

Help in Refining and Improving a Compliance Tool For State and Local Governments Needed

By Maryann Motza, Paul Carlson, and Patti Phillips
(ACT/FSLG Subcommittee Members)

January 20, 2010

In order to assist state and local government (public) employers and their legal and financial advisors in complying with federal employment tax laws and regulations, the IRS Advisory Committee on Tax Exempt and Governmental Entities (“ACT”¹) has developed a compliance verification checklist for public employers that is now posted on the National Conference of State Social Security Administrators (NCSSSA) website as an <http://www.ncsssa.org/whatsnewcombo.html>.

The ACT’s Federal-State-Local Government (FSLG) Subcommittee is finalizing work it began during 2008-2009 to adapt the existing FSLG Compliance Check Form 4318 into a self-check form for public employers to access in order to enable them to verify their compliance with applicable federal laws and regulations. The existing Form 4318 is currently available only to FSLG Specialists.

The ACT/FSLG Subcommittee needs help from public employers throughout the nation in pretesting the Compliance Verification Checklist for State and Local Governmental Entities.

The National Conference of State Social Security Administrators (NCSSSA) has graciously agreed to serve as the host website for the ACT/FSLG Subcommittee’s pretesting of the Compliance Verification Checklist for State and Local Governmental Entities. The draft Checklist, a cover memorandum from the ACT/FSLG Subcommittee members, and a brief evaluation form that we would like you to complete after reviewing the draft Checklist, are available at: <http://www.ncsssa.org/whatsnewcombo.html>.

The ACT/FSLG Subcommittee is asking state and local government employers’ payroll officials, human resources professionals, and their legal and financial advisors to “pretest” the draft Compliance Checklist. We ask all people who pretest the form to go to <http://www.surveymonkey.com/s/825RHY5> and complete the Evaluation Form on or before March 15, 2010. We know that your time is valuable, so the Evaluation Form is

¹ The Advisory Committee on Tax Exempt and Government Entities (ACT) is one of six formally chartered Federal Advisory Committees at the Internal Revenue Service (IRS). All of these committees are authorized by the Federal Advisory Committee Act (FACA), a public law that outlines the operational guidelines for boards, committees or similar groups, established by federal agencies to provide advice, ideas, and diverse opinions to the federal government. Members of the IRS advisory committees are appointed by the U.S. Secretary of the Treasury.

The ACT was established to provide an organized public forum for discussion of relevant employee plans, exempt organizations, tax-exempt bond, and federal, state, local and Indian tribal government issues between officials of the IRS and representatives of those stakeholder groups.

**Help in Refining and Improving a
Compliance Tool For State and Local Governments Needed**

By Maryann Motza, Paul Carlson, and Patti Phillips
(ACT/FSLG Subcommittee Members)

January 20, 2010

structured to take less than 4 minutes to complete. There is no cost to you for completing the form on-line.

If you prefer to print and submit your responses in hardcopy, rather than online, you can return the completed Evaluation Form by either of the following means:

Fax: (303) 318-8069 (ATTN: Maryann Motza)

Mail: Maryann Motza
Colorado State Social Security Administrator
Colorado Dept. of Labor & Employment
633 17th Street, Suite 700
Denver, CO 80202

We will consider all comments and suggested edits, but cannot guarantee that all recommendations will be incorporated into the final product that will be provided to the IRS during the June 2010 public meeting. ***NO INDIVIDUAL RESPONSES RECEIVED DURING THE EVALUATION PROCESS WILL BE DOCUMENTED AND LISTED UNDER THE ORIGINATOR'S NAME/ENTITY NAME. ALL DATA WILL BE RECORDED ACCORDING TO A NUMBER WE WILL ASSIGN TO ALL EVALUATIONS WE RECEIVE. ONLY CUMULATIVE DATA WILL BE REPORTED IN THE JUNE 2010 ACT REPORT AND TO THE IRS.*** We value your comments, but need to ensure that we retain the primary goal of the project, i.e.:

“To adapt the existing FSLG Compliance Check Form 4318 into a self-check form for public (state and local government) employers to access in order to enable them to verify their compliance with applicable federal laws and regulations.”

The final Compliance Verification Checklist and results of our evaluation will be reported in the June 2010 ACT Report, which will be available later that month on the IRS website at: <http://www.irs.gov/>.

If you have questions or need further information about the Checklist, the ACT/FSLG Subcommittee's evaluation process, or other information pertinent to this project, please email or call Maryann Motza, Project Leader, at: MMotza@msn.com or (303) 318-8061. Thank you, in advance, for your help.