunteers from your tax sites who you think would be willing to participate in a telephone focus group.

- Please forward the following link to any staff or volunteers that might be a good fit:

[insert link]

- Ask that they use the link to indicate all times that they are available.
- Each person will only be asked to participate in one focus group.

Thank you for your assistance with this data collection. We look forward to speaking with you and your staff/volunteers soon.

Sincerely,

The CFPB Tax Time Savings Initiative Data Collection Team

Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and not withstanding any other provision of law a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The OMB control number for this collection is 3170-0036. It expires on xx/xx/xxxx. Comments regarding this collection of information, including the estimated response time, suggestions for improving the usefulness of the information, or suggestions for reducing the burden to respond to this collection should be submitted to the Consumer Financial Protection Bureau (Attention: PRA Office), 1700 G Street NW, Washington, DC 20552, or by email to PRA_Comments@cfpb.gov.