

From: [Caldwell, Curt](#)
To: [Kinkle, Sherrie L](#)
Cc: [Lewis, Janet](#)
Subject: Response to LTA 2013/020
Date: Thursday, April 04, 2013 3:10:08 PM

Ms. Kinkle,

After reviewing the Appeal Application we noted two changes we would like to make involving the instructions for the form:

- In the instructions for "Section 1" of the form, the directions state to "Enter the name and mailing address of the applicant". "Section 2" has a similar statement - "Provide the name and mailing address of the agent or attorney, if applicable". Though the form has spaces available for phone numbers and e-mail address, the directions do not ask the applicant or agent to provide them. We would like the directions to **specifically** request the phone numbers and e-mail address.
- Section 5 instructions start with "Check only one item per application". We would like to give these instruction a little more "teeth" by adding "Checking more than one item will result in the rejection of the application". We waste a significant amount of time preparing to defend multiple values/dates because the applicant chose to use the shotgun approach by checking multiple boxes.

Thank you,

Curt

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