



# PA EA ALERT

PA Association of Enrolled Agent

Volume 15, Issue 2

## From the President of PSEA

I hope all of you had a very rewarding and successful tax season, and managed to keep the stress level to a minimum. Of course, we all have those extended returns to look forward to, but at least we can take some time to smell the flowers or to visit the golf course before we dig in to them. I cannot believe how quickly tax season came and went. I found that 2 months at the end of last year did not give me enough time to get organized for my first tax season totally on my own. What a learning experience! But....I managed to survive.

Of course, it being May, you need to quickly make your plans for the fEAst in the East on June 19 and 20 at

State College. The registration form is included with this newsletter. I feel we have a pretty good fEAst

planned this year. Also, don't forget the Working Together conferences. It may be too late to register for the Eastern Working Together since it's being held on May 24. The Western Working Together conference will be on September 29. The Working Together conferences are well worth the cost, so try to attend.

As mentioned in the previous newsletter, I am PSEA's representative on the IRA/Practitioner Liaison Steering Committee. Our next meeting is on May 9, so if you have any issues you would like me to raise at the meeting, please let me know beforehand. You can reach me at [wpmatzea@alltel.net](mailto:wpmatzea@alltel.net) or at 724-468-5086. Also there is

registration information for a free phone forum about "Navigating irs/gov" in the

newsletter. You can earn 1 CPE by participating.

The Annual meeting will be held on June 19, right after we finish our education, about 5:30 PM. Remember, if you are interested in serving on the Board or a committee, please let us know. We are always looking for new people and new ideas.

Please forward your email addresses to me. I have gotten a few but not near all of them. Please send your email address along with your name, address and phone number. And let me know your ideas and thoughts about PSEA.

Hope to see all of you in State College.

Bill Matesevac, Jr., EA  
President

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### Special points of interest:

- *Get involved!!*
- *Help out our organization with your ideas!!*
- *Join a committee.*
- *Get elected to a board position.*
- *Send in ideas for both the Newsletter and the Organization*



## CALL TO ANNUAL MEETING

Our annual meeting will be held following classes on Monday, June 19 at 5:30 PM.

Candidates proposed by the nominating committee are as follows: However, **nominations from the floor will be accepted!**

President—Williams Matesevac, Jr. EA

1st VP—Diana C Dugan, EA

2nd VP—Kraig Klinke, EA

Secretary—Kathryn McCusker, EA

Treasurer—Helen O'Planick, EA

For directors:

Emily A. DeWald, EA

David F. Campsey, EA

Edward B. Sulkoski, Jr., EA

Robert Nugent, EA

Marylee Jenko, EA

Lynda N. Moscatello, EA

Meeting will be at the Days Inn, State College on June 19 and 20. Plan to be there.

Registration form included with this

mailing.



## Thomson Prometric to develop and administer 2006 See Exam

In the April 24 issue of e-News for Tax Professionals is an article about Thomson Prometric being selected to develop and administer a computer-based version of the 2006 Special Enrollment Exam for the Internal Revenue Service.

The exam will now be offered at about 300 testing centers operated by Thomson Prometric. Previously, IRS was only able to offer the testing at about 90 sites.

Testing will be done at a computer terminal.

IRS will post more information on their web site as it becomes available.

I received a survey to complete about what I thought was important to be included in this exam last week. It took some time but I felt it was well worth it so they had good input as to what the exam should cover.

Emily DeWald, EA



## The Newsletter and some other stuff!!!

Your help is needed so we know what you are interested in reading in your newsletter.

The only person who contributed any articles this issue was our president. It would seem to me, the editor, that there should be at least a few more who are willing to help with suggestions and articles to be included.

Via email, it would only take a few minutes to send a suggested topic or article or source of information for an article.

Our organization needs members who will get involved. Involved means volunteering to be on a committee, suggesting topics for the newsletter and helping where ever you see or are told it is needed.

We cannot run if our members will not help. It makes too much work for the few who are doing it all.

E. DeWald, EA

## Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar

of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple



*Caption describing picture or graphic.*

way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

## Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the

business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

*“To catch the reader's attention, place an interesting sentence or quote from the story here.”*

## Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



*Caption describing picture or graphic.*

## PA Association of Enrolled Agent

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4

Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com

We're on the Web!

example.microsoft.com

Your business tag line here.



Organization

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

## Inside Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a list-

ing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



*Caption describing picture or graphic.*