

IRS Campus Exam AUR Recruitment Contacts

Initial Phone Recruitment

Hello [NAME],

My name is [NAME] and I am calling to invite you to participate in an interview conducted by Fors Marsh, a private research firm. During this interview, we will discuss your experiences with tax notices. Participants in these interviews will help improve the Internal Revenue Service's (IRS) tax notices to ensure that all taxpayers understand them properly. You were identified as a good candidate to provide feedback because you recently received a CP2000 Notice.

These interviews will be held from [DATE] to [DATE] and will be conducted virtually using [Microsoft Teams | Zoom]. Your status with the IRS will not be affected as a result of your participation, and the IRS will not know who is participating. You will also be provided with a \$100 electronic gift card following the interview as compensation for your time.

If you are interested in participating, I can go ahead and ask you a few questions to determine your fit for the interviews, or I can send you a link via email if you'd like to fill it out yourself. I'll also need to collect your email to send you a confirmation if you're scheduled for the interviews.

Thank you for your time, have a nice day!

Follow-Up Phone Recruitment

Hello [NAME],

My name is [NAME] and I work for Fors Marsh, a private research firm. I am calling to remind you that you have been invited to participate in an interview to discuss your experiences with tax notices. These interviews are designed to help improve the Internal Revenue Service's (IRS) tax notices to ensure that all taxpayers understand them properly. You were identified as a good candidate to provide feedback because you recently received a CP2000 Notice.

These interviews will be held from [DATE] to [DATE] and will be conducted virtually using [Microsoft Teams | Zoom]. Your status with the IRS will not be affected as a result of your participation, and the IRS will not know who is participating. You will also be provided with a \$100 electronic gift card following the interview as compensation for your time.

If you are interested in participating, I can go ahead and ask you a few questions to determine your fit for the interviews, or I can send you a link via email if you'd like to fill it out yourself. I'd also like to collect your email to send you a confirmation if you're scheduled for the interviews.

Thank you for your time, have a nice day!

Confirmation Email

Subject Line: Confirmation: Tax Notices Research Interview

Dear [NAME],

This email is to confirm your participation in a virtual interview on [DATE] at [TIME & TIME ZONE] to share your thoughts and experiences with the IRS's tax notices. This discussion will take place virtually on [Microsoft Teams | Zoom]. Below you will find the information you'll need to join the discussion. We recommend adding this information to your calendar now.

Please reply to this email as soon as possible to confirm your attendance to the interview.

Before the Interview

- Please use the link below to complete the electronic consent form.
- This form must be completed before you participate in the interview. If you have any questions about the research study or the consent form, please reply to this email.
- Consent Form: [LINK]

At the Time of the Interview

Please join the interview about 15 minutes early using the link below. We ask that you join via a computer, laptop, or tablet with a full-sized screen in a quiet place.

Date: [DATE] [TIME & TIME ZONE]

[Microsoft Teams | Zoom] Information:

Link to join on computer: [LINK]

Meeting ID [MEETING ID]

Passcode: [PASSCODE]

If you are experiencing trouble connecting to [Microsoft Teams | Zoom], please email [EMAIL] or call [NUMBER] and someone will be available to help you with any issues you may be experiencing.

You will be provided a \$100 electronic gift card after the interview as compensation for your time.

Thank you for your participation!

[SIGNATURE, EMAIL, PHONE NUMBER]

Reminder Email

Subject Line: REMINDER: IRS Research Interview

Dear [NAME],

This is a friendly reminder that you have agreed to participate in an interview on [DATE] at [TIME & TIME ZONE] to share your thoughts and experiences with IRS tax notices. This interview will take place virtually on [Microsoft Teams | Zoom]. Below you will find the information you'll need to join the discussion. We recommend you add this information to your calendar now. If you are no longer able to attend the interview, please let us know as soon as possible.

Before the Interview

- Please use the link below to complete the electronic consent form.
- This form must be completed before you participate in the interview. If you have any questions about the research study or the consent form, please reply to this email.
- Consent Form: [LINK]

At the Time of the Interview

Please join the interview about 15 minutes early using the link below. We ask that you join via a desktop, laptop, or tablet with a full-sized screen in a quiet place.

Date: [DATE] [TIME & TIME ZONE]

[Microsoft Teams | Zoom] Information:

Link to join on computer: [LINK]

Meeting ID [MEETING ID]

Passcode: [PASSCODE]

If you are experiencing trouble connecting to [Microsoft Teams | Zoom], please email [EMAIL] or call [NUMBER] and someone will be available to help you with any issues you may be experiencing.

You will be provided a \$100 electronic gift card after the interview as compensation for your time.

Thank you for your participation!

[SIGNATURE, EMAIL, PHONE NUMBER]

Phone Reminder

Hello [NAME],

My name is [NAME] and I work for Fors Marsh, a private research company. I am calling to remind you that you have agreed to participate in an interview on [DATE] at [TIME & TIME ZONE] to share your thoughts and experiences with IRS tax notices. This interview will take place virtually on [Microsoft Teams | Zoom]. You should have an email detailing all of the information you'll need to join the interview.

We ask that you join the interview about 15 minutes early and that you join via a desktop, laptop, or tablet with a full-sized screen in a quiet place.

You will be provided with a \$100 electronic gift card after the interview as compensation for your time.

If you have any questions or experience difficulties connecting to the interview, please email us at [EMAIL] or call us at [NUMBER] and someone will be available to assist you.

Thank you and have a nice day!