

## Stakeholder Partnerships, Education, and Communication Activity Report

(See instructions on reverse)

01. SPEC Employee Name & SEID	02. Territory/Office Name	03. Office Location Code <div style="text-align: center;">□□ - □□</div>	Date of Activity
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DIRECT CONTACTS ONLY

**Program Activity:** Enter Information Specified by Instructions on Back

Program	Number of Taxpayers Reached	Number of Volunteers Assisting Direct Activities	Number of Sessions
04. Compliance Outreach			
05. EITC Outreach			
06. E-Services Outreach			
07. All Other Outreach			
<b>08. Totals</b>			

09. Description of Activity and how the targeted audience was determined.

10. To be completed by the IRS Territory Office Only:

Date Input	Input By / (Name & SEID)
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## Instructions For Completing Form 4913

This form should be used by IRS employees only. SPEC Partners should use Form 13315 and SPEC volunteers should use Form 13206. All employees who participate in Wage & Investment (W&I) educational activities should complete Form 4913 immediately following the activity. SPEC Territory Managers and Management Assistants should only complete Form 4913 if they directly participate in a SPEC activity. SPEC Territory Managers will timely input Form 4913 into STARS.

**Note:** The Balanced Measures & Diagnostics Data Dictionary defines many of the terms used on this form.

**Lines 01-03    General**—Enter employee name, SEID, territory name, **Office Code** and the date of the activity.

**Lines 04-07    Program Activity:**

**Taxpayers Reached**—Record the number of taxpayer contacts for Compliance, EITC, E-Services and All Other Outreach activities. The number of taxpayer contacts is based on a reasonable correlation between the tax law information provided in the outreach event and the targeted audience. The targeted audience is the estimated number of participants who will benefit from the message being delivered (i.e., EITC information given to low income taxpayers). Targeted audience information should be obtained before the outreach event.

**Number of Volunteers Assisting Direct Activities**—Record the number of volunteers assisting employees with direct activities.

**Number of Sessions**—For Outreach activities, count each event or training session where assistance is offered to more than one taxpayer as **one site**. For a volunteer who travels to many different locations (such as nursing homes, schools or home visits) to provide a one-day assistance, count as **one site**.

**NOTE:** Media events are considered leveraged activities and should not be included on this form.

Refer to SETR Code 00970 definitions for:

- Compliance
- EITC
- E-Services
- Other

**Line 09    Description of Activity**—Include a brief description of the event, targeted audience, and the method used for the outreach. (i.e., 300,000 EITC Form XXXX were issued to low income taxpayers that attended a seminar for low income housing).

**Line 10    To be completed by the IRS Territory Office only**—Enter the date the activity was entered into STARS and the SEID of the individual performing the data input.