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2002



IRS

Published  
Products  
Catalog



Department of the Treasury  
Internal Revenue Service

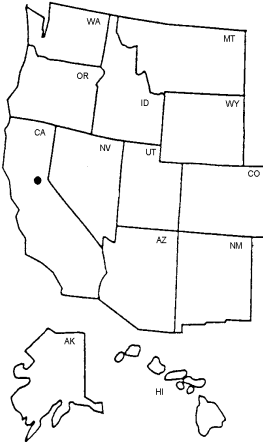
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[publish.no.irs.gov](http://publish.no.irs.gov)

Document 7130 (Rev. 6-2002)  
Catalog Number 63740X

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## STATES SERVICED BY EACH AREA DISTRIBUTION CENTER



***These numbers are for internal IRS offices only! The public should not be given these numbers to order printed products.***

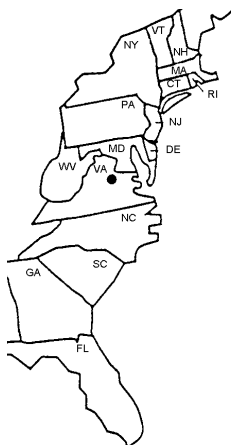
### **WADC**

Western Area Distribution Center  
3041 Sunrise Boulevard  
Rancho Cordova, CA 95742  
1-800-829-2437 (Voice)  
1-916-636-7702 (FAX)



### **CADC**

Central Area Distribution Center  
2402 East Empire Street  
Bloomington, IL 61799  
1-800-829-2437 (Voice)  
1-309-662-2432 (FAX)



### **EADC**

Eastern Area Distribution Center  
4300 Carolina Avenue  
Richmond, VA 23222  
1-800-829-2437 (Voice)  
1-804-228-3939 (FAX)

### **Hours of Operation in all Centers:**

7:30 a.m. - 5:30 p.m.

## **COMMENTS TO DOCUMENT 7130, IRS PUBLISHED PRODUCT CATALOG**

- ▶ Document 7130 is current on the day it is sent to print. However, many IRS products are continually added, revised or made obsolete. The most current information can be found on Multimedia Publishing Division's website at <http://publish.no.irs.gov>. The website is explained in Chapter 3 instructions of this document.
- ▶ Comments or suggestions about this document can be submitted electronically at <http://www.publish.no.irs.gov/comms.html>. If you do not have access to the intranet, fax your comments with your name and phone number to: Document 7130 Coordinator, Dallas Field Publishing Services, (972) 308-1823.

## **DISTRIBUTION OF DOCUMENT 7130**

- ▶ All Order Points within IRS receive Document 7130 automatically using IMDDS File Number 345, cat. 01459P. If your order point does not need to receive this document, send a request to discontinue the distribution to your servicing ADC using your IMR02 Report. Chapter 5 of this document contains instructions to decrease/discontinue IMDDS distribution.

- **Chapter 1**  
Order Point Number (OPN)
- **Chapter 2**  
General Information &  
Ordering Instructions
- **Chapter 3**  
Multimedia Publishing  
Division Website
- **Chapter 4**  
IRS Form Letter Publishing Program
- **Chapter 5**  
Internal Management Documents  
Distribution System (IMDDS)
- **Chapter 6**  
Training Materials
- **Chapter 7**  
Ordering Printed Products  
From Other Sources

## CHAPTER 1 ORDER POINT NUMBERS

### Recognizing Order Point Numbers (OPNs)

IRS uses nine-digit OPNs to identify office addresses (the first five digits indicate locations) and functions/organizations (last four digits). You must have an OPN to order IRS printed products. By using the OPN to request printed products, the order is processed, labeled, and shipped directly to the requesting office's room or mail stop number. The mailroom can easily and quickly identify where to send the order.

IRS Modernization descriptions are also associated with OPNs. The descriptions further identify each office's "Operating Division" and "Other Organization" (or smaller organizational category). Multimedia uses this information to target employees within the "new IRS" and send specific products to them.

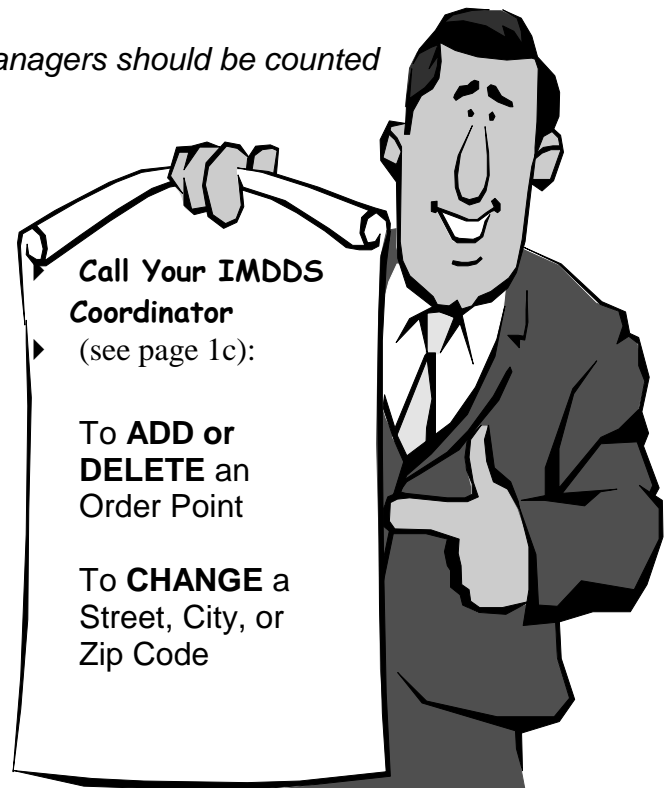
Some offices do not have their correct IRS Modernization description on their OPN. The description appears on the first page of IMDDS Order Point Summary Reports (IMR02) (See Chapter 5 for IMR02 instructions). To correct Modernization information, contact your Functional IMDDS Coordinator.

### Establishing a New OPN

To establish a new OPN, contact your Functional IMDDS Coordinator and provide the following information:

- ▶ Your address,
- ▶ Employee and manager counts **Note:** *Managers should be counted twice, as a manager and an employee,*
- ▶ Office title, room or mail stop number,
- ▶ Functional office symbols for all National Office order points,
- ▶ Information to determine where employees and managers are currently located.

Your Functional IMDDS Coordinator will complete the needed paperwork and assign an OPN. **Note:** *The names, phone, and fax numbers of the IMDDS Coordinators are available on the Multimedia Publishing Division Electronic Publishing site at <http://publish.no.irs.gov/distsys/imdds/imddcoor.html> and on page 1c in this document.*



### **Deleting an OPN**

To delete an OPN, contact your Functional IMDDS Coordinator and provide the following information:

- ▶ OPN to delete,
- ▶ attention line and employee counts for verification purposes,
- ▶ your name and phone number.

The Functional IMDDS Coordinator will complete the necessary form.

### **Changing a Mailing Address**

When an office moves to a different building, contact your Functional IMDDS Coordinator and provide the following information:

- ▶ Your OPN,
- ▶ Your new address,
- ▶ Employee and manager counts,
- ▶ Office title, and room or mail stop number, and/or functional symbols,
- ▶ Date of move,
- ▶ Your name and phone number.

The Functional IMDDS Coordinator will complete the necessary form.

**NOTE:** To correct a room number or address information within the same building, refer to "Changing Attention Lines..." paragraph below.

**Remember:** When moving from a location, be sure to notify your mailroom coordinator. The coordinators are listed on the Multimedia web site at: <http://publish.no.irs.gov/dfps/mailcoor1.xls>

### **Changing Attention Lines, Office Symbols, Group Numbers, Mail Stops, and Phone Numbers**

Order points use their IMR02 Report to correct the attention line (functional office symbols, group numbers, mail stop) and/or phone number. Legibly enter the correct information. If you need to correct this information, refer to Chapter 5 for further instructions regarding the IMR02 Report.

### **Updating Employee/Manager Counts**

The employee and manager counts that appear on the IMR02 Report are the basis for all-employee and all-manager distributions. . **Note:** *The total number of employees includes both managers and non-managers. Managers are counted in both categories (as a manager and as an employee).*

Examples of these types of distribution include memos, NTEU agreements and UNAX materials. If your office receives too few or too many copies of these two types of distributions, see Chapter 5 for further instructions to correct your IMR02 Report.

### **Functional IMDDS Coordinator Listing**

The Functional IMDDS Coordinator listing is on the next page. An updated listing is also on the intranet at <http://publish.no.irs.gov/distsys/imdds/imdcoor.html>.

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**Functional IMDDS Coordinators**

<b>State</b>	<b>Coordinator</b>	<b>Phone Number</b>	<b>Fax Number</b>
Alabama	Hazel Mullins	(901)546-3707	(901)546-3622
Alaska	Theresa Johnson	(206)220-4745	(206)220-5716
Arizona	Ava Bellaire	(303)446-1110	(303)446-1090
Arkansas	Hazel Mullins	(901)546-3707	(901)546-3622
California (No & Cent)	Penny Petersen	(510)637-5074	(510)637-2768
California (South)	Ray Hinman	(949)389-4325	(949)389-5012
CA IRS Campus – Fresno	Jan Douglas	(559)454-6688	(559)456-5557
Connecticut	Scott Mahoney	(978)474-5658	(978)474-5379
Colorado	Ava Bellaire	(303)446-1110	(303)446-1090
Delaware	Helena Smith	(804)916-8544	(804)916-8547
Florida (North)	Wayne Lewis	(904)665-0761	(904)665-1845
Florida (South)	Eddie LaSalle	(954)423-7642	(954)423-7408
Georgia	Russell Miller	(404)338-7786	(404)338-7061
GA IRS Campus- Atlanta	Charles Rice	(770)455-2609	(770)454-1969
Hawaii	Theresa Johnson	(206)220-4745	(206)220-5716
Idaho	Ava Bellaire	(303)446-1110	(303)446-1090
Illinois	Martha Lawhon	(312)886-4316	(312)886-8116
Indiana	Martha Lawhon	(312)886-4316	(312)886-8116
Iowa	Garry Taylor	(651)312-7676	(651)312-7669
Kansas	Maxine Smith	(314)612-4440	(314)612-4459
KS IRS Campus-Kansas City	Rita Curtis	(913)438-2375	(913)438-2197
Kentucky	Angie Peluso	(859)669-5643	(859)669-5740
Louisiana	Hazel Mullins	(901)546-3707	(901)546-3622
Maine	Scott Mahoney	(978)474-5658	(978)474-5379
Maryland	Helena Smith	(804)916-8544	(804)916-8547
Massachusetts incl. Andover Campus	Scott Mahoney	(978)474-5658	(978)474-5379
Michigan	Karen Murray	(313)234-1562	(313)234-1537
Minnesota	Garry Taylor	(651)312-7676	(651)312-7669
Mississippi	Hazel Mullins	(901)546-3707	(901)546-3622
Missouri	Maxine Smith	(314)612-4440	(314)612-4459
Montana	Ava Bellaire	(303)446-1110	(303)446-1090
Nebraska	Garry Taylor	(651)312-7676	(651)312-7669
New Hampshire	Huong Diamantopoulos	(978)474-5538	(978)474-5379
New Jersey	Donna Cook	(215)516-2101	(215)516-2575
New York (Brooklyn)	Laura Bova	(631)758-2175	(631)758-2357
New York (Manhattan)	Rashein McDonald	(212)298-2248	(212)298-2200
New York (Upstate)	Huong Diamantopoulos	(978)474-5538	(978)474-5379
NY IRS Campus – Brookhaven	Laura Bova	(631)758-2175	(631)758-2357
New Mexico	Ava Bellaire	(303)446-1110	(303)446-1090
Nevada	Ava Bellaire	(303)446-1110	(303)446-1090
North Carolina	Helena Smith	(804)916-8544	(804)916-8547
North Dakota	Garry Taylor	(651)312-7676	(651)312-7669
Ohio	Karen Murray	(313)234-1562	(313)234-1537
OH IRS Campus – Cincinnati	Angie Peluso	(859)669-5643	(859)669-5740
Oklahoma	Maxine Smith	(314)612-4440	(314)612-4459
Oregon	Theresa Johnson	(206)220-4745	(206)220-5716
Pennsylvania incl. Phil Campus	Donna Cook	(215)516-2101	(215)516-2575
Rhode Island	Scott Mahoney	(978)474-5658	(978)474-5379
South Carolina	Helena Smith	(804)916-8544	(804)916-8547
South Dakota	Garry Taylor	(651)312-7676	(651)312-7669
Tennessee incl. Memphis Campus	Hazel Mullins	(901)546-3707	(901)546-3622
Texas (North)	Lynette Burnett	(214)767-1422	(214)767-2207
Texas (South – incl. Austin Campus)	Evelyn Garcia	(512)460-4642	(512)460-4645
Utah	Ava Bellaire	(303)446-1110	(303)446-1090
UT IRS Campus- Ogden	Lou Hubbard	(801)620-6971	(801)620-7182
Vermont	Huong Diamantopoulos	(978)474-5538	(978)474-5379
Virginia	Helena Smith	(804)916-8544	(804)916-8547
Washington	Theresa Johnson	(206)220-4745	(206)220-5716
Washington DC & Overseas	Linda Kessler	(202)622-6602	(202)622-6599
West Virginia	Linda Kessler	(804)228-3895	(804)228-3889
Wisconsin	Garry Taylor	(651)312-7676	(651)312-7669
Wyoming	Ava Bellaire	(303)446-1110	(303)446-1090



## CHAPTER 2 GENERAL INFORMATION AND ORDERING INSTRUCTIONS

This document contains the products available to IRS offices **free of charge** from the Area Distribution Centers (ADCs). This document *does not* include security products, originator controlled items, training materials (TPDS products), or the annual other government agency survey items. The products listed in this document are usually stocked and can be ordered from ADCs. However, not all products are always available. The availability of items depends on factors, such as: printing schedules, pending revisions, and funding.

Each product listing contains significant information, as shown in the example below.

**Product Listing Information**

Catalog Number  
↓

Product Number →	1767	61490G	Each	← Unit of Issue
Revision Date →	01/1999		Destroy prev issue upon r	← Disposal Instructions
Title →	<b>Publishing Services Requisition</b>			
Remarks →	Form 1767 is used in all IRS Offices as a requisitioning and authorizing document for printing and publishing services including forms, documents, envelopes, and publications			
Originating Office Symbols →	OP:FS:M:PS	Internal Use		← Type of Use

Check the "unit of issue" to receive only needed quantities. Products are issued as "each," "pads," or "sets."

### **Ordering Published Products**

Use the map on the inside cover of this document to determine which ADC services your office. ADC phone and fax numbers are provided with the map. For tracking multiple orders, use Form 8457, *Printed Item Request Logsheet*, Catalog Number 62996J.

1. Phone orders:

*Provide* the following to the ADC telephone operator:

- ▶ your nine-digit order point number (OPN);  
*Note:* If you don't have an OPN, contact your Functional IMDDS Coordinator (listed on page 1c).
- ▶ the shipping address (if different from the order point address),
- ▶ your name and telephone number,
- ▶ the product catalog number(s) and quantity needed.

*Record the following information:*

- ▶ name of telephone operator,
- ▶ confirmation number for the order,
- ▶ date of telephone or fax order.

2. Fax orders:

Enter the following information on the Form 7130, Fax Order.

*Note: A copy of Form 7130 can be found at the back of this document, or it can be downloaded at:*

*<http://publish.no.irs.gov/FORMS/INTERNAL/PDF/14817B02.PDF>.*

- ▶ your OPN,
- ▶ your name,
- ▶ shipping address,
- ▶ telephone number,
- ▶ catalog number of the product(s) you want to order,
- ▶ quantity of each product you are ordering (by unit of issue),
- ▶ product number and title.

*Fax the completed form to your servicing ADC.*

*Keep a copy of the form and the fax confirmation sheet order for follow up.*

**Ordering Originator Controlled Items:**

Some items can only be ordered with the permission of the product's originator (author) of the product. *These items are not stocked at the ADCs, therefore they are NOT listed in Document 7130.* To obtain product information and the originator's name and phone number, access the Multimedia Publishing Division homepage, at <http://publish.no.irs.gov/catlg.html>, or contact your servicing ADC. When accessing the homepage, enter the catalog or product number of the item that is needed. The originator's name will be located in the bottom right corner in the next screen page.

**Ordering Security Items:**

Security items cannot be obtained by the public through the Freedom of Information Act, and are not listed in Document 7130. Only specific IRS personnel are authorized to order security items. **Note:** *IRS Compliance, Accounts Management, and Submission Processing Campus customers should contact their local forms coordinator if security items are needed.*

- ▶ Authorized personnel contact their servicing ADC by phone, or fax Form 7130, Fax Order - Stock Requisition for Multimedia Published Products.
- ▶ ADCs ensure only authorized personnel, using an authorized OPN, can order security items. **Note:** *If authorized personnel order the item, it will be shipped. If an unauthorized OPN or customer orders security products, the ADC will notify the requestor by phone that the order has been rejected.*

### **Receipt Information**

1. Allow ten working days for the receipt of products.
2. Check the mailroom and other office locations *before* calling your servicing ADC about non-receipt of materials.
3. If your order does not arrive after 10 working days, contact your servicing ADC and provide the following information:
  - ▶ Your OPN,
  - ▶ The date you placed the order,
  - ▶ The control number, if order was by phone.

The operator will either provide you information on the status of your order or have someone contact you with the status. **Note:** *Orders can be traced up to thirty days if you provide the input date and your OPN.*

4. Verify the following when orders are received:
  - ▶ All boxes are received according to the shipping label.
  - ▶ The items in the shipment match the packing list.
  - ▶ The packing list matches your original order.

Notify the ADCs of discrepancies immediately. **Note:** *Reductions in quantities may occur due to limited supplies or program instructions from the analyst responsible for the product.*

### **Emergency Orders:**

**Note:** *Emergency orders cost additional money to process and ship. Therefore, careful planning and stock monitoring should be routinely performed.*

Emergency orders may be placed with the ADCs when a stock outage will result in a work stoppage or poor customer service to taxpayers. Customers can request an emergency shipment by calling either the ADC or faxing Form 7130, Fax Order. When using Form 7130, clearly state in the comment section that it is an emergency request and include the following information:

- ▶ How many days supply of stock you have on hand.
- ▶ The projected date when a stock outage will occur.
- ▶ The emergency quantity needed and how many days it will last.
- ▶ A contact person and phone number in your office.

If you call in your emergency request, provide the telephone operator with the information listed above. Call your servicing ADC if you have any questions regarding emergency orders.

### CHAPTER 3 MULTIMEDIA PUBLISHING DIVISION WEBSITE

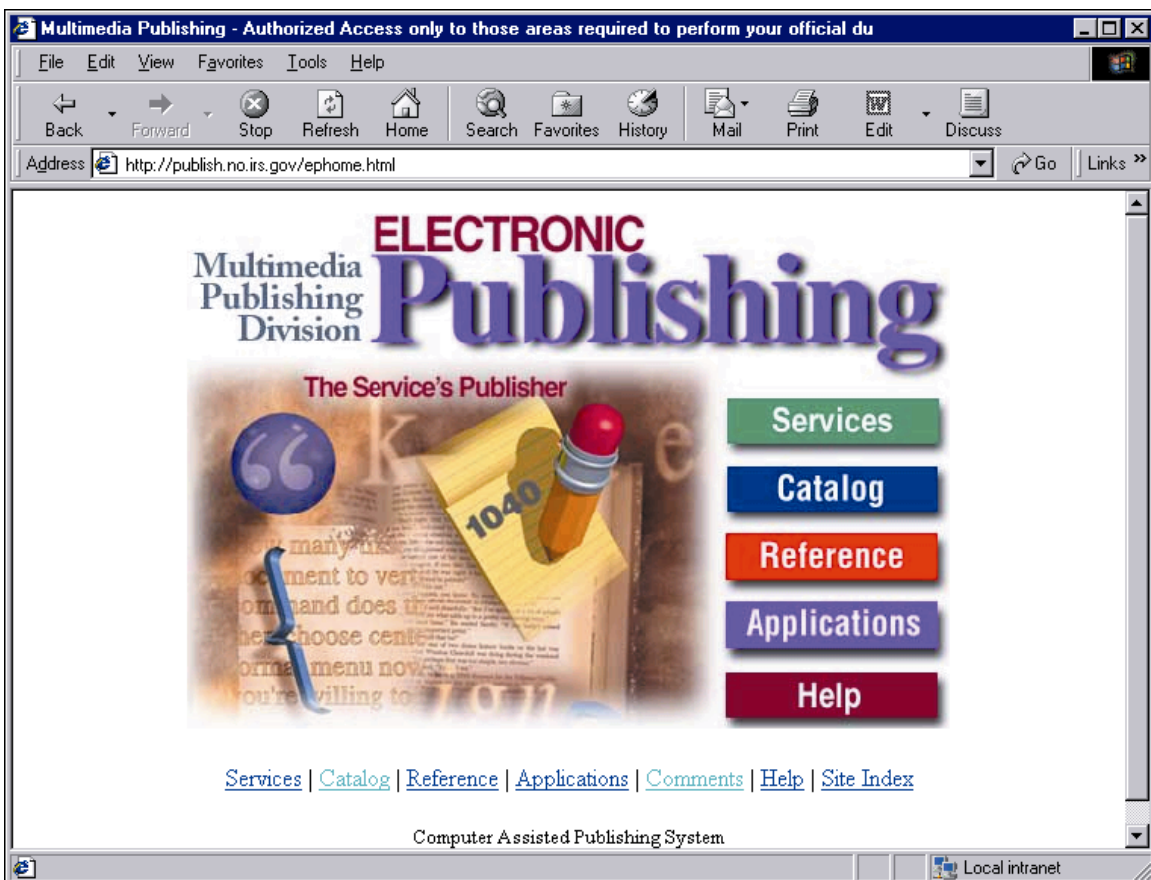
All of the product information in this document is also available on the Multimedia Publishing Division's (MPD) Intranet website. The website's product information is updated daily and gives users access to the most current information about all IRS published products. Many products can be printed electronically.

The following pages explain how to access the website and, specifically, how to use the Catalog function. The MPD website is only accessible from inside the Treasury firewall.

To get there, type <http://publish.no.irs.gov> into the address bar of your computer's web browser. The graphic below shows the MPD home page. Click on the **"Catalog"** button to access the online product catalog.

#### **Graphic 1**

*Multimedia Publishing Division homepage on the IRS Intranet*



## THE PRODUCT CATALOG INFORMATION SEARCH SCREEN

The Product Catalog Information screen provides **three** ways to search for an item. Graphic 2 (*shown on the next page*) provides an example of this screen.

### Search Options:

- ▶ **View by Catalog Number** can be used if the product's catalog number is known.
- ▶ **View by Product Number** is used to identify the product by its type (*form, publication, document, IRM, etc*) using the dropdown dialog box and then typing the item's numeric identification into the appropriate box. Graphic 2 shows a search for Form 1040.

Published products with a suffix (i.e.: Form 1040 Schedule EIC) can be searched by entering the suffix into the appropriate box. If you do not know the suffix information, you may type an asterisk (\*) to request a 'wild card' search (i.e.: Form 1040 with an "\*" in the suffix will search for all 119 versions of Form 1040 and provide a listing of them by their form numbers and titles).

**Note:** You may search for IRMs and LEMs by requesting the IRM Numerical Index that is provided in the second search option. The IRM Numerical Index is updated each month on line. It is also printed and distributed to all OPNs as Document 10988 (catalog number 27371W) every four months.

- ▶ **View by Product Title Search** is used by entering a word(s) from the product's long title. This option is normally used when the requestor does not know the catalog or product number, but they know the product's title.

**For example:** To conduct a search for a product that has "travel" in the title, the user could type "travel" in the Product Title Search window. The current system (as of May 2002) provides a listing of 63 products and their titles with "travel" in their name. When you find the item you are searching for, click on that item and Graphic 3 will be brought up on your screen with information about that product.

**Hint:** Choose the most uncommonly used word(s) in the title so the search does not pull up a large listing of products. Ex: Using the word "Tax" for the product title search would find approximately 3850 items with "Tax" in the title.

Only one of the three search options can be used at a time. Clicking on the Submit or Search button beside the option, after entering the required information, will initiate a product search and result in the screen shown in Graphic 3.

**Note:** The Product Catalog Information Screen also provides a "**what's new**" option in the first section on the screen. This option provides an overview listing of the products that have been updated or added within the past two weeks.

**Graphic 2***The Product Catalog Information Screen*

This screen is used to search for printed products. The Example shows three ways to search for published products. Only one search method can be used at a time.

**ELECTRONIC Publishing** [Services](#) - [Catalog](#) - [Reference](#) - [Applications](#) - [Comments](#) - [Help](#)

## Product Catalog Information

View product information by selecting one of the methods below or see [what's new](#) in the product catalog.

---

### View by Catalog Number

Enter a catalog number:

---

### View by Product Number

Select product type:    
Enter product number (1040):   
Enter product suffix (sch d):

Note: to list products with the same number, place an \* (asterisk) in the suffix field. To list products with the same suffix beginning, place the \* at the end of the suffix (sch\*).

Certain products are identified using only the suffix field and leaving the number field blank. Included are forms and instructions beginning with letters (W-2, CT-1), other government products, and the Internal Revenue Manual. Catalog numbers and electronic files for the IRM can also be accessed through the [IRM Numerical Index](#).

---

### View by Product Title Search

Enter search word(s):

Note: the product library is searched for titles that include the word or words entered, ignoring case. If more than one word is entered, an implied "and" is assumed. A maximum of 500 results are returned.

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Computer Assisted Publishing System

### THE PRODUCT INFORMATION SEARCH RESULTS

After a product information search is done, the following screen (shown below) provides information such as: the latest revision, if the form is active or obsolete, how to obtain copies, and the names/phone numbers of the originator, printing specialist, and distribution analyst. The block titled Electronic Availability contains an electronic file for this product which can be downloaded or printed. If an electronic file block exists, click on the desired revision date to begin the process.

#### Graphic 3

##### Product Information Search Results

Results from the search depicted in Graphic 2. Information such as the product's catalog number, long title, related product, brief descriptions and electronic availability are shown.

The screenshot shows a web browser window titled 'Catalog Information - Microsoft Internet Explorer'. The address bar shows 'http://publish.no.irs.gov/'. The page content is as follows:

**ELECTRONIC Publishing** Services - Catalog - Reference - Applications - Comments - Help

<b>Form 1040</b>		<b>U.S. Individual Income Tax Return</b>	
Catalog 11320B	Revision 2001	Status Active	Security Handling None
Type of Use Tax Form or Instruction		Related Product Catalog <a href="#">11325E</a> Instruction 1040 ALL	

**Description**

Annual income tax return filed by citizens or residents of the United States. IRC secs. 6012 and 6017, Regs. sec 1.4-2, 1.142, 1.6012-1, 1.6017-1. There are separate Instructions available for this item. The catalog number for the instructions is 11325E.

**Electronic Availability**

Portable Document Format ([PDF help](#))  
Current: [2001](#) Prior: [2000](#) [1999](#) [1998](#) [1997](#) [1996](#) [1995](#) [1994](#) [1993](#) [1992](#) [1991](#)

**Physical Properties**

Product Type Cutsheet		Unit of Issue Each		Units Per Construction 1	
Total Pages 2	Printed Pages 2	Width 8	Depth 11	Thickness .0039	Weight .0096
Type of Stock Offset 50#	Color of Stock White	Color of Ink Black and One Color		Separate Covers 0	

**Distribution**

Distribution to Public 5 Copies Only - May Reprint	Resupply Location All Distribution Centers
IMDDS Pattern None	Disposition Instructions Min Supply For Late Filers

**Contacts**

Publishing Analyst Morrison, Mary (202)622-8084	Distribution Analyst Stone, Mary (202)927-4268	Originator Anne Freeman (202)622-3647 W:CAR-MP:FP:F.I
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Computer Assisted Publishing System

In most cases, the file being downloaded will be a PDF file and will require the user to have Adobe Acrobat Reader software. Depending on how the PC is configured, the file will be either be automatically opened with Acrobat or the user will be prompted to save the file to disk. Graphic 4 shows the 2001 revision of Form 1040 as viewed through Adobe Acrobat.

**Graphic 4**  
*Portable Document Format (PDF)*

Form 1040 viewed in Internet Explorer with the Adobe Acrobat software.

The screenshot shows the Adobe Acrobat Reader interface with the 2001 Form 1040 open. The window title is "Acrobat Reader - [11320Y01-form.pdf]". The menu bar includes File, Edit, Document, View, Window, and Help. The toolbar contains various navigation and editing tools. The form itself is titled "Form 1040 U.S. Individual Income Tax Return 2001" and includes the following sections:

- Label:** Fields for "Your first name and initial", "Last name", "Your social security number", "If a joint return, spouse's first name and initial", "Last name", "Spouse's social security number", "Home address (number and street)", "Apt. no.", and "City, town or post office, state, and ZIP code".
- Presidential Election Campaign:** A note about checking "Yes" for a \$3 contribution and checkboxes for "You" and "Spouse" (Yes/No).
- Filing Status:** A list of five options: 1 Single, 2 Married filing joint return, 3 Married filing separate return, 4 Head of household, and 5 Qualifying widow(er).
- Exemptions:** Section 6a for "Yourself" and section 6b for "Spouse".
- Dependents Table:** A table with columns for (1) First name, Last name, (2) Dependent's social security number, (3) Dependent's relationship to you, and (4) If qualifying child for child tax credit. It includes checkboxes for "No. of boxes checked on 6a and 6b" and "No. of your children on 6c who: lived with you, did not live with you due to divorce or separation".

The bottom status bar shows a zoom of 125%, page 1 of 2, and a page size of 8.5 x 11 in.



### **Portable Document Format (PDF) - Fillable Forms**

There are forms on the website that are "fillable" after they are downloaded or opened with the Adobe Reader. The user's mouse cursor will change into an "I-beam" when moved over a text-input area and into a "pointing hand" when moved over a check-box area.

If a form is fillable, you will be able to type in the information that you normally write on a printed version. Once you have entered the information on a fillable form, you can either print it from your screen or save it to a file, which can be used as an e-mail attachment.

### **Other Selections Using this Web Page**

In addition to looking up specific product information using the "Catalog" option, other Multimedia Publishing programs and their information are provided on this site. For example, if you select the "Services" option, you will find shipping information, printing schedules and specific updates on the IMDDS program.

IMDDS information is located at:

<http://publish.no.irs.gov/distsys/imdds/imdds.html> this option contains an index where the user can select various subjects pertaining to IMDDS.

In the "Services" option, you can also find information on other programs such as: Corporate Education, Business Cards, Tax Forms Distribution, Tax Packages, the Internal Revenue Bulletin, etc.

The "Reference" option provides reference copies of Tax Publications and Internal Revenue Bulletins.

Only Multimedia Publishing Division employees use the "Applications" option. This option requires a password.

The "Related" option provides a listing of the employees in Multimedia Publishing Division, production schedules for: IRMs, tax forms and publications, and a portable copy of the IRS Digital Daily.

### **Other Helpful Internet Addresses:**

- ▶ [www.irweb.gov/](http://www.irweb.gov/) is the main tool to access all IRS web sites.
- ▶ [www.house.gov/](http://www.house.gov/): This is the homepage for U.S. House of Representatives. At the bottom of the page under the Internet Law Library heading, this homepage offers free public access to the basic documents of U.S. law. This includes full text searchable copy of the U.S. Code. There are over 8,900 links to law resources on the Internet.
- ▶ [www.nara.gov/research/](http://www.nara.gov/research/): National Archives and Records Administration provides ready access to: Code of Federal Regulations (CFR), the daily Federal Register, and public laws.
- ▶ [www.opm.gov/](http://www.opm.gov/): Office of Personnel Management homepage provides personnel forms and publications.

- ▶ [www.gsa.gov/](http://www.gsa.gov/) Provides access to GSA information including the Standard Forms (SF) and Optional Forms (OP), which can be used by any government agency, by selecting the “Financial Application and Forms Online” option.
- ▶ [www.hq.irs.gov](http://www.hq.irs.gov): Headquarters IRS Insider website.

**CHAPTER 4  
IRS FORM LETTER PUBLISHING PROGRAM**

*THIS CHAPTER DOES NOT APPLY TO SUBMISSION PROCESSING CAMPUSES, ACCOUNTS MANAGEMENT CAMPUSES OR COMPLIANCE CAMPUSES.*

IRS's preprinted letters are available through the ADCs or the Multimedia Publishing Division's website. Specific information such as facsimile signatures and local addresses can be ordered preprinted on form letters by using an "electronic overlay." The electronic overlays are obtained by completing Form 7130L, *Fax Orders for Supplies Letters*, and faxing it to the Eastern Area Distribution Center (EADC). EADC's fax number is included on the form. Form 7130L is provided at the back pages of this document. To complete the form, follow the five steps listed below.

**Ordering Form Letters with Electronic Overlays**

**Step 1:**  
Enter the date and your OPN in # 1 and #2.

**Fax Order for Supplies of RO and DO Letters**

Stock Requisition for Letters Page \_\_\_\_ of \_\_\_\_

1. Date: \_\_\_\_\_

2. Order point number: \_\_\_\_\_

3. Servicing distribution center **FAX** numbers

[ ] **EADC**      FTS      Commercial  
 (804) 228-3939      (804) 228-3939  
 (for All IRS Offices ordering supplies of Letters)

**\*\*\*\*REMEMBER\*\*\*\***

— to **check Document 7130** for pertinent information (catalog numbers, item numbers, overlay number, etc.)

\* — to **identify an electronic overlay catalog number** for the address and signature information required for all letters ordered. Use a separate Form 7130-L for each overlay ordered.

**Step 2:**  
Enter your Shipping and Ordering Information in #4 and #5.

4. Shipping Information: **To: Internal Revenue Service**

Attention: \_\_\_\_\_

Street: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5. Ordering information:

Your name: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

Your FAX number: \_\_\_\_\_

**Step 3:**  
Refer to the "Choosing the Correct Electronic Overlay" in this chapter to determine the overlay that best meets your needs. Then, enter the electronic overlay catalog number and item number in #6 and #7. Include the name of the official in #8.

\*6. Electronic Overlay Catalog Number: \_\_\_\_\_

7. Electronic Overlay Number/Name: **Q** \_\_\_\_\_

8. District Director or Regional Commissioner Facsimile Signature (Print Name): \_\_\_\_\_

The following letters will be printed with information from the overlay you have identified above. Identify only one per fax order form.

9. Catalog number	10. Quantity	11. Item number/name
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		
J.		
K.		

**Step 4:**  
Enter the form letters needed. Include the catalog number(s), quantity, and item number(s)

12. Comments/special shipping instructions: \_\_\_\_\_

**Step 5:**  
Include any special instructions.

**Choosing the Correct Electronic Overlay**

To locate the electronic overlay that corresponds to your office, follow the steps below.

- ▶ Refer to the first three digits of your OPN. Turn to the “Electronic Overlay” section in this document. Find the first three digits of the electronic overlay number that closely corresponds with your OPN.  
**Note:** *In Exhibit 1, the XXXXX refers to the first five digits in your OPN.*
- ▶ To accommodate the four major Business groups, a four-digit suffix has been assigned after the dash to designate the Business Area.  
*Ex. -010X = SB/SE, -020X=LMSB, -030X=TE/GE, -040X=W&I. See Exhibits below which illustrates SB/SE overlays.*
- ▶ Determine which format of electronic overlay you need.  
**Note:** *Only one type of electronic overlay can be requested per Form 7130L.*
- ▶ Due to the IRS reorganization: Many overlays are being revised or deleted. In some offices, additional overlays are being created. Updated information regarding overlays can be found on the Multimedia Publishing Division website (*See Chapter 3 regarding the site*).
- ▶ Enter the electronic overlay and catalog number on Form 7130L (Blocks 6 and 7).

**Exhibit 1, Overlay Types**

**Overlay #**  
**XXXXX-0101**

*Street Address*  
*City, State, Zip Code*

Overlay 0101 inserts the return address for SB/SE in the lower left corner.

**Overlay #**  
**XXXXX-0102**

*Signature*

*Street Address*  
*City, State, Zip Code*

Overlay 0102 inserts the official's signature for SB/SE with the return address in the lower left corner.

**Overlay #**  
**XXXXX-0103**

*Signature*

Overlay 0103 inserts the official's signature for SB/SE without a return address.

*Street Address*  
*City, State Zip Code*

**Overlay #**  
**XXXXX -0104**

Overlay 0104 inserts the return address for SB/SE in the upper left corner.

*Street Address*  
*City, State, Zip Code*

**Overlay #**  
**XXXXX-0105**

*Signature*

Overlay 0105 inserts the official's signature for SB/SE with the return address in the upper left corner.

**Shipping Information**

The 8½" X 11" letters are packaged and shipped by traceable means when an executive signature is printed on the letters; otherwise, the letters are shipped by appropriate mail.

**Requesting New Form Letters or Revising Old Letters**

If a letter is not listed, or the letter listed needs to be revised, follow these procedures:

1. Complete Form 1767, Publishing Services Requisition, and Form 12375, Notice Gatekeeper Approval Form.
2. Include either a copy or 3.5" diskette of the old letter and the new letter.
3. Send to IRS/Operations & Modernization Program Support Section, W:CAR:MP:M:PS:O Attn: Mary Ferguson or Natasha Baker, 1111 Constitution Ave. N.W., Washington, DC 20224.

**Requesting Enclosures Relating to Your Letter**

Order IRS published products used as enclosures from your servicing ADC as described in Chapter 2.

**Requesting Additional Electronic Overlays**

If you need an electronic overlay style that is not listed in this document, submit Form 1767 to your Field Publishing Services office below.

- ▶ *Northeast and Southeast Areas:*  
IRS-Field Publishing Services  
ATTN: Letter Program Coordinator/Stop 69-A  
201 W. Rivercenter Blvd.  
Covington, KY 41011
- ▶ *Midstates and Western Areas:*  
IRS-Field Publishing Services  
ATTN: Letter Program Coordinator  
4050 Alpha Road, 1420 MSRO  
Dallas, TX 75244-4203

**Office Generated Letters**

Supplies of printed letters do not need to be ordered if your office has computer generated letters as by-products of automated systems. Some of these automated systems are Integrated Collection System (ICS), EP/EO Determination System (EDS), Integrated Data Retrieval System (IDRS), and others. Also most of the letters that are available for download from the Multimedia website are electronically fillable and should be used before ordering pre-printed letters from EADC.

## CHAPTER 5 INTERNAL MANAGEMENT DOCUMENTS DISTRIBUTION SYSTEM (IMDDS)

The IMDDS program maintains IRS office mailing addresses and automatically distributes various published products to employees who need the information. The first time a product is distributed using the IMDDS process, the author and the IMDDS Coordinator determine the audience and the quantities. Afterwards, the individual order point controls the products and quantities they receive by updating their IMDDS Order Point Summary Report (IMR02). Functional IMDDS Coordinators are available to assist IRS employees. **Note:** *Up-to-date listings and information are available on-line by accessing <http://publish.no.irs.gov/distsys/imdds/imdds.html>.*

### **Products Distributed Through the IMDDS Program**

Many published products can be received automatically each time they are revised without continually placing an order. These products include the following (some of the most popular ones are bolded):

#### **Published Products Available for Automatic Distribution**

<b>Short Title</b>	<b>Long Title</b>	<b>Distribution Pattern Catalog Number</b>	<b>File Number (Short Title on IMR02 Report)</b>
<b><u>All-Employee &amp; All-Manager Published Products</u></b>	These products (memorandums, NORD Agreement, UNAX, Survey 2002 materials, etc) are sent automatically to offices based on <u>the employee and manager counts</u> listed at the top of their IMR02 Report.	-----	-----
<b><u>IRMs &amp; LEMs</u></b>	The IMR02 Report lists the Internal Revenue Manual (IRM) and Law Enforcement Manual (LEM) that the order point will automatically receive each time the products are revised. IRM/LEM listings are found in the IRM/LEM section of this document; in the Document 10988, Internal Revenue Manual Numerical Index; and at <a href="http://publish.no.irs.gov/pubsys/irm/numind.html">publish.no.irs.gov/pubsys/irm/numind.html</a> .	-----	-----

#### **Documents:**

Document 5990	Criminal Investigation Digest	01029X	File 27
Document 5995	OFP Code Index – Pocket Edition	01409J	File 419
Document 6023	Group Exempt Contract	01440Y	File 267
Document 6149	Calendar Year Return Projections for Districts: 1997-2004	01450U	File 291
Document 6186	Calendar Year Return Projections for the United States, Regions, and Service Centers: 1997-2004	01030Y	File 292
Document 6187	Calendar Year Projections for Individual Returns by Major Processing Categories	01451F	File 293
<b>Document 6209</b>	<b>ADP and IDRS Information</b>	<b>01426U</b>	<b>File 231</b>
Document 6226	Milestone	01415N	File 171

## 2002 IRS PUBLISHED PRODUCTS CATALOG

Document 6292	Calendar Year Projections for the US: 1997- 2005	01452Q	File 295
Document 6377	Computer Applications Digest	01430C	File 244
Document 6511	Coordinated Examination Program Digest	01432Y	File 246
Document 6548	IDRS Correspondex	01424Y	File 228
Document 6961	Calendar Year Projections of Information and Withholding Documents: 1997-2004	01453B	File 296
Document 7061	Appropriate Remarks, PRP Newsletter	01019B	File 261
<b>Document 7130</b>	<b>IRS Published Product Catalog</b> (1 copy is automatically added to all OPNs)	<b>01459P</b>	<b>File 345</b>
Document 7145	CATS Pocket Guide (Litigation Division System Codes)	01427F	File 233
Document 9211	Multimedia Update	01499Z	File 81
Document 9768	CD ROM for IRMs (SGML Version)	01408Y	File 400
Document 10602	Motor Vehicle Management Handbook	01475P	File 350
Document 10603	Personal Property Management Handbook	01477L	File 482
Document 10604	Furniture and Equipment Handbook	01478W	File 483
Document 10978	Transaction Pocket Guide	01426U	File 231
<b>Document 10988</b>	<b>IRM Numerical Index</b> (1 copy is automatically added to all OPNs)	<b>01001V</b>	<b>File 445</b>
<b>Publications:</b>			
Publication 55B	IRS Data Book	01008U	File 496
Publication 78	Cumulative List of Organizations	01406C	File 17
Publication 1035	Extending the Tax Assessment Period	01421R	File 217
Publication 1102	Uniform Unit List	01435F	File 257
Publication 1500	IRS Research Bulletin	01449T	File 290
Publication 1693	SSA/IRS Reporter	01618W	File 486
<b>Publication 1796</b>	<b>Tax Forms CD ROM</b>	<b>01099V</b>	<b>File 401</b>
<b>Unnumbered Products:</b>			
	Actions on Decisions	01500P	File 1
	<b>CCH CDROM</b> CCH CD Roms should only be used by IRS employees who conduct audits in the field. <u>Do not</u> over order or order for employees who conduct their duties within the IRS office because this information is also contained in Lexis/Nexis. Each CD Rom costs approximately \$79 annually and is charged back to the operating division.	<b>01403V</b>	<b>File 498</b>
	Cumulative Bulletin (Clothbound)	01502L	File 6
	Cumulative Bulletin (Hardbound)	01503W	File 404
	Disclosure Litigation Bulletin	01454M	File 316
	Form 2040 Transmittal Lists	01495H	File 96
	GAO Report	01526V	File 282
	Internal Revenue Bulletin	01501A	File 5
	News Releases	01505S	File 26
	Restructuring and Reform Act (RRA) materials	01612I	File 479
	Tax News (TNL)	01531O	File 314
<b><u>Other Government Agency (OGA) Survey Items</u></b>	Each spring, offices are asked to complete a survey that identifies their needs for OGA survey items. The following fiscal year, the OGA products are automatically distributed to the requesting order points.	_____	_____

**Internal Revenue Manual (IRM)**

The Servicewide Policy, Directives and Electronic Research office (SPDER), website: <http://www.hq.irs.gov/spder/home.htm>, provides information to all employees concerning the IRM restructuring, including a listing of intended audiences for each manual, and information on improved electronic availability of the IRM. A listing of the new IRM Part numbers, titles, and a brief description of the contents is provided in the table below.

**NEW IRM STRUCTURE BASED ON BUSINESS PROCESSES**

<b>New Part Name</b>	<b>Contents of New Part</b>	<b>Old Part Name</b>
Part 1: Organization, Finance & Management	Strategic planning, budgeting, and management of the IRS. Also includes Servicewide policies, delegations of authority and functional statements, etc.	Part 1: Administration
Part 2: Information Technology Services	Development, implementation, and maintenance of information systems.	Part 2: Information Systems
Part 3: Submission Processing	Processing of paper returns, electronic submissions, tax payments, and refunds. Note: Part 12 was merged into Part 3 by January 1, 2002.	Part 3: Revenue, Returns and Accounts Processing
Part 4: Examining Process (Filing and Reporting Compliance)	Examination activities, i.e., selecting/identifying returns, assigning cases, and conducting examinations, etc., relating to small businesses, self-employed, large case, employee plans, and exempt organizations matters.	Part 4: Examination
Part 5: Collecting Process (Payment Compliance)	Collecting activities, i.e., selecting, identifying, assigning, and settling cases, etc. This also includes portions of Part 21 relating to the collecting process.	Part 5: Collection
Part 6: Human Resources Management	IRS employee training and personnel activities.	Part 4: Personnel, Training & Development



2002 IRS PUBLISHED PRODUCTS CATALOG

Part 7: Rulings and Agreements	Pre-filing agreements, private letter rulings, technical advice, determination letters, and compliance programs.	Part 7: Employee Plans & Exempt Organizations
Part 8: Appeals Process	Administrative appeals process involving taxpayers' disputes with the IRS.	Part 8: Appeals
Part 9: Criminal Investigations	Criminal violations of the Internal Revenue Code and related financial crimes.	Part 9: Criminal Investigation
Part 10: No longer available.	Pursuant to the RRA '98, this information now falls under the Treasury Inspector General for Tax Administration (TIGTA).	
Part 11: Communica- tions and Disclosure	Internal and external communications, governmental liaison and disclosure, legislative affairs, and public liaison. Also includes national guidance on media contacts and IRS forms and publications.	Part 1.3
Part 12: No longer Available	Information in Part 12 was merged into Part 3, Submission Processing.	
Part 13: Taxpayer Advocacy	Taxpayers who have encountered problems that are not resolved through IRS systemic processes.	
Part 14: International	Part 14, International, will be merged into Part 4, Examining Process.	Part 14: International
Part 15-19 (Reserved)	Not in Use	
Part 20: Penalties and Interest	Assessment of penalties, and pursuant to RRA 1998, incorporates interest issues.	Part 20: Penalty

2002 IRS PUBLISHED PRODUCTS CATALOG

Part 21: Customer Account Services	Customer technical and account inquiries, adjustments, account settlement options, etc., received via telephone, written correspondence (including email) and walk-in service.	Part 21: Customer Service
Part 22: Taxpayer Education and Assistance	Activities associated with customer outreach in the operating divisions, under the following program titles, Taxpayer Education & Communication, Stakeholder Partnership Education & Communication, and Customer Education & Outreach, etc.	
Part 23-24 (Reserved)	(Not in Use)	
Part 25: Special Topics	Processes and procedures that apply to and are used by employees of more than one operating division or function.	Formerly, Multifunctional Handbooks in the 100 Series
Part 26-29 (Reserved)	(Not In Use)	
Part 30-42: CCDM	Chief Counsel Directives Manual (CCDM)	
Part 43-99 (Reserved)	(Not in Use)	

**Establishing Automatic Distribution**

An order point can use two methods to establish their automatic distribution:

1. Complete Form 8639, *IMDDS Data Input Form*, catalog number 64241N, *only when a new OPN is added*. (Contact your Functional IMDDS Coordinator for assistance. See page 1c of this document for a listing of coordinators.) An example of a Form 8639 is provided on the next page.
2. Update the IMDDS Order Point Summary Report (IMR02) at any time. See pages 5g-5j for further instructions.

**Example: Form 8639, IMDDS Data Input Form**

Contact your IMDDS Coordinator before completing Form 8639. **Note:** When completing the form, the information does not need to be typed, but it must be legible.

<b>IMDDS Data Input Form</b>		
<b>1</b> Fill in 9 digit Order Point Number (refer to Form 6697) <p style="text-align: center;"><b>21111 - 4128</b></p>	<b>2</b> Fill in Number of: <p style="text-align: center;"><b>01                      04</b>                      Managers    Total Employees                      (Managers &amp; Non-Managers)</p>	
<b>3 Field:</b> Fill in Order Point Description and Mail Stop or Room Number <b>National Office:</b> Fill in Office Symbols and Room Number <p style="text-align: center;"><b>EX GRP 2128 MS 4128 TUL</b></p>		
<b>4</b> Contact Person for Additional Information <p style="text-align: center;"><b>Jane Smith</b></p>	Telephone Number <p style="text-align: center;"><b>(972)555-5555</b></p>	Date <p style="text-align: center;"><b>XX/XX/XX</b></p>
<b>5</b> Enter: Product Number                      Catalog Number                      Initial Distribution Qty		
<b>IRM 1.1.1</b>	<b>30376D</b>	<b>2</b>
<b>IRM 1.6.1 CH 2</b>	<b>30577Q</b>	<b>1</b>
<b>IRM 4.3.1.1 CH 3</b>	<b>35003T</b>	<b>1</b>
<b>IRM 121.2 CH 1</b>	<b>36881J</b>	<b>4</b>
<b>File 231 (Doc 6209)</b>	<b>01426U</b>	<b>3</b>
<b>File 479 (RRA Products)</b>	<b>01612I</b>	<b>4</b>
Form 8639 (Rev 3-97)                      Cat No 64241N                      Department of Treasury—Internal Revenue Service		

**Instructions for Completing Form 8639, IMDDS Data Input Form**

1. Enter the new nine-digit OPN obtained from the Functional IMDDS Coordinator or leave blank for the coordinator to complete.
2. Enter the number of managers and total employees in the boxes identified. Managers should be considered in both categories: as a manager and an employee. These two categories are used to distribute all-managers and all-employee products.

3. Enter the order point description (functional information) and mail stop/room number if this is a field office function. Enter your functional office symbols and room number if this is a National Headquarters order point.
4. Enter the name and phone number of the person who completed Form 8639 and the date it was completed.
5. Enter the product number, catalog number, and number of copies needed in the spaces provided. This ensures your order point will automatically receive *future revisions*.
6. If your group needs to order an item prior to the next revision, call your servicing ADC or complete Form 7130, *Fax Order*, and fax it along with Form 8639 to your Functional IMDDS Coordinator. Form 7130 is provided in the last pages of this document.



**IMDDS Order Point Summary Report, IMR02 Report**

Order points control their automatic distribution, address information, and employee/manager counts through the IMR02 Report. The reports are sent to order points four times a year and can be updated anytime. Before updating the report, make a copy. Use the **copy** to make updates, always keeping a “clean” original. This ensures that the ADCs can easily recognize new changes. An example and instructions are included on the next few pages. **Note:** *Ensure the copy is dark enough, and that the writing is legible to fax clearly.*

This report is important because:

- ▶ The address information is used to mail published products.
- ▶ All-employee and all-manager distributions are based on the employee and manager counts listed at the top of the report.
- ▶ Only those products and quantities listed on the report will be shipped automatically to the order point each time the product is revised.

**IMR02 Report Quick Reference Guide**

<b>IMR02 Report—Uses</b>	
<b>IMR02 Reports CAN be used to:</b>	
▶ Correct Employee and Manager Counts	
▶ Correct Attention Lines	
▶ Correct Phone Number	
▶ Increase or Decrease Quantities	
▶ Add or Delete IMDDS Products for Automatic Distribution	
<b>IMR02 Reports CANNOT be used to:</b>	
▶ Change Street, City, State or Zip Code	
▶ Change OPNs	
▶ Delete OPNs	
▶ Order Products from the ADCs	
▶ Increase Other Government Agency Survey Items	

The IMR02 Report is the main tool for order points to update their mailing address information and automatic distribution needs.

**Example and Instructions for the IMR02 Report**

**Note:** For the IMR02 Report example below, the data in **italics and bold** represents information that can be added or changed by the order point.

2XXX-12-20	IMDDS ORDER POINT SUMMARY REPORT (IMR02)	Page 1
<p>(1) IRS/Los Angeles Office    (2) OPN: 10100-4000    (3) TOTAL # OF EMP: <b>67</b>    # OF MGRS: <b>7</b>    (4) # OF NON-MGRS: 60                  (5) SB/SE Area Director MS 4000    (555)555-5555</p>		
<p>(6) Oper Div: Small Business/Self Employed                  Other Organ: Examination</p>		
SHORT TITLE	LONG TITLE	INITIAL DISTRIBUTION CURRENT QTY    CHANGE QTY TO
(7)	File 5    Dist of Internal Revenue Bulletin	2 <u><b>10</b></u> 01501A
(8)	File 340    CCH U.S. Master Tax Guide	7 <u><b>4</b></u> 01323M    Only decreases allowed
	1.1.1    IRS Mission and Basic Organization	1    _____    30376D
	9.7 CH 6    Seizure Planning	1    _____    36752F
(9)	<u><b>21.2.1</b></u>	<u><b>2</b></u> <u><b>36806S</b></u>
(10)	<u><b>File 479</b></u>	<u><b>9</b></u> <u><b>01612I</b></u>
<p>Visit the IMDDS Web page at <a href="http://publish.no.irs.gov/distsys/imdds/imdds.html">http://publish.no.irs.gov/distsys/imdds/imdds.html</a> .</p>		
(11a)	(11b)	(11c)
DATE <u><b>1/14/2XXX</b></u>	PHONE <u><b>(972)111-1111</b></u>	FAX NUMBER <u><b>(972)222-2222</b></u>
		(11d)
		NAME <u><b>Jay Jones</b></u>
<p>FAX TO YOUR SERVICING AREA DISTRIBUTION CENTER. RETAIN UNMARKED ORIGINAL FOR FUTURE USE.                  CONTACT YOUR FUNCTIONAL IMDDS COORDINATOR FOR CHANGES TO STREET, CITY, STATE, AND ZIP CODE.</p>		
<p>FOR ADC USE ONLY:    DATE REC'D _____    DATE INPUT TO CIDS _____    DATE INPUT TO CAPS _____</p>		

**Instructions for Updating the IMR02 Report**

- (1) This is your official office location. For field offices, contact your Functional IMDDS Coordinator if this information is not correct.
- (2) This is your nine-digit OPN. You cannot change this information. If an OPN needs to be added, corrected, or deleted, contact your Functional IMDDS Coordinator. (See page 1c for a listing of coordinators.)
- (3) The total number of employees is the number of managers *plus* the number of non-managers. If the total number of employees or managers in your order point is incorrect, mark out the incorrect number and enter the correct number. **Note:** *These counts need to be accurately maintained because they are used to perform all-employee and all-manager distributions. Incorrect counts waste IRS money.*
- (4) The number of non-managers is *automatically* calculated when the total number of employees is changed. Do not change this number.

- (5) The attention line (office title, symbols, group number, room number, mail stop) and/or phone number can be updated by entering the corrections below the incorrect data. Please write legibly and use no more than thirty characters (including blank spaces) for the attention line.
- (6) Modernization descriptions have been added to the first page of the IMR02 Report. If your description is not correct, contact your Functional IMDDS Coordinator, listed on Page 1c.
- (7) To increase, decrease, or discontinue an automatic distribution quantity, enter the needed quantity on the blank line to the right of the current quantity. In this example, the order point has requested an increase in future distributions. The next time *Internal Revenue Bulletin* is revised, ten copies will be sent automatically to this office. **Note:** *Miscellaneous Distribution* catalog numbers begin with "0." A listing of automatically distributed items and their distribution catalog numbers are included on pages 5a & 5b of this document.
- (8) This is an example of an "Other Government Agency" survey item. These products contain the statement "Only decreases allowed" in the Remarks column. Customers can only decrease quantities for these items on their IMR02 Report because survey totals are submitted and paid for in the preceding fiscal year. In this example, the automatic distribution was decreased by writing "4" in the "Change Qty to" column.
- (9) To add IRMs or LEMs to the listing, enter the title, quantity, and catalog number on the extra lines provided at the bottom of the report. In this example, an automatic distribution has been added requesting two copies of IRM 21.2.1, catalog number 36806S.
- (10) In this example, an automatic distribution has been added requesting nine copies of all products distributed to tax professionals.
- (11) Always provide (11a) the date, (11b) your phone number, (11c) fax number, and (11d) your name so your servicing ADC can contact you if questions arise.

**Note:** *Though changes are updated in the database within 48 hours, some products may be sent to print before the database is updated. Due to printing schedules, allow two months after submitting the changes to receive the correct automatic distributions. If you add a product to the IMR02 Report after the product has gone to print, you will not receive the product until the next time it is revised. You will have to order the product's current revision from the ADC.*

**Adding Automatic Distribution of IRMs or LEMS**

To receive an IRM or LEM automatically each time it is revised, include the following information on your IMR02 Report and fax the report to your servicing ADC: (1) title of the item requested, (2) catalog number, and (3) quantity needed.

**Note:** *IRMs and LEMs have identical Product and Distribution catalog numbers.*

**Adding Automatic Distribution of IMDDS Miscellaneous Products**

IMDDS miscellaneous products such as documents, other government agency survey items, and publications are distributed using "Distribution File Numbers." They have two catalog numbers: (1) for ordering and (2) for automatic distributions.

- ▶ A **product** catalog number is used to *order* from the ADC.
- ▶ A **distribution** catalog number is used for *automatic distributions*.

Distribution file catalog numbers begin with "0." These distribution catalog numbers can be found in three locations: the listing of IMDDS Published Products on pages 5a & 5b of this document, within the individual product description in the "Documents" and "Publications" sections of this document, and an up-to-date listing is also available on line. The product's description states "This item is distributed on the IMDDS Program using File XXX, and catalog number 0XXXX." An example is provided below.

**Example:**

**Document 7130 Numerical Listing With the Distribution Catalog Number**

		<i>Product Catalog Number</i>			
		↓			
<i>Product Number</i> →	6209	614620	Each	← <i>Unit of Issue</i>	
<i>Revision Date</i> →	03/2002	Special Handling/See Remarks		← <i>Disposition Instructions</i>	
<i>Title</i> →	<b>ADP and IDRS Information 2001</b>				
<i>Remarks</i> →	Document 6209 is a handy reference guide which contains sensitive ADP and IDRS data relative to various components of the IRS.				<i>IMDDS Distribution Statement</i>
	<p><u><i>This item is distributed on the IMDDS Program using File 231, Cat. Number 01423U.</i></u></p> <p><u><i>For more information see Chapter 5 instructions in Document 7130.</i></u></p>				
<i>Originating Office Symbols</i> →	M:I:SD:D:TE		<i>Internal Use</i>	← <i>Type of Use</i>	

*Time saver note: If you are ordering a product that has the IMDDS distribution statement in the functional description, you should update your IMR02 Report (using the "0XXXX" catalog number). Then you will automatically receive it the next time it is revised and you will not have to order it again!*

### **Requesting Other Government Agency (OGA) Survey Items**

In May/June, IRS conducts the Other Government Agency (OGA) Survey to consolidate orders and purchase specific items in bulk from other agencies at a reduced cost. The following two methods outline the steps to obtain OGA items.

#### **Method 1, Annual OGA Survey:**

- ▶ In May, all order points receive an OGA survey, *Other Government Agency (OGA) Items Annual Survey (IMR12 Report)*.
- ▶ Each year, your order point must complete and fax the survey before the due date (ex: June 16, 20XX).  
**Note:** *Due to time restrictions set by the Government Printing Office, no surveys will be accepted after the due date.*
- ▶ If the items are funded, order points will automatically receive copies of the OGA items they request during the next fiscal year. (Example: The products requested on the May 2001 survey are shipped between October 2001 and September 2002.)
- ▶ IMR02 Reports are updated with the OGA survey quantities the first of the fiscal year. (May/June 2002 survey results are listed on the October 2002 IMR02 Reports.)
- ▶ OGA products are purchased in bulk once a year. No additional stock is maintained. Only quantity *reductions* can be made once the survey is completed. OGA products can be easily identified on the IMR02 Reports because "Only decreases allowed" is annotated in the Remarks column.  
**Note:** *Order points must fill out a new survey each year; the previous year's quantities are erased after each fiscal year. Only order points that return the surveys will receive OGA items in the next fiscal year. National Headquarters pays for the bulk purchase of these items. Sometimes, requested surveyed items are not shipped because the products are no longer printed.*

#### **Method 2, Local Purchase through Government Printing Office (GPO):**

**Note:** *This method should be used ONLY for emergencies, because small orders cost IRS more money than buying in bulk through the OGA survey.*

- ▶ Call (202) 512-1800 for a free catalog of available items and further information, or consult your phone book for the GPO Bookstore in your area.
- ▶ Contact the Superintendent of Documents at GPO.
- ▶ Provide a purchase order, check, money order, or credit card number.
- ▶ Allow at least eight weeks for delivery.



**CHAPTER 6**  
**TRAINING MATERIALS**

1. The Training Publication Distribution System (TPDS) was designed to support IRS training needs. This system was created to distribute training materials developed by the embedded Learning and Education areas in the operating divisions of the Internal Revenue Service. The Central Area Distribution Center (CADC) distributes TPDS materials. There are approximately 700 TPDS courses, 2,000 related course books, and a number of forms, publications, and documents used to reinforce specific course materials.
2. **ONLY authorized employees in the operating divisions of the IRS may order training materials. These employees have a unique OPN with a suffix ending in -1699. Contact the Learning and Education area of the operating divisions for help in ordering TPDS material.**
  - ▶ **Form 5542, Catalog Number 42635B, is used to order TPDS courses.**
  - ▶ **Form 5542 A, Cat. Number 42636M is used to order TPDS casual items.**

The phone number for ordering TPDS materials is 877-757-2970. The fax number is 309-662-2432.

3. There are two types of TPDS orders: Course Orders and Casual Orders.
  - A) **Course Orders** Use Form 5542 (Catalog Numbers 80000-82999)  
Course orders are requests for a complete set(s) of specific course materials. There are four categories of course materials: primary, support, miscellaneous, and other. *When ordering course materials allow a minimum of 21 days lead time to ensure processing and shipping of all needed materials to the course site.*
    - ▶ *Primary Materials* are training publications developed for a specific course and may consist of an instructor guide, student guide/text and handouts.
    - ▶ *Support* are primary course materials from other courses used to reinforce a specific course.
    - ▶ *Other Course Materials* are public and internal use forms, publications, documents, and/or Internal Revenue Manuals (IRMs) used as reference materials, or in the practical application of a specific course or job related function.
    - ▶ *Miscellaneous Course Materials* are non-TPDS items that include the Internal Revenue Code (IRC), some audio visual aids (tapes, diskette, transparencies, slides, etc.), and all originator-controlled materials used as reference training aides for a specific course. *These items are listed as course components, but must be obtained locally.*
  - B) **Casual Order** Use Form 5542 A (Catalog Numbers 83000-89999)  
Casual orders are requests for individual course books. If these are for specific training, see above information under primary course materials.

## 2002 IRS PUBLISHED PRODUCTS CATALOG

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Orders are not to exceed ten copies for any one book. **Note:** *When ordering casual materials, with ten copies or less, orders will be filled and shipped as soon as possible.*

4. Boxes may arrive on different days before the order is completed.
5. The Training Publication Catalog, Document 6398A, is available through the ADCs using Catalog #45142P. The document is updated periodically and contains:
  - ▶ Course number: identifies the course by its numeric code that is located on the left side of the page.
  - ▶ Course catalog number: identifies the course number within the computerized inventory system (located below the course number).
  - ▶ Course title: identifies the course by its alphabetical long name (located below the course catalog number ).
  - ▶ Course components: identifies the products required to complete the intended training (located to the right of the page).

The TPDS Website also contains information on the TPDS program at:  
[http://publish.no.irs.gov/pubsys/corped/ce\\_c-sch.html](http://publish.no.irs.gov/pubsys/corped/ce_c-sch.html)

All faxed in orders must include a contact name, phone number, fax number and Email address if available. Shipping address must include Recipients name, street address (No PO Box) and a stop/room or suite number.

Forms 5542 and 5542A may be downloaded from: <http://publish.no.irs.gov>

**Note:** *Listings of new, revised, and obsolete course materials are found in the Multimedia Update. To receive the weekly update, enter the IMDDS File 81, catalog number 01495H, and the quantity needed on your IMR02 Report and fax the report to your servicing ADC.*

### **Questions Regarding TPDS Orders:**

The following contacts can be reached if questions arise regarding TPDS orders:

<u>Brenda Carter</u>	Printing Assistant, Corporate Education/ADP	309-661-5543
<u>Ed Hardy</u>	Printing Specialist, ADP/Corporate Education	309-662-2478
<u>Michelle Lee</u>	Printing Assistant, Corporate Education/ADP	309-662-2440
<u>Mary Ann Mullins</u>	Distribution Analyst, Corporate Education	309-662-2436
<u>Mark Swiger</u>	Printing Specialist, Corporate Education/ADP	309-662-2492

The TPDS contacts are also listed on the Multimedia web site at:  
[http://publish.no.irs.gov/pubsys/training/ce\\_team.html](http://publish.no.irs.gov/pubsys/training/ce_team.html)

## **CHAPTER 7**

### **ORDERING PRINTED PRODUCTS FROM OTHER SOURCES**

The ADCs do not supply business cards, envelopes, computer paper, and most Standard Forms (SF), Optional Forms (OF), and other government agency printed products. The following information is provided for your convenience.

#### **PERSONALIZED BUSINESS CARDS**

The IRS has authority to pay for business cards (commonly referred to as calling cards) for employees directly involved in promoting Electronic Tax Administration and personnel recruitment. Additionally, IRS has authority to pay for business cards for employees with significant public contact relevant to section 3705(a) of the IRS Restructuring and Reform Act of 1998 (RRA98). The purchased cards are **Style II Standard**, **Style III e-File Personnel** and **Style IV - Taxpayer Advocate Personnel** as identified on Page 10 of Document 10815. Other formats will not be funded.

Agency-funded business cards will be purchased through Dallas Field Publishing Services. Each eligible employee should obtain and complete a Form 12003 and functional areas with more than one eligible employee are encouraged to consolidate the Forms 12003. **NOTE:** Branch Chief or equivalent approval is **REQUIRED** on the Form 12003.

Send completed Form 12003 to:

Internal Revenue Service  
Dallas Field Publishing Services - Business Card Program  
4050 Alpha Road - Stop 1420 MSRO  
Dallas, TX 75244

Business card orders will be placed monthly.

#### **ENVELOPES**

Program Information provided in this document (and more) can also be found on Multimedia Publishing's intranet pages at <http://publish.no.irs.gov/>. Choose "Services", then "publishing programs and systems", then "Envelope Program". The direct URL to the Envelope Program pages is <http://publish.no.irs.gov/pubsys/envelope/envprog.html>. These intranet pages contain the information provided in this document as well as common issues associated with ordering envelopes, envelopes prices, and links to the PDF/fillable Form 9880, and ordering instructions. If you can't find the information you need there, use the contact link to submit your question or issue for a specific answer from the Envelope Program Analyst.

**IRS Campuses** (Submission Processing, Accounts Management, Compliance Services, and Computing) personnel should contact their local forms coordinator

to order envelopes. A current listing of IRS Campus Coordinators can be found on the Envelope Program intranet pages.

### **IRS Field Office Ordering Procedures**

1. Envelopes are considered office supplies and are purchased and paid for using your local office government issued purchase card.
2. Follow local procedures for ordering supplies and making purchases on government issued purchase cards.
3. Reference the intranet or Document 9589, *Field Envelope Ordering Information*, catalog number 22429D for instructions, current FY price list, contractor information, and physical diagrams of available envelopes.
4. Confer with your local Mail Coordinator for the proper mailing address, including the proper zip codes to be printed on your envelopes.  
*Note: Numerous errors have occurred in both the addresses that are printed on the envelopes and the shipping addresses. When you use incorrect shipping addresses and/or zip codes, small package carriers assess fees of up to \$5.00 per carton to determine the correct delivery point(s).*
5. **If you are requesting Business Reply or Courtesy Reply Envelopes (BR or CR) your Form 9880 must contain a Mail Coordinator signature. The contractor will not process your order without it.** If you do not know who your Mail Coordinator is, contact your servicing AWSS Facilities Office or go to <http://publish.no.irs.gov/dfps/mailcoor1.xls>.
6. Complete Form 9880, *Envelope Order Form*, catalog number 22417L using the instructions in Document 9589. **Note: This form must be typed.** *Handwritten entries can lead to printing errors. The contractor may not be held responsible for the reprinting cost. In addition, billing errors have occurred in the past because either the contractor or the Government Printing Office (GPO) has been unable to read the bankcard account numbers.* Form 9880 may be completed using the PC, then printed for signature.
  - ▶ Access the form on line using the intranet information shown in Chapter 3 of this document and access <http://publish.no.irs.gov/>. Use the "Catalog" or find direct links on the Envelope Program pages. Information on using/printing/viewing PDF/fillable forms can also be found on the "Help" page of this site.
7. Fax the completed Form 9880 directly to the contractor listed in Document 9589 and on-line at the Envelope Program intranet pages.

Please note that the vendor's fax machine is located in a secure location and is considered acceptable for faxing your credit card information.

8. The vendor will acknowledge the receipt of your fax order or contact you via telephone if there is a problem with your order or Form 9880.

### **IRS Washington D.C. Metropolitan Area Ordering Procedures**

1. Envelopes with the return address of 1111 Constitution Ave. NW, Washington DC, 20224-0002, and 5000 Ellin Rd, Lanham MD, 20706-1336, are available by contacting the Employee Resource Center at 866-7-HELP4U (866-743-5748) or [erc.web.irs.gov](http://erc.web.irs.gov).
2. If a different return address is needed, complete the Form 9880 and fax it to the Envelope Program Analyst at (859) 669-3147. DO NOT complete the blocks on the form that refer to the bankcard information.

### **Billing Information**

The GPO will bill your bankcard within one to four months after delivery of the envelopes. Your billing statement will indicate the vendor as "GPO-Disbursing/Washington, DC" not Mail-Well Envelope.

### **STANDARD (SF), OPTIONAL (OF), AND OTHER GOVERNMENT AGENCY (OGA) FORMS**

*SF, OF and OGA forms are available through a variety of catalogs and agencies. Only a few of these forms are available from the ADCs. These are listed after the "Miscellaneous" tab, in the "Other Government Agency Items" section of this document. Use the following information to order other SF, OF, or OGA forms that are not listed in this document.*

- ▶ Access the GSA website at <http://www.gsa.gov>. The SF and OF forms can be viewed and printed after selecting the "Financial Applications and Forms Online" option.
- ▶ Refer to the *GSA Customer Center Catalog* for a listing of the SF and OF items that can be purchased through the Government Service Agency (GSA) Customer Supply Center. Follow your local ordering procedures.
- ▶ GSA Federal Supply Service Supply Catalog carries SF and OF forms not available through the above methods. Follow your local procurement process to order these forms.
- ▶ Local Level Agreements with Respective State or Local Governments have been reached in some areas. These are handled strictly on a case-by-case basis.



## Forms

- CT-1**                    **16006S**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Employer's Annual Railroad Retirement Tax Return**  
 Return used to report employee's and employer's tax under RRTA. The catalog number for the instructions is 16005H. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- CT-2**                    **16030S**                    Each  
*01/2002 Min Supply For Late Filers*  
**Employee Representative's Quarterly Railroad Tax Return**  
 Return used to report railroad retirement and railroad unemployment repayment taxes imposed on employee representatives. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- DOJ I-9**                    **64380N**                    Each  
*11/1991 Use/Issue Prev Issue First*  
**Employment Eligibility Verification**  
 Immigration and Naturalization Service's Form I-9 is required to be completed by all new employees.  
 IRS maintains copies of this form for Personnel Offices only. All other requests should be referred to INS. *A:PS:PM* Internal Use
- PD 70**                    **16440S**                    Each  
*10/1975 Destroy Prev Issues Upon Rec*  
**Criminal History Request**  
 Form P.D. 70 is used to check a potential Service employee's criminal record at the Washington, DC Police Department during background investigations if the applicant resided or worked in the DC area during the past 10 years. NO ADVANCE DISTRIBUTION MADE *A:PS:PM* General Admin Public Use
- RECORD 21**                    **16223F**                    Each  
*05/1988 Destroy Prev Issues Upon Rec*  
**Record of Seizure and Sale of Real Estate**  
 Record 21 is used to record all pertinent data concerning the seizure and sale of real estate for settling collection of a taxpayer's outstanding Federal taxes. *S:C:CP:FP:E* Internal Use
- SS-4**                    **16055N**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Application for Employer I.D. Number**  
 Used by employers who have not obtained an EIN before & pay wages to one or more employee, or non-employers who are required to have a EIN number on certain returns or documents. Also used if you are required to withhold taxes on income, not wages, paid to nonresident alien. *W:CAR:MP:FP:F:M* Tax Related Public Use
- SS-4 (PR)**                    **16064Y**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Application for Employer I.D. Number (Spanish)**  
 Variation of Form SS-4 for use by employers in Puerto Rico. *W:CAR:MP:FP:F:M* Tax Related Public Use
- SS-5**                    **16075F**                    Each  
*03/2001 Destroy Prev Issues Upon Rec*  
**Application for a Social Security Number Card (Original, Replacement or Correction)**  
 This form is used by individuals to obtain a social security number and card. This form is printed by the Social Security Administration, and extra forms are stocked at the IRS distribution centers. *W:CAR:FS:M:T:M* General Admin Public Use
- SS-8**                    **16106T**                    Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Information for Use in Determining Whether a Worker Is an Employee for Federal Employment Taxes ...**  
 Used to furnish information about services of an individual, selected as representative of class of workers, to get written determination on status. Remainder of title: ... and Income Tax Withholding. *OP:FS:FP:F:M* Tax Related Public Use
- SS-8 (PR)**                    **23365E**                    Each  
*01/2001 No Previous Issue*  
**Determination of Employee Work Status for Purposes of Federal Employment Taxes and Income Tax**  
 For use in Puerto Rico to obtain or to determine worker status. *T:FP:F:M* Tax Related Public Use
- SS-10**                    **20030G**                    Pad  
*01/2001 Destroy Prev Rev. Immediately*  
**Consent to Extend the Time to Assess Employment Taxes**  
 This form used to secure extension of statutory period for assessing employment taxes. *S:C:CP:RC* Tax Related Public Use
- SS-15**                    **A**  
**(SUPP)**                    **27883T**                    Each  
*11/1981 Min Supply For Late Filers*  
**Amendment to List on Form SS-15 A**  
*OP:FS:M:WADC* Tax Form or Instruction
- SS-16**                    **16202C**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Certificate of Election of Coverage under FICA**  
 This form is used by a religious order or autonomous subdivision of a religious order to certify that its members are required to take a vow of poverty, and elects to have the Federal Insurance Systems of the Security Act extended to services performed by its members. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- T-TIMBER**                    **16717G**                    Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Forest Industries Schedule**  
 This form must be attached to your income tax return if you operate, buy, lease, or sell standing timber or forest land. *T:FP:F:C* Tax Form or Instruction
- W-2**                    **10134D**                    Set  
*2002 Min Supply For Late Filers*  
**Wage and Tax Statement**  
 Reports wages tips, and other compensation and employee FICA tax; income withheld. Rev. Proc. 83-46 provides instructions and specifications for private printing of Forms W-2. The catalog number for the instructions is 12964T. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- W-2 AS**                    **10140H**                    Set  
*2002 Min Supply For Late Filers*  
**American Samoa Wage and Tax Statement**  
 Form is used to report wages, tips and employee FICA tax withheld for residents of American Samoa. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- W-2 C**                    **61437D**                    Set  
*12/2001 Destroy Prev Issues Upon Rec*  
**Statement of Corrected Income and Tax Amounts**  
 Form W-2c is used by employers and other payers to correct previously filed Forms W-2, W-2P, W-2AS, W-2CM, W-2GU, or W-2VI. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- W-2 G**                    **10138V**                    Set  
*2002 Min Supply For Late Filers*  
**Certain Gambling Winnings**  
 Used to report certain gambling winnings. The catalog number for the instructions is 11409F. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- W-2 GU**                    **16026K**                    Set  
*2002 Min Supply For Late Filers*  
**Guam Wage and Tax Statement**  
 Reports wages, tips, other compensation, employee FICA tax, and income tax withheld for residents of Guam. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- W-2 VI**                    **49977C**                    Set  
*2002 Min Supply For Late Filers*  
**U.S. Virgin Islands Wage and Tax Statement**  
 Reports wages, tips and other compensation and employee FICA tax; income withheld; and supports credit claimed on individual income tax returns for the Virgin Islands. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- W-3**                    **10159Y**                    Each  
*2002 Min Supply For Late Filers*  
**Transmittal of Income and Tax Statements**  
 Employer's annual transmittal of W-2 and/or W-2P. For Taxpayer retention and it includes instructional material in addition to a copy of the form itself. *W:CAR:MP:FP:F:M* Tax Form or Instruction

## Forms

**W-3 (PR)** 10116H Each  
2002 Min Supply For Late Filers  
**Transmittal of Income and Tax Statements (Puerto Rico)**

This form is used to transmit the original copy of Form 499R-2/W-2 PR, withholding statement to the Social Security Administration. *OP:FS:FP:F:M* Tax Form or Instruction

**W-3 C** 10164R Each  
12/2001 Min Supply For Late Filers  
**Transmittal of Corrected Income and Tax Statements**

Form W-3c is used to transmit W-2c. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**W-3 C (PR)** 62776P Each  
12/2001 Destroy Prev Issues Upon Rec  
**Transmittal of Corrected Income and Tax Statements**

This form is used to correct wage and tax information for years 1979 and later. For years before 1979 Form 941 C PR should be used. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**W-3 SS** 10117S Each  
2002 Min Supply For Late Filers  
**Transmittal of Wage and Tax Statements**

Employers in American Samoa, Guam Northern Mariana Islands and U.S. Virgin Islands are required to report wages, income tax withheld and FICA taxes to the U.S. Social Security Administration as well as to their local tax department. This form is used to transmit copies of the W-2's from the above governments. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**W-4** 10220Q Each  
2002 Destroy Prev Issues Upon Rec  
**Employee's Withholding Allowance Certificate**

Completed by employees to claim the appropriate number of withholding exemptions. Also, used by employees to certify that they had no liability for income tax for preceding taxable year and anticipated that no liability will be incurred for current taxable year. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**W-4 P** 10225T Each  
2002 Min Supply For Late Filers  
**Withholding Certificate for Pension or Annuity Payments**

Any recipient of an annuity or pension payment may file this form to have federal income tax withheld from each payment. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**W-4 S** 10226E Each  
02/2002 Destroy Prev Issues Upon Rec  
**Request for Federal Income Tax Withholding from Sick Pay**

To allow recipients of 3rd party sick pay to ask for income tax withholding. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**W-4 V** 22891V Each  
08/2001 Destroy Prev Issues Upon Rec  
**Voluntary Withholding Request**

Beginning January 1, 1997, if you receive any government payment from unemployment compensation, Social Security benefits, Social Security equivalent tier 1 railroad retirement benefits, Commodity Credit Corporation loans, or certain crop disaster payments under the Agricultural Act of 1949 or title II of the Disaster Assistance Act of 1988, you may use Form W-4V to ask the payer to withhold Federal income tax. You are not required to have Federal income tax withheld. Your request is voluntary. *W:CAR:MP:M:T:M* Tax Form or Instruction

**W-5** 10227P Each  
2002 Destroy Prev Issues Upon Rec  
**Earned Income Credit Advance Payment Certificate**

To be completed by those employees eligible for the Earned Income Credit who elect to receive advance payments along with their wages. A new form must be filed each year. *W:CAR:MP:FP:F* Tax Form or Instruction

**W-7** 10229L Each  
10/1999 Destroy Prev Issues Upon Rec  
**Application for IRS Individual Taxpayer Identification Number**

Used by alien individuals who are required to furnish a United States Taxpayer Identification Number to the IRS but who do not have, and are not eligible to obtain, a social security number, to apply for an IRS individual taxpayer identification number (ITIN). An ITIN is intended for tax use only. (IRC sec. 6109; Regs. sec. 301.6109-(d)) *W:CAR:MP:FP:F* Tax Form or Instruction

**W-7 (SP)** 23117S Each  
11/1999 Min Supply For Late Filers  
**Application for IRS Individual Taxpayer Identification Number**

Used by alien individuals who are required to furnish a United States Taxpayer Identification Number to the IRS but who do not have, and are not eligible to obtain, a social security number, to apply for an IRS individual taxpayer identification number (ITIN). An ITIN is intended for tax use only. (IRC sec. 6109; Regs. sec. 301.6109-(d)) *OP:FS:M:T* Tax Form or Instruction

**W-7 A** 24309E Each  
09/1997 Min Supply For Late Filers  
**Application for IRS Adoptions Taxpayer Identification Number**

Taxpayer Identification Number for Pending U.S. Adoptions. Form is used to apply for an IRS adoption taxpayer identification number. *T:FP:F:I* Tax Form or Instruction

**W-7 P** 26781M Each  
08/1999 No Previous Issue  
**Application For Preparer Tax Identification Number**

Purpose of Form. se this form to apply for a preparer tax identification number (PTIN) only if you are a paid tax return preparer and you do not want to disclose your social security number (SSN) on returns you prepare. *OP:FS:FP:F:M* Tax Form or Instruction

**W-8 BEN** 25047Z Each  
12/2000 Destroy Prev Issues Upon Rec  
**Beneficial Owner's Certificate of Foreign Status for U.S. Tax Withholding**

Purpose of Form. Foreign persons are subject to U.S. tax at a 30% rate of income they receive from U.S. sources that consists of; interests, dividends, rents, royalties, premiums, annuities, compensation of services performed, substitute payments in a securities lending transactions or other fixed or determinable annual or periodical gains, profits, or income. *W:CAR:MP:M:T:M* Tax Related Public Use

**W-8 ECI** 25045D Each  
12/2000 No Previous Issue  
**Foreign Person's Claim of Income Effectively Connected with the Conduct of a Trade or Business in US**

Purpose of Form. Foreign persons are generally subject to U.S. tax at a 30% rate on income they receive from U.S. sources. *OP:FS:FP:F:I* Tax Related Public Use

**W-8 EXP** 25401F Each  
12/2000 No Previous Issue  
**Foreign Organization's Certificate for United States Tax Withholding**

Purpose of Form. Foreign persons are subject to U.S. tax at a 30% rate on income they receive from U.S. sources that consists of interests (including certain original issue discount (OID)), dividends, rents, premiums, annuities compensation for, or in expectation of, services performed, or other fixed or determined annual periodical gains, profits, or income. *OP:FS:FP:F:I* Tax Related Public Use

**W-8 IMY** 25402Q Each  
12/2000 No Previous Issue  
**Intermediary Certificate for United States Tax Withholding**

Purpose of Form. Foreign persons are subject to U.S. tax at a 30% rate on income they receive from U.S. sources that consists of interest (including certain original issue discount (OID)), dividends, rent, premiums, annuities, compensation for, or on expectation of, services performed, or other fixed or determinable annual or periodical gains profits, or income. *OP:FS:FP:F:I* Tax Related Public Use



## Forms

- W-9** *10231X* Each  
*01/2002 Min Supply For Late Filers*  
**Request for Taxpayer Identification Number and Certification**  
This form is used to report the taxpayer identification number (TIN) of the record owner of the account to the payer (or broker). Major Tax Form  
*W:CAR:MP:M:T:M* Tax Form or Instruction
- W-9S** *25240C* Each  
*10/2000 Destroy Prev Issues Upon Rec*  
**Request for Student's or Borrower's Taxpayer Identification Number and Certification**  
Form to request student's or borrower's social security number and certification by educational institution or lender.  
*OP:FS:FP:F:M* Tax Form or Instruction
- W-10** *10437N* Each  
*08/1996 Destroy Prev Issues Upon Rec*  
**Dependent Care Provider's Identification and Certification**  
Form W-10 requires the taxpayer to file information about the caretaker of a child or other dependent when a tax credit on a return is claimed or when benefits from a dependent care assistance program is received. *OP:FS:FP:F:M* Tax Form or Instruction
- 11 C** *16166V* Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Occupational Tax and Registration Return for Wagering**  
Used to report taxes due under section 4401 and 4411 of IRC (54); also an application for registry and wagering activities. Prescribing Instructions are IRC 4411, 4412, 44.4412, 44.4901.  
*OP:FS:FP:F:M* Tax Form or Instruction
- 23** *16233B* Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Application for Enrollment to Practice Before the Internal Revenue Service**  
Form 23 is an application used by qualified IRS employees and those who pass the Special Enrollment Exam (SEE) and wish to practice before the Internal Revenue Service as an Enrolled Agent.  
*N:C:SC:DOP* Tax Related Public Use
- 23 C** *16237T* Each  
*10/1987 Destroy Prev Issues Upon Rec*  
**Assessment Certificate - Summary Record of Assessments**  
Form 23-C is used to officially assess tax liabilities. The completed form is retained in the service center case file as a legal document to support the assessment made against a taxpayer. *R:R:A:RA* Internal Use
- 53** *16360J* Each  
*03/1997 Use/Issue Prev Issue First*  
**Report of Currently Not Collectible Taxes**  
Form 53 is used when it is determined that a taxpayer delinquent account cannot be collected at the present time.  
*S:C:CP:FP:CRA* Internal Use
- 56** *16375I* Each  
*04/2002 Min Supply For Late Filers*  
**Notice Concerning Fiduciary Relationship**  
This notice filed with Internal Revenue by every person acting in a fiduciary capacity for another person.  
*W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 56 F** *12784J* Each  
*11/1991 No Previous Issue*  
**Notice Concerning Fiduciary Relationship of Financial Institution**  
Use new Form 56-F to notify the IRS of a fiduciary relationship only if that relationship is with respect to a financial institution (i.e., a bank or a thrift). *T:FP:F:CD* Tax Form or Instruction
- 211** *16571S* Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Application for Reward for Original Information**  
Form is to be completed by a claimant for reward for information leading to the detection of a violation of Internal Revenue laws. Space is provided to show allowance of the reward and approval for payment.  
*CP:EX:MA* Tax Related Public Use
- 211 (SP)** *12575W* Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Application for reward for Original Information (Spanish Version)**  
Form is to be completed by a claimant for reward for information leading to the detection of a violation of Internal Revenue laws. To collect information from the Hispanic population. *CP:EX:MA* Tax Related Public Use
- 211 A** *16572D* Each  
*03/1989 Destroy Prev Issues Upon Rec*  
**State or Local Law Enforcement etc.**  
The Anti-Drug Abuse Act of 1988 26 4.S.C. 7624 Provides that state and local law enforcement agencies may apply for a reimbursement of their expenses in situations where they provided information with respect to illegal Drug-Related activities to the IRS. This form will be used as the application. *CI:P:T* Other Public Use
- 226 A** *16584V* Each  
*11/1987 No Previous Issue*  
**Appraisement List (Seized Property)**  
Forms are used to list the properties seized and appraisement of the values of these properties. *CI:S:RPE* Internal Use
- 433 A (SP)** *20503E* Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Collection Information Statement for Individuals (Spanish Version)**  
Form 433-A(SP) is prepared to provide the financial data used to determine collectibility of taxes from the spanish-speaking taxpayer. *S:C:CP:FP:CR* Tax Related Public Use
- 433 A** *20312N* Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Collection Information Statement for Wage Earners and Self-Employed Individuals**  
Form 433-A provides information necessary for determining how a wage earner or self-employed individual can satisfy an outstanding tax liability. *S:C:CP:FP:CR* Tax Related Public Use
- 433 B (SP)** *20596B* Each  
*02/2000 Destroy Prev Issues Upon Rec*  
**(Spanish version) Collection Information Statement for Businesses**  
Form 433-B(SP) is the spanish equivalent of Form 433-B. The form is used to determine how a spanish business taxpayer can satisfy an outstanding tax liability. *S:C:CP:FP:CR* Tax Related Public Use
- 433 B** *16649P* Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Collection Information Statement for Businesses**  
Form 433-B provides information necessary for determining how a business taxpayer (i.e., other than a wage earner or a self-employed individual) can satisfy an outstanding tax liability. *S:C:CP:FP:CR* Tax Related Public Use
- 433 D (SP)** *20664S* Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Installment Agreement (Spanish Version)**  
This form is spanish translation of Form 433-D to improve customer service and reduce taxpayer burden. *S:C:CP:FP:CRA* Internal Use
- 433 D** *16644M* Each  
*05/1996 Destroy Prev Issues Upon Rec*  
**Installment Agreement**  
Form 433-D is an agreement signed by the taxpayer to pay delinquent taxes in installment payments. *S:C:CP:FP:CRA* Tax Related Public Use
- 433 DV** *21097R* Each  
*02/1995 No Previous Issue*  
**Payment Voucher**  
This form is a payment voucher that will allow the taxpayer an easier payment process. *CP:CO:SC:C* Internal Use
- 433 F** *62053J* Each  
*12/1999 Destroy Prev Issues Upon Rec*  
**Collection/Information Statement ACS**  
Collection Information Statement for individuals (CIS) was designed to be prepared by IRS personnel. ACS mails the CIS to taxpayers for completion. Taxpayer Service may also mail out the CIS-ACS to taxpayers who do not meet the TPS criteria for handling. *W:CP:FPC:SCCB* Tax Related Public Use
- 514 B (C)** *16672E* Each  
*06/1986 Destroy Prev Issues Upon Rec*  
**Tax Transfer Schedule**  
Form 514-B is used to transfer the collection of a taxpayer's account from one district to another district.  
*OP:FS:S:A:A* Internal Use

## Forms

- 637**                    *49952H*                    Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**Registration for Tax-Free Transaction Under Chapter 32 of the IR Code**  
This application and certificate form is filed by manufacturers, producers, or vendors who desire to make tax-free purchase of taxable articles for further manufacture of taxable articles, or for resale direct to a manufacturer for such purpose. The certificate part of the form is validated and returned by the District Director. There are separate instructions for this Form. The catnum for the instructions is 63116R. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 656**                    *16728N*                    Each  
*05/2001 Special Handling/See Remarks*  
**Form 656 Offer in Compromise**  
Form 656 is submitted by taxpayers when making an offer to compromise a liability resulting from either alleged violations of law or failure to pay an Internal Revenue liability. NOTES: (1) This version of (package) Form 656 supersedes not only all prior revisions of Form 656 but also Forms 656-P (CATNUM 73133Y) and 433-OIC (CATNUM 29258W). Destroy all supplies on hand of these items upon receipt of the (package) Form 656 (Rev. 5-2001). (2) Area Distribution Centers are to issue one copy of Publication 1854 (CATNUM 21563Q), How to prepare a Collection Information Statement (Form 433-A), for each *S:C:CP:FP:CR* Tax Related Public Use
- 657**                    *10445N*                    Pad  
*11/1993 Destroy Prev Issues Upon Rec*  
**Offer in Compromise/Revenue Officer Report**  
Form 657 to provide a Revenue Officers recommendation regarding withholding collection action during offer in compromise investigations. The form will go to the office investigator and be made part of the case history. *S:C:CP:FP:CRA* Internal Use
- 668 (Y) (C)**            *60025X*                    Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Notice of Federal Tax Lien**  
This form is for districts with automated lien systems, which obviates the need for several copies of form 668(c). It is filed as a public record that a Lien is in existence. *S:C:CP:FP:TI* Tax Related Public Use
- 668 (Z) (C)**            *60026I*                    Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Certificate of Release of Federal Tax Lien**  
This form is to be used in lieu of form 668(c), in Districts with Automated Lien Systems. The machine obviates the need for several present copies of form 668(c), and affect the use and routing of other copies. *S:C:CP:FP:TI* Tax Related Public Use
- 668 A (C) (DO) 15704T**                    Each  
*09/1997 Destroy Prev Issues Upon Rec*  
**Notice of Levy**  
Form 668-A (c) (DO) is designed to replace 668-A snapshot version used at the District Office level.  
This form will provide district offices will their own continuous version. *S:C:CP:FP:E* Tax Related Public Use
- 668 B**                    *20440G*                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Levy**  
Under the provisions of Internal Revenue Code section 6331, Form 668-B is used to seize (levy) assets belonging to the taxpayer. *S:C:CP:FP:E* Tax Related Public Use
- 668 C**                    *20445J*                    Each  
*04/1996 Destroy Prev Issues Upon Rec*  
**Final Demand For Payment**  
Form 668-C is used as the final demand on a third party to surrender property which has been levied. *S:C:CP:FP:E* Tax Related Public Use
- 668 D**                    *20450C*                    Each  
*05/1997 Destroy Prev Issues Upon Rec*  
**Release of Levy / Release of Property from Levy**  
Form 668-D is the official notification used by Revenue Officers, Bankruptcy Specialists, and Customer Service Representatives to release, either in part or in full, funds (or property) levied upon third parties. This status notice is reissued to update the status notice files. *S:C:CP:FP:E* Tax Related Public Use
- 668 E**                    *16741G*                    Each  
*02/2001 Destroy Prev Issues Upon Rec*  
**Release of Levy**  
Form 668-E is used to release the taxpayer assets that were seized under the provisions of Internal Revenue Code section 6331 via an authorization Form 668-B (CATNUM 20440G), Levy. *S:C:CP:FP:E* Tax Related Public Use
- 668 F**                    *16742R*                    Each  
*02/1985 Destroy Prev Issues Upon Rec*  
**Notice of Federal Tax Lien Under Internal Revenue Laws**  
Form 668-F is a notice of refiling of a Federal Tax Lien as required by statute law. *OP:CO:C:FP* Tax Related Public Use
- 668 H**                    *16744N*                    Each  
*07/1987 Use/Issue Prev Issue First*  
**Notice of Federal Estate Tax Lien Under Internal Revenue Laws**  
Form 668-H is prepared by either Special Procedures function personnel or Collection function revenue officers when filing a lien against estate property in those instances when a tax balance is owed. *OP:CO:C:SP* Tax Related Public Use
- 668 J**                    *16745Y*                    Each  
*08/1980 Use/Issue Prev Issue First*  
**Notice of Federal Estate Tax Lien Under Internal Revenue Laws**  
Form 668-J is used to file liens arising from closely held family business under IR code 6166 installment elections. *S:C:CP:FP:TI* Tax Related Public Use
- 668 W (C) (DO) 15703I**                    Each  
*10/1999 Use/Issue Prev Issue First*  
**Notice of Levy on Wages, Salary and Other Income**  
Form 668-w (C) (DO) is used to meet statutory requirements for serving a Notice of Levy on Wages, Salary and Other Income. *S:C:CP:FP:E* Tax Related Public Use
- 669 A**                    *16751C*                    Each  
*02/1992 Destroy Prev Issues Upon Rec*  
**Certificate of Discharge of Property Federal Tax Lien Under Section 6325(b)(1) of the IR Code**  
Form is filed as a matter of public record to show that a taxpayer's property has been discharged from a Federal Tax Lien set forth under the provisions of IR Code section 6325(b)(1). *OP:CO:C:SP* Tax Related Public Use
- 669 B**                    *16752N*                    Each  
*01/2000 Use/Issue Prev Issue First*  
**Certificate of Discharge of Property from Federal Tax Lien under Section 6325(b)(2)(A) of the IRC**  
Form 669B is filed as a matter of public record to show that a taxpayer's property has been discharged for a federal tax lien set forth under the provisions of IR Code Section 6325(b)(2)(A). Further information regarding the Discharge of Property can be found in Publication 783 (Rev.1-2000), which sets forth the instructions for the application of Certificate of Discharge. *OP:CO:C:SP* Tax Related Public Use
- 669 C**                    *16753Y*                    Each  
*02/1992 Destroy Prev Issues Upon Rec*  
**Certificate of Discharge of Property from Federal Tax Lien**  
Use by District office to discharge property from federal tax lien under provision of IRC 6325(b)(2)(B). *OP:CO:C:SP* Tax Related Public Use
- 669 D**                    *16754J*                    Each  
*02/1992 Destroy Prev Issues Upon Rec*  
**Certificate of Subordination of Federal Tax Lien Under Section 6325**  
Form 669-D is filed as a matter of public record to show that a Federal Tax Lien against a taxpayer's property has been subordinated under the provisions of IR Code section 6325(d)(1). *OP:CO:C:SP* Tax Related Public Use
- 669 E**                    *16755U*                    Each  
*11/1992 Destroy Prev Issues Upon Rec*  
**Certificate of Subordination of Federal Tax Lien**  
Used to issue certificate of subordination of Federal tax lien in accordance with IR Code 6325(d)(2). *OP:CO:C:SP* Tax Related Public Use

- 669 F**                    **16756F**                    Each  
*06/1981 Use/Issue Prev Issue First*  
**Certificate of Subordination of Federal Estate Tax Lien**  
 Form 669-F is issued in the case of any lien imposed by IRC Section 6324B if it is determined that the United States will be adequately secured after subordination.  
*CO:O:I:SP* Tax Related Public Use
- 669 H**                    **28668M**                    Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Certificate of Discharge of Property from Federal Tax Lien under Section 6325(b)(3) of IRC**  
 Form 669 (H) is used by district offices to discharge property from the federal tax lien under provisions of IRC 6325(b)(3).  
*OP:CO:C:SP* Tax Related Public Use
- 673**                      **10183Y**                    Each  
*03/1997 Destroy Prev Issues Upon Rec*  
**Statement for Claiming Benefits Provided by Section 911 of the Internal Revenue Code**  
 Form 673 is used to reduce withholdings by citizens and residents of the United States, for those qualifying for the IRC Section 911 exclusion of foreign earned income. *CP:IN:B* Tax Related Public Use
- 678 V (IN)**            **13653T**                    Each  
*08/1991 No Previous Issue*  
**Volunteer Assistance Worksheet**  
 Form 678 V (IN) is a new form used by AC International for Volunteer Assistance.  
*IN:C:TPS* Internal Use
- 706**                      **20548R**                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**U.S. Estate Tax Return**  
 Form to be filed on certain estates of a deceased resident or citizen. The catalog number for the instructions is 16779E. Prescribing Instructions are: IRC Sec. 6018; Regs. Sec. 20.6018-1;.  
*W:CAR:MP:FP:F:R* Tax Form or Instruction
- 706 A**                    **10141S**                    Each  
*08/1999 Min Supply For Late Filers*  
**United States Additional Estate Tax Return**  
 This form is used to report all dispositions or cessations of qualified use that occurred after Dec. 31,1976 and before Jan. 1, 1987. The catalog number for the instructions is 10142D.  
*OP:FS:FP:F:CD* Tax Form or Instruction
- 706 CE**                    **10149C**                    Each  
*09/1997 Destroy Prev Issues Upon Rec*  
**Certificate of Payment of Foreign Death Tax**  
 For credit against United States Tax for estate, inheritance, legacy or secession tax paid to a foreign government.  
*OP:FS:FP:F:CD* Tax Form or Instruction
- 706 D**                    **26107A**                    Each  
*10/2000 Min Supply For Late Filers*  
**United States Additional Estate Tax Return - under code section 2057**  
 Used to report recapture tax under qualified family-owned business interest deduction.  
*OP:FS:FP:F:CD* Tax Form or Instruction
- 706 GS (D)**            **10327Q**                    Each  
*06/1999 Min Supply For Late Filers*  
**Generation-Skipping Transfer Tax Return for Distributions**  
 The catnum for the instructions is 10828G. Form 706GS(D) is used by a skip person distributee to calculate and report the tax due on distributions from a trust that are subject to the generation-skipping transfer (GST) tax. *OP:FS:FP:F:CD* Tax Form or Instruction
- 706 GS (D-1)**        **10328B**                    Each  
*06/1999 Min Supply For Late Filers*  
**Notification of Distribution From a Generation Skipping Trust**  
 The catnum for the instructions is 10926L.  
*OP:FS:FP:F:CD* Tax Form or Instruction
- 706 GS (T)**            **10329M**                    Each  
*07/1999 Min Supply For Late Filers*  
**Generation-Skipping Transfer Tax Return Terminations**  
 The catalog number for the instructions is 10829R. *OP:FS:FP:F:CD* Tax Form or Instruction
- 706 NA**                    **10145K**                    Each  
*09/1999 Destroy Prev Issues Upon Rec*  
**U.S. Estate (and Generation-Skipping Transfer) Tax Return**  
 Form 706 NA is used to compute estate (and GST) tax liability for nonresident alien decedents. The estate tax is imposed on the transfer of the decedent's taxable estate, rather than on the receipt of any part of it. The catalog number for the instructions are 63118N. *T:FP:F* Tax Form or Instruction
- 706 QDT**                **12292E**                    Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**U.S. Estate Tax Return for Qualified Domestic Trusts**  
 The trustee or desinated filer of a qualified domestic trust (QDT) uses Form 706QDT to figure and report the estate tax due on certin distributions from the QDT and on the value of the property remaining in the QDT on the date of the surviving spouse's death.  
*T:FP:F:CD* Tax Form or Instruction
- 709**                      **16783M**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**United States Gift (and Generation - Skipping Transfer) Tax Return**  
 Form 709 is used to report transfers subject to the Federal gift and certain generation-skipping transfer (GST) taxes, and to figure the tax, if any, due on those transfers.  
*W:CAR:MP:FP:F:CP* Tax Form or Instruction
- 709 A**                    **10171G**                    Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**United States Short Form Gift Tax Return**  
 Used to report gift of more than \$10,000 but less than \$20,000, if the gifts are nontaxable by reason of gift splitting  
*OP:FS:FP:F:CD* Tax Form or Instruction
- 712**                      **10170V**                    Each  
*05/2000 Destroy Prev Issues Upon Rec*  
**Life Insurance Statement**  
 Filed by executor with Form 706 or Form 709. Information required for purpose of determining statutory gross estate of insured for Federal Tax purposes. Prescribing Instructions: IRC Sec. 6001 and 6018, Regs. Secs. 20.600-1, 20.6018-4(d) and 25.6001-1(b). *T:FP:F:CD* Tax Form or Instruction
- 720**                      **10175Y**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Quarterly Federal Excise Tax Return**  
 This item is used to report and pay excise taxes on a quarterly basis. Publication 510 is a helpful source of information on the taxes reported on Form 720. The Pub. contains definitions and examples that will help Form 720 filers. The catalog number for the separte instructions is 64240C.  
*W:CAR:MP:FP:F:M* Tax Form or Instruction
- 720 CS**                    **73073H**                    Each  
*03/2001 No Previous Issue*  
**Carrier Summary Report**  
 New information reporting form to be used by the IRS to track taxable fuel through the bulk transfer/terminal system. Completed by terminal operators.  
*OP:FS:FP:F:M* Tax Form or Instruction
- 720 TO**                    **73072W**                    Each  
*03/2001 No Previous Issue*  
**Terminal Operator Report**  
 New information reporting reporting form to be used by the IRS to track taxable fuel through the bulk transfer/terminal system. Completed by bulk transport carriers(barges,vessels, and pipeline) who deliver(fuel) product to the terminals.  
*OP:FS:FP:F:M* Tax Form or Instruction
- 720 X**                    **32661B**                    Each  
*01/2002 Min Supply For Late Filers*  
**Amended Quarterly Federal Excise Tax Return**  
 Use Form 720x to make adjustments to liability reported on forms 720 you have filed for previous quarters. Do not use Form 720X to make changes to cliams made on Schedule C (Form 720), except for the section 4051(d) tire credit.  
*W:CAR:MP:FP:F:M* Tax Form or Instruction
- 721**                      **16791M**                    Each  
*05/1983 Use/Issue Prev Issue First*  
**Waiver Record**  
 This form is used to record data on waivers and statutory periods for collection.  
*CC:EL:CT* Internal Use

## Forms

**730** *20585U* Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Tax on Wagering**

This form is used to report taxes due under IRC Section 4401 (of 1954). Prescribing Instructions: IRC Sec. 4401, Reg. Sec. 44.6011(a)-1. *T:FP:F:M* Tax Form or Instruction

**783** *20605B* Each  
*09/1981 Use/Issue Prev Issue First*  
**Remittance Register**

Form 783 is used to list remittances pertaining to IMF/BMF Accounts. *W:CAS:SP:IMF:R* Internal Use

**792** *16835D* Each  
*11/1980 Use/Issue Prev Issue First*  
**U.S. Certificate Discharging Property Subject to Estate Tax Lien**

This form is used to discharge property from the lien of the U.S. imposed by Sec. 6324 of the IRC. *EX:E:D* General Admin Public Use

**795** *20635P* Each  
*09/1988 Use/Issue Prev Issue First*  
**Daily Report of Collection Activity**

Form 795 is used to report the daily activities of collection personnel. *OP:CO:C:FP* Internal Use

**795 B** *24477H* Each  
*06/1997 No Previous Issue*  
**Entity Case Management System - POD and Remittance Report**

This form will be used on the PC based Entity System, used in some of the Host Sites, which receives required data for posting into the Entity System from several posts of duty. Revenue Officers facilitate the payment transmittal to the tellers and transmit the information to the secretaries in those posts of duty. *CO:500* Internal Use

**813 (2 PART)** *20665D* Each  
*08/1977 Use/Issue Prev Issue First*  
**Document Register**

Form 813 (2-part) is used by district office tellers and service center Cash Clerks to establish and maintain control of NMF (Non-Master File) payment documents. The original of the form travels with the source document and the duplicate is routed to the service center Accounting Branch for journalization action. *W:CAS:SP:IMF:R* Internal Use

**843** *10180R* Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Claim For Refund and Request for Abatement**

This form can be used to claim certain refunds and abatements. Use Form 843 to file a claim for refund of overpaid taxes (except in the case of income tax), interest, penalties, and additions to tax. For example, if on your employment tax return you reported and paid more Federal income tax than was actually withheld from an employee, use this form to claim a refund. *W:CAR:MP:FP* Tax Related Public Use

**851** *16880G* Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Affiliations Schedule**

To be filed with Form 1120 by parent corporations for affiliated corporations included in consolidated tax return. *OP:FS:FP:F:C* Tax Form or Instruction

**857** *16882C* Each  
*04/1986 Destroy Prev Issues Upon Rec*  
**Public Record Information**

This Form is used by Revenue Agents for worksheet to extract information from county and other public records concerning taxpayers transactions in real estate, mortgages, and other property. *EX:E:D* Internal Use

**866** *16889B* Each  
*07/1981 Destroy Prev Issues Upon Rec*  
**Agreement as to Final Determination of Tax Liability**

A closing agreement used in 'Final Determination of Tax Liability' under IRC 7121. *C:AP:FS* Tax Related Public Use

**870** *16894U* Each  
*03/1992 Destroy Prev Issues Upon Rec*  
**Waiver of Restrictions on Assessment & Collect. of Deficiency in Tax & Acceptance of Overassessment**

This form is used by examining officers to secure taxpayer's agreement to a deficiency or overassessment. *CP:EX:CS:STU* Tax Related Public Use

**870 AD** *16896Q* Each  
*04/1992 Destroy Prev Issues Upon Rec*  
**Offer of Waiver of Restrictions on Assessment and Collection of Deficiency in Tax and of . . .**

Form sent to taxpayer signifying agreement to close tax case. *CC:AP:FS* Tax Related Public Use

**870 E** *16898M* Each  
*11/1974 No Previous Issue*  
**Waiver of Restriction on Assessments and Collection of Deficiency and Acceptance of Overassessment**

Form 870-E is an agreement form for use in "Change Cases" involving exempt organizations. *CP:E:EO:D* Tax Related Public Use

**870 L (AD)** *10102T* Each  
*03/1993 Destroy Prev Issues Upon Rec*  
**Settlement Agreement for Partnership Adjustments and Affected Items**

Form 870 L (AD) is used for taxpayers to enter into settlement agreements with respect to determination of partnership items of partnerships named on form and to solicit agreement to penalties. The (AD) designation is added to distinguish it as a Appeal Division form. *C:AP:DR&S* Tax Related Public Use

**870 L** *10428C* Each  
*06/1993 Destroy Prev Issues Upon Rec*  
**Assessment and Collection Deficiency in Tax for Partnership Adjustments and Affected Items**

This form is an agreement by Taxpayers to Deficiency, Penalty, and Interest attributed to Partnership Adjustments in a TEFRA Partnership Examination. Form 870-P is silent on the Penalty and Interest portion of the settlement. *S:C:CP:RC:SCC* Tax Related Public Use

**870 P (AD)** *10323Y* Each  
*06/1988 No Previous Issue*  
**Settlement Agreement for Partnership Adjustments**

Form 870 P(AD) is used for taxpayers to enter into settlement agreement with respect to determination of partnership items of partnerships named on form. The (AD) designation is added to distinguish it as an Appeal Division form. *C:AP:DR&S* Tax Related Public Use

**870 P** *61175O* Each  
*06/1993 Destroy Prev Issues Upon Rec*  
**Agreement to Assessment and Collection of Deficiency in Tax for Partnership Adjustments**

Form for taxpayer to enter into settlement agreements with respect to determination of partnership items of partners named on form. *S:C:CP:RC:SCC* Tax Related Public Use

**870 PT** *57315A* Each  
*08/2001 No Previous Issue*  
**Agreement to Assessment and Collection of Deficiency in Tax for Partnership Adjustments**

Taxpayer agreement form used to request agreement from partners in a TEFRA partnership examination proceeding for partnership adjustments. This form is used as an enclosure for the TEFRA 60 Day letters--1827(SC) and 1827(DO). Form is used for agreements for partnership tax years ending after August 5, 1997. *S:C:CP:RC:SCC* Tax Related Public Use

**870 S (AD)** *10324J* Each  
*06/1988 No Previous Issue*  
**Settlement Agreement for S Corporation Adjustments**

Form 870-S(AD) is used to enter into settlement agreement with respect to the determination of subchapter S items of corporations named on form. The (AD) designation is added to distinguish it as an Appeals Division form. *C:AP:DR&S* Tax Related Public Use

**870 S** *61176Z* Each  
*06/1993 Destroy Prev Issues Upon Rec*  
**Agreement to Assessment and Collection of Deficiency in Tax for S Corporation Adjustments**

Form for taxpayer to enter into settlement agreement with respect to the determination of subchapter S items of corporations named on form. *T:C:O:L:E* Tax Related Public Use

## Forms

- 870 W**            *31797U*            Each  
*08/2001 No Previous Issue*  
**Waiver of Restriction on Collection of Deficiency in Tax for Innocent Spouse and Election to Allocate Deficiency Request under**  
 This form was designed for field and service center use to expedite agreed innocent spouse determinations through the closing process. *W:ISP* Tax Related Public Use
- 870 IA**            *31736H*            Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Special Consent to Extend the Time to Assess Tax As Well As Tax Attributable to Items of a Partnership**  
 Alternative to Form 872-A. This form is for the Investors Level of a Partnership to file special consent to extension of time under the TEFRA Laws. *S:C:CP:RC* Tax Related Public Use
- 872 T**            *20775A*            Each  
*10/1990 Destroy Prev Issues Upon Rec*  
**Notice of Termination of Special Consent to Extend the Time to Assess Tax**  
 Form to be used to provide written termination of Form 872-A whether by taxpayer or IRS. Use of the form is recommended by Tax Court Litigation Division. *C:AP:ADR:CS* Tax Related Public Use
- 872**            *20755I*            Pad  
*01/2001 Destroy Prev Issues Upon Rec*  
**Consent to Extend the Time to Assess Tax**  
 This form is an agreement between IRS and taxpayer(s) setting time limit to assess tax. *S:C:CP:RC* Tax Related Public Use
- 872 U**            *32542T*            Each  
*09/2001 No Previous Issue*  
**Change of Address to Submit Notice of Termination of Special Consent to Extend the Time to Assess Tax**  
 Used to notify TPs who have signed indefinite consents of the proper address to submit their consent terminations when the IRS address has changed. *S:C:CP:RC* Tax Related Public Use
- 872 A**            *20760B*            Pad  
*10/1987 Destroy Prev Issues Upon Rec*  
**Special Consent to Extend the Time to Assess Tax**  
 Alternative to Form 872. To be obtained by District Offices in cases to be referred to Appeals. This form will avoid need for renewal consents on Form 872 and will reduce burden of controls against expiration of period for assessment prior to consideration of cases. *C:AP:DR&S* Tax Related Public Use
- 872 O**            *61178V*            Pad  
*02/1993 Destroy Prev Issues Upon Rec*  
**Special Consent to Extend the Time to Assess Tax Attributable to Items of a Partnership**  
 This form is an adaption of Form 872-A for TEFRA purposes. *S:C:CP:RC:SCC* General Admin Public Use
- 872 P**            *16910J*            Pad  
*11/1992 Destroy Prev Issues Upon Rec*  
**Consent to Extend Time to Assess Tax Attributable to Partnership Items of a Registered Partnership**  
 This form obtains the consent to extend the statutory period for assessment for Federally Registered Partnership. *S:C:CP:RC:SCC* Tax Related Public Use
- 872 B**            *61485N*            Pad  
*01/2001 Destroy Prev Issues Upon Rec*  
**Consent to Extend the Time to Assess Miscellaneous Excise Taxes**  
 This form is used in extending the statutory period of limitations on assessment of excise and documentary stamp taxes. *S:C:CP:RC* Tax Related Public Use
- 872 Q**            *61179G*            Pad  
*10/1988 Destroy Prev Issues Upon Rec*  
**Notice of Termination of Special Consent to Extend the Time to Assess Tax Attributable to Items ...**  
 This form is an adaption of Form 872-T for TEFRA purposes. *S:C:CP:RC:SCC* General Admin Public Use
- 872 D**            *61634Y*            Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Consent to Extend the Time on Assessment of Tax Return Preparer Penalty**  
 Form to be completed to extend the statute of limitations on assessment of return preparer penalty. *SS:C:CP:RC* General Admin Public Use
- 872 R**            *16911U*            Pad  
*11/1992 Destroy Prev Issues Upon Rec*  
**Special Consent to Extend the Time to Assess Tax Attributable to Items of an S Corporation**  
 This form is an adaption of Form 872-A for TEFRA purposes. *S:C:CP:RC:SCC* General Admin Public Use
- 872 F**            *16907M*            Each  
*10/1990 Destroy Prev Issues Upon Rec*  
**Consent to Extend the Time to Assess Tax Attributable to Items of a Partnership or ...**  
 Form to be completed to extend the statute of limitations on assessment of a partnership. *CC:AP:TS* Internal Use
- 872 S**            *61180H*            Pad  
*11/1992 Destroy Prev Issues Upon Rec*  
**Consent to Extend the Time to Assess Tax Attributable to Item of an S Corporation**  
 This form is an adaption of Form 872-P for TEFRA purposes. *S:C:CP:RC:SCC* General Admin Public Use
- 872 I**            *31733A*            Each  
*11/2001 No Previous Issue*  
**Consent to Extend the Time to Assess Tax and Tax Attributable to Items of a Partnership**  
 Alternative to Form 872. This form is for the Investor Level of a partnership to file consent to the extension of time under the TEFRA Laws. *S:C:CP:RC* Tax Related Public Use
- 875**            *16913Q*            Each  
*09/1986 Min Supply For Late Filers*  
**Acceptance of Examiner's Findings By A Partnership, Fiduciary, S Co**  
 This form is used for adjustment from the examination of their return of business, estate, or trust. It reports the increased or decreased amounts for that taxable year. *EX:E:D* Tax Related Public Use
- 885 E**            *16925I*            Each  
*02/1994 Destroy Prev Issues Upon Rec*  
**Schedule for FICA Tax Adjustment of Wages not Previously Reported**  
 Form 885-E is used to transmit wage and tax Data to SSA. *OP:EX:ST* Internal Use
- 885 F**            *20790P*            Each  
*08/1999 Destroy Prev Issues Upon Rec*  
**Self-Employment Tax Adjustment**  
 Audit report form for self-employment tax. *OP:EX:CS:SCP* Internal Use
- 885 T**            *20800A*            Each  
*02/1991 Destroy Prev Issues Upon Rec*  
**Adjustment of Social Security Tax on Tip Income Not Reported to Employer**  
 This form used by examining officer when preparing examination reports involving adjustments to tip income. *EX:E:D* Tax Related Public Use
- 886 A**            *20815Z*            Each  
*05/1980 Use/Issue Prev Issue First*  
**Explanation of Items**  
 Form 886-A SNAPSET is used as a continuation sheet for explaining examining officer's adjustments. *S:C:CP:RC:ES* Tax Related Public Use
- 886 A**            *20810W*            Each  
*01/1994 Destroy Prev Issues Upon Rec*  
**Explanation of Items**  
 This form is used as a schedule or exhibit in examination reports and as a continuation sheet for form 886-A snapset. *CP:EX:CS:STU* Internal Use

## Forms

- 886 H (SP)** 28258M Each  
08/2001 Destroy Prev Issues Upon Rec  
**Explanation of Items - Supporting Documents (Spanish version)**  
This form is to gathering information for (EIC) earned income credit, (SSN) social security number and information on foster child. Form was revised to tell the taxpayer to send photocopies, not originals. This goes along with Letter 566A(SC) (1-98). (Spanish Version) *W:CP:EX:P:RE* Tax Related Public Use
- 886 H** 25418A Each  
06/2001 Destroy Prev Issues Upon Rec  
**Explanation of Items**  
This form is to gathering information for (EIC) earned income credit, (SSN) social security number and information on foster child. This goes along with Letter 566A(SC) (1-98). *W:CP:EX:P:RE* Tax Related Public Use
- 886 R** 73213H Each  
11/1999 No Previous Issue  
**Supporting Documents for Recertification**  
This form is used by tax examiners in the Service Centers and is used with Letter 566-D. It is asking taxpayers to submit additional documentation to support their tax return. *OP:C:A:CP:E* Tax Related Public Use
- 886 S** 16942T Each  
09/1988 Use/Issue Prev Issue First  
**Partners' Share of Income, Deduction and Credits**  
Form is used as part of examination report of partnership to show how various income and deduction items were distributable to the individual partners. *OP:EX:C* Tax Related Public Use
- 886 W** 16945A Each  
06/1981 Use/Issue Prev Issue First  
**Distribution of Beneficiaries' Shares of Income and Credits**  
This form is used by the District Office to show distribution of taxable income and credits to beneficiaries. *OP:EX* Tax Related Public Use
- 886 X** 16947W Each  
03/1993 Destroy Prev Issues Upon Rec  
**Shareholders Shares of Income, Deductions, and Credits**  
This form is revise to update title and any previous outdated information used on Form 886-X (Rev.3-93). *S:C:CP:RC:SCC* Tax Related Public Use
- 886 Y** 16948H Each  
01/1982 Destroy Prev Issues Upon Rec  
**Examination Changes-Shareholder's Share of Deemed and Actual Domestic International Sales . . .**  
Form 886-Y is used to record the distribution of 1120 DISC returns for R.A. examinations. *EX* Tax Related Public Use
- 886 Z (C)** 61113Q Each  
06/1989 Destroy Prev Issues Upon Rec  
**Partners or S Corporation Shareholders Shares Income**  
Form 886-Z(c) is used in determining TE-FRA Compliance in Examination cases concerning Partnerships or S Corporations. *S:C:CP:RC:SCC* Tax Related Public Use
- 890** 16949S Each  
10/1988 Use/Issue Prev Issue First  
**Waiver of Restriction on Assessments & Collection of Deficiency & Acceptance of Overassessments**  
Form 890 is used by examining officers to secure an agreement to immediate assessment and collection of any deficiencies and acceptance of any overassessment. *EX:E:D* Tax Related Public Use
- 890 AD** 16952P Each  
11/1980 Use/Issue Prev Issue First  
**Estate Tax Offer of Waiver of Restrictions on Assessment and Collection of Deficiency in Tax . . .**  
Estate Tax - Offer of Waiver of Restrictions and Assessment and Collection of Deficiency in Tax and Acceptance of Overassessment. This form is used as an offer of waiver in estate tax cases. *CC:AP:FS* Tax Related Public Use
- 895** 20855J Each  
03/2002 Destroy Prev Issues Upon Rec  
**Notice of Statute Expiration**  
Part I is used to provide group supervisor with information about case on which statute is about to expire. Part II is used as flag sheet and processing records. Part I is filed in 8.5 x 5.5 file part 2 will be affixed to case folder. Part I is 8.5 x 5.5 part 2 is 8.5 x 11. *S:CP:EX* Internal Use
- 900** 20860C Each  
09/1992 Destroy Prev Issues Upon Rec  
**Tax Collection Waiver**  
Form 900 is used to extend the statutory period for collection in connection with an offer in compromise (installment agreement). *S:C:CP:FP:CRA* Tax Related Public Use
- 906** 16961A Each  
08/1994 Destroy Prev Issues Upon Rec  
**Closing Agreement on Final Determination Covering Specific Matters**  
This agreement is used by the Government to determine the taxpayer's tax liability under IRS 7121 and to close the taxable period except for fraud or material misrepresentation by the taxpayer. It is revised to include a statement regarding exceptions to Code section 7122. *AP:LMSB* Internal Use
- 907** 16963W Each  
01/2001 Destroy Prev Rev. Immediately  
**Agreement to Extend the Time to Bring Suit**  
This form is used to extend the statutory period for filing suit on a disallowable claim. *S:C:CP:RC* Tax Related Public Use
- 911** 16965S Each  
03/2000 Use/Issue Prev Issue First  
**Application for Taxpayer Assistance Order (ATAO)**  
Form 911 is filled in by taxpayers who are facing a hardship due to administration of IRS laws. Two examples of hardship are 1) the taxpayer is facing a hardship which can be relieved if his/her tax refund is handled in an expedited manner and 2) the IRS is about to seize the taxpayer's one and only home and he/she has no other means of shelter. *C:TA:TAO* Tax Related Public Use
- 918 B** 20890Q Each  
06/1981 Destroy Prev Issues Upon Rec  
**Status of Examinations**  
This form will be used by key districts to notify related districts of the status of conduit entity examinations. *EX:E:D* Internal Use
- 921** 16974D Each  
01/2001 Destroy Prev Rev. Immediately  
**Consent to Extend the Time to Assess Income Tax**  
Form provides consent to extend the time to assess income or profit tax. *S:C:CP:RC* Tax Related Public Use
- 921 A** 16976Z Each  
01/2001 Destroy Prev Rev. Immediately  
**Consent Fixing Period of Limitation on Assessment of Income and Profits Tax**  
Used to secure agreement to extension of time for assessing additional tax. *S:C:CP:RC* Tax Related Public Use
- 921 I** 31727W Each  
09/2001 Destroy Prev Issues Upon Rec  
**Consent Fixing Period of Limitation on Assessment of Income and Profits Tax**  
An alternative to Form 921, this form is for the investors level of a partnership to file consent to the extension of time under the TEFRA Laws. *S:C:CP:RC* Tax Related Public Use
- 921 P** 32811X Each  
10/2001 No Previous Issue  
**Consent Fixing Period of Limitation on Assessment of Income and Profits Tax**  
Form 921-P is a restricted consent to extend the statute of limitations for partnerships and Limited Liability companies whenever the taxpayers elect the alternative cost method for common improvement provided by Rev. Proc. 92-29 for allowance of estimated future expense liabilities under contract for sale of real estate. This form can be found as a fillable PDF format on <http://publish.no.irs.gov/FORMS/INTERNAL/PDF/32811j01.PDF> *SB/SE* Internal Use
- 926** 16982D Each  
10/1998 Destroy Prev Issues Upon Rec  
**Return by Transferer of Property to a Foreign Corp., Foreign Estate or Trust, or Foreign Partnership**  
Used to report transfers of property by a U.S. person to a foreign partnership, estate trust, or corporation. Prescribing Instructions: IRS Sec. 1491, Sec. 6038B. *OP:FS:FP:F:C* Tax Form or Instruction

## Forms

- 940**                    **11234O**                    Each  
*2001 Min Supply For Late Filers*  
**Employer's Annual Federal Unemployment (FUTA) Tax Return**  
 A four page form containing an original and duplicate copy of Form 940 with instructions for preparation. *W:CAR:MP:M:T:M* Tax Form or Instruction
- 940 (C)**                    **61111U**                    Each  
*08/1985 Destroy Prev Issues Upon Rec*  
**Employer's Annual Federal Unemployment Tax Return**  
 Form 940(c) will be used by Collection to process 6020(b) cases on automated office equipment. Blank forms not be distributed to the public. A green stripe is printed on the left and right stubs to distinguish this from Form 940C, Employer's Account Abstract. *T:C:O:L:B* Tax Related Public Use
- 940 (PR)**                    **16996R**                    Each  
*2001 Min Supply For Late Filers*  
**Employer's Annual Federal Employment (FUTA) Tax Return (Puerto Rican Version)**  
 Variation of Form 940 for use by employers in Puerto Rico. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 940 B**                    **20910X**                    Each  
*04/1987 Destroy Prev Issues Upon Rec*  
**Request for Verification of Credit Information Shown on Form 940**  
 Form 940-B is partially filled in by the Service and then forwarded to the State Tax authority for certification of the tax paid by an employer to that State. *T:C:O:L:B* Tax Related Public Use
- 940 C**                    **16994V**                    Each  
*09/1990 Destroy Prev Issues Upon Rec*  
**Employer Account Abstract**  
 Form 940-C is used to certify annual State tax paid by employers who also are liable for Federal unemployment tax. The form must be completed by State unemployment insurance agencies that do not report their discrepancies to the IRS on magnetic tape and by any State making supplemental certifications. Form 940-C also must be completed by agencies reporting discrepancies on magnetic tape when a discrepancy is found in an employer's account to which more than 4 experience rates were assigned in one year. *T:C:O:L:B* Tax Related Public Use
- 940 EZ**                    **10983G**                    Each  
*2001 Min Supply For Late Filers*  
**Employer's Annual Federal Unemployment (FUTA) Tax Return**  
 This form is an "easier", shorter version of Form 940. It is filed by employers to report payments of unemployment compensation to workers who have lost their jobs. *W:CAR:MP:M:T:M* Tax Form or Instruction
- 941**                    **17001Z**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Employer's Quarterly Federal Tax Return**  
 This form is used by employers to report income tax withheld, FICA and Advanced Earned Income Credit Payment. Prescribing instructions is See IRC Secs. 3101 and 3111; Regs. Sec. 31.6011(a)-1. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 941 (C)**                    **61112F**                    Each  
*01/1996 Destroy Prev Issues Upon Rec*  
**Employer's Quarterly Federal Tax Return**  
 Form 941(C) will be used by Collection to process 6020(b) cases on automated office equipment. Blank forms not be distributed to the public. A green stripe is printed on the left and right stub to distinguish this from Form 941C, Statement of Correct Information Previously Reported Under the Federal Insurance Contribution Act. *S:C:CP:FP:N* Tax Related Public Use
- 941 (PR)**                    **17009J**                    Each  
*01/2002 Min Supply For Late Filers*  
**Employer's Quarterly Federal Tax Return (Puerto Rican Version)**  
 This variation of Form 941 is printed in Spanish for use by employers in Puerto Rico. The prescribing instructions for Form 941 PR are IRC Sec. 3101 and 3111; Regs. Sec. 31.601(a)-1; Circular PR. *OP:FS:FP:F:M* Tax Form or Instruction
- 941 C (PR)**                    **17012G**                    Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**Statement to Correct Information (Puerto Rican Version)**  
 Provided for use only in correcting a return after it is filed if the employer has erroneously reported (or omitted) an employee's account number, name or wages. Used in Puerto Rico. This form is referenced in IRC Chapter 21, Regs. Sec.31.6011(a)-2 Pub. 179 (Cir. PR) *OP:FS:FP:F:M* Tax Form or Instruction
- 941 C**                    **11242O**                    Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**Supporting Statement To Correct Information Previously Reported on Employees Tax Return**  
 For use to correct wage and FICA tax reports previously submitted by employers on Forms 941, 941-M, 941-SS, 942 or 943. Prescribing Instructions for Form 941 C are IRC Chapter 21; regs. 31.6011(a)-1, 31.602(a)-2, Circulars A, E, and SS. *OP:FS:FP:F:M* Tax Form or Instruction
- 941 M**                    **17013R**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Employer's Monthly Federal Tax Return**  
 Filed by employers required to report withheld income tax and FICA taxes on a monthly basis. Also used by employers who have not complied with the requirements relating to filing of quarterly returns or the payment or depositing of taxes reported on quarterly returns. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 941 SCH B**                    **11967Q**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Employer's Record of Federal Tax Liability**  
 Used by Employers to report employment tax liability by day for eight monthly periods in which their tax liability is \$100,000 or more. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 941 SCH B (PR)**                    **12465Z**                    Each  
*01/2002 Min Supply For Late Filers*  
**Supplemental Record of Federal Tax Liability (Puerto Rican Version)**  
 Used by Employers to report employment tax liability by day for eight monthly periods in which their tax liability is \$100,000 or more. Used by employers in Puerto Rico. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 941 SS**                    **17016Y**                    Each  
*01/2002 Min Supply For Late Filers*  
**Employer's Quarterly Federal Tax Return**  
 Variation of Form 941 for use by employers in Virgin Island, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands to report social security and Medicare taxes for their workers. Prescribing Instructions : IRC Sec. 3101; Regs. Sec. 31-6.011(a)-1; Pub. 80 (Circular SS). *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 942**                    **10250E**                    Each  
*11/1994 Min Supply For Late Filers*  
**Employer's Quarterly Tax Return for Household Employees**  
 This form is used to report and pay employer and employee FICA taxes and income taxes (if any) withheld by the employer. This item is printed quarterly. Prescribing Instructions: IRC Secs. 3101 and 3111; Reg. Sec. 31.6011(a)-1 *T:FP:F:M* Tax Form or Instruction
- 942 (PR)**                    **17028Q**                    Each  
*11/1994 Min Supply For Late Filers*  
**Employer's Quarterly Tax Return for Household Employees (Puerto Rican Version)**  
 Variation of Form 942 for use by household employers in Puerto Rico. The prescribing instructions are IRC Sec. 3101 and 3111; Regs. 31.6011 (a)-1. *T:FP:F:M* Tax Form or Instruction
- 943**                    **11252K**                    Each  
*2001 Min Supply For Late Filers*  
**Employer's Annual Tax Return for Agricultural Employees**  
 Used to report income tax withheld and employer and employee social security and Medicare taxes on farmworkers. Also used to report taxes on wages of household employees in a private home on a farm operated for profit. *W:CAR:MP:FP:F:M* Tax Form or Instruction

## Forms

**943 (PR)**      *17029B*      Each  
*2001 Min Supply For Late Filers*  
**Employer's Annual Tax Return for Agricultural Employees (Puerto Rican Version)**  
Form 943 is used by agricultural employers in Puerto Rico. Prescribing instructions: IRC Secs. 3101 and 3111; Regs. Sec. 31.6011(a)1. *OP:FS:FP:F:M* Tax Form or Instruction

**943 A (PR)**      *17031N*      Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**Agricultural Employer's Record of Federal Tax Liability (Puerto Rican Version)**  
Agricultural employers in Puerto Rico who make eighth-monthly deposits must attach a statement to Form 943PR that gives the tax liability for each eighth-monthly period. Form 943A-PR can be used for this statement. *OP:FS:FP:F:M* Tax Form or Instruction

**943 A**      *17030C*      Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**Agricultural Employer's Record of Federal Tax Liability**  
Agricultural employers who make eighth-month deposits must attach a statement to Form 943, that gives the tax liability for each period. *OP:FS:FP:F:M* Tax Form or Instruction

**945**      *14584B*      Each  
*2001 Destroy Prev Issues Upon Rec*  
**Annual Return of Withheld Federal Income Tax**  
Form is use to report income tax withholding from nonpayroll distributions or payments made after December 31, 1993. *T:FP:F:M* Tax Form or Instruction

**945 A**      *14733M*      Each  
*10/1997 Destroy Prev Issues Upon Rec*  
**Annual Record of Federal Tax Liability**  
Form is use to report tax liability (backup withholding and income tax withheld from gambling winnings, pensions, annuities and IRAs) on a daily basis. Also use this form to report tax liabilities reported on Form CT-1. *OP:FS:FP:F:M* Tax Form or Instruction

**952**      *17039X*      Each  
*11/1999 Destroy Prev Issues Upon Rec*  
**Consent to Fix Period of Limitation on Assessment of Income Taxes**  
If the provisions of IR Code section 332 apply to the liquidation of a subsidiary, and if such liquidation is not completed within the tax year in which the first liquidating dist is made, the receiving corp must file this consent with its return for each tax year that falls wholly or partly within the liquidation period. (See Reg sec 1.332-4.) *OP:FS:FP:F:C* Tax Form or Instruction

**966**      *17053B*      Each  
*06/2001 Destroy Prev Issues Upon Rec*  
**Corporate Dissolution or Liquidation**  
A corporation files Form 966 if it is to be dissolved or if any of its stock is to be liquidated. Exempt organizations are not required to file Form 966. These organizations should see the instructions for Form 990 or 990-PF. *W:CAR:MP:FP:F:C* Tax Related Public Use

**970**      *17057T*      Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Application to Use LIFO Inventory Method**  
This item is an optional form that can be filed with the income tax return to adopt or expand the LIFO inventory method described in section 472. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**972**      *17058E*      Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Consent of Shareholder to Include Specific Amount in Gross Income**  
For use by shareholders of a corporation agreeing to include in their gross income for their taxable year in which falls the last day of the taxable year of the corporation a specific amount as a taxable dividend, as the basis for the availability to the corporation of a consent dividends deduction. *T:FP:F:C* Tax Form or Instruction

**973**      *17059P*      Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Corporation Claim for Deduction for Consent Dividends**  
Used by corporation claiming a consent dividends credit, accompanied by filed consents by shareholders on Form 972. *OP:FS:FP:F:C* Tax Form or Instruction

**976**      *17061B*      Each  
*03/2001 Destroy Prev Issues Upon Rec*  
**Claim for Deficiency Dividends Deduction Credit, or Refund, etc.**  
This form is filed by personal holding company, or real estate investment trusts claiming an allowance of a credit or refund for deficiency dividends disbursed. *OP:FS:FP:F:C* Tax Form or Instruction

**977**      *17062M*      Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Consent to Extend the Time to Assess Liability at Law or in Equity for Income, Gift and Estate Tax Against a Transferee or F**  
Used by Revenue Agents to extend the statutory period for the examination of tax returns. *S:C:CP:S:T* Tax Related Public Use

**982**      *17066E*      Each  
*09/2000 Min Supply For Late Filers*  
**Reduction of Tax Attributes Due to Discharge of Indebtedness (Also, Section 1082 Basis Adjustment)**  
Used by taxpayer excluding from gross income any amounts of income attributable to the discharge within the taxable year of the indebtedness for which it is liable or subject to which it held property. *OP:FS:FP:F:CD* Tax Form or Instruction

**990**      *11282Y*      Each  
*2001 Destroy Prev Issues Upon Rec*  
**Return of Organization Exempt From Income Tax**  
Information return required of organization exempt under section 501(a) and described in section 501(c) IRC of 1954. There are separate Instructions available for this item. The catalog number for the instructions is 11283J. *OP:FS:FP:F:CD* Tax Form or Instruction

**990 BL**      *10315Y*      Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Information and Initial Excise Tax Return for Black Lung Benefit Trusts & Certain Related Person**  
There are separate Instructions available for this item. The catalog number for the instructions is 10316J. *T:FP:F:D* Tax Form or Instruction

**990 C**      *11287B*      Each  
*2001 Min Supply For Late Filers*  
**Farmer's Cooperative Association Income Tax Return**  
Income tax return required of Farmer's Cooperative Association. There are separate Instructions available for this item. The catalog number for the instructions is 11288M. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**990 EZ**      *10642I*      Each  
*2001 Min Supply For Late Filers*  
**Short Form Return of Organization Exempt From Income Tax**  
The catalog number for the instructions is 64888C. Short form used by organization exempt from income tax with gross receipts less than \$100,000 and total assets less than \$250,000. *OP:FS:FP:F:CD* Tax Form or Instruction

**990 PF**      *11289X*      Each  
*2001 Min Supply For Late Filers*  
**Return of Private Foundation or Section 4947(a)(1) Trust Treated as a Private Foundation**  
This form is the annual tax return used by Private Foundations Exempt From Income Tax (under Section 501(c)(3) of the IR Code. There are separate Instructions available for this item. The catalog number for the instructions is 11290Y. *W:CAR:MP:FP:F:CD* Tax Form or Instruction



## Forms

**990 SCH A** 11285F Each  
 2001 Min Supply For Late Filers  
**Organization Exempt Under 501(c)(3) (Except Private Foundation), 501(e), 501(f), 501(k), or ...**  
 Provides supplementary financial information from organizations that are exempt under Section 501(c)(3) of the code, (other than private foundations filing Form 990-PF). There are separate Instructions available for this item. The catalog number for the instructions is 11294Q. *OP:FS:FP:F:CD* Tax Form or Instruction

**990 T** 11291J Each  
 2001 Min Supply For Late Filers  
**Exempt Organization Business Income Tax Return**  
 Income tax return filed by exempt organizations with unrelated business income (under Section 511 of the IRC of 1954). Prescribing Instructions: IRC Secs. 511, 6012; Reg. Secs. 1.6102-2(e); 1.6012-3(a)(5). There are separate Instructions available for this item. The catalog number for the instructions is 11292U. *W:CAR:MP:FP:F:CP* Tax Form or Instruction

**990 W** 63726T Each  
 01/2002 Destroy Prev Issues Upon Rec  
**Estimated Tax on Unrelated Business Taxable Income for Tax-Exempt Organizations**  
 Use of this form is optional. It is provided only to aid you in determining your tax liability. *W:CAR:MP:FP:F:CP* Tax Form or Instruction

**990 990-EZ**  
**SCH B** 30613X Each  
 2001 No Previous Issue  
**Schedule of Contributors**  
 Schedule B (Form 990 or 990-EZ) is used by organizations required to file Form 990 or Form 990-EZ, to provide the information regarding their contributors that is required for line 1d of Form 990 or line 1 of Form 990-EZ. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1000** 17097D Each  
 08/1997 Destroy Prev Issues Upon Rec  
**Ownership Certificate**  
 Used by a citizen, resident individual, fiduciary, partnership or nonresident partnership all of whose members are citizens or residents in connection with interest on bonds of a domestic or resident corporation containing a tax-free covenant and issued before January 1, 1934. *T:FP:F:I* Tax Form or Instruction

**1008** 22589G Each  
 06/1996 Destroy Prev Issues Upon Rec  
**EP Screening Research Checklist**  
 This product is used in EDS to update information in the system. This product was converted to the National Numbering System. Revisions prior to 6/96 were identified as Form 503-4-370, catalog number F51058. *EP:EO:EDS* Internal Use

**1013** 17128R Each  
 1955 No Previous Issue  
**U.S. Annual Return of Income Tax to be Paid at Source**  
 Annual Return Of Income Tax To Be Paid At Source, On interest derived from bonds and similar obligations of Domestic and Resident Corporations. Return must be filed by debtor organizations, or their duly authorized withholding agents, and must show, by months in which the income was paid and reported on Form 1012, the total amount of tax to be paid at source on each of the classes of payments. *OP:FS:M:T* Tax Form or Instruction

**1028** 17138N Each  
 10/1999 Destroy Prev Issues Upon Rec  
**Application for Recognition of Exemption**  
 There are separate Instructions available for this item. The catalog number for the instructions is 17139Y. *OP:FS:FP:F:CP* Tax Related Public Use

**1040** 11320B Each  
 2001 Min Supply For Late Filers  
**U.S. Individual Income Tax Return**  
 Annual income tax return filed by citizens or residents of the United States. IRC secs. 6012 and 6017; Regs. sec 1.4-2, 1.142, 1.6012-1, 1.6017-1. There are separate Instructions available for this item. The catalog number for the instructions is 11325E. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 (PR)** 17182F Each  
 2001 Min Supply For Late Filers  
**Self-Employment Tax Return - Puerto Rico (In Spanish)**  
 Used in Puerto Rico to compute self-employment tax in accordance with Chapter 2 of Subtitle A, IRC of 1954, and to provide proper credit to taxpayer's social security account. The prescribing instructions are IRC Secs. 6017 and 7651; Regs. Sec. 1.6017-1; Circular PR. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**1040 (U)** 14087D Each  
 2001 Destroy Prev Issues Upon Rec  
**U.S. Individual Income Tax Return**  
 Form 1040 (U) is a coded version of Form 1040, which is distributed to POD walk-in offices for taxpayer availability. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 A (U)** 14089Z Each  
 2001 Destroy Prev Issues Upon Rec  
**U.S. Individual Income Tax Return 1040 A**  
 Annual income tax return filed by citizens and residents of the United States. There are separate Instructions available for this item. This particular form is coded with a (U) and distributed to POD walk-in offices for availability to the taxpayer. The code designation is used for gathering statistical data on where/ how the taxpayer acquired the form. *W:CAR:MP:FP:F* Tax Form or Instruction

**1040 A SCH 1** 12075R Each  
 2001 Min Supply For Late Filers  
**Interest and Dividend Income for 1040A**  
 Interest and Dividend Income for Form 1040A Filers. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 A SCH 2** 10749I Each  
 2001 Min Supply For Late Filers  
**Child and Dependent Care Expense**  
 This form was not developed for FY 89. The form number and catalog remain the same but the title subject changes from Supplemental Medicare Premium to Child and Dependent Care. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 A SCH 3** 12064K Each  
 2001 Min Supply For Late Filers  
**Credit for the Elderly or Disabled**  
 Credit for Elderly or Disabled filers who are 65 or older, or under age 65 retired on permanent and total disability receiving taxable disability income. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 A**  
**VITA/TCE**  
**OVRPRT** 17166F Each  
 2001 Destroy Prev Issues Upon Rec  
**U.S. Individual Income Tax Return**  
 Form 1040A VITA/TCE is filled in by Volunteer Tax Assistors for taxpayers requesting VITA/TCE assistance. The form has an overprint in the signature area which reads VITA/TCE. The overprint is necessary so that the Service Centers will count the tax form as a volunteer prepared form for statistical purposes. *W:CAR:SPEC:PPD:E* Tax Related Public Use

**1040 A** 11327A Each  
 2001 Min Supply For Late Filers  
**U.S. Individual Income Tax Return**  
 Annual income tax return filed by citizens and residents of the United States. There are separate Instructions available for this item. The catalog number for the instructions is 12088U. *W:CAR:MP:FP:F* Tax Form or Instruction

**1040 C** 11310F Each  
 2002 Min Supply For Late Filers  
**U.S. Departing Alien Income Tax Return**  
 Used by aliens who intend to depart from the U.S. for purposes of reporting income received, or expected to be received for the entire taxable year, determined as nearly as may be, up to and including the date of intended departure. Also see Form 2063. Prescribing Instructions: IRC Sec. 6851; Regs. Sec. 1.6851-2. There are separate Instructions available for this item. The catalog number for the instructions is 11311Q. *OP:FS:FP:F:I* Tax Form or Instruction

## Forms

**1040 ES (NR) 50007F** Each  
*2002 Destroy Prev Issues Upon Rec*  
**U.S. Estimated Tax for Nonresident Alien Individuals**

Used by nonresident aliens to pay any income tax (except the minimum tax on tax preference items) due in excess of the tax withheld. It is not required unless the total tax exceeds withholding (if any) by 100 or more. This item also contains four vouchers for return of payments to the IRS. *OP:FS:FP:FLI* Tax Form or Instruction

**1040 ES (SP) 17173U** Each  
*2002 Min Supply For Late Filers*  
**Declaration of Estimated Income Tax for Individuals (Spanish)**

Used in Puerto Rico. The Declaration Vouchers are provided for payment of self-employment tax on a Current Basis. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**1040 ES (W) FY 27887L** Each  
*01/1976 Min Supply For Late Filers*  
**U.S. Individual Worksheet for Computation of Estimated Tax**  
*OP:FS:M:WADC* Tax Form or Instruction

**1040 ES SUPP 27889H** Each  
*1964 Min Supply For Late Filers*  
**New Rates and Provisions for Estimating Tax Under the Revenue Act of 1964**  
*OP:FS:M:WADC* Tax Form or Instruction

**1040 ES 11340T** Each  
*2002 Destroy Prev Issues Upon Rec*  
**Estimated Tax For Individuals**  
 Form 1040ES contains 4 detachable vouchers. It is used primarily by first time filers. After the first voucher is received by the IRS, a 1040ES Package will be mailed to the taxpayer. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 EZ (U) 14090A** Each  
*2001 Min Supply For Late Filers*  
**Income Tax Return for Single Filers With No Dependents - 1040 EZ**  
 A short version tax form for annual income tax returns filed by single filers with no dependents. There are separate instructions available for this item. This particular form is coded with a (U) and will be distributed to POD's in the western region. This is a forms distribution test being monitored by National Office. *OP:FS:FP:F:I* Tax Form or Instruction

**1040 EZ VITA/TCE OVRPRT 61106B** Each

*2001 Destroy Prev Issues Upon Rec*  
**Income Tax Return for Single Filers With No Dependents (VITA/TCE OVERPRINT)**

Form 1040EZ VITA/TCE is filled in by Volunteer Tax Assistors for taxpayer requesting VITA/TCE assistance. The form has an overprint in the signature area which reads VITA/TCE. The overprint is necessary so that the Service Centers will count the tax form as a volunteer prepared form for statistical purposes. *W:CAR:SPEC:PPD:E* Tax Related Public Use

**1040 EZ 11329W** Each  
*2001 Min Supply For Late Filers*  
**Income Tax Return for Single Filers and Joint Filers With No Dependents**

A short version tax form for annual income tax returns filed by single filers with no dependents. There are separate Instructions available for this item. The catalog number for the instructions is 12063Z. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 NR-EZ 21534N** Each  
*2001 Destroy Prev Issues Upon Rec*  
**U.S. Nonresident Alien Income Tax Return for Certain Single Filers**  
 New product to be used by nonresident aliens with no dependents. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 NR 11364D** Each  
*2001 Min Supply For Late Filers*  
**U.S. Nonresident Alien Income Tax Return**  
 Uses by all nonresident alien individuals whether or not engaged in trade or business within the United States; required for filing nonresident alien fiduciary (estates and trusts) returns. There are separate Instructions available for this item. The catalog number for the instructions is 11368V. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 SCH A & B 11330X** Each  
*2001 Min Supply For Late Filers*  
**Itemized Deductions & Interest and Dividend Income**

Used for reporting itemized deductions and dividend and interest income. The Prescribing Instructions are IRC Sec. 163, 164, 165, 166, 211, 212, 213, 214, 215, 6012, 61, and 116. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 SCH A & B (U) 14091L** Each  
*2001 Min Supply For Late Filers*  
**Itemized Deductions/Interest and Dividend Income**

Used for reporting itemized deductions and dividend and interest income. The Prescribing instructions are IRC Sec. 163, 164, 165, 166, 211, 212, 213, 214, 215, 6012, 61, and 116. This particular form is coded with a (u) and will be distributed to POD walkin offices. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 SCH C 11334P** Each  
*2001 Min Supply For Late Filers*  
**Profit or Loss From Business (Sole Proprietorship)**

For computation of profit (or loss) from business or profession and computation of self-employment tax. *OP:FS:FP:F:I* Tax Form or Instruction

**1040 SCH C (U) 15786J** Each  
*2001 Destroy Prev Issues Upon Rec*  
**Profit or Loss from Business**

For computation of profit (or loss) from business or profession and computation of self-employment tax. This particular form is coded with a (u) and will be distributed to POD's in the western region. This is a forms distribution test being monitored by National office. *OP:FS:FP:F:I* Tax Form or Instruction

**1040 SCH C-EZ 14374D** Each  
*2001 Min Supply For Late Filers*  
**Profit or Loss From Business - Short Version**

For computation of profit (or loss) from business or profession and computation of self-employment tax. Short form with business of gross income & 25,000 or less. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 SCH C-EZ (U) 24555U** Each  
*2001 Destroy Prev Issues Upon Rec*  
**Profit or Loss From Business - Short Version**

You may use Sch C-EZ instead of Sch C if you operate a business or practiced a profession as a sole proprietorship and have met all the requirements listed in Part 1 of Sch C-EZ. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 SCH D 11338H** Each  
*2001 Min Supply For Late Filers*  
**Capital Gains and Losses**

Used for reporting details of gain or loss from sales, exchanges or certain involuntary/compulsory conversions of capital assets and property other than capital assets and for computation of alternative tax. *W:CAR:MP:FP:F:I* Tax Form or Instruction

- 1040 SCH D-1 10424K** Each  
2001 Destroy Prev Issues Upon Rec  
**Continuation Sheet for Schedule D (Form 1040)**  
This form is used as a continuation sheet for Schedule D (1040)  
W:CAR:MP:M:T:M Tax Form or Instruction
- 1040 SCH D (U) 15787U** Each  
2001 Destroy Prev Issues Upon Rec  
**Capital Gains and Losses**  
Used for reporting details of gain or loss from sales, exchanges or certain involuntary/compulsory conversions of capital assets and property other than capital assets and for computation of alternative tax. This particular form is coded with a (U) and will be distributed to POD's in the western region. This is a forms distribution test being monitored by National Office.  
W:CAR:MP:FP:F:I Tax Form or Instruction
- 1040 SCH E 11344L** Each  
2001 Min Supply For Late Filers  
**Supplemental Income and Loss**  
Used to report income from rents, royalties, pensions, annuities, partnerships, small business corporations, estates, trusts, etc. The Prescribing Instructions for Form 1040 Sch. E are: IRC Sec. 6012, Regs. Sec. 1.61-4, separate instructions.  
W:CAR:MP:FP:F:I Tax Form or Instruction
- 1040 SCH E (U) 24556F** Each  
2001 Destroy Prev Issues Upon Rec  
**Supplemental Income and Losses**  
This Form is used for income or loss from rental estate and royalties.  
W:CAR:MP:FP:F:I Tax Form or Instruction
- 1040 SCH EIC 13339M** Each  
2001 Min Supply For Late Filers  
**Earned Income Credit**  
This item is used by qualifying filers of forms 1040A or 1040 who wish to file for the additional earned income credit.  
W:CAR:MP:FP:F:I Tax Form or Instruction
- 1040 SCH EIC (U) 15788F** Each  
2001 Destroy Prev Issues Upon Rec  
**Earned Income Credit**  
The Form 1040 sch EIC is a special code "U" used for WADC only. User resupply shows a "C" all distribution centers.  
W:CAR:MP:FP:F:I Tax Form or Instruction
- 1040 SCH F 11346H** Each  
2001 Min Supply For Late Filers  
**Profit or Loss From Farming**  
For computation of profit (or loss) from the operation of a farm. Prescribing Instructions: IRC Sec. 6012; Regs. Sec. 1.61-4. W:CAR:MP:FP:F:I Tax Form or Instruction
- 1040 SCH H 12187K** Each  
2001 Min Supply For Late Filers  
**Household Employment Taxes**  
Formerly Form 942, Employer's Quarterly Tax Return. Form is used to report household employee taxes.  
W:CAR:MP:M:T:M Tax Form or Instruction
- 1040 SCH H (PR) 21446E** Each  
2001 No Previous Issue  
**Household Employment Tax (Spanish version)**  
Schedule H-PR (Form 1040-PR) is used by employers in Puerto Rico to report Federal employment taxes on wages paid in 1995 to household employees.  
W:CAR:MP:FP:F:M Tax Form or Instruction
- 1040 SCH J 25513Y** Each  
2001 Min Supply For Late Filers  
**Farm Income Averaging**  
Farm Income Averaging form which is included with form 1040.  
W:CAR:MP:FP:F:I Tax Form or Instruction
- 1040 SCH R 11359K** Each  
2001 Min Supply For Late Filers  
**Credit for the Elderly or the Disabled**  
There are separate instructions for this form. The catnum for the instructions is 11357O. W:CAR:MP:FP:F:I Tax Form or Instruction
- 1040 SCH SE 11358Z** Each  
2001 Min Supply For Late Filers  
**Self-Employment Tax**  
Used to compute self-employment income and self-employment tax.  
W:CAR:MP:FP:F:I Tax Form or Instruction
- 1040 SCH SE (U) 24557Q** Each  
2001 Destroy Prev Issues Upon Rec  
**Self-Employment Tax**  
You must file Schedule SE if you had net earnings from self-employment from other than church employees income of \$400 Or more or you had church employee income of \$108.28 or more. Income services you performed as a minister or a member of a religious order is not church employees income. W:CAR:MP:FP:F:I Tax Form or Instruction
- 1040 SS 17184B** Each  
2001 Min Supply For Late Filers  
**U.S. Self-Employment Tax Return**  
Used to compute self-employment tax in accordance with chapter 2 of Subtitle A, IRC of 1954, and to provide proper credit to taxpayer's social security account.  
W:CAR:MP:FP:F:I Tax Form or Instruction
- 1040 V 20975C** Each  
2001 Min Supply For Late Filers  
**Payment Voucher**  
The payment voucher will be used to send in your tax payment if you have a balance due on your return.  
W:CAR:MP:M:T:M Tax Form or Instruction
- 1040 VITA/TCE OVRPRT 61104F** Each  
2001 Destroy Prev Issues Upon Rec  
**U.S. Individual Income Tax Return**  
Form 1040 VITA/TCE is filled in by Volunteer Tax Assistor's for taxpayers requesting VITA/TCE assistance. The form has an overprint in the signature area which reads VITA/TCE. The overprint is necessary so that the Service Centers will count the tax form as a volunteer prepared form for statistical purposes.  
W:CAR:SPEC:PPD:E Tax Related Public Use
- 1040 X 11360L** Each  
11/2001 Min Supply For Late Filers  
**Amended U.S. Individual Income Tax Return**  
Used by individual taxpayers to amend prior year tax returns. Prescribing Instructions: IRC Secs. 6096, 6402, 6404 and 6511. There are separate Instructions available for this item. The catalog number for the instructions is 11362H.  
W:CAR:MP:FP:F:I Tax Form or Instruction
- 1041 11370H** Each  
2001 Min Supply For Late Filers  
**U.S. Income Tax Return for Estates & Trusts**  
Income Tax return filed by a fiduciary for every domestic estate or domestic trust for which he acts. See IRC Sec. 6012; Regs. Sec. 1.671-4; 1.6012-3(a); 1.6041-1. There are separate Instructions available for this item. The catalog number for the instructions is 11372D.  
W:CAR:MP:FP:F:CD Tax Form or Instruction
- 1041 A 10615B** Each  
12/2000 Destroy Prev Issues Upon Rec  
**U.S. Information Return Trust Accumulation of Charitable Amounts**  
Prescribing instructions are IRC Secs. 6034, 6104; Regs. Sec. 1.6034-1. Information return filed by a trust claiming a contributions deduction under Section 642 of the IRC or Trust described in Section 4947(a). T:FP:F:CD Tax Form or Instruction
- 1041 ES 63550R** Each  
2002 Destroy Prev Issues Upon Rec  
**Estimated Tax for Estates and Trusts**  
The Tax Reform Act of 1986 requires both new and existing estates and trusts to make estimated tax payments for tax years beginning after 1986. However, estates are exempt from paying estimated tax for the first 2 years after the decedent's death.  
W:CAR:MP:FP:F:CD Tax Form or Instruction

## Forms

**1041 N**      *32234Q*      Each

*02/2002 Min Supply For Late Filers*

### **U S Incom Tax Return for Electing Alaska Native Settlement**

An Alaska Native Settlement Trust (ANST) may elect under section 646 to have the special income tax treatment of that section apply to the trust and its beneficiaries. This one-time election is made by filing Form 1041-N and the form is used by the ANST to report its income, deductions, gains, losses, etc., and to compute and pay any income tax. Form 1041-N is also used for the special information reporting requirements that apply to ANSTs. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1041 QFT**      *25368F*      Each

*2001 Min Supply For Late Filers*

### **U.S. Income Tax Return for Qualified Funeral Trusts**

The trustee of a trust that has elected to be taxed as a qualified funeral trust (QFT) files Form 1041 QFT to report the income, deductions, gains, losses, etc., and income tax liability of the QFT. The trustee can use the form to file for a single QFT or for multiple QFT's having the same trustee, following the rules discussed under Composite Return. *W:CAR:MP:FP:P:CD* Tax Form or Instruction

**1041 SCH D**      *11376V*      Each

*2001 Min Supply For Late Filers*

### **Capital Gains and Losses**

Used for reporting details of gain or loss from sales or exchanges of capital assets and for computation of alternative tax. This form is filed with 1041. IRC Sec. 6012; Regs. Sec. 1.6012-3(a). *OP:FS:FP:F:CD* Tax Form or Instruction

**1041 SCH J**      *11382Z*      Each

*2001 Min Supply For Late Filers*

### **Information Return - Trust Allocation of an Accumulation Distribution (IRC 665)**

Used to show the allocation of distributions in excess of distributable net income for the current taxable year. This form filed with 1041. IRC Sec. 665-669; Regs. Sec. 1.665(a)-OA-1.669(f)-2A. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1041 SCH K-1**      *11380D*      Each

*2001 Min Supply For Late Filers*

### **Beneficiary's Share of Income, Deductions, Credits, etc.**

Used to report each beneficiary's share of the income, deductions, credits, and items of tax preference from the estate of trust. This form filed with 1041. There are separate Instructions available for this item. The catalog number for the instructions is 11374Z. *W:CAR:MT:M:T:M* Tax Form or Instruction

**1041 T**      *64305W*      Each

*2001 Min Supply For Late Filers*

### **Transmittal of Estimated Taxes Credited to Beneficiaries**

Form 1041-T is used by the trusts fiduciary who makes a section 643(g) election to allocate the trust's estimated tax overpayment among the trusts beneficiaries. *OP:FS:FP:F:CD* Tax Form or Instruction

**1042**      *11384V*      Each

*2001 Min Supply For Late Filers*

### **Annual Withholding Tax Return for U.S. Source Income of Foreign Persons**

Used by withholding agents to report tax withheld at source on certain income paid to nonresident alien individuals, foreign partnerships, or corporations not engaged in trade or business in the U.S. There are separate Instructions available for this item. The catalog number for the instructions is 64278A. *OP:FS:FP:F:I* Tax Form or Instruction

**1042 S**      *11386R*      Set

*2002 Min Supply For Late Filers*

### **Foreign Person's U.S. Source Income Subject to Withholding**

Information Return used by withholding agent to report certain income paid addresses in foreign countries. There are separate Instructions available for this item. The catalog number for the instructions is 64278A. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1042 T**      *28848W*      Each

*2001 Min Supply For Late Filers*

### **Annual Summary and Transmittal of Forms 1042-S**

Use this form to transmit paper Forms 1042-S, Foreign Person's U.S. Source Income subject to withholding, to the Internal Revenue Service. Use a separate 1042-T to transmit each type of Form 1042-S(see the instructions for line 1a). *OP:FS:FP:F:I* Tax Form or Instruction

**1045**      *10670A*      Each

*2001 Destroy Prev Issues Upon Rec*

### **Application for Tentative Refund**

For use by taxpayers (other than corporations) who have a net operating loss carryback and desire a quick refund of taxes. Prescribing instructions for Form 1045 are IRC Sec. 6411; Regs. Sec. 1-6411-1. The catalog number for the separate instruction is 13666W. *OP:FS:FP:F:I* Tax Form or Instruction

**1065**      *11390Z*      Each

*2001 Min Supply For Late Filers*

### **U.S. Return of Partnership Income**

For reporting the income of every domestic partnership (syndicates, groups, pools, joint ventures, etc. and every foreign partnership doing business in the U.S. or receiving income from U.S. sources). IRC Sec. 6031; Reg Sec. 1.761-1(a)(2)(IV)(a); 1.6031-1; 1.6033-1(a)(5); Separate Instructions. IRM 3162, 4131, 4151 and Subchapter 224. This form was expanded to incorporate the 1065 Schedule K (cat #11395C). Sch. K was previously a separate cut sheet form. There are separate Instructions available for this item. The catalog number for the instructions is 11392V. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1065 B SCH K-1**      *25437H*      Each

*2001 Min Supply For Late Filers*

### **Partner's Share of Income (Loss) from an Electing Large Partnership**

This form is used by partners to report income or less to large partnerships. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1065 B**      *26265H*      Each

*2001 Min Supply For Late Filers*

### **U.S. LARGE PARTNERSHIP RETURN OF INCOME**

Previously Personal Service Corporation Income Tax Return for fiscal year ending in 1922. Currently this form is an income tax return for electing large partnerships, beginning 1998 on. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1065 SCH D**      *11393G*      Each

*2001 Min Supply For Late Filers*

### **Capital Gains and Losses**

This form is filed by US Partnerships when they have a Capital Gain or Loss. Filed with Form 1065. *OP:FS:FP:F:CD* Tax Form or Instruction

**1065 SCH D SUPP**      *17192B*      Each

*1969 Special Handling/See Remarks*

### **Gain from Disposition of Depreciable Property Under Sections 1245 and 1250.**

*T:PS:F* Tax Form or Instruction

**1065 SCH K-1**      *11394R*      Each

*2001 Min Supply For Late Filers*

### **Partner's Shares of Income, Credits, Deductions, Etc.**

Used for reporting the distributive share of a partnership income, credits, etc. filed with Form 1065. There are separate Instructions available for this item. The catalog number for the instructions is 11396N. *W:CAR:MP:M:T:M* Tax Form or Instruction

## Forms

- 1066**      *64383U*      Each  
*2001 Min Supply For Late Filers*  
**U.S. Real Estate Mortgage Investment Conduit Income Tax Return**  
 Form 1066 is used to report the income, deductions, and gains and losses from the operation of a real estate mortgage investment conduit (REMIC). In addition, the form is used by the REMIC to report and pay tax on net income from prohibited transactions. There are separate instructions for this form. The catnum for the instructions is 64231R. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 1066 SCH Q**      *64167S*      Each  
*10/2000 Min Supply For Late Filers*  
**Quarterly Notice to Residual Interest Holder of REMIC Taxable Income or Net Loss Allocation**  
 Used to show residual interest holder's share of taxable income (or net loss), excess inclusion, and section 212 expenses. *OP:FS:FP:F:CD* Tax Form or Instruction
- 1096**      *14400O*      Each  
*2002 Min Supply For Late Filers*  
**Annual Summary and Transmittal of U.S. Information Returns**  
 Used to transmit forms 1099, 1098, 5498, and W-2G to the IRS. It is not used to transmit magnetic media. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1098**      *14402K*      Set  
*2002 Min Supply For Late Filers*  
**Mortgage Interest Statement**  
 This form reports Mortgage interest. There are separate Instructions available for this item. The catalog number for the instructions is 11409F. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1098 E**      *25088U*      Set  
*2002 Min Supply For Late Filers*  
**Student Loan Interest Statement**  
 Statement for reporting student loan interest. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1098 T**      *25087J*      Set  
*2002 Min Supply For Late Filers*  
**Tuition Payments Statement**  
 Statement to report tuition payments. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 A**      *14412G*      Set  
*2002 Destroy Prev Issues Upon Rec*  
**Acquisition or Abandonment of Secured Property**  
 This form is used by certain lenders who acquire an interest in property that was security for a loan, or who have reason to know that such property has been abandoned. There are separate Instructions available for this item. The catalog number for the instructions is 11409 F. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 B**      *14411V*      Set  
*2002 Min Supply For Late Filers*  
**Proceeds From Broker and Barter Exchange Transactions**  
 This form reports proceeds from Brokers and Barter's Exchange to IRS and seller. There are separate Instructions available for this item. The catalog number for the instructions is 64171A. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 C**      *26280W*      Set  
*2002 Min Supply For Late Filers*  
**Cancellation of Debt**  
 Filled by individual where by a forgiveness of debt is \$600 or more. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 DIV**      *14415N*      Set  
*2002 Min Supply For Late Filers*  
**Dividends and Distributions**  
 Used to report dividends and distributions. There are separate Instructions available for this item. The catalog number for the instructions is 11409F. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 G**      *14438M*      Set  
*2002 Min Supply For Late Filers*  
**Certain Government Payments**  
 This form is to be prepared by state governments and issued to recipients of unemployment compensation, state local refunds, taxable grants and agriculture department payments. This form replaces Form 1099-UC and Form 4347. There are separate Instructions available for this item. The catalog number for the instructions is 11409F. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 INT**      *14410K*      Set  
*2002 Min Supply For Late Filers*  
**Interest Income**  
 This form is used to report interest income. There are separate Instructions available for this item. The catalog number for the instructions is 11409F. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 LTC**      *23021Z*      Set  
*2002 Min Supply For Late Filers*  
**Long-Term Care and Accelerated Death Benefits**  
 Long-Term Care and Accelerated Death *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 MISC**      *14425J*      Set  
*2002 Min Supply For Late Filers*  
**Miscellaneous Income**  
 Used to report rents, royalties, prizes and awards and other fixed determinable income. This form replaced Form 1099-F, 1099-MED and 1099-NEC. There are separate Instructions for this item. The catalog number for the Instructions is 11409F. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 MSA**      *23114L*      Set  
*2002 Min Supply For Late Filers*  
**Distributions From an Archer MSA or Medicare+Choice MSA**  
 Form for distributions from medical savings accounts. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 OID**      *14421R*      Set  
*2002 Min Supply For Late Filers*  
**Original Issue Discount**  
 This form is used to report statements of Original Issue Discounts by recipients. There are separate Instructions available for this item. The catalog number for the instructions is 11409F. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 PATR**      *14435F*      Set  
*2002 Min Supply For Late Filers*  
**Taxable Distributions Received From Cooperatives**  
 This form is used by recipients (patrons) to report taxable distributions received from cooperatives. There are separate Instructions for this item. The catalog number for the instructions is 11409F. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 Q**      *32223J*      Set  
*2002 Min Supply For Late Filers*  
**Qualified Tuition Program Payments (Under Section 529)**  
 Form 1099-Q is used to report distribution and earnings from qualified tuition programs (under Section 529). Previously, qualified state tuition program earnings were reported on Form 1099-G. Starting in 2002, state and privated qualified tuition programs may be established. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 R**      *14436Q*      Set  
*2002 Min Supply For Late Filers*  
**Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRA, Insurance Contracts**  
 Used to report profit sharing and retirement plan lump-sum distributions. There are separate instructions available for this item. The catalog number for the instructions is 11409F. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 1099 S**      *64292E*      Set  
*2002 Min Supply For Late Filers*  
**Proceeds From Real Estate Transactions**  
 This form is used to report proceeds from Real Estate Transactions. The catalog number for the instructions is 11409F. *W:CAR:MP:FP:F:M* Tax Form or Instruction

## Forms

**1116**                    **11440U**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Foreign Tax Credit (Individual, Estate, Trust, or Nonresident Alien Individual)**  
Used to support the foreign tax credit claimed for the amount of any income, war profits, and excess profits tax paid or accrued during the taxable year to any foreign country or U.S. possession. There are separate Instructions available for this item. The catalog number for the instructions is 11441F. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1117**                    **17210M**                    Each  
*01/1981 Use/Issue Prev Issue First*  
**Income Tax Surety Bond**  
This form used when a credit is claimed for foreign taxes under IR Code 1954 Sec. 901 and 905(c). *IN:C:I* Tax Related Public Use

**1118**                    **10900F**                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Computation of Foreign Tax Credit - Corporation**  
Form 1118 is used to compute the amount of foreign tax credit claimed on corporation income tax returns. There are separate Instructions available for this item. The catalog number for the instructions is 10905I. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1118 SCH I**            **10237L**                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Computation of Reduction of Oil Gas Extraction Taxes**  
Complete Schedule I (Form 1118) if you claim a credit for any income taxes paid, accrued, or deemed to have been paid during the tax year with respect to foreign oil and gas extraction income. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1118 SCH J**            **10309U**                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Separate Limitation Losses and Overall Foreign Losses**  
Separate Limitation Loss Allocations and Other Adjustments Necessary to Determine Numerators of Limitation Fractions, Year-End Recharacterization Balances and Overall Foreign Loss Account Balances. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120**                    **11450Q**                    Each  
*2001 Min Supply For Late Filers*  
**U.S. Corporation Income Tax Return**  
Used by corporations to report income tax. Authority is IRC Sec 6012; Regs. Secs. 1.1502-75(h), 1.831-1(c) and 1.6012-2; and separate instructions. The catalog number for the instructions is 11455 T. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1120 A**                    **11456E**                    Each  
*2001 Min Supply For Late Filers*  
**U.S. Corporation Short-Form Income Tax Return**  
This is a four page optically Scanned (OCR) form. This is a short version of the Corporate Income Tax Return. There are separate Instructions available for this item. The catalog number for the instructions is 11455 T. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 F**                    **11470I**                    Each  
*2001 Min Supply For Late Filers*  
**U.S. Income Tax Return of a Foreign Corporation**  
Used by foreign corporations to report income tax. There are separate instructions available for this item. The catalog number for the instructions is 11475 L. Authority is IRC secs. 881, 882, and 6012. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 FSC SCH P**                    **11537Y**                    Each  
*2001 Min Supply For Late Filers*  
**Computation of Transfer Price or Commission**  
Complete this schedule (and attach it to Form 1120-FSC) for any FSC that generated (for the tax year) foreign trading gross receipts (defined in Instruction C): (1) from the resale of export property or services supplied by a "related party" OR (2) in its capacity as commission agent for a "related supplier" in the disposition of any export property or services. The separate instructions for 2001 have been combined with the Form. The result is a 4-page product. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 FSC**                    **11531K**                    Each  
*2001 Min Supply For Late Filers*  
**U.S. Income Tax Return of a Foreign Sales Corporation**  
This form is used to report any US Income of a Foreign Sales Corporation. There are separate Instructions available for this item. The catalog number for the Instructions is 11532V *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 H**                    **11477H**                    Each  
*2001 Min Supply For Late Filers*  
**U.S. Income Tax Return for Homeowners Associations**  
In order to take advantage of certain tax benefits, a homeowners association may elect to file Form 1120 H as its income tax return. These benefits, in effect, allow the association to exclude exempt function income from its gross income. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 IC DISC**            **11473P**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Interest Charge Domestic International Sales - Corporation Return**  
This item is an information return filed by interest charge domestic international sales corporations (IC-DISCs), former DISCs and former IC-DISCs. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 IC DISC SCH K**                    **11474A**                    Each  
*2001 Min Supply For Late Filers*  
**Shareholder's Statement of IC-DISC Distributions**  
This is a shareholder's statement of IC-DISC distribution. *OP:FS:FP:F:C* Tax Form or Instruction

**1120 IC DISC SCH P**                    **11478S**                    Each  
*2001 Min Supply For Late Filers*  
**Intercompany Transfer Price or Commission**  
Purpose and Schedule - Complete Schedule P and attach it to Form 1120-IC-DISC to show the computation of IC-DISC taxable income used in computing: (1) the transfer price from a related supplier to an IC-DISC commission from a related supplier. *W:CAR:MP:FP:F* Tax Form or Instruction

**1120 IC DISC SCH Q**                    **11479D**                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Borrower's Certificate of Compliance with the Rules for Producer's Loans**  
This form is used by an IC-DISC to establish that the borrower is in compliance with the rules for producer's loans. *OP:FS:FP:F:CD* Tax Form or Instruction

**1120 L**                    **11480E**                    Each  
*2001 Min Supply For Late Filers*  
**U.S. Life Insurance Company Income Tax Return**  
Used by Life Insurance Companies to report income tax. There are separate instructions available for this item. The catalog number for the instructions is 11485H. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 ND**                    **11507K**                    Each  
*12/2001 Min Supply For Late Filers*  
**Return for Nuclear Decommissioning Trust Funds and Certain Persons**  
This form is used by nuclear decommissioning funds to report contributions received, income earned, the administration expenses of operating the fund, and the tax on modified gross income. It is also sometimes used to report and pay the section 4951 taxes on self-dealing. *W:CAR:MP:FP:F:C* Tax Related Public Use

**1120 PC**                    **64270Q**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**U.S. Property and Casualty Insurance Company Income Tax Return**  
For filers of U.S. Property and Casualty Insurance Company Separate instructions catnum 64537I. *W:CAR:MP:F:P* Tax Form or Instruction

## Forms

- 1120 POL 11523K** Each  
*2001 Min Supply For Late Filers*  
**U.S. Income Tax Return for Certain Political Organizations**  
 This form is used by certain political organizations to report income tax. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 1120 REIT 64114F** Each  
*2001 Min Supply For Late Filers*  
**U.S. Income Tax Return for Real Estate Investment Trusts**  
 There are separate instructions for this form. The catnum for the instructions is 64243J. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 1120 RIC 64140B** Each  
*2001 Min Supply For Late Filers*  
**U.S. Income Tax Return For Regulated Investment Companies**  
 There are separate instructions for this form. The catnum for the instructions is 64251J. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 1120 S SCH D 11516V** Each  
*2001 Min Supply For Late Filers*  
**Capital Gains and Losses and Built-In Gains**  
 Used to report details of gain (or loss) from sales or exchanges of capital assets, and to compute alternative tax. There are separate instructions available for this item. The catalog number for the instructions is 64419L. *OP:FS:FP:F:CD* Tax Form or Instruction
- 1120 S SCH K-1 11520D** Each  
*2001 Min Supply For Late Filers*  
**Shareholder's Share of Income, Credits, Deduction, etc.**  
 This form is used to report shareholder's shares of income, credits, deductions, etc. There are separate Instructions available for this item. The catalog number for the Instructions is 11521O. *OP:FS:FP:F:CD* Tax Form or Instruction
- 1120 S 11510H** Each  
*2001 Min Supply For Late Filers*  
**U.S. Income Tax Return for an S Corporation**  
 Filed by qualifying Small Business Corporations which make the election prescribed by Section 1372 of the IRS Code. There are separate Instructions available for this item. The catalog number for the Instructions is 11515K. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 1120 SCH D 11460M** Each  
*2001 Min Supply For Late Filers*  
**Capital Gains and Losses**  
 Used to report details of gain (or loss) from sales or exchanges of capital assets, and to compute alternative tax. *OP:FS:FP:F:C* Tax Form or Instruction
- 1120 SCH H 14491P** Each  
*2001 Destroy Prev Issues Upon Rec*  
**Section 280H Limitations for a Personal Service Corporation (PSC)**  
 Use by personal service corporations (PSCs) that have elected under section 444 to have a tax year other than a calendar year. *W:CAR:MP:FS:F:C* Tax Form or Instruction
- 1120 SCH N 26294K** Each  
*2001 Min Supply For Late Filers*  
**Foreign Operations of U.S. Corporations**  
 Analysis of dividends paid and receipts and expenditures on account of changes in corporation's obligations and capital stock for calendar year 1936. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 1120 SCH PH 11465P** Each  
*2001 Destroy Prev Issues Upon Rec*  
**U.S. Personal Holding Company (PHC) Tax**  
 Used to compute Personal Holding Company tax. Filed with the Income Tax Return of every Personal Holding Company. The catalog number for the instructions is 10826K. *W:CAR:MP:FS:F:C* Tax Form or Instruction
- 1120 SF 14989I** Each  
*12/2001 Min Supply For Late Filers*  
**U.S. Income Tax Return for Settlement Funds (Under Section 468B)**  
 Form used by designated and qualified settlement funds to report transfers received, income earned, deductions claimed, tax due, and distributions made. *W:CAR:MP:M:T:M* Tax Form or Instruction
- 1120 W (FY) 63909K** Each  
*1992 Min Supply For Late Filers*  
**Fiscal Year Corporation Estimated Tax**  
 This item is to be used by corporations with tax years beginning after June 30 1992, and before January 1, 1993, to determine their estimated tax payments for the 1992-93 fiscal year. *T:FP:F:C* Tax Form or Instruction
- 1120 W 11525G** Each  
*2002 Destroy Prev Issues Upon Rec*  
**Estimated Tax for Corporations**  
 Use of this form is optional. It is provided to aid the corporation in determining its tax liability. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 1120 X 11530Z** Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Amended U.S. Corporation Income Tax Return**  
 May be used by corporations to amend a previously filed Form 1120. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 1122 17228S** Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**Authorization & Consent of Subsidiary Corporation to be included in a Consolidated Income Tax Return**  
 Authorization by subsidiary to be included in consolidated return and consent to the consolidated regulations. *OP:FS:FP:F:C* Tax Related Public Use
- 1127 17238O** Each  
*11/1993 Destroy Prev Issues Upon Rec*  
**Application for Extension of Time for Payment of Tax**  
 Form 1127 is used by taxpayers to request extension of time to pay taxes. The conditions under which extensions may be granted under Section 6161 of the Internal Revenue Code are printed on the reverse of the application. *CP:CO:O:2:SP* Tax Related Public Use
- 1128 21115C** Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Application to Adopt, Change, or Retain a Tax Year**  
 Used where prior approval of a change of accounting period is required on or before the fifteenth day of the second calendar month following the close of taxable period effected by the change. There are separate instructions for this form. The catnum for the instructions are 61752V. *OP:FS:FP:F:C* Tax Related Public Use
- 1138 17250W** Each  
*02/1998 Destroy Prev Issues Upon Rec*  
**Extension of Time for Payment of Taxes by a Corporation Expecting a Net Loss Carryback**  
 Used by a corporation expecting a net operating loss carryback to request an extension of time for payment of taxes. *T:FP:F:C* Tax Form or Instruction
- 1139 11170F** Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Corporation Application for Tentative Refund**  
 Purpose of Form. If you are a corporation (other than an S corporation), use Form 1139 to apply for: A quick refund of taxes from carryback of a net operating loss, net capital loss, or unused general business credit. A quick refund of taxes from an overpayment of tax due to a claim of right adjustment under section 1341(b)(1). *OP:FS:FP:F:C* Tax Form or Instruction
- 1254 17308B** Each  
*11/1987 Use/Issue Prev Issue First*  
**Examination Suspense Report**  
 This form is prepared in the district offices and sent to the National Office on deficiency cases which are to be held in abeyance to await the settlement of the same or a similar issue in another case that is pending before the courts. *EX:S:E* Internal Use
- 1254 A 17309M** Each  
*10/1987 Destroy Prev Issues Upon Rec*  
**Examination Suspense Report - Supplement Data Sheet**  
 This form is used as a continuation sheet for Form 1254. *EX:S:E* Internal Use

## Forms

- 1260**                    *17315Q*                    Each  
*08/1984 Destroy Prev Issues Upon Rec*  
**Request for Taxable Status of Dividends**  
 Used to request information relative to taxable status of distribution under section 301. *CC:DOM:ITA* Internal Use
- 1271**                    *17322F*                    Each  
*05/1986 Use/Issue Prev Issue First*  
**Rejection or Withdrawal Memorandum**  
 Form 1271 is used by district and service center Directors to write a report on offers in compromise which either are unacceptable or are going to be withdrawn by the taxpayer. Reports on rejected offers are fully completed in order to provide the appeals function with substantial documentation in the event of a taxpayer appeal of the rejection. *S:C:CP:FP:CRA* Internal Use
- 1273**                    *17324B*                    Each  
*12/1980 Use/Issue Prev Issue First*  
**Report of Estate Tax Examination Changes**  
 Used by examining officers to show a taxpayer the corrected tax and resulting deficiency or overassessment. *CP:EX:ST* Tax Related Public Use
- 1296**                    *17329E*                    Each  
*06/2000 Use/Issue Prev Issue First*  
**Assessment Against Transferee or Fiduciary**  
 This form is used to provide service center with information needed to make assessment of income, estate, or gift tax against transferee of fiduciary who was recipient of assets of transferor. *S:C:CP:CW:EMIS* Internal Use
- 1310**                    *11566B*                    Each  
*03/1995 Min Supply For Late Filers*  
**Statement of Person Claiming Refund Due a Deceased Taxpayer**  
 Prepared by claimant to secure payment of refund. *T:FP:F:I* Tax Form or Instruction
- 1318 B**                    *61486Y*                    Each  
*08/1987 Destroy Prev Issues Upon Rec*  
**Docket and Control Record - Criminal Cases**  
 This form is used to maintain a record of the progress or movement of cases pending. *CC:EL:CT* Internal Use
- 1318 E**                    *61487J*                    Each  
*02/1989 Destroy Prev Issues Upon Rec*  
**Transmittal Memorandum**  
 Transmits correspondence from Regional Counsel offices to National Office. Eliminates dictating and typing transmittal memoranda. *CC:EL:CT* Internal Use
- 1321**                    *17345E*                    Each  
*03/2000 Destroy Prev Issues Upon Rec*  
**Authorization for Official Travel**  
 Form 1321 is used to authorize travel or transfer at Government expense. *M:CFO:S:T-BE400* Internal Use
- 1331**                    *17356L*                    Each  
*07/1981 Use/Issue Prev Issue First*  
**Notice of Adjustment**  
 Form 1331 is a 3-part snapset used to show the appropriate adjustment (reflecting a decrease in liability) made to the Non-Master File on the taxpayer's account. *S:CAS:B:R* Tax Related Public Use
- 1331 (MEMORANDUM)**                    *17357W*                    Each  
*07/1981 Use/Issue Prev Issue First*  
**Notice of Adjustment**  
 Form 1331 (Memorandum) is an 8 1/2 x 11 inch 1-part form with a carbon attached to it to allow its being used as the 4th part of the 3-part base Form 1331, Notice of Adjustment. Tax examiners use Form 1331 (Memorandum) whenever an extra copy is required for posting by Accounting Branch personnel to an additional account. *S:CAS:B:R* Tax Related Public Use
- 1331 B (MEMORANDUM)**                    *17360T*                    Each  
*07/1981 Use/Issue Prev Issue First*  
**Notice of Adjustment**  
 1331-B (Memorandum) is used by tax examiners with Form 1331-B whenever an extra copy is required for posting by Accounting Branch personnel to an additional account. *S:CAS:B:R* Tax Related Public Use
- 1331 B**                    *61488U*                    Each  
*07/1981 Use/Issue Prev Issue First*  
**Notice of Adjustment**  
 Form 1331-B is used by tax examiners to show an adjustment to those tax accounts that are not on the Master File. *S:CAS:B:R* Tax Related Public Use
- 1331 C**                    *17361E*                    Sheet  
*07/1981 Use/Issue Prev Issue First*  
**Notice of Adjustment (Wage or Excise Tax)**  
 1331-C is prepared by tax examiners to show a decrease in the tax liability on wage or excise tax returns filed on a quarterly basis. *S:CAS:B:R* Tax Related Public Use
- 1332**                    *21190T*                    Each  
*08/1981 Use/Issue Prev Issue First*  
**Block and Selection Record**  
 Form 1332 is a block header record completed by Receipt and Control Batching Unit personnel to show the data elements common to all returns positioned behind it. The form is notated whenever a return is removed from the batch. *W:CAS:SP:IMF:SY* Internal Use
- 1334**                    *21195W*                    Each  
*08/1993 Destroy Prev Issues Upon Rec*  
**Requisition for Equipment, Supplies or Services**  
 Form 1334 is the Procurement request for services and supplies. It is required to request contracts, orders and stock items. *M:P:P:P* Internal Use
- 1363**                    *49953S*                    Each  
*04/1997 Destroy Prev Issues Upon Rec*  
**Export Exemption Certificate (Tax on Amount Paid for Transportation of Property by Air)**  
 Amounts the shipper pays for the transportation of property by air when exporting (including shipment to a possession of the US) by continuous movement are exempt from the transportation tax if they comply with the applicable regulations. They are exempt generally, if they prepare this form for each payment, furnishing the original to the carrier and keeping the duplicate. *T:FP:F:M* Tax Related Public Use
- 1366**                    *17402O*                    Each  
*07/1981 Destroy Prev Issues Upon Rec*  
**Tax Analysis Worksheet for Overassessment of Estate Tax Involving Restricted Interest**  
 This form is used by Estate Tax Examiners to compute amount of restricted interest. *CP:EX:ST:E&G* Internal Use
- 1570**                    *17520L*                    Each  
*01/1992 Destroy Prev Issues Upon Rec*  
**Declaration of Forfeiture**  
 Form 1570 is being revised to include date line by the District Director's signature and include the CIMIS number along with the seizure number. *CP:CI:RD:TD* Internal Use
- 1734**                    *21220W*                    Each  
*11/1987 Destroy Prev Issues Upon Rec*  
**Transmittal Memorandum**  
 This form is used to transmit various types of documents from the District Counsel to Chief, Appeals Office. *CC:DOM:FS* Internal Use
- 1742**                    *17697J*                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Understanding Taxes High School Program Order Form**  
 Form 1742 is ordered by Taxpayer Education Coordinators and furnished to teachers or others who want to order Pub. 21 or Pub. 21 Supplement. This form is a Business Reply Card which is to be mailed to obtain Pub. 21 or Pub. 21 Supplement. *W:CAR:SPEC:PPD:E* Other Public Use
- 1744**                    *17701G*                    Each  
*11/1979 Destroy Prev Issues Upon Rec*  
**Recapitulation of Examiner's Action**  
 This form is being reinstated because it helps summarize cumulative audit activity of a taxpayer, thus aiding reviewers and future examiners. *EX:E:D* Internal Use
- 1767**                    *61490G*                    Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Publishing Services Requisition**  
 Form 1767 is used in all IRS Offices as a requisitioning and authorizing document for printing and publishing services including forms, documents, letters and publications. *T:M:PS* Internal Use



## Forms

- 1775**                      *17748P*                      Each  
*06/2000 Destroy Prev Issues Upon Rec*  
**Statement of Physical Hazards in Offices**  
 This form is used by supervisory personnel to determine the physical conditions in their work area which may present hazards to personnel. *HR:F:P:D* Internal Use
- 1790**                      *17769S*                      Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**Request for Personnel Security Investigation**  
 Form 1790 is transmitted to NBIC by appointing officers after filling in the information necessary for inspection to investigate the individual. *M:S:NBIC* Internal Use
- 1900**                      *21260G*                      Pad  
*09/1989 Destroy Prev Issues Upon Rec*  
**Income Tax Survey After Assignment**  
 This form is used to explain reasons for not examining an assigned income tax return. *OP:EX:CS* Internal Use
- 1900 B**                      *26441Z*                      Each  
*03/2000 Destroy Prev Issues Upon Rec*  
**Unlocatable Taxpayer Checksheet**  
 This form replaces Form 1900 A, and was designed to provide guidance for researching unlocatable taxpayers. *OP:EX:CS:SCP* Internal Use
- 1914**                      *21290U*                      Each  
*07/1992 Destroy Prev Issues Upon Rec*  
**Computation of Allowable MACRS/ACRS/Depreciation Deduction**  
 Used by Revenue Agents to compute Allowable Depreciation Deductions. *OP:EX:CS:AP* General Admin Public Use
- 1930**                      *17882M*                      Pad  
*07/1985 Use/Issue Prev Issue First*  
**Custody Receipt for Government Property**  
 This form is used as a custody receipt for Government Property. *A:S:RE* Internal Use
- 1933**                      *17885T*                      Each  
*10/1997 Destroy Prev Issues Upon Rec*  
**Report of Survey**  
 Form used for reporting equipment in conjunction with Personal Property Management Handbook, Chapter 200, and the Automated Inventory System. *M:S:RE:FP* Internal Use
- 1937 A**                      *21320X*                      Each  
*06/1980 Use/Issue Prev Issue First*  
**Correspondence Approval and Clearance**  
 This form is used as a file copy for letters and memos. *M:RE:FS* Internal Use
- 1937 B**                      *13928L*                      Each  
*09/1996 No Previous Issue*  
**Correspondence Approval and Clearance**  
 Used as an official record copy for correspondence. This form is a 20# weight version of Form 1937.  
 Form 1937 printed on CW manifold (tissue weight) paper does not feed through most printers used with personal computers. This product converted to the national numbering system and supersedes RC-C Gen 1256 and SC-C 972. *S:CAS:SP:C* Internal Use
- 1957**                      *17912P*                      Each  
*02/1970 Destroy Prev Issues Upon Rec*  
**Schedule of Designated Certifying Officers or Employees**  
 This form is used to designate employees who are certified to pay IRS funds. *F:F:O* Internal Use
- 1958**                      *17913A*                      Each  
*12/1968 Destroy Prev Issues Upon Rec*  
**Schedule of Revoked Authorizations of Officers or Employees**  
 Form 1958 is used to list those personnel whose authorization to certify vouchers for payment has been revoked effective per the date shown. *F:F:O* Internal Use
- 1963**                      *17917S*                      Each  
*07/1992 Destroy Prev Issues Upon Rec*  
**Collection Register (Deposit Funds, Refund Repayments, General Funds Receipts)**  
 Form 1963 is used by Cash Clerks to record both non-revenue receipts of photocopy fees and deposits of general fund remittances. The data on the form is reconciled by Accounting Technicians in the service center Accounting and Receipt and Control Branches. *T:* Internal Use
- 1976**                      *21350L*                      Pad  
*02/1985 Use/Issue Prev Issue First*  
**Assignment Slip**  
 Form 1976 is used to assign and control TDA's, TDI's, miscellaneous investigations, offers-in-compromise, FTD alerts, and RCP (Returns Compliance Program) leads. *CP:CO:C:FP* Internal Use
- 1983**                      *17943O*                      Each  
*01/1987 Destroy Prev Issues Upon Rec*  
**Deposit Fund Record - Property Sales and Deposits**  
 Form 1983 is a control form prepared by tax examiners or accounting technicians to record property sales and deposits. When the account is closed out, the form is retired to the Federal Records Center. *T:S:R:R* Internal Use
- 2007**                      *61491R*                      Each  
*03/1986 Destroy Prev Issues Upon Rec*  
**Schedule of Small Credits Cleared**  
 Form 2007 is a journalizing document for listing small amounts of revenue monies under the Master File tolerance. *R:R:A* Internal Use
- 2019**                      *21365K*                      Pad  
*07/1988 Use/Issue Prev Issue First*  
**Authorization for Disposition of Salary Checks and/or Savings Bonds**  
 Form 2019 is used as an authorization for delivery of salary checks and/or savings bonds and also as a mailing insert for salary checks. *A:PS:TP* Internal Use
- 2028**                      *61493N*                      Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Report of Investigation**  
 Form 2028 is used for all reports of investigation made by NBIC. *M:S:NBIC* Internal Use
- 2028 P**                      *61431P*                      Each  
*02/2000 Destroy Prev Issues Upon Rec*  
**Summary Report of Investigation**  
 Form 2028-P is used by NBIC, exclusively, as an integral part of reporting contacts in the background investigations. *M:S:NBIC* Internal Use
- 2031**                      *63863X*                      Each  
*04/2000 Destroy Prev Rev. Immediately*  
**Waiver Certificate For Use By Ministers, Certain Members of Religious Orders, and Christian Science**  
 Waiver certificate for use by ministers, certain members of religious orders and christian science. *OP:FS:FP:F:I* Tax Related Public Use
- 2032**                      *49954D*                      Each  
*07/1998 Destroy Prev Issues Upon Rec*  
**Contract Coverage Under Title II Of The Social Security Act**  
 For use by a domestic corporation to extend social security coverage to United States citizens employed by its foreign subsidiaries. *T:FP:F:M* Tax Form or Instruction
- 2038**                      *21400G*                      Each  
*01/1994 Destroy Prev Issues Upon Rec*  
**Information Guide - Exemptions for Dependents**  
 ICR Form. Notice 609 must be enclosed with this form when mailed to taxpayer. Form 2038 requests information needed to support the exemption for dependents claimed on tax return. *S:C:CP:I* Tax Related Public Use
- 2039**                      *21405J*                      Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**SUMMONS**  
 Form 2039 is used to summon a taxpayer to appear before an officer of the IRS to give testimony relating to the tax liability (or collection of it) of the person identified on the form. The person summoned is requested to bring along for examination all books, records, papers, and other data relative to the inquiry. This status notice is re-issued to update the status notice files. *S:C:CP:I* Tax Related Public Use

## Forms

- 2040**                      *71120B*                      Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**Distribution List**  
 Form 2040 will be used by the printing specialists and distribution analysts when shipping quantities to the distribution centers and service centers. This form will be printed on the On Demand Program from the Area Distribution Centers. Completed F 2040 listing are distributed on the IMDDS Program using File Number 96, Cat. No. 01495H. For more information, see Chapter 5 instructions in Document 7130. *W:CAR:MP:M:L* Internal Use
- 2045**                      *61497F*                      Each  
*03/1980 Use/Issue Prev Issue First*  
**Transferee Agreement**  
 This form is used to secure a figure and an agreement from the transferee concerning his tax liability to the extent provided in Sec. 6901 of the IR code. *CP:EX:CS:MI* Tax Related Public Use
- 2061**                      *61498Q*                      Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Document Clearance Record**  
 Form 2061 is used to provide guidelines for originators and receivers in the clearance process of Internal Management Documents. It also serves as record of reviewers and their comments. *M:SP* Internal Use
- 2061 A**                      *32063R*                      Each  
*07/2001 No Previous Issue*  
**IMD Coordinator Checklist & Routing Slip**  
 This form must be attached to each IRM package submitted to the Multimedia Publishing Division for printing and distribution. It will facilitate Multimedia's processing of each IRM package and ensure that it meets the standards stipulated by the Office of Servicewide Policy, Directives and Electronic Research (SPDER). *N:ADC:R:R:SPDER* Internal Use
- 2063**                      *21420Y*                      Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**U.S. Departing Alien Income Tax Statement**  
 The prescribing instructions are Rev. Rul. SS-468, C. B. 1955-2, 5a; Pub. 433; Rev. Proc. 60-33. Statement by a departing resident alien whose taxable period has not been terminated, or by a departing nonresident alien having no taxable income from U.S. Sources and certifies that all U.S. income tax obligations have been satisfied. To be used in lieu of 1040 C. *OP:FS:FP:F:I* Tax Form or Instruction
- 2065**                      *61499B*                      Each  
*11/1981 Use/Issue Prev Issue First*  
**Qualifications Record**  
 This form is used to establish qualifications for specific jobs. *M:ES* Internal Use
- 2083**                      *17965C*                      Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Annual Report of Informants' Claim Processed**  
 This form is used to report data on taxes recovered attributable to informants' claiming rewards. *CP:EX:MA* Internal Use
- 2087**                      *17974N*                      Each  
*03/1966 Destroy Prev Issues Upon Rec*  
**Procurement Control Register**  
 Used to maintain records of contract field printing, Government field printing procurement, procurement of photographic services and procurement of microfilm services. *HR:C* Internal Use
- 2106**                      *11700N*                      Each  
*2001 Min Supply For Late Filers*  
**Employee Business Expenses**  
 For optional use to support deductions from income tax for travel, transportation, outside salesman or educational expenses (except moving expenses). There are separate instructions for this form. The catnum for the instructions is 64188V. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 2106 (U)**                      *24559M*                      Each  
*2001 Min Supply For Late Filers*  
**Employee Business Expenses**  
 Instructions for filing Form 2106, Employee Business Expenses. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 2106 EZ (U)**                      *25910V*                      Each  
*2001 Min Supply For Late Filers*  
**Unreimbursed Employee Business Expenses**  
 Form 2106 EZ (U) is supplied to posts of duty for distribution. This form is filed with Form 1040 by employees who are deducting expenses attributable to the job, not reimbursed by their employer for any expenses, and use the standard mileage rate. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 2106 EZ**                      *20604Q*                      Each  
*2001 Min Supply For Late Filers*  
**Unreimbursed Employee Business Expenses**  
 Form 2106 EZ is used by employees who are deducting expenses attributable to the job, specifically when not reimbursed by the employer for any expenses or claiming vehicle expense. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 2119**                      *11710J*                      Each  
*1997 Destroy Prev Issues Upon Rec*  
**Sale of Your Home**  
 There are separate instructions for this item. The catnum for the instructions are 18038W. *T:FP:F:I* Tax Form or Instruction
- 2119 (U)**                      *24560N*                      Each  
*1997 No Previous Issue*  
**Sale of your Home**  
 This item is coded for use by POD's only. *T:M:T:S* Tax Form or Instruction
- 2120**                      *11712F*                      Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**Multiple Support Declaration**  
 This statement disclaims as an income tax exemption, an individual to whose support the taxpayer and others have contributed. IRC Sec. 152(c); Regs. Sec. 1.152-3(c); and Publication 17. *OP:FS:FP:F:I* Tax Form or Instruction
- 2159**                      *21475H*                      Each  
*03/1997 Destroy Prev Issues Upon Rec*  
**Payroll Deduction Agreement**  
 Form 2159 is used by Collection function personnel to establish a taxpayer installment agreement via payroll deduction, thus minimizing possible default on the taxpayer's liability. *S:C:CP:FP:CRA* Tax Related Public Use
- 2159 (SP)**                      *20708J*                      Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Payroll Deduction Agreement (Spanish Version)**  
 Form 2159 (SP) is used by the Collection function to establish a taxpayer's installment agreement via the payroll deduction plan, thus minimizing taxpayer default. *S:C:CP:FP:CRA* Internal Use
- 2165**                      *18102V*                      Each  
*08/1981 Destroy Prev Issues Upon Rec*  
**Federal Group Life Insurance Information for Employees Leaving the Internal Revenue Service**  
 This form is completed by IRS employees upon leaving the Service. It is used to inform the Service of the employee intentions regarding his/her Federal Group Life Insurance Policy. *HR:P:H:S:B* Internal Use
- 2187**                      *18135Q*                      Each  
*02/1981 Destroy Prev Issues Upon Rec*  
**Information and Instructions for New Employees**  
 Used to provide information and instructions for new employees and refers to certain actions that must be accomplished before the individual's appointment can be confirmed. *HR:P:EE* Internal Use
- 2188**                      *18136B*                      Each  
*09/1981 Destroy Prev Issues Upon Rec*  
**Voucher and Schedule of Overpayment and Overassessments**  
 Form 2188 is completed by accounting technicians to certify an overpayment and/or overassessment of a taxpayer's account which resulted in a refund, a credit transfer to another liability, or a reduction in the same balance. The form is routed to RACS (Revenue Accounting Control System) Unit personnel for accounting purposes. *R:R:A:S* Internal Use
- 2192**                      *18143Q*                      Each  
*04/1986 Destroy Prev Issues Upon Rec*  
**Memorandum Review of Cases**  
 This form is used by regional reviewers of cases closed without prosecution to make their comments regarding the post reviewed report. *CI:P:T* Internal Use
- 2198**                      *18149E*                      Each  
*09/1980 Destroy Prev Issues Upon Rec*  
**Determination of Liability for Personal Holding Company Tax**  
 Form 2198 is used by tax examiners as an agreement with a taxpayer that they are liable for personal holding company tax. *OP:EX:CS:AP* Tax Related Public Use

## Forms

- 2209**                    **21515G**                    Each  
*05/1994 Destroy Prev Issues Upon Rec*  
**Courtesy Investigation**  
 Form 2209 is used for District investigations in locating taxpayers or to gather information in collecting on assigned cases. *OP:CO:C:FP* Internal Use
- 2209 A**                    **21520Z**                    Pad  
*01/1995 Destroy Prev Issues Upon Rec*  
**Status Report**  
 Form 2209-A is completed and transmitted to the appropriate office of investigation oficer whenever an investigation is requested on either Form 2209, Courtesy Investigation, or Form 2990, Miscellaneous Investigation. *OP:CO:C:FP* Internal Use
- 2210**                    **11744P**                    Each  
*2001 Min Supply For Late Filers*  
**Underpayment of Estimated Tax by Individuals, Estates and Trusts**  
 This form is filed as an explanation to avoid penalty for underpayment of estimated tax. There are separate instructions available for this item. The catalog number for the instructions is 63610 I. Authority is IRC Sec. 6654; Regs secs 1.6654-1. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 2210 F**                    **11745A**                    Each  
*2001 Min Supply For Late Filers*  
**Underpayment of Estimated Tax by Farmers and Fishermen**  
 This form is filed as an explanation to avoid penalty for underpayment of estimated tax made by qualified farmers and fishermen. For use only by individuals whose gross income from farming or fishing is at least two thirds of their gross annual income. All other individuals should use Form 2210. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 2220**                    **11746L**                    Each  
*2001 Min Supply For Late Filers*  
**Underpayment of Estimated Tax by Corporations**  
 For use by corporation which under paid estimated income tax. If additional tax does apply, a computation schedule is provided. There are separate instructions for Form 2220. The catnum for the instructions is 64293P. *W:CAR:MP:M:T:M* Tax Form or Instruction
- 2221**                    **18173E**                    Each  
*01/1977 Destroy Prev Issues Upon Rec*  
**Schedule of Collections**  
 Form 2221 is used for itemizing collections for deposit and as a document for posting to accounts. *CFO:F* Internal Use
- 2222**                    **18175A**                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Sealed Bid for Purchase of Seized Property**  
 Form 2222 is prepared when submitting a sealed bid to purchase seized property. The form not only alerts prospective buyers to the possible existence of other liens on the property but also stresses the importance of reading ALL of the instructions on the form to assure submission accuracy. *S:C:CP:FP:E* General Admin Public Use
- 2223**                    **18176L**                    Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Request for Information From Military**  
 Form 2223 is used to obtain the current address of military taxpayers from the appropriate branch of the military. This form is a 2-way mailer to be printed by the regions. Appropriate return address must be inserted in three places on camera copy before printing. Funding and printing requirements are the responsibility of each region. Repros will be furnished to each region. Form has been revised to remove the Business Reply tri-fold format from this form. Postal Service Reform and Regulations have made the BRM self-mailer portion of this form obsolete. The form should now be used with BRM *T:M:PS:DFPS* Tax Related Public Use
- 2235**                    **18211H**                    Each  
*09/1981 Destroy Prev Issues Upon Rec*  
**Request for Albert Gallatin Award**  
 This form will be used for making nominations and obtaining appropriate record checks for nominees for the Albert Gallatin Award. *N:ADC:H:P:P* Internal Use
- 2236**                    **18212S**                    Each  
*09/1981 Use/Issue Prev Issue First*  
**Deposit Fund Record - Miscellaneous Deposit Funds**  
 Form 2236 is used to record, in detail, the seizure of property made by the Collection function. The summarized data supports the general ledger account (2700). *OP:FS:S* Internal Use
- 2246**                    **21550N**                    Each  
*09/1990 Use/Issue Prev Issue First*  
**(Field Contact Card)**  
 Form 2246 is used to provide a taxpayer (or third party) with the name of an official to contact regarding an internal revenue matter. The card is restricted to use by holders of a pocket commission; i.e., Revenue Agents, Revenue Officers, Special Agents, etc. NOTE: Form 2246, which is designed with space for manual entry of a name and phone number, is NOT to be preprinted at Government expense by a commercial printing vendor. However, users do have the option to either (1) preprint the cards on an office laser printer; (2) laser print the contact information onto a self-adhesive label which c *S:C:CP:FP:CGP* Internal Use
- 2259**                    **18241V**                    Each  
*05/1980 Use/Issue Prev Issue First*  
**Agreement as Determination Pursuant to Section 1313(a)(4) of the Internal Revenue Code**  
 This Form is used for obtaining an adjustment under Code Section 1311 and for offsetting deficiencies and refunds whenever possible. *CP:EX* Tax Related Public Use
- 2261**                    **18243R**                    Each  
*04/1995 Destroy Prev Issues Upon Rec*  
**Collateral Agreement - Future Income (Individual)**  
 Form 2261 is submitted by individuals in cases where additional consideration is required for the acceptance of their offers in compromise. *OP:CO:C:SP* Tax Related Public Use
- 2261 A**                    **18244C**                    Each  
*10/1994 Destroy Prev Issues Upon Rec*  
**Collateral Agreement - Future Income Corporation**  
 Form 2261-A is submitted by individuals in cases where additional consideration is required for the acceptance of their offers in compromise. *OP:CO:C:SP* Tax Related Public Use
- 2261 B**                    **18245N**                    Each  
*05/1988 Use/Issue Prev Issue First*  
**Collateral Agreement - Adjusted Basis of Specific Assets**  
 Form 2261-B is submitted by taxpayers in cases where additional consideration is required for acceptance of their offers in compromise. *OP:CO:C:SP* Tax Related Public Use
- 2261 C**                    **18246Y**                    Each  
*05/1988 Use/Issue Prev Issue First*  
**Collateral Agreement - Waiver of Net Operating Losses, Capital Losses, and Unused Investment Credits**  
 Form 2261-C is submitted by taxpayers in cases where additional consideration is required for the acceptance of their offers in compromise. *OP:CO:C:SP* Tax Related Public Use
- 2261 D**                    **18247J**                    Each  
*10/1982 Use/Issue Prev Issue First*  
**Collateral Agreement - Delinquency Penalty Offer - Income Tax**  
 Used to clarify the waiver provisions which the taxpayer agreed to upon the submission of an offer to compromise, a delinquency penalty assessed by reason of the later filing of an income tax return. *CP:CO:O:2:SP* Tax Related Public Use
- 2263**                    **18249F**                    Each  
*09/1981 Destroy Prev Issues Upon Rec*  
**Abstract of Bids or Informal Quotations**  
 This form is used to record all bids and acceptances and informal quotations. *P* Internal Use

## Forms

- 2264**                    **18250G**                    Each  
*02/1996 Destroy Prev Rev. Immediately*  
**Request for Social Security Account Information**  
 Form is used to request information from the Social Security Administration. Form 2264 will no longer be available through the ADC when stock is depleted. It will only be available through CI's PC Program Agent's Suite". *CI:S:RPE* Tax Related Public Use
- 2270**                    **18261N**                    Each  
*10/1992 Destroy Prev Issues Upon Rec*  
**Notice to Exhibit Books and Records**  
 Form 2270 is used by revenue officers dealing mainly with banks and other financial institutions willing to permit an examination of their records. The form is used to request a third party to make available for inspection the records of the taxpayer indicated because a levy has been made or is about to be made. *S:C:CP:FP:CGP* Tax Related Public Use
- 2271**                    **18262Y**                    Each  
*09/1981 Use/Issue Prev Issue First*  
**Depreciation Agreement**  
 This form is used to record an agreement with the taxpayer concerning life, method and rate of depreciation, incorporating clearer language. *EX:I:E* Tax Related Public Use
- 2275**                    **21600I**                    Each  
*02/1983 Use/Issue Prev Issue First*  
**Records Request, Charge and Recharge**  
 Form 2275 is used to request income Tax Returns, Information related thereto, and other Service documents or appropriate. It serves as a transmitting need and as a charge out and recharge record. *W:CAS:SP:AN* Internal Use
- 2276**                    **18265F**                    Each  
*05/1987 Use/Issue Prev Issue First*  
**Collateral Deposit Record**  
 Used as a record of collateral deposit as a request receipt and release of collateral posted with respect to Federal Tax Liability of Delinquent Taxpayers and Departing Aliens. *CP:CO:C:SP* Internal Use
- 2285**                    **18274Q**                    Each  
*11/1989 Destroy Prev Issues Upon Rec*  
**Concurrent Determinations of Deficiencies**  
 Form 2285 is the worksheet used by tax examiners to show the taxpayer the special interest computations when more than one ruling of The Internal Revenue Code applies. Concurrent Determinations of Deficiencies (Increases in Tax) and Overassessments (Decreases in Tax) in Cases Involving Restricted Interest Provisions of The Internal Revenue Code *EX:Q:C* Tax Related Public Use
- 2285 A**                    **13732R**                    Each  
*10/1991 No Previous Issue*  
**Supplemental Interest Worksheet**  
 This form provides additional space for extensive computations. *EX:E:S* Internal Use
- 2290**                    **11250O**                    Each  
*07/2001 Min Supply For Late Filers*  
**Heavy Vehicle Use Tax Return**  
 A return of tax due on the use of any highway motor vehicles which falls within one of the categories shown in the tax computation schedules on the form. The catalog for the separate instructions is 27231L. *W:CAR:FP:MP:F:M* Tax Form or Instruction
- 2290 SP**                    **30488W**                    Each  
*07/2001 Min Supply For Late Filers*  
**Declaracion del Impuesto sobre el Uso de Vehiculos Pesados**  
 A return of tax due on the use of any highway motor vehicles which falls within one of the categories show in the tax computation schedules on the form. the catalog number for the separate instructions is 30489H. This is for spanish speaking taxpayers. *OP:FS:FP:F:M* Tax Form or Instruction
- 2297**                    **18287T**                    Each  
*03/1982 Use/Issue Prev Issue First*  
**Waiver of Statutory Notification of Claim Disallowance**  
 Taxpayer waives requirement that notice be sent by certified or registered mail. *CP:EX:ST:P* Tax Related Public Use
- 2311**                    **18319S**                    Each  
*02/1996 Use/Issue Prev Issue First*  
**Affidavit**  
 Form 2311 is used by Investigators to secure a statement. This form will no longer be printed and stocked at the ADC's. It will only be available through CI's computer program "Agent's Suite" so that agents can print as needed. (3/5/97 Losman) This form is now available at publish.no.irs.gov with CIs approval so NBIC can also access and use this form. (10-12-99/st) *CI:S:RPE* Tax Related Public Use
- 2311 B**                    **18321E**                    Each  
*10/1977 Use/Issue Prev Issue First*  
**Affidavit Continuation Sheet**  
 Form 2311-B is the continuation sheet for Form 2311. Criminal Investigation Division is now responsible for this form. It is also used by Internal Security Division when investigations are made involving Treasury employees. *CI:S:RPE* Internal Use
- 2322**                    **21640S**                    Each  
*01/1987 Use/Issue Prev Issue First*  
**Statement of Interest or Estimated Tax Penalty Charges**  
 Form 2322 is prepared by tax examiners to show how the Service computed the penalty and interest charges assessed to the taxpayer's account. *T:C:O:A* Tax Related Public Use
- 2333 TE**                    **15983E**                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Taxpayer Education Order Form**  
 Form 2333TE, Taxpayer Education Order Form, is for use by Taxpayer Education Coordinators (TPE) to order material for any Taxpayer Education Program. TPECs may also use the Form 2333V, Volunteer Order Form. Completed Form 2333TE orders should be faxed to the ADC's. Form 2333TE can be accessed via the IRS IntraNet and electronically filled-in. *W:CAR:SPEC:PP* Tax Related Public Use
- 2333 V**                    **18356V**                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Volunteer Order Form**  
 Form 2333V, Volunteer Order Form, permits volunteer coordinators to order VITA and TCE materials for training and for site assistance. The tax forms and schedules are provided for taxpayers who receive assistance at the VITA/TCE sites, and generally not intended for distribution to taxpayers. Completed Form 2333V orders should be faxed to the ADC's. Form 2333V can be accessed through the IRS IntraNet as an electronic fill-in form. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 2333 X**                    **11754L**                    Each  
*08/1998 No Previous Issue*  
**Taxpayer Education Attachment Sheet**  
 Form 2333X is to be used by VITA/TCE volunteers and Taxpayer Education staff for ordering materials that are not listed on Forms 2333V or Form 2333TE. Form 2333X is available ON-DEMAND through the Distribution Centers. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 2345**                    **21645V**                    Each  
*04/1993 Use/Issue Prev Issue First*  
**Batch Transmittal**  
 Form 2345 is used to list and control batches of documents during service center processing operations. Districts use Form 2345 to transmit PRP cases to service centers. *T:S:P:D* Internal Use
- 2350**                    **11780H**                    Each  
*2001 Min Supply For Late Filers*  
**Application for Extension of Time to File U.S. Income tax Return**  
 Filed by U.S. Citizens abroad who expect to qualify for exempt earned income to secure extension of time for filing income tax return. Prescribing Instructions: IRC Sec. 911; Regs. Sec. 1.911-1(a)(7) and 1.911-1(b)(3); Rev. Proc. 57-33; C.B. 1957-2, 1106; Pub. 54. *W:CAR:MP:FP:F:I* Tax Form or Instruction

## Forms

- 2363**                      *21650O*                      Pad  
*12/1981 Use/Issue Prev Issue First*  
**Master File Entity Change**  
 Form 2363 is used by district office Examination and Taxpayer Service personnel and service center Collection personnel to make changes (names, addresses, dates, etc.) to the Business Master File (BMF) and Individual Master File (IMF). The completed form is forwarded to the appropriate support group of the function for input via IDRS. *W:CAS:SP:IMF:* Internal Use
- 2363 A**                      *21652K*                      Pad  
*11/1999 Destroy Prev Issues Upon Rec*  
**Request for IDRS Input for BMF/EO Entity Change**  
 Form 2363-A is used by district office Taxpayer Service, Examination, and Technical personnel to make entity changes that include EOMF data. The data on the completed form is entered into the computer via district office Terminal Operators and service center Tax Examiners. *OSC:QAM:M* Internal Use
- 2366**                      *18407B*                      Each  
*09/1978 Destroy Prev Issues Upon Rec*  
**Analysis of Appropriation and Fund Balances**  
 Used to report the amounts of unliquidated obligations at the end of the fiscal year. *F:F:O* Internal Use
- 2373**                      *18416M*                      Each  
*06/1982 Use/Issue Prev Issue First*  
**Statement of Internal Revenue Taxes Due as an Expense of Administration of an Estate**  
 Form 2373 is a request for payment of taxes due as an expense of the estate. It is prepared and issued by the District Office Special Procedures function in proof of claim cases. *CO:O* Tax Related Public Use
- 2424**                      *21670G*                      Pad  
*03/2001 Destroy Prev Issues Upon Rec*  
**Account Adjustment Voucher**  
 Form 2424 is used to transfer credits either between master file and non-master file accounts or between two master file accounts. The form is restricted for use when preparing transfers manually. *S:CAS:B:R* Internal Use
- 2431**                      *18486K*                      Each  
*05/1974 Destroy Prev Issues Upon Rec*  
**Subpoena Instructions and Questionnaire**  
 This form gives instructions for serving a subpoena. *CC:DOM:FS* Internal Use
- 2433**                      *21680C*                      Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Notice of Seizure**  
 Form 2433 primarily is used to list a description of taxpayer assets seized for non-payment of internal revenue taxes. The form also contains (within each set) the forms necessary for releasing the (same) seized assets. This status notice is reissued to update the status notice files. *S:C:CP:FP:E* Tax Related Public Use
- 2434**                      *18490S*                      Each  
*03/1984 Destroy Prev Issues Upon Rec*  
**Notice of Public Auction Sale**  
 Form is handed or mailed to taxpayer, left at his residence or place of business, published in newspapers and posted in public places. *S:C:CP:FP:E* Tax Related Public Use
- 2434 A**                      *18491D*                      Each  
*05/1990 Destroy Prev Issues Upon Rec*  
**Notice of Sealed Bid Sale**  
 Form 2434-A is used to provide the public with notification of seized property to be sold by sealed bid. Form 2434-A resolves any confusion as to the deadline for submitting sealed bids. *S:C:CP:FP:E* Tax Related Public Use
- 2434 B**                      *18492O*                      Each  
*09/1985 Use/Issue Prev Issue First*  
**Notice for Encumbrances Against or Interests in Property Offered For Sale**  
 This form is to protect bidders at IRS sales. It provides prospective bidders with information the Government has learned about prior encumbrances against the property for sale. Prospective bidders will be sent this form upon request. *S:C:CP:FP:E* Tax Related Public Use
- 2435**                      *18493Z*                      Each  
*01/1998 Use/Issue Prev Issue First*  
**Certificate of Sale of Seized Property**  
 Certificate issued to purchaser of property which has been seized and offered for sale for collection of delinquent taxes. *S:C:CP:FP:E* Tax Related Public Use
- 2436**                      *21710F*                      Each  
*09/1994 Destroy Prev Issues Upon Rec*  
**Seized Property Sale Report**  
 Form 2436 is filled in by Revenue Officers who conducted a sale of property seized to satisfy a taxpayer's outstanding tax liability. *S:C:CP:FP:E* Tax Related Public Use
- 2438**                      *11856I*                      Each  
*2001 Min Supply For Late Filers*  
**Regulated Investment Company Undistributed Capital Gains Tax Return**  
 Annual return of tax payable on or before the 30th day after the close of companies' taxable year. Used with Form 2439, Notice to Shareholder of undistributed long-term capital gains. Prescribing Instructions: IRC Sec. 852(b)(3)(d)(iv); Regs. Sec. 1.852-9. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 2439**                      *11858E*                      Each  
*2001 Destroy Prev Issues Upon Rec*  
**Notice to Shareholder of Undistributed Long-Term Capital Gains**  
 Annual statement to be distributed to shareholders of a regulated investment company. Used with Form 2348, Regulated Investment Company Undistributed Capital Gains Tax Return. The Prescribing Instructions are IRC Sec. 852(b)(3)(D)(i); Regs. Sec. 1.852-9. *OP:FS:FP:F:C* Tax Form or Instruction
- 2441**                      *11862M*                      Each  
*2001 Min Supply For Late Filers*  
**Child and Dependent Care Expenses**  
 Attached to Form 1040 to support claims of household and dependent care expenses. Prescribing instructions are IRC Sec. 214; Regs. Sec. 1.214-1; Instructions for Form 1040; Publications 17 Your Federal Income Tax; Publication 503. There are separate instructions for this form. The catalog number for the instructions is 10842K. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 2441 (U)**                      *24558B*                      Each  
*2001 No Previous Issue*  
**Child and Dependent Care Expenses**  
 If you paid someone to care for your child or other qualifying person so you (and your spouse if filling a joint return) could work or look for work in 1997, you may be able to take the credit for child and dependent expenses. But you must have earned income to do so. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 2444**                      *18500D*                      Each  
*03/1986 Use/Issue Prev Issue First*  
**Accounting Batch Control Document**  
 Form 2444 is used for summarizing accounting data from various expense and obligating docs. For use as posting media. This form is also referred to as an ABCD. *F:S:S* Internal Use
- 2467**                      *18531C*                      Pad  
*03/1976 Use/Issue Prev Issue First*  
**Assessment Label**  
 Form is used to indicate assessment of tax, interest & penalty. Labels are printed without District name. *OP:EX:CS:W* Internal Use
- 2468**                      *21740T*                      Pad  
*03/1976 Use/Issue Prev Issue First*  
**Overassessment Label**  
 Form is used to indicate assessment of tax, interest & penalty. Labels are printed without district name. *OP:EX:CS:W* Internal Use
- 2475**                      *18540N*                      Each  
*05/1982 Destroy Prev Issues Upon Rec*  
**Request for Transcript of Taxpayer Account**  
 Form used to request information from the Federal Records Center. *ISM:P* Internal Use
- 2481**                      *18546B*                      Each  
*03/1986 Destroy Prev Issues Upon Rec*  
**Notice to Make Special Deposits of Taxes**  
 This form is delivered to taxpayer selected to make special deposits of taxes under provisions of Section 7512 of the Internal Revenue Code. *CP:CO:C:FP* Tax Related Public Use

## Forms

- 2482**                    *18547M*                    Each  
*07/1986 Destroy Prev Issues Upon Rec*  
**Record of Trust Fund Compliance Program Case**  
 Form 2482 is a case control record which is used as a aid for monitoring taxpayer compliance whenever a Letter 903(DO) or Form 2481, Notice to Make Special Deposits of Taxes, is issued. *CO:O:I:FP* Internal Use
- 2503**                    *18577A*                    Each  
*01/1981 Destroy Prev Issues Upon Rec*  
**Survey After Assignment - Excise or Employment Tax**  
 Used for reporting survey after assignment of case by examiner. *EX:E:D* Internal Use
- 2504**                    *21775K*                    Pad  
*03/1992 Destroy Prev Issues Upon Rec*  
**Agreement to Assessment and Collection of Additional Tax and Acceptance of Overassessment**  
 This form is used when taxpayers agree to assessment and collection of additional tax and acceptance of overassessment (excise or employment tax). *EX:E:E* Tax Related Public Use
- 2504 AD**                *18578L*                    Each  
*02/1983 Destroy Prev Issues Upon Rec*  
**Excise or Employment Tax Offer or Agreement and Collection of Additional Tax and Offer of ...**  
 Form 2504-AD is used for settlement of excise or employment tax cases. *CC:AP:PT* Tax Related Public Use
- 2504 WC**                *33202Q*                    Each  
*01/2002 No Previous Issue*  
**Agreement to Assessment and Collection of Additional Employment Tax and Acceptance of Overassessment in Worker Classification**  
 Form 2504-WC is used when cases involve the classification of worker(s) and taxpayers agree to assessment and collection of employment taxes and acceptance of overassessment. It is sent with the 30-day letter and the Notice of Determination of Worker Classification. *CC:TEGE:EOEG:EO2* Internal Use
- 2507**                    *18582T*                    Each  
*10/1974 Use/Issue Prev Issue First*  
**Receipt for Money - Cashier Advance Fund**  
 Form 2507 is used for acknowledgment of receipt and a record of money transferred between an employee and a cashier for investigative purposes. Form is available to CI through their PC Program "Agent's Suite". *CFO:F:S* Internal Use
- 2509**                    *18584P*                    Each  
*08/1981 Destroy Prev Issues Upon Rec*  
**Report of Conduct, Character Background, and NACI Cases on Hand and Pending Administrative . . .**  
 This form is used to monitor work-load and case problems. *HR:H:L* Internal Use
- 2515**                    *18592P*                    Each  
*11/1993 Use/Issue Prev Issue First*  
**Record of Offer in compromise**  
 Form 2515 is used by offer-in-compromise technicians to control offer documents from the date of receipt to the date of disposition. *S:C:CP:FP:CRA* Internal Use
- 2542**                    *18620W*                    Each  
*07/1959 Destroy Prev Issues Upon Rec*  
**Valuation of Interest in an Unincorporated Business**  
 This form is used to determine the value of Interest in an Unincorporated Business. *EX:D:E* Internal Use
- 2543**                    *18621H*                    Each  
*01/1969 Destroy Prev Issues Upon Rec*  
**Valuation of Closely Held Corporations Stock**  
 This form is used to determine value of interests in closely held corporations. *EX:E* Internal Use
- 2552 (C)**                *21830Y*                    Each  
*09/1985 Destroy Prev Issues Upon Rec*  
**Data Required for Proof of Claim Case**  
 continuous form 2552 (c) is used to secure information concerning insolvency and decedents proceedings. Also to notify others offices that proceedings have been filed. *S:C:CP:T&I* Internal Use
- 2553**                    *18629R*                    Each  
*10/2001 Min Supply For Late Filers*  
**Election by a Small Business Corporation**  
 To be filed by qualifying small business corporations to make the election prescribed by Sec. 1372.  
 There are separate instructions for for this item. The catalog number for the instructions is 49978N. Prescribing Instructions are IT-IRC 1372, Regs. Sec. 1.372-2. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 2555**                    *11900P*                    Each  
*2001 Min Supply For Late Filers*  
**Foreign Earned Income**  
 Filed by taxpayers who have earned income from sources outside the U.S. which is exempt from U.S. Income Tax. This form is an integral part of OIO Package 9 mailout. There are separate Instructions available for this item. The catalog number for the Instructions is 11901A. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 2555 EZ**                *13272W*                    Each  
*2001 Min Supply For Late Filers*  
**Foreign Earned Income Exclusion**  
 This form may be used by U.S. citizen or a resident alien with foreign earnings of \$70,000 or less. *W:CAR:MP:FP:F:I* Tax Related Public Use
- 2582**                    *18663N*                    Each  
*05/1991 Destroy Prev Issues Upon Rec*  
**Disciplinary and Suitability Cases Closed**  
 Form 2582 is used by Labor Relations offices servicewide to report the number and types of disciplinary and suitability cases closed. The completed forms are forwarded to National Office where a servicewide report is compiled. *HR:H:L* Internal Use
- 2593**                    *18675F*                    Each  
*07/1983 Destroy Prev Issues Upon Rec*  
**Sealed Bid for Purchase of Property Acquired by the United States**  
 Form 2593 is used to bid on acquired property offered for sale via the sealed bid method. *CO:O:FP* Tax Related Public Use
- 2593 A**                    *18676Q*                    Each  
*04/1977 Destroy Prev Issues Upon Rec*  
**Sealed Bid for Purchase of Property Acquired by the United States**  
 Form 2593-A is used as a sealed bid for all types of acquired property. It is not suitable for redeemed property. *S:C:CP:FP:E* General Admin Public Use
- 2644**                    *18732P*                    Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Recommendation for Jeopardy/Termination Assessment**  
 Use to recommend assessments upon termination of taxable periods. *S:C:CP:RC:F* Internal Use
- 2645**                    *18733A*                    Each  
*07/1959 No Previous Issue*  
**List of Property Belonging to Taxpayer**  
 This form facilitates the listing of property belonging to a taxpayer and is used with Form 2644, "Recommendation for Jeopardy Assessment". *EX:E:D* Internal Use
- 2650**                    *18738D*                    Each  
*11/1984 Use/Issue Prev Issue First*  
**TDA-TDI Transfer**  
 Form 2650 is used to transfer all taxpayer delinquency investigations or accounts from one office location to another. It also serves as an input document to the Integrated Data Retrieval System (IDRS). *CP:CO:C:FP* Internal Use
- 2665**                    *18756Z*                    Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Suggestion Evaluation**  
 Form 2665 is used to help evaluate suggestions submitted by employees. *M:S:P:E* Internal Use
- 2674**                    *18765K*                    Each  
*07/1986 Destroy Prev Issues Upon Rec*  
**Report of Trust Fund Tax Violations**  
 This form is used by Revenue Officers to initiate action in cases involving trust fund tax violations. Revisions are appropriate to clarify actions required on the form by the IRM. *S:C:CP:SP:F:E* Internal Use

## Forms

- 2677**                    **18769C**                    Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Request for Account History and Tax Audit**  
 Form 2677 is used to request and record the results of the account history and tax audit of employees entering specified positions. *M:S:NBIC* Internal Use
- 2678**                    **18770D**                    Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Employer Appointment of Agent Under Section 3504, I.R. Code**  
 Form 2678 is used by an employer to notify the Director, Internal Revenue Service Center, of the appointment of an agent to pay wages on behalf of the employer. In addition, the completed form is an authorization to withhold and pay taxes via Form 941, Employer's Quarterly Federal Tax Return, for the employees involved. *T:I:B:C* Tax Related Public Use
- 2679**                    **18771O**                    Each  
*03/1980 Use/Issue Prev Issue First*  
**Teller's Daily Balance and Reconciliation**  
 Form 2679 is used daily when balancing the Teller's receipts. It also is used when reconciling remittances received against the amounts of remittances indicated on the returns. *OP:FS:S:A:RP* Internal Use
- 2683**                    **18775G**                    Each  
*11/1980 Destroy Prev Issues Upon Rec*  
**Examination Division Referrals to Criminal Investigation Division**  
 Form 2683 is used as a quarterly summary of Examination Division referrals to Criminal Investigation Division. *EX:C:T* Internal Use
- 2688**                    **11958F**                    Each  
*2001 Min Supply For Late Filers*  
**Application for Additional Extension of Time To File U.S. Individual Income Tax Return**  
 Used to apply for extension of time to file Form 1040, U.S. Individual Income Tax Return. Prescribing Instructions: IRC. Sec 6081; Reg. Sec. 1.6081-1(b)(5); T.D. 6436. *W:CAR:MP:M:T:M* Tax Form or Instruction
- 2747**                    **21940V**                    Pad  
*01/1982 Use/Issue Prev Issue First*  
**Investigation History**  
 Form 2747 is used to document the case history on balance due and delinquent cases. The format allows for specific documentation areas for field employees. The form also will aid the Quality Review function in assessing collection operations. *CO:CO:C:FP* Internal Use
- 2749**                    **21945Y**                    Each  
*02/1993 Destroy Prev Issues Upon Rec*  
**Request for Trust Fund Recovery Penalty Assessment**  
 Form 2749 is used to request the service center Accounting Branch to assess a penalty against a corporate officer responsible for withholding the employee's portion of both social security and Federal income tax. *OP:CO:C:SP* Tax Related Public Use
- 2750**                    **18857L**                    Each  
*06/2000 Destroy Prev Issues Upon Rec*  
**Waiver Extending Statutory Period for Assessment of Trust Fund Recovery Penalty**  
 Form 2750 represents an agreement between the taxpayer and either the Area Director or the Chief of Appeals to extend the time within which a trust fund recovery penalty may be made against a responsible officer or employee of a corporation. *S:C:CP:FP:E* Tax Related Public Use
- 2751**                    **21955U**                    Each  
*01/1998 Destroy Prev Issues Upon Rec*  
**Proposed Assessment of Trust Fund Recovery Penalty**  
 Form 2751 is used for a responsible person to signify his agreement to proposed trust fund recovery assessment on this form. Also, the form provides the responsible person with report of corporate liability. *OP:CO:C:SP* Tax Related Public Use
- 2751 AD**                    **18859H**                    Each  
*03/1993 Destroy Prev Issues Upon Rec*  
**Trust Fund Recovery Penalty-Offer of Agreement to Assessment and Collection**  
 Form for use in Appeals settlements of 100 percent penalty cases where finality is intended. *CC:AP:FS* General Admin Public Use
- 2758**                    **11976B**                    Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**Application for Extension of Time to File Certain Excise, Income, Information, and Other Returns**  
 Used to request an extension of time to file U.S. Partnership, fiduciary, and certain Exempt Organizations returns, including Forms 1065, 1041, 1041A, 3520-A, 4720, 5227,990.2758 must be filed for each return. Prescribing Instructions: IRC Sec. 6081; Reg. Sec. 1-6081-(b). *PC:FP:F:CD* Tax Form or Instruction
- 2769**                    **18878O**                    Each  
*02/1987 Destroy Prev Issues Upon Rec*  
**Computation of Deposit Penalty**  
 This form is used to compute penalty to be assessed against taxpayer for failure to deposit taxes timely. *EX:E:D* Tax Related Public Use
- 2787**                    **21985I**                    Each  
*07/1999 Destroy Prev Issues Upon Rec*  
**Authorization and Report of Overtime Worked**  
 Form 2787 is used for authorizing overtime and reporting overtime worked. *M:H:S* Internal Use
- 2788**                    **18905K**                    Each  
*12/1980 Destroy Prev Issues Upon Rec*  
**Report of Overtime Worked Not Record on T/A Record**  
 Form 2788 is used to report overtime, compensatory time, holiday hours worked, night differential, and regular hours for work performed on the last Friday or Saturday of a pay period. *HR:H:S:B* Internal Use
- 2797**                    **21995E**                    Each  
*07/1995 Destroy Prev Issues Upon Rec*  
**Referral Report for Potential Fraud Cases**  
 This form is used by Examination personnel to refer cases to the Criminal Investigation Division in District offices. *S:C:CP:RC:F* Internal Use
- 2807**                    **18926N**                    Each  
*07/1980 Use/Issue Prev Issue First*  
**Agreement to Maintain Adequate Books of Accounts and Records**  
 Form 2807 is an agreement that is secured from taxpayers who are engaged in racketeering and other illegal activity or who have flagrantly or willfully disregarded the Internal Revenue Code. *EX:E:D* Tax Related Public Use
- 2828**                    **18963Q**                    Each  
*02/1985 Use/Issue Prev Issue First*  
**Transmittal Memorandum**  
 This form is used to transmit case files and documents from an Appeals Office to Regional Counsel. *C:AP:ADR:CS* Internal Use
- 2844**                    **18977E**                    Each  
*10/1971 Destroy Prev Issues Upon Rec*  
**Reconciliation of Imprest Fund**  
 Form 2844 is used for the certification of the Imprest Fund Account balance. Form is available to CI through Agent's Suite. *F* Internal Use
- 2848**                    **11980J**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Power of Attorney and Declaration of Representative**  
 Used with respect to any tax imposed by the Internal Revenue Code (except alcohol and tobacco taxes and firearms activities). Form 2848 has a separate instruction (11981U). *W:CAR:MP:M:T:M* Tax Form or Instruction
- 2859**                    **22030A**                    Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Request of Quick or Prompt Assessment**  
 Form 2859 is used to request a quick or prompt assessment when expeditious processing and collection actions are required. *S:C:CP:RC:P* Internal Use
- 2859 C (B)**                    **15700B**                    Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Collection Request for BMF Quick or Prompt Assessment**  
 Form 2859C(B) is used in conjunction with Form 2859T, Prompt or Quick Assessment Transmittal Request (CATNUM 15702X), to request assessment of a business master file (BMF) tax return. *S:CAS:B:R* Internal Use
- 2859 C (I)**                    **15701M**                    Set  
*04/1993 No Previous Issue*  
**Collection Request for Quick or Prompt Assessment**  
 This product is used to request an individual master file for assessment. It is used in conjunction with Form 2859 T, Prompt or Quick Assessment Transmittal Request. *CP:CO:C:SP* Tax Related Public Use

## Forms

- 2859 T**            *15702X*            Each  
*04/1993 No Previous Issue*  
**Prompt or Quick Assessment Transmittal Request**  
 This product is the form used for faxing purposes to request information for prompt or quick assessment. *CP:CO:C:SP* Tax Related Public Use
- 2866**            *19002E*            Each  
*09/1997 Destroy Prev Issues Upon Rec*  
**Certificate of Official Record**  
 This form is complete using laser printers to complete multiple copies. It is used to certify records as being officially under the custody of an office. *S:C:CP:RC* General Admin Public Use
- 2934**            *19073N*            Each  
*09/1980 Destroy Prev Issues Upon Rec*  
**Employee Evaluation of the Pre-Retirement Counseling Program**  
 To be completed by persons who have taken pre-retirement counseling. Comparison of completed forms will be made with a view toward improving the program. *HR:H:S:B* Internal Use
- 2951**            *19106X*            Each  
*08/1982 Destroy Prev Issues Upon Rec*  
**Report Approval and Cost**  
 Form 2951 is used by the initiator of any type of reporting requirement in clearing the proposal through the appropriate requiring organizations. The form is revised to provide a purpose need and descriptive statement for a report and to simplify and clarify various items on the document. *HR:RE:FP* Internal Use
- 2962**            *22050S*            Each  
*05/1987 Destroy Prev Issues Upon Rec*  
**Foreign and Domestic Entity International Transaction Report and Referral**  
 Form 2962 is prepared during the early stages of an examination initiated by a district office where it is ascertained that the taxpayer is engaged in business outside of the United States, either directly or through related, controlled or controlling affiliates. The form also is prepared for each case assigned where the taxpayer either is a foreign entity or has a bank account in a foreign country identified as a tax haven. *LMSN:IN:I* Internal Use
- 3011 A**            *19172D*            Each  
*07/1993 Destroy Prev Issues Upon Rec*  
**Transmittal Memorandum**  
 Form used for closing cases and advising IRS offices as to the disposition of refund suit Form also used to notify IRS offices that further action is required on certain cases and to transmit administrative files. *CC:DOM:FS* Internal Use
- 3011 B**            *19173O*            Each  
*07/1993 Destroy Prev Issues Upon Rec*  
**Transmittal Memorandum (100% Penalty Cases)**  
 Form used for closing cases and for advising IRS offices as to disposition of refund suits. Form also used to notify IRS offices that further action is required on certain cases and to transmit administrative files. *CC:DOM:FS* Internal Use
- 3031**            *19192V*            Each  
*08/1991 Destroy Prev Issues Upon Rec*  
**Report of Investigation of Transferee Liability**  
 This form is to aid and guide Revenue Officers in the accumulation and presentation of evidence in support of recommendations for transferee assessments. *OP:CO:C:SP* Internal Use
- 3033**            *19194R*            Each  
*09/1991 Destroy Prev Issues Upon Rec*  
**Investigation of Request for Certificate of Discharge or Subordination**  
 Form 3033 is prepared by Revenue Officers to document pertinent information from which to determine a discharge or subordination of property from a Federal Tax Lien. *S:C:CP:FP:TI* Internal Use
- 3040**            *19203R*            Each  
*10/1980 Use/Issue Prev Issue First*  
**Authorization to Apply Offer in Compromise Deposit to Liability**  
 Used by District and Service Center to secure consent from an offeror to apply deposit on offer in compromise against the taxpayer's outstanding tax liability in connection with rejected offers in compromise. *S:C:CP:FP:CRA* Tax Related Public Use
- 3050**            *19212C*            Each  
*08/1980 Use/Issue Prev Issue First*  
**Certificate of Lack of Record**  
 Form 3050 is used by field offices and service centers where certification of lack of record is needed in court cases. *CP:EX:D:D* Internal Use
- 3053**            *22100N*            Each  
*08/1967 Destroy Prev Issues Upon Rec*  
**Affiliated Corporation Examination Notice**  
 Used between districts to transmit information relative to the examinations of principal and subsidiary corporation. *EX:E:D* Internal Use
- 3079**            *26365I*            Each  
*01/1982 Use/Issue Prev Issue First*  
**Work Sheet**  
 Form 3079 is used by service centers to track volumes of non-pipeline work not under batch control. *R:R:M* Internal Use
- 3081**            *22103U*            Pad  
*04/1997 Destroy Prev Issues Upon Rec*  
**Employee Time Report**  
 Form 3081 is used weekly by all field functions to record employee time data. *W:CAS:SP:IMF* Internal Use
- 3115**            *19280E*            Each  
*05/1999 Min Supply For Late Filers*  
**Application for Change in Accounting Method**  
 Used to secure approval for change in accounting method including the accounting treatment of any item. There are separate Instructions available for this item. The catalog number for the Instructions is 63215 H. The prescribing instructions for this item are IRC Sec. 446(e); Regs. Sec. 1.446-1(e). *OP:FS:FP:F:C* Tax Form or Instruction
- 3177**            *22120F*            Pad  
*01/1990 Destroy Prev Issues Upon Rec*  
**Notice of Action for Entry on Master File**  
 Form 3177 is prepared by service center and district office personnel for input via either DIS (Distributed Input System) or IDRS (Integrated Data Retrieval System) of miscellaneous transaction codes to the taxpayer's tax module. *S:C:CP:FP:TI* Internal Use
- 3185**            *22130B*            Each  
*01/1999 Destroy Prev Issues Upon Rec*  
**Transfer of Return**  
 This form is used by Examination Division to transmit tax returns from one district to another. *S:C:CP:CW:EMIS* Internal Use
- 3187**            *19351C*            Each  
*02/1981 Destroy Prev Issues Upon Rec*  
**Survey After Assignment**  
 This form is a record of survey and action recommended by examining officer of Estate or Gift Tax Return. The unit of issue used to be pads of 100. *EX:E:D* Internal Use
- 3189**            *19352N*            Each  
*07/1981 No Previous Issue*  
**Deficiency Dividend Deduction Case Transmittal**  
 Form 3189 is used to transmit "Deficiency Dividend" cases to Service Center. *EX:E:D* Internal Use
- 3198**            *22145A*            Pad  
*02/2002 Destroy Prev Issues Upon Rec*  
**Special Handling Notice**  
 This form is used to alert processors of case files that require special handling. This product is only to be printed out on yellow #20 writing paper, as a means of ready identification. *S:CP:C:EMIS* Internal Use
- 3206**            *19367M*            Set  
*11/1999 Min Supply For Late Filers*  
**Information Statement by United Kingdom Withholding Agents Paying Dividends**  
 This is to be used by United Kingdom withholding agents as an information return if such withholding agents do not withhold when redistributing dividends. Prescribing Instructions: IT-T.P. 5532 secs. 507-2 (c) and 507.8. *OP:FS:FP:F:M* Tax Related Public Use



- 3210** *22150T* Each  
07/1990 Use/Issue Prev Issue First  
**Document Transmittal**  
Form 3210 is a 4-part general purpose transmittal form used by all IRS functions. *W:CAS:SP:IMF:SY* Internal Use
- 3210 (C)** *61890K* Each  
07/1990 Destroy Prev Issues Upon Rec  
**Document Transmittal**  
Form 3210(C) is a general purpose transmittal form. *W:CAS:SP:IMF:SY* Internal Use
- 3213** *19373Q* Each  
09/1981 Use/Issue Prev Issue First  
**Engineer's Memorandum Report**  
This form provides a short form or a "no change" report, a transmittal for a detailed report and a portion of a consulting engineer's report. *EX:N:N* Internal Use
- 3220 1 PT (C)** *26380X* Each  
07/1982 Use/Issue Prev Issue First  
**Mass Storage Media**  
Will be used for computer job requests and for corrections. Source documents for computer scheduling system. This status notice is reissued to correct the reorder point. Districts and field offices can order this form from the Distribution Centers. *M:I:E:CP:O* Internal Use
- 3220 3 PT (C)** *61600S* Each  
07/1982 Destroy Prev Issues Upon Rec  
**Mass Storage Media**  
Form 3220 is a logsheet used to identify magnetic media transferred (inter/intra) to another site. (Any inquiries about the use of this form are to be directed to Brenda Starr on 202/283-6738.) *M:I:E:CP:O* Internal Use
- 3228** *19391M* Each  
10/1980 Use/Issue Prev Issue First  
**Adjustments to Taxable Estate**  
This form is used in the revenue agent's report to explain the adjustments to the taxable estate. *CP:EX:ST* Tax Related Public Use
- 3229 A PG 1** *19395E* Each  
01/1980 Use/Issue Prev Issue First  
**Computation of Credit for Tax on Prior Transfers**  
Use this form for transferrors dying before 1/1/77, continue to use form 3229 for transfers dying after 12/31/76. The change is due to tax reform act of 1976. *EX:E:D* Tax Related Public Use
- 3229 A PG 2** *19396P* Each  
01/1980 No Previous Issue  
**Computation of Credit for Tax on Prior Transfers - Continued (For use when transferee's date of ...)**  
Use this form for transferees dying before 1/1/77, continue to use form 3229 pg. 2 (Rev. 1/80) for transferee's dying after 12/31/76. The changes are due to the Tax Reform Act of 1976. *EX:O:E* Internal Use
- 3229 PG 1** *19392X* Each  
01/1983 Destroy Prev Issues Upon Rec  
**Computation of Credit for Tax on Prior Transfers**  
Form 3229 Page 1 is included as part of the examining officer's report to the taxpayer. It is used for transferors dying after 12/31/76. *EX:E:D* Tax Related Public Use
- 3229 PG 2** *19393I* Each  
07/1986 Destroy Prev Issues Upon Rec  
**Computation of Credit for Tax on Prior Transfers - Continued**  
This form consists of three parts (pages 1, 2, & 3). The examining officer may include it as part of his report to the taxpayer; or it may be included with the work papers. Use this form for transferee's dying after 12/31/76. Continue to use form 3229-A (pg. 2) for transferee's dying before 1/1/77. *EX:E:D* Internal Use
- 3229 PG 3** *19394T* Each  
04/1987 Destroy Prev Issues Upon Rec  
**Computation of Credit for Tax on Prior Transfers**  
Used when Revenue Rule 76-311 applies (Community Property Situation). *EX:E:D* Internal Use
- 3232** *19400M* Each  
12/1982 Use/Issue Prev Issue First  
**Examining Officer's Report Transmittal**  
Used by Examination as a transmittal or "short no-change report" for estate and gift tax cases. *EX:E:D* Internal Use
- 3233** *19401X* Each  
03/1992 Destroy Prev Issues Upon Rec  
**Report of Gift Tax Examination**  
This form is used by Revenue Agents to report Gift Tax Adjustments. This revision has not changed the form content only style. *CP:EX:E:D* Tax Related Public Use
- 3241** *19409H* Each  
03/1998 Destroy Prev Issues Upon Rec  
**Request for Information to Locate Person**  
Form has been revised to remove the Business Reply tri-fold format from this form. Postal Service Reform and Regulations have made the BRM self-mailer portion of this form obsolete. The form should now be used with BRM envelopes that are pre-printed and bar coded to meet the postal regulations. The form will now be printed on bond paper and distributed to each distribution center for on-demand printing. This will help reduce cost per piece of Business Reply Mail to the service. *T:M:PS:DFPS* Tax Related Public Use
- 3242** *19410I* Each  
03/1998 Destroy Prev Issues Upon Rec  
**Request for Information from Employer (To locate person)**  
Form 3242 is a self-mailer requesting information relative to a taxpayer's present employer, last know address, and any other information which may be of assistance in locating a taxpayer. National Office will fund the original printing and distribution. All future requirements will be the responsibility of each region. Form has been revised to remove the Business Reply tri-fold format from this form. Postal Service Reform and Regulations have made the BRM self-mailer portion of this form obsolete. The form should now be used with BRM envelopes that are pre-printed and bar coded to meet the *T:M:PS:DFPS* Tax Related Public Use
- 3244** *22215N* Pad  
01/1991 Destroy Prev Issues Upon Rec  
**Payment Posting Voucher**  
Form 3244 is used primarily by service center Receipt and Control Branch personnel to post (via DIS or IDRS) a subsequent payment to a taxpayer's account. It is not used as an official receipt for proof of payment. *W:CAS:SP:IMF:R* Internal Use
- 3244 A** *22220G* Each  
01/1991 Destroy Prev Issues Upon Rec  
**Payment Posting Voucher - Examination**  
Form 3244-A primarily is used by tax examiners to post (via DIS or IDRS) an advance payment made by a taxpayer. The payment is the result of an audit examination. *W:CAS:SP:IMF:R* Internal Use
- 3259** *61505U* Each  
12/1982 Use/Issue Prev Issue First  
**U.S. Certificate Discharging Property Subject to Gift Tax Lien**  
Form used to certify that the Gift Tax on the gifts made by donor has been fully paid or provided for. *EX:D:E* Tax Related Public Use
- 3282** *19439V* Each  
05/1983 Destroy Prev Issues Upon Rec  
**Standard Employment Interview Rating Form**  
Used for interviewing candidates for Treasury Enforcement Agent and other positions for which an interview is part of the examination requirements. Form revised to replace personality "trait" characteristics with behavioral statements and categories to exhibit the "job-relatedness" of the interview process. *M:H:R* Internal Use
- 3289** *19443D* Each  
04/1981 Destroy Prev Issues Upon Rec  
**Authorization for Release of Magnetic Tape File**  
Form 3289 is used by Accounting Technicians to authorize the release of tape files for subsequent processing in service center computer groups and the National Computer Center. The completed form transmits the magnetic tape to the functional area checked by the Accounting Technician. *OP:FS:S:AAP* Internal Use

## Forms

- 3363**                    *22240Y*                    Pad  
*11/1983 No Previous Issue*  
**Acceptance of Proposed Disallowance of Claim for Refund or Credit**  
 This form is completed by the IRS and then forwarded to the taxpayer when a claim for refund is disallowed and there is no change in tax liability. *S:C:CP:RC* Tax Related Public Use
- 3365**                    *22275P*                    Pad  
*11/1980 Use/Issue Prev Issue First*  
**Adjustment Request**  
 Form 3465 is used by Service personnel when requesting a change to a tax module. The completed form is routed to the service center Adjustments Branch for appropriate action by the tax examiner. *W:CAS:AM:PPG:ATA* Internal Use
- 3358**                    *19610K*                    Each  
*07/1981 Destroy Prev Issues Upon Rec*  
**Serial Number Control Register**  
 Form 3538 is used as both a shipping and a receiving log for mail. However, the originator advises that the form currently is used primarily to record the transmittal numbers assigned to Forms 3210, Document Transmittal. *T:D:D:D* Internal Use
- 3389**                    *19564H*                    Each  
*05/1992 Destroy Prev Issues Upon Rec*  
**Seized Property Notice and Identification Tag**  
 This tag will be attached to each peice of seized property by the Special Agent. *CI:S:RPE* Internal Use
- 3439**                    *19706D*                    Each  
*06/1991 Destroy Prev Issues Upon Rec*  
**Statement of Annual Income (Individual)**  
 This form is furnished by the service center office clerk to taxpayers to enable them to prepare the required statement of annual income according to the provisions of their accepted offers in compromise. Notice 609 must be included when sending this form to the public. *OP:C:A:CO:R* Tax Related Public Use
- 3439 A**                    *19707O*                    Each  
*07/1986 Use/Issue Prev Issue First*  
**Statement of Annual Income (Corporate)**  
 Form used by a corporation to report its annual income and compute the amount due under a future income collateral agreement. *OP:CO:C:SP* Tax Related Public Use
- 3440**                    *19708Z*                    Each  
*10/1980 No Previous Issue*  
**Adjustments to Statement of Annual Income**  
 This form is used to set forth the adjustments to a taxpayer's Statement of Annual Income with a recomputation of amount due thereunder. Form 3440 is obsolete as of 7/20/94. No replacement information is available at this time. *CP:T:C:O:A:C* Tax Related Public Use
- 3449**                    *22265T*                    Each  
*01/1993 Destroy Prev Issues Upon Rec*  
**Referral Report**  
 Form 3449 is used for making referral reports to Examination, Employee Plans and Exempt Organization Division. *S:C:CP:FP:N* Internal Use
- 3460**                    *19727G*                    Each  
*07/1981 No Previous Issue*  
**Transmittal Memo Accounting Control Documents**  
 Form 3460 is used to transmit and control accounts from district or area offices to the service center. *OP:FS:S:A* Internal Use
- 3468**                    *12276E*                    Each  
*2001 Min Supply For Late Filers*  
**Computation of Investment Credit**  
 Used by individuals, estates, trusts, and corporations to claim investment credit. There are separate Instructions available for this item. The catalog number for the Instructions is 12277P. *OP:FS:FP:F:CO* Tax Form or Instruction
- 3491**                    *19756J*                    Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Consumer Cooperative Exemption Application (For Exemption From Filing Forms 1096 and 1099 PATR)**  
 A cooperative that qualifies may use this form to apply for exemption (under Section 6044(c)) from filing information returns (Forms 1096 and 1099-PATR) on patronage payments totaling \$10 or more to any person during the calendar year. *T:FP:F:M* Tax Form or Instruction
- 3520**                    *19594V*                    Each  
*2001 Min Supply For Late Filers*  
**Annual Return to Report Transactions With Foreign Trusts and Receipt of Certain Foreign Gifts**  
 U.S. persons file Form 3520 to report certain transactions with foreign trusts, and receipt of certain large gifts of bequests from certain foreign persons. A separate Form 3520 must be filed for transactions with each foreign trust. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 3520 A**                    *19595G*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Annual Return of Foreign Trust with U.S. Beneficiaries**  
 IRC Section 6048(c) requires any US person who directly or indirectly transfers property to a foreign trust (other than an employee's trust or annuity plan as described in section 404(a)(4)) that has one or more US beneficiaries is required to file Form 3520-A annually thereafter as long as the trust has at least one US beneficiary. The period covered by the return is the tax year of the person filing the return. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 3525**                    *19600O*                    Each  
*04/1992 Destroy Prev Issues Upon Rec*  
**Application for Emergency Salary - Recertified Payment**  
 Form 3525 is used to request and support issuance of an emergency salary payment. *M:S:P:S* Internal Use
- 3539**                    *22320H*                    Each  
*12/1992 Destroy Prev Issues Upon Rec*  
**Block Number Control**  
 Form 3539 is used to assign and control block numbers (Document Locator Numbers) for blocks of tax returns and documents. The form also provides space to show the accumulation of monthly and item counts for each return or document. *W:CAS:SP:IMF* Internal Use
- 3552 (C)**                    *22335G*                    Each  
*09/1998 Destroy Prev Issues Upon Rec*  
**Prompt Assessment Billing Assembly**  
 This form is designed primarily for manually processing (assessment action and issuing first notices) liabilities as non Master File returns, in instances when waiting for regular Master File processing and assessment would not be in the best interest of the Government, or when it is not feasible to process the assessment in the Master File. The trim size is now 8-1/2 x 11. Parts 3 and 4 have 1/2" marginal perforates on the right. *S:CAS:B:R* Tax Related Public Use
- 3558**                    *19627F*                    Each  
*11/1991 Destroy Prev Issues Upon Rec*  
**Technical Coordination Report**  
 Used by IRS Agents and other field technical personnel in the preparation of reports relating to tax abuse, tax inequities, and administrative problems. *CC:DOM:CORP:T* Internal Use
- 3559**                    *19628Q*                    Each  
*04/1987 No Previous Issue*  
**Alimony or Separate Maintenance Statement**  
 This form is a questionnaire used to determine whether or not alimony or separate maintenance payments are includible in the income of the wife and deductible by the husband (or vice versa, if paid by the wife). *CP:EX:E:I* Tax Related Public Use
- 3608**                    *19770N*                    Each  
*02/1989 No Previous Issue*  
**Request for Audit Work**  
 Form is used to request statement schedules and computation from Appeals Audit Sections. *CC:AP:FS* Internal Use
- 3610**                    *19772J*                    Each  
*03/1986 Destroy Prev Issues Upon Rec*  
**Audit Statement**  
 Form 3610 is a cover sheet for Appeals Audit Section Statements, used as summary sheet on some cases as selected by Appeals personnel. *CC:AP:FS* Internal Use

## Forms

- 3614**                    **19776B**                    Each  
*05/1978 Destroy Prev Issues Upon Rec*  
**Estate Tax**  
 Used in Appeals Branch Offices to compute estate tax, and provide for adjustments to the taxable estate year and computation of tax. With the issuance of new form 3614-A, this form will be used for persons who died before January 1, 1977 exclusively.  
*CP:EX:D:E Internal Use*
- 3614 A**                    **19777M**                    Each  
*04/1993 Destroy Prev Issues Upon Rec*  
**Estate Tax**  
 Change needed to accomodate phase out graduated rates and unified credit generation skipping tax, and increased estate tax. Current revision is mailed as a part of statutory notice. *CP:EX:ST Tax Related Public Use*
- 3615**                    **19778X**                    Each  
*12/1982 Use/Issue Prev Issue First*  
**Gift Tax**  
 Form 3615 is used for tax computation of donors making gifts before January 1, 1977.  
*CP:EX:S:S Tax Related Public Use*
- 3615 A**                    **19779I**                    Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**Gift Tax**  
 This form is used for Donors making gifts after December 31, 1976. *CP:EX:ST Tax Related Public Use*
- 3621**                    **19785M**                    Each  
*02/1990 Destroy Prev Issues Upon Rec*  
**Net Operating Loss Computation - Individuals and Corporations, and Estates and Trusts**  
 This form is used for computing net operating loss deductions. *OP:EX:CS:AP Internal Use*
- 3621 A**                    **19786X**                    Each  
*06/1991 Destroy Prev Issues Upon Rec*  
**Computation of Net Operating Loss Deduction for Intervening Years Modifications**  
 This form is used for computing net operating loss deductions. *OP:EX:CS:AP Internal Use*
- 3623**                    **19789E**                    Each  
*04/1985 Use/Issue Prev Issue First*  
**Statement of Account**  
 May be used in certain docketed cases settled by stipulation, Rule 155, jeopardy assessment, and Joint Committee cases. Also may be used in pre-90-day cases which involve adjustment of prepayment credits. *C:AP:ADR&CS General Admin Public Use*
- 3624 6 PT (C)**                    **26580Z**                    Each  
*11/1966 Destroy Prev Issues Upon Rec*  
**Machine Stationery - Ruled**  
 Form 3624 is 3 line/inch stock tabulating paper used on computer line printing and automated typing stations to print-out various indexes, registers and reports. The form is ruled with 3 green lines per inch.  
*R:R:T:P Internal Use*
- 3645**                    **19810M**                    Each  
*04/1988 Destroy Prev Issues Upon Rec*  
**Computation of Penalty for Failure to File Information Returns or Furnish Statements**  
 Audit report and assessment document.  
*CP:EX:CS Internal Use*
- 3696**                    **22435H**                    Each  
*10/1999 Use/Issue Prev Issue First*  
**Correspondence Action Sheet**  
 Form 3696 is used by field functions to designate the specific correspondence (letter) that is to be prepared and mailed to the taxpayer. *T:C:O:A:N Internal Use*
- 3696 A**                    **22440A**                    Each  
*01/1983 Destroy Prev Rev. Immediately*  
**IDRS Correspondence Action Sheet**  
 Form 3696-A is a worksheet used to designate the specific C-letter to be generated and mailed to the taxpayer.  
*T:C:O:A:N Internal Use*
- 3699**                    **26600G**                    Each  
*01/1983 Destroy Prev Issues Upon Rec*  
**Return of Documents to Taxpayer**  
 Form 3699 is used by Taxpayer Relations Branch Personnel to return documents to the taxpayer for the reason checked on the form. *W:CAR:MP Tax Related Public Use*
- 3706**                    **19861D**                    Each  
*03/1981 Destroy Prev Issues Upon Rec*  
**Exempt Organizations Determination Letters Issued**  
 To maintain running record of exempt organization determination letters issued by District Directors. Copy of this form will accompany selected cases to National Office for review. *CC:DOM:FS Internal Use*
- 3707 1 PT (C)**                    **19863Z**                    Each  
*11/1966 Use/Issue Prev Issue First*  
**Machine Stationery (One-Part Multi-Purpose Form)**  
 Form 3707 is multi-purpose tabulating stock. It is ruled 3 lines per inch. 3707 1 part will be obsolete when ADC stock is depleted. Requestors should substitute F 6695 1 part (4/30/98). *T:I:D:D Internal Use*
- 3721**                    **19883R**                    Pad  
*03/1980 Destroy Prev Issues Upon Rec*  
**Mailing Label for Magnetic Tape(s)**  
 Form 3721 is used to ship magnetic tape(s) to Service Center Computer Tape Libraries.  
*ISM:M:O Internal Use*
- 3753**                    **22450W**                    Each  
*05/1999 Destroy Prev Issues Upon Rec*  
**Manual Refund Posting Voucher**  
 Form 3753 is completed by tax examiners and routed to the service center Accounting Branch for posting of the manual refund transaction code (TC 840) to the Master File. Accounting technicians then prepare a Std. Form 1166, Voucher and Schedule of Payments, to authorize the Disbursing Center to issue the refund check. See IRM 21.4.4,                    Manual                    Refunds.  
*W:CAS:SP:IMF:R Internal Use*
- 3774**                    **22460S**                    Pad  
*11/1980 Use/Issue Prev Issue First*  
**Request for Research**  
 Form 3774 is used to request and record microfilm                    research                    data.  
*W:CAS:AM:PPG:A Internal Use*
- 3774 M**                    **14912L**                    Each  
*09/1992 No Previous Issue*  
**Non-filer Request for Research**  
 This form is being used in conjunction with the Commissioner's Non- filers initiative.  
*T:T:F:O Internal Use*
- 3778**                    **19933M**                    Each  
*08/1982 Destroy Prev Issues Upon Rec*  
**Transmittal Memorandum/Application for Recognition of Exemption**  
 This form is used by the district offices to transmit exemption applications to the National Office. *E:O:D Internal Use*
- 3800**                    **12392F**                    Each  
*2001 Min Supply For Late Filers*  
**General Business Credit**  
 Filers use this form to summarize the general business credit (GBC) if they have; (1) more than 1 component of the GBC, (2) any component is a passive activity, (3) any carryback/carryforward of a GBC, or (4) have general credits from an electing large partnership (Box 7 of Sch K-1(Form 1065-B0). *OP:FS:FP:F:CD Tax Form or Instruction*
- 3809**                    **22475R**                    Pad  
*03/1993 Destroy Prev Issues Upon Rec*  
**Miscellaneous Adjustment Voucher**  
 Form 3809 is used for non-revenue receipt credits. *S:CAS:B:R Internal Use*
- 3844**                    **26705K**                    Each  
*02/1980 Destroy Prev Issues Upon Rec*  
**Unscheduled Maintenance Report**  
 Form 3844 is completed by technicians and vendors to record malfunctions and service computation time of inoperative computer equipment. *HQ:SS:MCC:F:P Internal Use*
- 3864**                    **41120N**                    Each  
*01/1987 Destroy Prev Issues Upon Rec*  
**I/O Units**  
 The filled-in Form 3864, along with Forms 3864-A thru 3864-G, comprise the computer operating instructions for a computer program. Documentation on these forms is made upon successful completion of the run testing of a computer program.  
*ISM:T:S Internal Use*
- 3864 A**                    **41121Y**                    Each  
*08/1986 Destroy Prev Issues Upon Rec*  
**Set-Up Operating Instructions**  
 The filled-in Form 3864-A, along with forms 3864 and 3864-B thru 3864-G, comprise the computer operating instructions for a computer program. Documentation on these forms is made upon successful completion of the run testing of a computer program.  
*ISM:M Internal Use*

## Forms

- 3864 D** 41124F Each  
02/1981 Destroy Prev Issues Upon Rec  
**Message List Operating Instructions**  
The filled-in Form 3864-D, along with Forms 3864 thru 3864-C and 3864-E thru 3864-G, comprise the computer operating instructions for a computer program. Documentation on these forms is made upon successful completion of the run testing of a computer program. *ISM:T* Internal Use
- 3864 E** 41125Q Each  
02/1981 Destroy Prev Issues Upon Rec  
**Run Description Operating Instructions**  
The filled-in Form 3864-E, along with Forms 3864 thru 3864-D, 3864-F, and 3864-G, comprise the computer operating instructions for a computer program. Documentation on these forms is made upon successful completion of the run testing of a computer program. *ISM:P* Internal Use
- 3864 F** 41126B Each  
02/1981 Destroy Prev Issues Upon Rec  
**360 IO Units**  
The filled-in Form 3864-F, along with Forms 3864 thru 3864-E and 3864-G, comprise the computer operating instructions for a computer program. Documentation on these forms is made upon successful completion of the run testing of a computer program. *ISM:T:S* Internal Use
- 3869** 22510N Each  
01/1995 Destroy Prev Issues Upon Rec  
**General purpose shipping tag - Pouch Mail**  
Form 3869 is a blank, general purpose, priority mail shipping tag used to transmit bulk shipments between government agencies within the United States. *T:I:D:D* Internal Use
- 3870** 22515Q Each  
08/1994 Destroy Prev Issues Upon Rec  
**Request for Adjustment**  
Form 3870 is a 3-part snapset prepared whenever a taxpayer requests an adjustment to his/her account. This status notice is reissued to update the status notice files. *S:C:CP:FP:CGP* Internal Use
- 3891** 41150B Each  
06/1981 Use/Issue Prev Issue First  
**Service Computation Record**  
Form is used as worksheet to compute the length of service of a Federal employee. *HR:H* Internal Use
- 3893** 22525M Pad  
01/1989 Destroy Prev Issues Upon Rec  
**Re-Entry Document Control**  
Form 3893 is a control document used to identify a block or a partial block of documents which require reprocessing. The format has been modified to match the sequence of elements entered through the Distributed Input System (DIS). Instructions re use of Form 3893 also are included in IRM 3(12)(241)0. *W:CAS:SP:IMF:R* Internal Use
- 3896** 26725C Sheet  
12/1992 Use/Issue Prev Issue First  
**IMF Tax Package Address Label**  
These pressure sensitive labels were used to provide printers with preprinted labels of all taxpayers names and addresses to attach to tax packages for mailing. Now they are used for various smaller IRS mailouts to the public. *T:S:PD:* Tax Related Public Use
- 3903** 12490K Each  
10/2001 Min Supply For Late Filers  
**Moving Expenses**  
For optional use to support deductions from income for expenses of travel, transportation (including means and lodging) and certain expenses attributable to disposition of an old residence and acquisition of a new residence for employees moving to a new job location. There are separate Instructions available for this item. The catalog number for the Instructions is 64324D. As of revision 10-98, Form 3903 supercedes Form 3903-S and Form 4782. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 3911** 41167W Each  
01/1997 Destroy Prev Issues Upon Rec  
**Taxpayer Statement Regarding Refund**  
Form 3911 is completed by the taxpayer to provide the Service with information needed to trace the nonreceipt or loss of the already issued refund check. The form contains a "penalty of perjury" statement which conforms to Regulations 301-6402-2F. *W:CAS:AM:PPG:ATA* Tax Form or Instruction
- 3911 (SP)** 31331A Each  
03/2001 Destroy Prev Issues Upon Rec  
**Taxpayer Statement Regarding Refund**  
This form is completed by the taxpayer to provide the service with information needed to trace the non-receipt or loss of an already issued refund check. The form contains a "penalty of perjury" statement which conforms to regulations 301-6402-2-F. The form is to be mailed to taxpayers by Customer Service Representatives or to be completed in person at Walk-In Offices, and processed at Service Centers. *W:CAS:AM:F:DIVIII* Tax Form or Instruction
- 3913** 22535I Each  
11/1994 Destroy Prev Issues Upon Rec  
**Acknowledgment of Returned Refund Check**  
Form 3913, revised to tell taxpayers they may write or call the service center if they have questions. *W:CAS:AM:PPG:ATA* Tax Related Public Use
- 3915** 41170T Each  
05/1989 Destroy Prev Issues Upon Rec  
**Processing Notice and Releases of Federal Tax Lien and Other Certificates**  
Form 3915 is the transmittal for Notice of Lien (Forms 668) being sent to the local recording office for filing and recording. *CO:O:SP* Tax Related Public Use
- 3926 A** 41184H Each  
02/1984 Destroy Prev Issues Upon Rec  
**Quality Standard Input Record**  
Form 3926-A complements Form 3926, Quality Assurance Review Record. The data on the form will be used to update the various reports generated by the Quality Assurance Review System. *R:R:Q* Internal Use
- 3927** 41185S Each  
04/1985 Destroy Prev Issues Upon Rec  
**Quality Review Defect List**  
Form 3927 is used to establish/update defect lists and the Quality Assurance Master ID File. *T:W:W* Internal Use
- 3949** 22565W Each  
09/1998 Destroy Prev Issues Upon Rec  
**Criminal Investigation Information Item**  
This form is used to record and control information items or tips provided by taxpayers in connection with tax violation by other taxpayers. *OP:CI:O:T* Internal Use
- 3949 E** 41206K Each  
08/1983 Destroy Prev Issues Upon Rec  
**Criminal Investigation Correction / Deletion Data**  
This form will be used to update, correct or delete data provided on Form 3949. *CI* Internal Use
- 3950** 41208G Each  
12/1964 No Previous Issue  
**Notice of Completion of Employment Inquiries**  
Service-wide means of notifying employees that investigation of them is completed and that they are suitable for employment under provisions of Executive Order 10450 and Treasury Department Order No. 82. *M:S:P:R* Internal Use
- 3963** 41220O Each  
12/1990 Destroy Prev Issues Upon Rec  
**International Examiner's Report**  
Form prepared by the International Examiner showing the proposed adjustment he recommends. *IN:I:E* Internal Use
- 3963 A** 62065B Each  
06/1984 No Previous Issue  
**International Examiners Report (continuation sheet)**  
Information needed by National Office Examination to monitor examination results of the International Enforcement Program. Data will be computerized at the National Office. *IN:I:E* Internal Use
- 3965** 41222K Each  
04/1987 Destroy Prev Issues Upon Rec  
**International Enforcement Program - Report on Surveys, Referrals and Examination Activity**  
This form is used to report activity within International Enforcement Program. It serves as a management information document. *IN:I:E* Internal Use

## Forms

- 3975**                    **41235N**                    Each  
*2000 Special Handling/See Remarks*  
**Tax Practitioner Annual Mailing List Application/Update**  
 Form 3975 is used to update the IRS tax professionals mailing file. This form is a component to Publication 1045. Tax Professionals must complete Form 3975 in order to receive Package X.  
*OP:FS:M:T:S* Tax Form or Instruction
- 3982**                    **22590H**                    Pad  
*10/1971 Use/Issue Prev Issue First*  
**Billing Support for Lien and Certificate Fees**  
 Form 3982 is used when lien fees are charged and periodically billed. It is sent with Form 668 to the local recording office as an attachment to their claim for payment of lien fees. *OP:CO:C:SP* Tax Related Public Use
- 3990**                    **22605V**                    Each  
*08/1989 Use/Issue Prev Issue First*  
**Reviewers Report**  
 Used as a report on the review of apparent errors committed in the examination of a return. Form 886-A is used as the continuation sheet. *CP:EX:ST:PC* Internal Use
- 3996**                    **26750N**                    Pad  
*05/1987 Destroy Prev Issues Upon Rec*  
**Tax Revenue Receipts Recap**  
 Form 3996 is used to reconcile revenue receipts included in the general ledger with those revenue receipts applied to the individual accounts. *W:FS:S:A:A* Internal Use
- 3997 SHT 1**            **26751Y**                    Each  
*10/1986 Destroy Prev Issues Upon Rec*  
**Reconciliation of General Ledger Accounts**  
 Form 3997 is completed monthly in the accounting control unit to support certain general ledger accounts which must be proven to specific accounts. The data on the form is used to alert service center, regional office, and National Office management of any imbalances between the various accounts and any processing problems within the service center. Note: Pads of all 3 sheets will be supplied per quantity ordered. *N:CFO:R:S* Internal Use
- 3997 SHT 2**            **61610O**                    Each  
*10/1986 Special Handling/See Remarks*  
**Reconciliation of General Ledger Accounts**  
 Form 3997 is completed monthly in the Accounting Control Unit to support certain general ledger accounts which must be proven to specific accounts. The data on the form is used to alert service centers, regional office, and National Office management of any imbalances between the various accounts and any processing problems within the service center. Note: Pads of all 3 sheets will be supplied per quantity ordered. *N:CFO:R:S* Internal Use
- 3997 SHT 3**            **61611Z**                    Each  
*10/1986 Destroy Prev Issues Upon Rec*  
**Reconciliation of General Ledger Accounts**  
 Form 3997 is completed monthly in the Accounting Control Unit to support certain general ledger accounts which must be proven to specific accounts. The data on the form is used to alert service center, regional office, and National Office management of any imbalances between the various accounts and any processing problems within the service center. Note: Pads of all three sheets will be supplied per qty. ordered. *N:CFO:R:S* Internal Use
- 3999**                    **41253J**                    Each  
*05/1991 Destroy Prev Issues Upon Rec*  
**Statute Expiration Report**  
 Revision of Form 3999 provides a one step reporting process. Facts leading up to the Statute Expiration and the final disciplinary action taken. *EX:Q:Q* Internal Use
- 3999 T**                    **13048U**                    Each  
*02/1991 No Previous Issue*  
**Statute Expiration Report (for TEFRA key cases)**  
 When the entity statute expires, a copy of this form must be placed in the tax return file for every partner/shareholder. *EX:E:S* Internal Use
- 4008 A**                    **14693N**                    Each  
*07/1992 No Previous Issue*  
**Seized Property Report Update**  
 This form will be used to report any change in the status of seized assets from seizure to final disposition. Will also be used with the Asset Tracking System. *CI:RD:TD* Internal Use
- 4016**                    **41270U**                    Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Consent Fixing Period of Limitation Upon Assessment of Employment or Miscellaneous Excise Taxes Against a Transferee**  
 Used to secure agreement to extend the statutory period of limitation by a transferee in employment or miscellaneous excise tax cases where the transferee liability arises on liquidation of a corporation or partnership, or on a reorganization within the meaning of 368 (a) of the code. *S:C:CP:S:T* Tax Related Public Use
- 4019**                    **26760J**                    Each  
*01/1981 Destroy Prev Issues Upon Rec*  
**Error Register Control**  
 Form 4019 is used for routing and controlling Error Register records transmitted from the Error Corrections Branch to the Transcription Branch. *R:R:R* Internal Use
- 4028**                    **26805L**                    Each  
*01/1988 Destroy Prev Issues Upon Rec*  
**Service Center Control File Adjustment Record (SCCF Format Code 216)**  
 Form 4028 is used to list corrections for DIS (Distributed Input System) operator input of service center control file adjustment records. This status notice is being reissued to show the correct reorder point. *T:S:R:A* Internal Use
- 4028 A**                    **26810E**                    Each  
*01/1988 Destroy Prev Issues Upon Rec*  
**Service Center Control File Renumber Adjustment Record (Format Code 310)**  
 Form 4028-A is for use when listing corrections for DIS (Distributed Input System) operator input of service center control file adjustment records. The design of this form reflects the correct card positions and field titles for SCRS. *R:R:A* Internal Use
- 4029**                    **41277T**                    Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Application for Exemption from Tax of Self-Employment Income and Waiver of Benefits**  
 For use by members of qualified religious groups to claim exemption from tax on self-employment income.  
*OP:FS:FP:F:M* Tax Form or Instruction
- 4081**                    **41330L**                    Each  
*10/1988 Use/Issue Prev Issue First*  
**Transmittal Memorandum Joint Committee Case**  
 Form 4081 is used to (1) Transmit Joint Committee cases to the National Office and (2) Notify Examination Division Review Staff or Appeals Branch Office of the date the case cleared Joint Committee and the destination of the case file. *EX:E:S* Internal Use
- 4089**                    **22650Y**                    Each  
*01/1983 Destroy Prev Issues Upon Rec*  
**Notice of Deficiency - Waiver**  
 This form provides taxpayer(s) an opportunity to pay assessed tax and then file for refund at a later date. *EX:E:D* Tax Related Public Use
- 4089 A**                    **41335O**                    Each  
*04/1982 Destroy Prev Issues Upon Rec*  
**Notice of Deficiency Statement**  
 This form used to provide separate notation for increase in tax and penalties under deficiency. *EX:Q:Q* Tax Related Public Use
- 4089 B**                    **29000E**                    Each  
*10/1999 No Previous Issue*  
**Notice of Deficiency - Waiver**  
 This form provides taxpayer(s) an opportunity to pay assessed tax and then file for refund at a later date. This is the same as Form 4089, however, it is used for the Report Generation Software (RGS) program. *OP:EX:CS* Tax Related Public Use
- 4104**                    **41345K**                    Each  
*02/1975 Destroy Prev Issues Upon Rec*  
**Appointment Checklist**  
 Checklist of Important items which must be considered in the appointment process. *HR:P:E* Internal Use
- 4135**                    **41381C**                    Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**Criminal Investigation Control Notice**  
 Form 4135 is used to control assessment and collection actions relating to taxpayers under investigation for possible criminal activity. *OP:CI:O:T* Internal Use

## Forms

- 4136**                    *12625R*                    Each  
*2001 Min Supply For Late Filers*  
**Credit for Federal Tax Paid on Fuels**  
 Used by any individual, estate, trust, or corporation including small business corporations and domestic international sales corporations, claiming credit for Federal Excise Tax on the number of gallons of gasoline, and special fuels used. Former users of Form 4136-T will now use Form 4136. Prescribing Instructions: IRC Secs. 39,4041,4081,6420,6424 and 6424. *OP:FS:FP:F:M* Tax Form or Instruction
- 4137**                    *12626C*                    Each  
*2001 Min Supply For Late Filers*  
**Social Security and Medicare Tax on Unreported Tip Income**  
 Filed by an employee who received tips subject to F.I.C.A. tax but failed to report them to his employer. It can also be used by an employee whose Form W-2 shows uncollected employee F.I.C.A. tax. Contains Form 1040 Schedule U at the bottom of page one, (US Schedule of Unreported Tip Income). Prescribing Instructions: IT Emp. IRC sec. 3102; Regs. sec. 31.3102-3(d); Regs. sec. 31.6011(a)-1(d). *OP:FS:FP:F:I* Tax Form or Instruction
- 4141**                    *41388B*                    Each  
*09/1981 Destroy Prev Issues Upon Rec*  
**Record and Report of Vouchers Sampled**  
 With this revision Form 4142 is superseded by Form 4141. Used for reporting amounts of errors detected in vouchers selected for audit under the statistical sampling procedures. *F:F* Internal Use
- 4143**                    *41390N*                    Each  
*05/1980 Destroy Prev Issues Upon Rec*  
**Large Case Identity Record**  
 Prepared in districts to show identifying information of primary taxpayer in large case examinations. Form is prepared in triplicate; original to N.O., duplicate to region, and triplicate retained in district offices. *EX:C:N* Internal Use
- 4149**                    *41394F*                    Each  
*01/1993 Destroy Prev Issues Upon Rec*  
**Information to Correct Invalid Social Security Number**  
 Form 4149 is prepared by Taxpayer Service personnel and sent to the taxpayer whose SSN or last name does not agree with IRS records. The taxpayer provides verification data and returns the form to IRS. *OP:FS:S* Tax Related Public Use
- 4149 (SP)**            *14798R*                    Each  
*01/1993 No Previous Issue*  
**Information to Correct Invalid Social Security Number (Spanish Version)**  
 Form 4149 SP is sent directly to taxpayers to notify them that their Social Security Number or last name is different from IRS records. The form provides areas for the taxpayer to fill in to correct the difference. This form has deemed necessary due to the increase in Hispanic population in the United States of America. *T:T:AP* General Admin Public Use
- 4157**                    *41403F*                    Each  
*06/1984 Destroy Prev Issues Upon Rec*  
**Special Enrollment Examination List**  
 Used to list candidates for the Special Enrollment Examination. List is required by district coordinators for administering the 1984 Special Enrollment examination. Changes made to instructions regarding fee credits and address change. *HR:DP* Internal Use
- 4159**                    *22690I*                    Each  
*04/1983 Use/Issue Prev Issue First*  
**Payment Tracer Request**  
 Form 4159 is used by Collection personnel to record Payment Tracer inquiries. *S:C:CP:FP:CG* Internal Use
- 4161**                    *41405B*                    Each  
*05/1990 Destroy Prev Issues Upon Rec*  
**Transfer Memorandum of Tax Court Cases**  
 The purpose of this form is to facilitate the interregional transfer of Tax Court cases without necessity of a special memorandum. *CC:DOM:FS* Internal Use
- 4180**                    *22710P*                    Each  
*02/1993 Destroy Prev Issues Upon Rec*  
**Report of Interview with Individual Relative to Trust Fund Recovery Penalty or Personal Liability for Excise Tax**  
 Form 4180 is used to document the responses to questions asked during the course of an interview with an individual relative to either a trust fund recovery penalty or personal liability for excise tax. *S:C:CP:FP:E* Internal Use
- 4181**                    *41422M*                    Each  
*11/1989 No Previous Issue*  
**Questionnaire Relating To Federal Trust Fund Tax Matters Of Employer**  
 Form 4181 is used to obtain information from taxpayer's employees in the course of 100 Percent penalty investigation. *CO:O:I:SP* Tax Related Public Use
- 4183**                    *22720L*                    Each  
*02/1993 Use/Issue Prev Issue First*  
**Recommendation re: Trust Fund Recovery Penalty Assessment**  
 Form 4183 is used to make a recommendation for assertion of a Trust Fund Recovery Penalty against responsible persons. It is initiated by Revenue Officers at the area office level. *S:C:CP:FP:E* Internal Use
- 4190**                    *41432I*                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Order Blank for Tax Forms and Publications**  
 Form 4190 is used by the Area Distribution Centers to fulfill orders for Tax Forms requested by Taxpayers. *W:CAR:MP:M:L* Internal Use
- 4190 F**                    *64677T*                    Each  
*09/1987 Min Supply For Late Filers*  
**Order Blank for Distribution Center (Peel-Off Label)**  
*HR:F:P* Tax Related Public Use
- 4194**                    *41436A*                    Each  
*07/1985 Destroy Prev Issues Upon Rec*  
**Revocation of Tax Exempt Status**  
 To be submitted by EP/EO Division for changes required in Publication 78, cumulative list of Exempt Organizations. *CP:E:FS* Internal Use
- 4196**                    *41438W*                    Each  
*03/1993 Destroy Prev Issues Upon Rec*  
**Collection Monthly Report of Offer in Compromise Activity**  
 Form 4196 is used to report Collection function Offer in Compromise activity via Report Symbol NO-5000-108. *CO:O:2:SP* Internal Use
- 4206**                    *41448S*                    Each  
*06/1982 Destroy Prev Issues Upon Rec*  
**Evaluation Guide and Worksheet**  
 Form 4206 is used as a worksheet by position classifiers in applying classification guidelines for supervisory positions in the operating divisions of the Service Centers. Minimal use by Districts. *HR:P:P* Internal Use
- 4208**                    *22735K*                    Each  
*04/1979 Use/Issue Prev Issue First*  
**Case Index Card - Special Procedures Function**  
 Form 4208 is used by Special Procedures function personnel to control case activities others than those covered by Forms 4477, 2552, and 2545. *OP:CO:C:SP* Internal Use
- 4217**                    *41455H*                    Each  
*12/1980 Destroy Prev Issues Upon Rec*  
**Duplicate Exemption and Alimony Inquiry**  
 This form used to request collateral examination in another district to resolve an exemption issue. *EX:E:D* Internal Use
- 4221**                    *41458O*                    Each  
*03/1980 Destroy Prev Issues Upon Rec*  
**Remittance Control Number Record**  
 Form 4221 is used to control blocks of remittances which are processed through encoder machines. *R:R:D* Internal Use
- 4222**                    *41459Z*                    Each  
*12/1986 Destroy Prev Issues Upon Rec*  
**Closing Agreement Checklist**  
 This form is used to facilitate review of closing agreements. *CC:AP:PT* Internal Use
- 4229**                    *41464S*                    Each  
*05/1987 Use/Issue Prev Issue First*  
**Robbery Instruction Card**  
 Card to be posted in cashier/teller cages. Form to be filled out in case of robbery. *HR:E* Internal Use
- 4231**                    *41466O*                    Each  
*07/1998 Destroy Prev Issues Upon Rec*  
**Scheduling Document (January-June 1998)**  
 Form 4231, a worksheet for the period January-June, is used by Management Support Branch personnel to develop the service center semi-annual workload and staff hour schedule. *OP:C:A:Q:R* Internal Use

## Forms

- 4231 A**      *62314N*      Each  
*03/1999 Destroy Prev Issues Upon Rec*  
**Scheduling Document (July - December 1998)**  
 Form 4231-A is a worksheet used by Management Support Branch personnel to develop the service center semiannual workload and staff hour schedule for the period July-December. *OP:C:A:O* Internal Use
- 4238**      *41473D*      Each  
*11/1981 Destroy Prev Issues Upon Rec*  
**Report of Potential For Advancement**  
 This form is used to request information from supervisors regarding an employee's potential for advancement. *HR:H:R:P* Internal Use
- 4241**      *41476K*      Each  
*07/1976 Destroy Prev Issues Upon Rec*  
**Intern Candidate Performance Appraisal and Report of Potential**  
 Form 4241 is used to obtain evaluations of present employees who have applied for the Intern Program. *HR:P:E* Internal Use
- 4253**      *41486G*      Each  
*09/1999 Destroy Prev Issues Upon Rec*  
**Authorization for Moving Expenses**  
 Form 4253 is used for authorization for reimbursement of moving expenses incurred by IRS employees. *CFO:S:T* Internal Use
- 4255**      *41488C*      Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Recapture of Investment Credit**  
 Individuals, estates, trusts, or corporations that dispose of investment credit property before the end of the useful life years category used in computing the credit, may use this form to compute the recapture tax if the maximum credit allowable has been allowed at the time disposition. The prescribing instructions for Form 4255 are Regs. Secs. 1.37-4(a) (1), 1.47-5(a) (1) and 1.47-6(a)(1). *T:FP:F:CD* Tax Form or Instruction
- 4282**      *41510V*      Each  
*10/1985 Destroy Prev Issues Upon Rec*  
**Twelve Month Service Agreement**  
 Prepared by employees and given to supervisory official as a prerequisite to issuance of order authorizing employee's change in post of duty at Government expense. *F:S* Internal Use
- 4293**      *41519Q*      Each  
*08/1994 Destroy Prev Issues Upon Rec*  
**Employee Master File Change Notice**  
 Form 4293 is prepared by management assistants in the Reports Unit to input corrections to the Employee Master File. Although Form 4293 is an On-Demand item, an initial shipment of 10 pads of 100 sheets is to be shipped to each service center for user convenience. *T:W* Internal Use
- 4318**      *22800U*      Each  
*01/1999 Destroy Prev Issues Upon Rec*  
**Examination Workpapers**  
 This form is used for pre-examination planning, as a cover sheet and index for examination workpapers. *CP:EX:CS:SCP* Internal Use
- 4318 A**      *41546X*      Each  
*01/1981 Use/Issue Prev Issue First*  
**Continuation of Examination Workpapers**  
 This continuation sheet is used with Form 4318. *S:C:CP:I* Internal Use
- 4323**      *41554X*      Each  
*06/1985 Destroy Prev Issues Upon Rec*  
**Notice of Status Change of Cleared Employee**  
 Form is filled-out by Personnel Division to notify Security Division of employee's change in status. *HR:H:R:P* Internal Use
- 4324**      *41555I*      Each  
*02/2001 Destroy Prev Issues Upon Rec*  
**Security Clearance Review and Refresher Briefing**  
 Form 4324 is used to facilitate the annual review of all security clearances. This form also directs employees to the Security and Safety web site for a security refresher. *A:PS:PSO* Internal Use
- 4338**      *22820M*      Pad  
*11/1985 Use/Issue Prev Issue First*  
**Information or Certified Transcript Request**  
 Form 4338 is used to request either information on or a transcript of an ADP or non-ADP account. *OP:C:A:E:CSC* Internal Use
- 4338 A**      *22825P*      Each  
*05/1980 Destroy Prev Issues Upon Rec*  
**IMF Information or Certified Transcript Request**  
 Form 4338-A is used to request either information on or a transcript of an account on the Individual Master File (IMF). *ISM:D* Internal Use
- 4340**      *27000K*      Each  
*03/2000 Use/Issue Prev Issue First*  
**Certificate of Assessments and Payments**  
 Form 4340 is used by service centers to certify a taxpayer's account. *W:CAS:AM:PPG:ATA* Internal Use
- 4349**      *41572T*      Each  
*05/1993 Destroy Prev Issues Upon Rec*  
**Computation of Estate Tax Due With Return and Annual Installment**  
 The filled-in Form 4349 is essential for issuing an installment notice and demand on current Federal Estate Tax accounts. *S:C:CP:ST:EG* Internal Use
- 4351**      *41574P*      Each  
*04/1989 Destroy Prev Issues Upon Rec*  
**Interest Computation - Estate Tax Deficiency on Installment Basis**  
 Form 4351 is used to assess deficiencies on Federal Estate Tax returns and for issuing notice and demand on past due installments. A copy of the filled-in Form 4351 is mailed to the taxpayer along with a notice of tax due. District tax auditors complete a portion of Form 4351 and route it to the service center tax account technician for completion. *R:R:A:S* Tax Related Public Use
- 4361**      *41586H*      Each  
*12/1999 Min Supply For Late Filers*  
**Application for Exemption From Self-Employment Tax for Use by Ministers, Members of Religious Orders**  
 For use by members of qualified religious groups to claim exemption from tax on self-employment income. *T:FP:F:I* Tax Form or Instruction
- 4364**      *22870S*      Pad  
*06/1986 Use/Issue Prev Issue First*  
**Delinquency Computations**  
 Form 4364 provides a uniform way for Revenue Officers to report and assert appropriate penalties and interest for certain delinquent tax returns secured (such as Forms 1040, 1041, 1120, and 706) which do not have preprinted penalty blocks. *S:C:CP:FP:N* Internal Use
- 4365**      *41590P*      Each  
*01/1981 Destroy Prev Issues Upon Rec*  
**Criminal Investigation Division Chronological Worksheet**  
 This form is used as a chronological record of investigated leads and evidence for use with each prosecution case. *CI* Internal Use
- 4366**      *41591A*      Each  
*12/1981 Destroy Prev Issues Upon Rec*  
**Wage Claim Waiver Against Federal Agencies**  
 Form 4366 is used by employees who are enrolled in an economic or educational opportunity program for which the agency pays no salary. *HR:H:R:P* Internal Use
- 4367**      *41592L*      Each  
*01/1968 Destroy Prev Issues Upon Rec*  
**Position Evaluation Summary, Supervisory Grade Evaluation Guide, Part II**  
 This form provides classifiers with an evaluation guide when classifying positions according to Part II of CSC's Supervisory Grade Evaluation Guide. *HR:H:R* Internal Use
- 4368**      *41593W*      Each  
*10/1988 Destroy Prev Issues Upon Rec*  
**Transmittal to National Office Appeals**  
 This form is used to request and to transmit Technical Information. *CC:AP:PT* Internal Use

## Forms

- 4376**                      *41599K*                      Each  
*01/1982 Destroy Prev Issues Upon Rec*  
**Report of Investigation (IRC 7425 or 2410 USC)**  
 Form 4376 is used to determine whether the Government should redeem a piece of property that has been sold at a foreclosure sale for possible later resale at a higher price. The result of such sale would be to satisfy a taxpayer's outstanding tax liability. *CP:CO:C:SP* Internal Use
- 4387**                      *61614G*                      Each  
*11/1980 Destroy Prev Issues Upon Rec*  
**Policyholder's Share of Investment Yield**  
 Form used by IRS agents in reporting an adjustment resulting from examination of Insurance Companies. *EX* Internal Use
- 4389**                      *41610W*                      Each  
*01/1984 Destroy Prev Issues Upon Rec*  
**Adjustment to Reserves and Required Interest**  
 This form is used by IR Agents in reporting Adjustment resulting from examinations of Insurance Companies. Check box for Section 810 (c)(6) is added. *EX:C:N* Tax Related Public Use
- 4392**                      *41613D*                      Each  
*04/1974 Use/Issue Prev Issue First*  
**Other Amounts of Income**  
 This form is used by IR Agents in reporting adjustments resulting from examinations of insurance companies. *EX:E:D* Internal Use
- 4393**                      *41614O*                      Each  
*07/1974 Use/Issue Prev Issue First*  
**Death Benefits, Etc.**  
 This form is used by IR Agents in reporting adjustments resulting from examinations of Insurance Companies. *EX:C:N* Internal Use
- 4398**                      *41619R*                      Each  
*02/1968 Destroy Prev Issues Upon Rec*  
**Dividends Paid**  
 This form is used by IR Agents in reporting adjustment resulting from examinations of Insurance Companies. *EX:E:D* Internal Use
- 4399**                      *41620S*                      Each  
*06/1974 Destroy Prev Issues Upon Rec*  
**Deductions for Dividends to Policy Holders**  
 This form is used by IR Agents in reporting adjustment resulting from examinations of insurance companies. *EX:C:N* Internal Use
- 4402**                      *41623Z*                      Each  
*07/1976 Destroy Prev Issues Upon Rec*  
**Analysis of Surplus Accounts**  
 This form is used by IR Agents in reporting adjustments resulting from examinations of Insurance Companies. *EX:C:B* Internal Use
- 4404 A**                      *61615R*                      Each  
*01/1984 No Previous Issue*  
**Computation of Income Tax for Years After 1981**  
 Audit report form for computing income tax deficiencies or over assessments of life insurance companies. *EX:C:I* Tax Related Public Use
- 4406 B**                      *41628C*                      Each  
*05/1976 Use/Issue Prev Issue First*  
**Gains and Losses from Sales or Exchange of Property**  
 This form is used by IR Agents in reporting adjustment resulting from examination of Insurance Companies. *EX:E:D* Internal Use
- 4417 A**                      *22910R*                      Pad  
*07/1994 Destroy Prev Issues Upon Rec*  
**Request for Federal Tax Deposit Coupon Books**  
 Form 4417-A is prepared by Taxpayer Service personnel to document (record) for input through IDRS all telephone requests from FTD taxpayers for FTD forms. *S:CAS:B:R* Internal Use
- 4419**                      *41639J*                      Each  
*08/1999 Destroy Prev Issues Upon Rec*  
**Application for Filing Information Returns Magnetically/Electronically**  
 Form 4419 is submitted to obtain approval for those payers or agents who desire to file information returns either magnetically or electronically. The form also is submitted whenever users either change from compatible tapes or resume reporting via tape after a lapse of one or more years. *IS:M:P:I:IS* Tax Related Public Use
- 4421**                      *41641V*                      Each  
*04/1987 Destroy Prev Issues Upon Rec*  
**Declarations - Executor's Commissioner's and Attorney's Fees**  
 Form is used in situations where the attorney fees and executor commissioners may have been divided between the estate and the beneficiary. *EX:E:D* Tax Related Public Use
- 4422**                      *41642G*                      Each  
*10/1986 Use/Issue Prev Issue First*  
**Application for Certificate Discharging Property Subject To Estate Tax Lien**  
 This form is complete by an executor, administrator, or other interested party, for requesting release of any or all of the Property of an estate from the Estate Tax Lie *OP:EX:ST:EG* Tax Related Public Use
- 4425**                      *41644C*                      Each  
*02/1982 Use/Issue Prev Issue First*  
**Public Sale Bid Tabulation**  
 Form 4425 is used to tabulate (summarize) bids received via sealed bid or public auction on property offered for sale. *CO:O:FP* Internal Use
- 4437**                      *27025F*                      Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**EO Document Transmittal**  
 Form 4437 is partially filled in by the using service center to indicate why an EO document cannot be posted. The form is then forwarded to a Key District Office for completion and return to the service center. *OP:E:EP:FC* Internal Use
- 4442**                      *22950B*                      Pad  
*10/2000 Destroy Prev Issues Upon Rec*  
**Inquiry Referral**  
 Form 4442 is used by Taxpayer Service Assistors to record a taxpayer's request in regards to his/her tax return. This form is also used to record the action taken. *W:CAS:AM:PPG:ATA* Internal Use
- 4443**                      *41659B*                      Each  
*02/1993 Use/Issue Prev Issue First*  
**Summons Referral**  
 Form 4443 is used in failure to comply with summons cases for reporting factual situations to District Counsel. *S:C:CP:FP:E* Internal Use
- 4446**                      *27030Y*                      Pad  
*11/2000 Destroy Prev Issues Upon Rec*  
**Payment Tracer Research Record**  
 Form 4446 is a multi-functional form used to record the research undertaken on a payment tracer. The form contains a checklist of necessary research action needed. The completed form remains with the case file, which ultimately is retired to the Files Unit. It assists in distinguishing between preliminary and hardcore functional responsibilities. Instructions contained in IRM 21.5.7 Payment Tracers. *W:CAS:AM:PPG* Internal Use
- 4451 PT II**                      *62425V*                      Each  
*08/1986 Destroy Prev Issues Upon Rec*  
**C.E.P. Case Status Report - Part II**  
 Form 4451 (Part II) is prepared and maintained by Case Manager on each examination in process. The information is updated quarterly or as requested by region or National Office Management to reflect progress on examination or plan changes. *EX:C:N* Internal Use
- 4451 PT III**                      *41668M*                      Each  
*08/1986 Use/Issue Prev Issue First*  
**C.E.P. Case Status Report - Part III**  
 Form 4451 (Pt. III) is prepared and maintained by Case Manager on each examination in process. The information is updated quarterly or as requested by region or National Office Management to reflect progress or examination or plan changes. *EX:C:N* Internal Use



## Forms

- 4461**                    *41676M*                    Each  
*03/2000 Destroy Prev Issues Upon Rec*  
**Application for Approval of Master or Prototype Defined Contribution Plan**  
 This application used by trade or professional organizations, banks, insurance companies, or regulated investment companies to obtain initial approval and amendment of the form or a master or prototype pension, annuity, or profit-sharing plan that does include self-employed individuals. *T:FP:F* Tax Form or Instruction
- 4461 A**                    *11416U*                    Each  
*03/2000 Destroy Prev Issues Upon Rec*  
**Application for Approval of Master or Prototype and Regional Prototype Defined Benefit Plan**  
 Used for application for initial approval of a master or prototype defined benefit pension plan under Sections 401(a), 414(j), and 501(a) of the Internal Revenue Code. Form includes new TEFRA requirements. *T:FP:F:C* Tax Related Public Use
- 4461 B**                    *10235P*                    Each  
*03/2000 Destroy Prev Issues Upon Rec*  
**Application for Approval of Master or Prototyped Defined Contributio**  
 Purpose of Form 4461-B is used for approval of a plan submitted by a mass submitter on behalf of an adopting sponsoring organization or sponsor, which is based on a plan submitted by the mass submitter. *T:FP:F:C* Tax Related Public Use
- 4463**                    *41678I*                    Each  
*03/1996 Destroy Prev Issues Upon Rec*  
**Request for Technical Advice**  
 Used by District Directors, Appeals Offices and O:I:O to transmit requests for technical advice to the National Office. Form is now on the On-Demand Program. *CC:DOM:CORP:T* Internal Use
- 4464**                    *41679T*                    Each  
*04/1994 Destroy Prev Issues Upon Rec*  
**Daily Performance Adjustments Log**  
 Form 4464 is prepared by management assistants in the Reports Unit to input corrections to employee performance records. *T:W:W* Internal Use
- 4465**                    *41680U*                    Each  
*01/1995 Destroy Prev Issues Upon Rec*  
**Daily Production Adjustments Log**  
 Form 4465 provides a ready reference to the adjustments made in the service center Production Control and Performance Reporting System. The form is completed by Reports Unit personnel who route it to DIS (Distributed Input System) operators for input into the WP&C (Work Planning and Control) system. *T:W:W* Internal Use
- 4466**                    *12836A*                    Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Corporation Application for Quick Refund of Overpayment of Estimated Tax**  
 Used to apply for a "Quick" refund of overpaid estimated tax. Must be filed before the regular tax return is filed. Prescribing Instructions: IT-IRC sec 6425; Reg. sec. 1.6425-1(b). *OP:FS:FP:F:C* Tax Form or Instruction
- 4477**                    *41690Q*                    Each  
*03/2001 Destroy Prev Issues Upon Rec*  
**Civil Suit Recommendation**  
 Form 4477 is used to obtain approval from the Technical Support Unit for civil suit action to be taken prior to the date the statutory period for collection of taxes expires. *S:C:CP:FP:TI* Internal Use
- 4478**                    *41691B*                    Each  
*07/1987 Destroy Prev Issues Upon Rec*  
**Civil Suit Checklist**  
 Form 4478 is a guide used by revenue officers recommending a civil suit for collecting taxes. The form assures coverage of all matters required in the recommendation. *CP:CO:O:2:SP* Internal Use
- 4479**                    *41692M*                    Each  
*01/1981 Destroy Prev Issues Upon Rec*  
**Lien and Claimant Data - Civil Suit**  
 Form 4479 is used to record the details of liens and other claims. *CP:CO:O:2:SP* Internal Use
- 4480**                    *41693X*                    Each  
*09/1989 Destroy Prev Issues Upon Rec*  
**Property Description - Civil Suit**  
 Form 4480 is used for describing property involved in the civil suit recommendations and the suits against the Government. *CP:CO:O:2:SP* Internal Use
- 4481**                    *41694I*                    Each  
*08/1990 Destroy Prev Issues Upon Rec*  
**Transmittal - Legal Action**  
 Form 4481 is used to transmit counsel suit recommendations and data required in defense suits against the Government. *CP:CO:O:2:SP* Internal Use
- 4485**                    *41699L*                    Each  
*02/1981 Destroy Prev Issues Upon Rec*  
**Coordinated Examination Support Request**  
 This form is prepared in districts for submission to ARC (Examination) on each large case in which support time will be needed in the ensuing fiscal year, both for cases in process, if not previously requested, and those to be initiated. Also used to request needs for support time arising during ensuing fiscal year. *EX:N:N* Internal Use
- 4488**                    *23020O*                    Each  
*02/1985 No Previous Issue*  
**Revenue Officer Report for the Special Procedures function of Proof of Claim Proceeding**  
 Form 4488 is used by SP to request additional information in a proof of claim proceeding. It is also used to notify SP of proof of claim proceedings filed (either Federal or State). *SC:CP:FP:TI* Internal Use
- 4490**                    *41704T*                    Each  
*04/1987 Use/Issue Prev Issue First*  
**Proof of Claim for Internal Revenue Taxes**  
 Form 4490 is used as a claim by the U.S. for tax liabilities due in court proceedings (i.e. insolvencies other than bankruptcy and decedent's estates). *S:C:CP:FP:TI* Tax Related Public Use
- 4491 A**                    *41706P*                    Each  
*06/1979 Destroy Prev Issues Upon Rec*  
**Proof of Claim for Internal Revenue Taxes (Bankruptcy Acts Proceedings - Administrative Claims)**  
 Form 4491-A is used only for administrative claims of the U.S. for tax liabilities due in court bankruptcy proceedings. *CP:CO:C:SP* Tax Related Public Use
- 4505**                    *41720T*                    Set  
*11/2001 Destroy Prev Issues Upon Rec*  
**Reopening Memorandum**  
 Form 4505 is used by Compliance function examiners to obtain Management approval to reopen a closed case according to IRS Policy Statement P-4-3 guidelines. The re-examination would validate the subsequent "tax adjustment unfavorable to the taxpayer" action, *S:C:CP:RC:EGP* Internal Use
- 4506**                    *41721E*                    Each  
*05/1997 Destroy Prev Issues Upon Rec*  
**Request for Copy or Transcript of Tax Form**  
 Form 4506 is used by taxpayers to request copies of their tax returns. Form NATF-67 will no longer be sent to taxpayers for payment. *OP:FS:FP:F:M* Tax Related Public Use
- 4506 A**                    *41722P*                    Each  
*10/2001 Min Supply For Late Filers*  
**Request for Public Inspection or Copy of Exempt Organization Tax Form**  
 This form is used to request a copy of an exempt organization's return or to inspect an exempt organization's return. It is also used to request an aperture card of Forms 990-PF. *W:CAR:MP* Tax Form or Instruction
- 4508**                    *41725W*                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Revocation of Voluntary Allotment**  
 Used to revoke any voluntary allotments of pay. Employee Express is used to revoke most voluntary allotments. There are exceptions. New employees, disabled or visually impaired employees must use the printed form. *A:PS:PM:P* Internal Use

## Forms

- 4523**            *23075X*            Pad  
*02/1993 Destroy Prev Issues Upon Rec*  
**Case Index Card Record of Assessment of Trust Fund Recovery Penalty or Personal Liability for Excise**  
 This control card allows the reviewing official (Group Supervisor) to follow the progress of the 100-percent penalty case at a glance. The various required actions are recorded by date so that appropriate follow-ups can be easily determined for ensuring that a final disposition is made of the case. *OP:CO:C:SP* Internal Use
- 4526**            *23080Q*            Each  
*05/1971 Use/Issue Prev Issue First*  
**(Reinforced sheets for mounting Exhibits)**  
 Form 4526 is a blank sheet with four, 1/4-inch holes drilled at the top and a reinforcing strip across the back at the top. The form is used for mounting exhibits submitted with special agent reports. *CI:S:RPE* Internal Use
- 4526 A**            *23081B*            Set  
*10/1982 No Previous Issue*  
**(Mounting sheet tab dividers for Exhibits)**  
 Form 4526-A is used by Special Agents to mount exhibits contained within their prosecution reports. The 6-tab divider set is shrink wrapped in packages of 25 with colored slip sheets between each set. When placing an order, please request the number of sets needed. *CI:S:RPE* Internal Use
- 4526 B**            *60127U*            Each  
*11/1998 Use/Issue Prev Issue First*  
**(6-position dividers showing "APPENDIX" on each tab)**  
 Form 4526-B is used to identify appendixes within a special agent prosecution report. *OP:CI:O:T* Internal Use
- 4527**            *41739K*            Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Employee Application for Reimbursement of Expense Incurred upon Sale and/or Purchase of Residence Upon Change of Official St**  
 This revision was effected to show the increase in the aggregate amount of expenses, which may be reimbursed for selling of old residence or purchasing a new residence. *M:CFO:S:T-BE400* Internal Use
- 4532**            *41744D*            Each  
*01/1981 Destroy Prev Issues Upon Rec*  
**Retirement Computation Record**  
 This form is prescribed to provide retirement computation counsel for employees on an optional basis. *HR:P:E* Internal Use
- 4536**            *23095P*            Each  
*06/1991 Use/Issue Prev Issue First*  
**Application for Promotion/Reassignment**  
 Form 4536 is used by employees to request consideration for any vacant positions. Separate cards are required to request consideration for more than one kind of position and grade, more than one organization or more than one post of duty. *A:PS:PM* Internal Use
- 4537**            *41748V*            Each  
*05/1985 Destroy Prev Issues Upon Rec*  
**Roster of Eligibles for Promotion and Promotion Certificate**  
 Form is partially filled in by personnel offices and completed by supervisors selecting employees for promotion. Form is a record of all candidates being considered for a vacancy. Shows criteria for selecting highly qualified candidates, and shows employee(s) actually selected. *HR:H:R* Internal Use
- 4549**            *23105A*            Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Income Tax Examination Changes**  
 Form 4549 is the basic report form prepared by examining officials for regular agreed, individual and corporate income tax cases. The required taxpayer signature confirms agreement with the proposed liability. *S:C:CP:I* Tax Related Public Use
- 4549 A**            *23110T*            Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Income Tax Examination Changes**  
 Form 4549-A is the basic report form prepared by examining officials for unagreed ("excepted" agreed), individual and corporate income tax cases. (NOTE: The form does not require the taxpayer's signature for consent to assessment and collection.) *S:C:CP:I* Tax Related Public Use
- 4549 B**            *23120P*            Each  
*07/1980 Use/Issue Prev Issue First*  
**Income Tax Examination Changes**  
 This is a continuation sheet used with Forms 4549, 4549-A and 4605 and 4605-A when there are more adjustments than lines provided on the basic form. *EX:E:D* Tax Related Public Use
- 4549 E**            *13383E*            Each  
*05/1993 Destroy Prev Issues Upon Rec*  
**Income Tax Discrepancy Adjustments**  
 This form was revised to add changes to the adjustments processed used by EP/EO Division. *OP:E:EP:FC* Tax Related Public Use
- 4557**            *41768N*            Each  
*01/1981 Destroy Prev Issues Upon Rec*  
**New First-Level Manager Training**  
 Use of this form is mandatory for service-wide uniformity in recording new first-line manager's training needs, basis for determination of needs, and formal training actually provided. The training offices responsible for the training of new managers are responsible for maintaining this form for inclusion in the individual's personnel file. *HR:T:M* Internal Use
- 4562**            *12906N*            Each  
*2001 Min Supply For Late Filers*  
**Depreciation and Amortization**  
 For optional use by individuals, estates and trusts, partnerships, and corporations claiming depreciation. There are separate Instructions available for this item. The catalog number for the Instructions is 12907Y. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 4562 (U)**            *15789Q*            Each  
*2001 Min Supply For Late Filers*  
**Depreciation and Amortization**  
 For optional use by individuals, estates and trusts, partnerships, corporations claiming depreciation. There are separate instructions available for this item. The catalog number for the Instructions is 12907Y. This particular form is coded with a (u) and will be distributed to POD's in the western region. This is a forms distribution test being monitored by Southwest region. This form will be for one time use. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 4563**            *12909U*            Each  
*12/1998 Min Supply For Late Filers*  
**Exclusion of Income for Bona Fide Residents of American Samoa**  
 This form is used by a US citizen who worked in a U.S. possession and who wanted to see if they qualified for the "possession exclusion". *OP:FS:FP:F:I* Tax Form or Instruction
- 4564**            *23145K*            Each  
*06/1988 Use/Issue Prev Issue First*  
**Information Document Request**  
 Used by revenue agents to request documents from taxpayers. *CP:EX:CS:C* Tax Related Public Use
- 4570**            *41779U*            Each  
*11/1990 Destroy Prev Issues Upon Rec*  
**Chargeout Card**  
 This form is used in personnel files to maintain satisfactory control over the release of official personnel folders. *A:PS:TP* Internal Use
- 4571**            *41780V*            Pad  
*05/1979 Use/Issue Prev Issue First*  
**Explanation for Filing Return Late or Paying Tax Late**  
 Form 4571 is used by a taxpayer to explain either the late filing of a tax return or the late paying of a tax liability. *CP:CO:C:SP* Tax Related Public Use
- 4582 A (C)**            *41797Q*            Each  
*04/1993 Destroy Prev Issues Upon Rec*  
**Certification of Completion**  
 Form 4582-A includes a blank signature line for signature of field training officers. This revised version will allow the automated completion of training certificates on ARTS. *HR:H:T:P* Internal Use
- 4585**            *23185U*            Each  
*06/1991 Destroy Prev Issues Upon Rec*  
**Minimum Bid Worksheet**  
 Form 4585 is used by revenue officers to document certain seizure and sale activities. *S:C:CP:FP:E* Tax Related Public Use
- 4589**            *23195Q*            Pad  
*11/1998 Destroy Prev Issues Upon Rec*  
**Lost or Forgotten I.D. Badge Record**  
 This form is used in conjunction with the IRS Personnel Identification System. It is to be used by employees who lose or forget their ID badges. *A:RE* Internal Use

## Forms

- 4598**                    *23205B*                    Set  
*04/2002 Destroy Prev Issues Upon Rec*  
**Form W-2, or 1099 Not received or incorrect**  
 Form 4598 is a three-part form that notifies an employer or payer that an employee has not received a Form W-2 or 1099, or the forms have incorrect information. It also has a part that goes to employees and notifies them of the action IRS has taken. *W:CAS:AM:PPG* Tax Related Public Use
- 4605**                    *23210U*                    Each  
*11/1986 Use/Issue Prev Issue First*  
**Examination Changes - Partnerships, Fiduciaries, S Corps., & Interest Charge Domestic International Sales Corporations**  
 This form is used for reporting examination changes in partnerships, fiduciaries, small business corporations and domestic international corporations. *CP:EX:C* Tax Related Public Use
- 4605 A**                    *41817X*                    Each  
*09/1986 Destroy Prev Issues Upon Rec*  
**Examination Changes - Partnerships, Fiduciaries, Small Business Corps. & Domestic Intl. Sales Corp.**  
 Basic report form for unagreed and excepted agreed cases for partnerships, fiduciaries, small business corporations and domestic international sales corporations. *EX:E:D* Internal Use
- 4606**                    *23220Q*                    Each  
*09/1989 Destroy Prev Issues Upon Rec*  
**Daily Activity Record**  
 This form used to record daily time and inventory data. Editorial revision to "Codes" and "Special feature" also additional special features added to Form. *CP:EX:CS:SCP* Internal Use
- 4607**                    *23225T*                    Each  
*08/1986 Use/Issue Prev Issue First*  
**Examination Action and Time Record**  
 This is a reusable folder for filing tax returns and related documents pertaining to an examination. Is used to record direct examination time applied to an examination, and other information. When examination is completed and contents removed, the form pertaining to that exam is crossed out and the folder used for another file. *S:C:CP:RC:EGP* Internal Use
- 4612**                    *41820U*                    Each  
*06/1982 Destroy Prev Issues Upon Rec*  
**Notice of Unassessed Return**  
 Form 4612 is used to flag unassessed returns held as part of Criminal Investigation Control procedures. *Cl:P* Internal Use
- 4620**                    *41829P*                    Each  
*04/1982 Destroy Prev Issues Upon Rec*  
**Transmittal Letter - Exempt Organizations**  
 Form prepared by examiner and used to transmit reports within the Service. *E:EO* Internal Use
- 4621**                    *41830Q*                    Each  
*12/1980 Destroy Prev Issues Upon Rec*  
**Report of Examination - Exempt Organization**  
 Used by agents in preparing examination reports. *CP:E:FC* Internal Use
- 4626**                    *12955I*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Alternative Minimum Tax - Corporations**  
 Generally used by corporations and fiduciaries to compute alternative minimum tax. *OP:FS:FP:F:C* Tax Form or Instruction
- 4632**                    *23240I*                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Employee Plans Referral**  
 Used by examining officer to request specialist assistance to examiner pension deduction of Form 1120. *T:EP:E:PR:C* Internal Use
- 4632 A**                    *23241T*                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Employee Plans Referral Checksheet**  
 Used in examination of corporate tax returns to assist in determining if EP Specialist assistance is necessary. *T:EP:E:PR:C* Internal Use
- 4646 C**                    *41851T*                    Each  
*10/1982 Destroy Prev Issues Upon Rec*  
**Employee Plans Determination Record**  
 This is a cut sheet version of computer printed Form 4646. It is used to provide updated information to EP/EO Application Control System (EACS). *E:O:E* Internal Use
- 4665**                    *23260A*                    Each  
*08/1986 Destroy Prev Issues Upon Rec*  
**Report Transmittal**  
 Used in unagreed employment tax cases only where confidential information is involved or where a summarization of unagreed issues is absolutely required. *EX:TA:T* Internal Use
- 4666**                    *41874S*                    Each  
*02/1994 Destroy Prev Issues Upon Rec*  
**Summary of Employment Tax Examination**  
 This form is used in reports covering more than one type of employment tax, or where claims are involved, or where its use is needed for the sake of clarity because of the size or content of the report. *CP:EX:ST* Internal Use
- 4667**                    *41875D*                    Each  
*12/1990 Destroy Prev Issues Upon Rec*  
**Examination Changes - Federal Unemployment Tax**  
 Used by examining officer as a basic report form for examinations of Form 940. *OP:EX:ST:ET* Tax Related Public Use
- 4668**                    *23275Z*                    Each  
*04/1994 Destroy Prev Issues Upon Rec*  
**Employment Tax Examination Changes Report**  
 This form is a basic report used for Employment Tax Examination of FICA and Income Tax. reform act of 1986 enacted new irc 6721 and 6722 for penalties on failure to file/furnish forms w-2. to insert "form w-2c" in place of "this statement". *OP:EX:ST:ET* Tax Related Public Use
- 4669**                    *41877Z*                    Each  
*01/1993 Destroy Prev Issues Upon Rec*  
**Statement of Payments Received**  
 This form currently refers to only wages. However, form is also needed to show reporting of other types of payments on tax returns. Revision shows receiving and reporting of any type of payments. *OP:EX:ST:ET* Tax Related Public Use
- 4670**                    *23290O*                    Each  
*12/1993 Destroy Prev Issues Upon Rec*  
**Request for relief from payment of income tax withholding**  
 Form 4670 is used by the employer to request relief from the payment of income tax required to be withheld from wages when he can show that the employee has reported the wages and paid the tax. This form has been classified as an ICR Form. *S:C* Tax Related Public Use
- 4672**                    *41880W*                    Each  
*07/1980 Destroy Prev Issues Upon Rec*  
**Analysis of Teaching Exercises**  
 Used by students in Basic Instructor Training Course to document reaction to student/instructor's practice teaching exercises (Course 9928). Revision necessary due to advances in instructional technology. *HR:H:T:M* Internal Use
- 4684**                    *12997O*                    Each  
*2001 Min Supply For Late Filers*  
**Casualties and Thefts**  
 This form is for optional use by individual as a guide for reporting gains and losses resulting from casualties and thefts. There are separate Instructions available for this item. The catalog number for the instructions is 12998Z. *W:CAR:MP:M:TLM* Tax Form or Instruction
- 4685**                    *41890S*                    Each  
*11/1980 Destroy Prev Issues Upon Rec*  
**News Clipping Mounting Guide**  
 This guide sheet is used for mounting news clippings for submittal to the National Office. *C:PA:L* Internal Use
- 4700**                    *23315Y*                    Each  
*01/1999 Destroy Prev Issues Upon Rec*  
**Examination Workpapers**  
 Form 4700 is used by Tax Auditors on all examinations of tax returns to emphasize and increase awareness of the standards. *S:C:CP:RC:EGP* Internal Use

## Forms

- 4700 A**      *23317U*      Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Form 4700 Supplement**  
 Used by Tax Examiners on all examinations of tax returns. Form is an extension of Form 4700. Tax Auditors/Examiners are generally only using the checksheet portion without an adequate comment on what was done. *S:C:CP:RP:EGP* Internal Use
- 4700 B**      *23319Q*      Each  
*09/1995 Destroy Prev Issues Upon Rec*  
**Form 4700 Business Supplement**  
 Used by Tax Examiners on all cases involving businesses. *S:C:CP:RP:EGP* Internal Use
- 4700 C**      *62150D*      Each  
*08/1984 No Previous Issue*  
**Form 4700 Continuation**  
 Used by Tax Examiners on all examinations of tax returns. Form is an extension of Form 4700-A. *OP:EX:CS:SCP* Internal Use
- 4702**      *41920V*      Each  
*02/1989 Destroy Prev Issues Upon Rec*  
**Temporary Quarters Subsistence Expenses**  
 Form 4702 is used by service employees as a worksheet form and a detailed record of expenses for submission with Standard Form 1012, Travel Voucher. *F:S* Internal Use
- 4714**      *41932N*      Each  
*01/1993 Destroy Prev Issues Upon Rec*  
**Report of Recruitment Activity**  
 This form is used to establish a uniform report for IRS recruiters. *HR:H:R* Internal Use
- 4720**      *13021D*      Each  
*2001 Min Supply For Late Filers*  
**Return of Certain Excise Taxes on Charities and Other Persons Under Chapters 41 and 42 of the IRC**  
 Used by Private Foundations, Foundations managers, and disqualified persons to compute certain excise taxes which may be due under IRC 42. There are separate Instructions available for this item. The catalog number for the Instructions is 13023 Z. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 4728**      *41951U*      Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Notice to Taxpayer of Incorrect Refund Check**  
 Form 4728 is prepared by Accounting Branch technicians to request the taxpayer who received an erroneous refund based on a Service error to either return the uncashed check or repay the amount shown at the bottom of the form. The taxpayer also is reminded that interest will be assessed if the repayment is not received within 10 days from the date of the correspondence. *W:CAS:SP:IMF:R* Tax Related Public Use
- 4733 (C)**      *27175M*      Each  
*05/1987 Destroy Prev Issues Upon Rec*  
**Receipt for Special Taxes (Form 11C)**  
 This Notice (Computer Paragraph 445) will be sent to Form 11C taxpayers and will be used by them as evidence of their compliance with Federal Tax Laws and Regulations. This status notice is being issued to show the correct reorder point. *TR:R:Q* Tax Related Public Use
- 4742**      *23330N*      Each  
*06/1991 Destroy Prev Issues Upon Rec*  
**Questionnaire - Medical and Dental Expenses**  
 This form is used to verify medical deductions. Medical and Dental Expenses are shown on your Federal income tax returns. *EX:E:S* Tax Related Public Use
- 4743**      *23335Q*      Each  
*10/1990 Destroy Prev Issues Upon Rec*  
**Questionnaire - Taxes**  
 The 1986 Tax Reform Act abolished the sales tax deduction for 1987. A boldface note added to this affect. *CP:EX:E:S* Tax Related Public Use
- 4744**      *23340J*      Each  
*12/1985 Destroy Prev Issues Upon Rec*  
**Questionnaire - Contributions**  
 This form used to verify deductions for contributions. Notice 609 must be enclosed with this form. *CP:EX:E:I* Tax Related Public Use
- 4745**      *23345M*      Each  
*04/1990 Destroy Prev Issues Upon Rec*  
**Questionnaire - Interest Expenses**  
 This questionnaire used in correspondence-type examinations when interest expense is questioned. *EX:E:S* Tax Related Public Use
- 4746**      *41962B*      Each  
*12/1988 Destroy Prev Issues Upon Rec*  
**Questionnaire - Credit for Child and Dependent Care Expenses**  
 ICR Form. Note: Notice 609 must be enclosed with this form when sent to taxpayer. This form is used to support tax credit for child and dependent care services. Due to changes in tax year and tax law. *EX:E:I* Tax Related Public Use
- 4747**      *41963M*      Each  
*09/1986 Destroy Prev Issues Upon Rec*  
**Questionnaire - Uniform, Clothing, Equipment or Tools**  
 This form will be used during the tax examination to verify deductions claimed for uniforms, clothing, equipment, or tools. *EX:E:S* Tax Related Public Use
- 4748**      *41964X*      Each  
*07/1987 Destroy Prev Issues Upon Rec*  
**Questionnaire - Casualty or Theft Loss**  
 This questionnaire is used to obtain information on casualty or theft loss claims. *EX:E:D* Tax Related Public Use
- 4749**      *41965I*      Each  
*06/1990 Use/Issue Prev Issue First*  
**Questionnaire - Employee Expenses or Miscellaneous Deduction**  
 This form is to be used in connection with an audit by correspondence, whenever the issue involved is miscellaneous deductions and/or business expenses. This form requires the use of Label No. 4696 and Covering Letter 566(DO). *EX:E:S* Tax Related Public Use
- 4752**      *41968P*      Each  
*11/1992 Destroy Prev Issues Upon Rec*  
**Questionnaire - Head of Household**  
 This form is used in office examinations to verify the filing status of an individual claiming head of household. Notice 609 must be mailed with Form 4752. *EX:E:S* Tax Related Public Use
- 4759**      *41974T*      Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Address Information Request - Postal Tracer**  
 Form 4759 is sent to a Postmaster when all other known sources for obtaining a taxpayer's change of address have been exhausted. The form was revised in Feb. 1999 to add the employee number to comply with the new Restructuring and Reform Act of 1998. The revision for 2002 included adding the official letterhead address and IRS seal to the form to comply with regulations required by the Post Office. *OP:FS:M:DFPS* General Admin Public Use
- 4760**      *41975E*      Pad  
*06/2000 Destroy Prev Issues Upon Rec*  
**Processing Record - Agreed Unpaid Deficiency Cases Requiring Prompt Assessment or Overassessment**  
 This form is used to process large overassessments as quickly as possible to minimize the amount of interest paid to taxpayers. *S:C:CP:CW:EMIS* Internal Use
- 4764**      *41978L*      Each  
*05/1980 Destroy Prev Issues Upon Rec*  
**Large Cases Examination Plan**  
 Used to give the taxpayer and Examination Case Personnel a plan which will be followed in the examination. *EX:E:N* Tax Related Public Use
- 4764 A**      *41979W*      Each  
*06/1980 Destroy Prev Issues Upon Rec*  
**Coordinated Examination Program Audit Plan**  
 Form 4764-A is used to give the Audit agent special instructions and a brief summary of what is expected in the examination. *EX:C:N* Internal Use
- 4764 B**      *41980X*      Each  
*01/1981 Destroy Prev Issues Upon Rec*  
**Large Case Examination Plan**  
 Form 4764-B is used by the Examination Agent to show how the assignment will be carried. This form is fillable on the IRS Intranet. *EX:N:N* Internal Use

## Forms

- 4768**                      *41984P*                      Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Application for Extension of Time to File U.S. Estate Tax Return and/or Pay Estate Tax**  
 Used to apply for estate tax extensions in certain cases. IRC Sec. 6081 and 6161; Regs. Sec. 20.6081-1 and 20.6161-1. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 4774**                      *41990T*                      Each  
*04/1981 Use/Issue Prev Issue First*  
**Tax Fraud Investigation Aide Log**  
 Form used for several purposes by Criminal Investigation Division including planning, training, and reporting. *CI:P:T* Internal Use
- 4778**                      *41994L*                      Each  
*06/2000 Destroy Prev Issues Upon Rec*  
**Examination Annual Compromise Case Report**  
 This form is used to show disposition of tax offers in compromise based on doubt as to liability. *OP:EX:CS* Internal Use
- 4789**                      *42004W*                      Each  
*06/1998 Destroy Prev Issues Upon Rec*  
**Currency Transaction Report**  
 Used by financial institutions to report deposit, withdrawal, exchange of currency or other payment as transfer by, through, or to such financial institution which involves currency transactions of more than \$10,000. *W:CAR:MP:FP* Tax Related Public Use
- 4797**                      *13086I*                      Each  
*2001 Min Supply For Late Filers*  
**Sale of Business Property**  
 Used for reporting details of gain or loss from sales, exchanges, or involuntary conversions of net capital assets and involuntary conversions of capital assets held for more than six months. The catalog number for the instructions is 13087 T. *W:CAR:MP:M:T:M* Tax Form or Instruction
- 4801**                      *42014S*                      Each  
*04/1979 Use/Issue Prev Issue First*  
**Deliver Unopened to Tape Library (Label)**  
 Form 4801 is a peel-off label which is completed and affixed to the outside of each shipping container of magnetic media submitted by the payer/transmitter to MCC (Martinsburg Computing Center). *M:I:E:MC:P:I:IS* Tax Related Public Use
- 4802**                      *27205P*                      Each  
*04/1997 Destroy Prev Issues Upon Rec*  
**Transmittal of Information Returns Reported Magnetically/Electronically (Continuation of Form 4804)**  
 Form 4802 is a continuation of Form 4804, Transmittal of Information Returns Reported Magnetically/Electronically. It is used by Reporting Agents who are reporting more than five types of returns and/or more than five payers. Instructions for preparing Form 4802 are on the back of Form 4804. *IS:N:M:P:I* Tax Related Public Use
- 4804**                      *27210I*                      Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Transmittal of Information Returns Reported Magnetically/Electronically**  
 Form 4804 is used by Reporting Agents to transmit the following types of information returns either magnetically: Forms 1099 series and Forms 1098, 5498, W-2G, 1042S, and 8027. The Agent must include Form 4804 with each file submitted to the Internal Revenue Service. (NOTE: Form 8027 may only be filed on magnetic tape.) Form 4804 is no longer required for information returns sent electronically. *M:I:E:MC:P* Tax Related Public Use
- 4808**                      *42021H*                      Each  
*10/1988 Destroy Prev Issues Upon Rec*  
**Computation of Credit for Gift Tax**  
 To be used for computing gift tax credit, for estate tax return, under first and second limitation, to obtain amount allowable. *S:C:CP:ST:EG* Tax Related Public Use
- 4810**                      *42022S*                      Each  
*12/1999 Destroy Prev Issues Upon Rec*  
**Request for Prompt Assessment Under IR Code Section 6501(d)**  
 Form 4810 is prepared by a fiduciary representing a dissolving corporation or a decedent's estate to request a prompt assessment of tax. The completed form is reviewed by service center Examination Branch personnel for action. *OP:C:A:CP:E* Tax Related Public Use
- 4817**                      *42028G*                      Each  
*09/1981 Use/Issue Prev Issue First*  
**SOI/DIF Flag**  
 Form 4817 is used to identify returns of joint interest to Statistics of Income Discriminated Function and Special Examination Selection Activities. *W:CAS:ST:AN:PA* Internal Use
- 4822**                      *23460C*                      Pad  
*06/1983 Destroy Prev Issues Upon Rec*  
**Statement of Annual Estimated Personal and Family Expenses**  
 This form is not routinely used, only when taxpayers records appear to be inadequate. It is used to verify certain personal and family living expenses. This form has been classified as an ICR form. *S:C:CP:I* Tax Related Public Use
- 4826**                      *42036G*                      Each  
*05/1997 Destroy Prev Issues Upon Rec*  
**Standardized Level 1 - Instructor's Lesson/Module Evaluation**  
 Used to submit evaluations of training materials by instructors. *N:ADC:H:E:P:PS* Internal Use
- 4835**                      *13117W*                      Each  
*2001 Min Supply For Late Filers*  
**Farm Rental Income and Expenses**  
 Used by land owner (or sublessor) to report gross farm rental income based on crops or livestock shares where he does not materially participate in the operation or management of the farm. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 4844**                      *23470Y*                      Pad  
*10/1981 Destroy Prev Issues Upon Rec*  
**Request for Terminal Action**  
 Form 4844 is a multi-purpose request form used to either input or extract IDRS (Integrated Data Retrieval System) data. *S:C:CP:FP:TI* Internal Use
- 4845**                      *23475B*                      Pad  
*09/1990 Destroy Prev Issues Upon Rec*  
**TDA/TDI Reassignment Request**  
 Form 4845 is used to request the IDRS terminal operator to change an assignment code. *OP:CO:C:FP* Internal Use
- 4852**                      *42058U*                      Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**Substitute for Form W-2, Wage and Tax Statement or Form 1099 R, Distribution From Pensions, Annuities, Retirement or Profit-**  
 Form is used by taxpayers to estimate wages and income taxes withheld when Form W-2 is not available from employer. *E:O:S:CO* Tax Related Public Use
- 4861**                      *27257R*                      Each  
*12/1980 Use/Issue Prev Issue First*  
**NMF Block Summary**  
 Form 4861 can be used in place of the back page of Form 813, Document Register. It is used by Accounting Branch personnel to summarize District payments for journalization purposes (recording data). The completed form is routed to the Data Control area for use and subsequent filing. *R:R:A* Internal Use
- 4862**                      *42066U*                      Each  
*06/1986 Destroy Prev Issues Upon Rec*  
**Statement of Income Tax Changes**  
 Form 4862 is used for computing a taxpayer's revised tax liability. *CC:AP:PT* Tax Related Public Use
- 4868**                      *13141W*                      Each  
*2001 Min Supply For Late Filers*  
**Application for Automatic Extension of Time to File U.S. Individual Income Tax Return**  
 Used by individuals to request an automatic 4-month extension of time to file Form 1040, U.S. Individual Income Tax Return. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 4872**                      *42074U*                      Each  
*01/1998 Destroy Prev Issues Upon Rec*  
**District Office (Non ACS) Activity Report**  
 Form 4872 is used for accumulating feeder data for IDRS reporting. Monthly staff hours expended in collection activities are reported. Reports previously submitted on Forms 5450-B and 8466 are combined onto Form 4872. Supercedes Form 5450-B; Form 8466 is obsolete. *CP:CO:C:A* Internal Use
- 4872 A**                      *60128F*                      Each  
*10/1993 Destroy Prev Issues Upon Rec*  
**Automated Collection Branch Automated Monthly Report**  
 Form used to account for staff hours expended to ACS call sites in order to provide information for budget formulation. *CO:A:SD:AS* Internal Use

## Forms

- 4872 B**      *63615L*      Pad  
*10/2000 Destroy Prev Issues Upon Rec*  
**Collection Daily Time Utilization Report**  
Form 4872-B is used to record daily time and activity expended on Collection activities. *S:C:CP:CW:CMIS* Internal Use
- 4876 A**      *62075X*      Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Election to be Treated as an Interest Charge DISC**  
A corporation files Form 4876-A to elect to be treated as an interest charge domestic international sales corporation (IC-DISC). Once the election is made, it is effective until terminated or revoked. It applies to each person who owns stock in the corporation while the election is in effect. *W:CAR:MP:FP:F* Tax Form or Instruction
- 4881**      *42082U*      Each  
*01/1977 Destroy Prev Issues Upon Rec*  
**Chapter 42 Taxes - Disqualified Person Foundation Manager**  
This document is used as a processing document by Manual accounting function at Service Center. The current format makes it difficult to use for that purpose. The redesign of the format will make for a smoother method of processing. *E:O:E* Internal Use
- 4883**      *42083F*      Each  
*07/1974 Destroy Prev Issues Upon Rec*  
**Private Foundation Audit Changes**  
Function transferred from Audit Division. Form 4883 will be the permanent means for Revenue Agents Auditing Private Foundations. *E:EO* Internal Use
- 4907 (C)**      *23515A*      Set  
*11/1990 Destroy Prev Issues Upon Rec*  
**TDA/Taxpayer Delinquent Account**  
Form 4907 is issued by Service Centers to the field offices as an account collectable record; & used as a primary collection document on IDRS. *CP:CO:C:FP* Internal Use
- 4913**      *42103M*      Pad  
*12/2001 Destroy Prev Issues Upon Rec*  
**Taxpayer Education Statistical Report**  
Form 4913 is filled in by Taxpayer Education Coordinators (TPEC's) and TPE Volunteers. The form is used to collect statistical data on the various TPE programs. *W:CAR:SPEC:PPD:E* Internal Use
- 4920**      *42110B*      Each  
*02/1979 Destroy Prev Issues Upon Rec*  
**Criminal Investigation Documents Transmittal Notification and Receipt**  
Used to transmit case reporting documents to National Office, and provide a control system and schedule of such documents. *Cl:P:T* Internal Use
- 4930**      *23525W*      Each  
*09/1998 Destroy Prev Issues Upon Rec*  
**Criminal Investigation Division General/Primary/Subject Investigation Report**  
This form used to input data into IDRS terminals at Districts. This form is replaces Form 4930 A, Cat Number 11122V. *Cl:S:RPE* Internal Use
- 4952**      *13177Y*      Each  
*2001 Min Supply For Late Filers*  
**Investment Interest Expense Deduction**  
Used by an individual estate, or trust in computing the deduction limitation for interest expense on funds borrowed to purchase or carry property held for investment. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 4956 (C)**      *27320F*      Sheet  
*09/1985 Special Handling/See Remarks*  
**Examination File & Address Label**  
Labels used in conjunction with Examination AIMS System, as file folder, document, and address labels. Blank label - form number and rev date on backer. Supersedes Form 4696 & Form 5297. Each set of labels contains 9 individual labels. *S:C:CP:CW:EMIS* Internal Use
- 4966**      *42133A*      Each  
*09/1972 No Previous Issue*  
**Current Collection Information**  
Used on High Assault Risk Areas (HARA) returns examined by Audit. *EX:E:D* Internal Use
- 4970**      *13180V*      Each  
*2001 Min Supply For Late Filers*  
**Tax on Accumulation of Distribution of Trusts**  
Used by a beneficiary of domestic or foreign trust to compute the tax attributable to an accumulation distribution. *OP:FS:FP:F:CD* Tax Form or Instruction
- 4972**      *13187U*      Each  
*2001 Min Supply For Late Filers*  
**Tax on Lump-Sum Distributions**  
For used in averaging lump-sum distributions to determine whether the income tax computed under the averaging provisions is the most advantageous method. There are separate Instructions for this item. The catalog number for the Instructions is 13188F. The authority is IRC. Sec. 72, Reg. Secs. 1.72-18, 1.72-19. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 4975**      *27345A*      Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Form 940 Edit Sheet**  
Form 4975 is used to input four or more state codes for an employer paying wages in four or more states. *OP:FS:S:P:M* Internal Use
- 4978**      *42143W*      Each  
*08/1981 Destroy Prev Issues Upon Rec*  
**Biographical Information Record**  
Information entered on this form is used to prepare biographical profiles and news releases about key officials. *C:PA:L* Internal Use
- 4981**      *42146D*      Each  
*10/1981 Destroy Prev Issues Upon Rec*  
**TCMP Exclusion Request**  
Used in TCMP to remove nonsampling return from the program. *CP:EX:CS:CIA* Internal Use
- 4994**      *42156Z*      Each  
*08/1980 Use/Issue Prev Issue First*  
**Preparation Instructions for Magnetic Tape Filing of Form 941 Using Tape Labels Form 3298**  
Revenue Procedure 75-12. Form 4994 is part of the Magnetic Tape Filing Package for Form 941, Employer's Quarterly Federal Tax Return. *HR:F:P* Tax Related Public Use
- 4996**      *42158V*      Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**Electronic / Magnetic Media Filing Transmittal for Wage and Withholding Tax Returns**  
Based on requirements in the Employment Tax regulations, CC:IT & A has requested Form 4996 be reinstated. Form 4996 is used as a transmittal sheet when filing Forms 941, 945, 940 or any employment tax return electronically or on magnetic tape. Form 4996 accompanies the magnetic tapes or is submitted to the transmission reception site. *OP:ETA:O:P* Tax Related Public Use
- 5012**      *23550H*      Each  
*08/1999 Destroy Prev Issues Upon Rec*  
**New Employee Tax Verification**  
Form 5012 is used to verify that new employees have filed and paid their income taxes for the 3 years prior to their employment. *A:PS:PM* Internal Use
- 5016**      *42180Z*      Each  
*11/1988 Destroy Prev Issues Upon Rec*  
**Tally Sheet - Numerical or Stroke**  
This form is used to periodically compile actual counts of outgoing mail first-class. It is used (only in selected offices) to gather information for consolidation. *HR:F:P:D* Internal Use
- 5018**      *42182V*      Each  
*11/1988 Destroy Prev Issues Upon Rec*  
**Sampling Report**  
IRS *HR:F:P* Internal Use
- 5029**      *42193C*      Each  
*01/1978 Destroy Prev Issues Upon Rec*  
**BMF Return Preparers Inventory List Order Form**  
This form is used to order BMF Preparer Inventory listings. To be used for returns processed after 1977. *EX:D:T* Internal Use
- 5029 A**      *42192R*      Each  
*01/1978 Destroy Prev Issues Upon Rec*  
**BMF Return Preparers Inventory List Order Form**  
Form 5029 A is used to incorporate differences in ordering procedures between IMF and BMF returns. *EX:D:T* Internal Use

## Forms

- 5043**                    *42204Y*                    Each  
*03/1995 Destroy Prev Issues Upon Rec*  
**Criminal Investigation Monthly Activity Report**  
 Form 5043 is used by Field Agents to record time spent on their assignments. *CP:CI:O:T* Internal Use
- 5045**                    *42206U*                    Each  
*10/1993 Destroy Prev Issues Upon Rec*  
**Employment**  
 Form 5045 is an informal aid which is used to record facts gathered during background investigations assigned to and performed by NBIC. *M:S:NBIC* Internal Use
- 5045 A**                    *42207F*                    Each  
*10/1993 Destroy Prev Issues Upon Rec*  
**Education**  
 Form 5045-A is an informal aid which is used to record facts gathered during background investigations assigned to and performed by NBIC. *M:S:NBIC* Internal Use
- 5045 B**                    *42208Q*                    Each  
*10/1993 Destroy Prev Issues Upon Rec*  
**Neighborhood**  
 Form 5045-B is an informal aid which is used to record facts gathered during background investigations assigned to and performed by NBIC. *M:S:NBIC* Internal Use
- 5045 C**                    *42209B*                    Each  
*10/1993 Destroy Prev Issues Upon Rec*  
**Reference**  
 Form 5045 C is an informal aid which is used to record facts gathered during background investigations assigned to and performed by NBIC. *M:S:NBIC* Internal Use
- 5054**                    *42225B*                    Each  
*10/1980 Destroy Prev Issues Upon Rec*  
**Coordinated Examination Program Preliminary Request for Support Needed in FY**  
 This form will be used by District Examination Divisions to identify & record need for support time. *EX:N:N* Internal Use
- 5060**                    *42230U*                    Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Report of Adverse Determination on Private Foundation Status etc.**  
 Input Voucher for publication in the IRS Bulletin of certain adverse determinations made necessary by the Tax Return Act. *CP:E:FS* Internal Use
- 5074**                    *42243X*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Allocation of Individual Income Tax to Guam or the Commonwealth of the Northern Mariana Islands**  
 To be attached to U.S. Tax Return filed by a U.S. citizen or resident who reports adjusted gross income of \$5,000.00 or more derived from Guam sources. This is not an ICR Form. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 5079**                    *42248A*                    Each  
*03/1982 Destroy Prev Issues Upon Rec*  
**Classification Monitoring Report**  
 This form is used for monitoring different classes of returns and their different categories. *EX:P:E* Internal Use
- 5081**                    *23590R*                    Each  
*02/2000 Destroy Prev Issues Upon Rec*  
**Automated Information System (AIS) User Registration / Change Request**  
 Form 5081 is a generic form used to identify, authorize, and register IRS Automated Information Systems (AIS) users. The form should be completed by all Service personnel who need to provide necessary information to the person assigned to establish system access; e.g., System Administrators, Security Officers, etc. Form 5081 ultimately will replace a number of National Office and Regional forms that serve the same/similar purposes. Updated information on which forms are obsolete by Form 5081 will be provided through the Electronic Status Notice (ESN) system. All inquiries re Form 5081 are to *IS:O:O:S:S* Internal Use
- 5101**                    *23610Y*                    Pad  
*01/1980 Use/Issue Prev Issue First*  
**Examination Referral Slip**  
 Form 5101 is prepared by tax examiners to route IDRS correspondence to the Examination function. *W:CAS:MP* Internal Use
- 5102**                    *23615B*                    Pad  
*01/1987 Destroy Prev Issues Upon Rec*  
**IDRS Expedite Routing Slip**  
 Form 5102 is required for all IDRS-controlled correspondence when routing from one function area to another. *W:CAR:MP* Internal Use
- 5104**                    *42264A*                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Report of Apparent Violation of Financial Recordkeeping and Reporting Regulations**  
 Form to be used to report apparent violations of the Bank Secrecy Act (Title 31) to Treasury Department (FinCEN). A memorandum of findings is the attachment. *S:C:CP:RC:F* Internal Use
- 5114**                    *42273L*                    Each  
*07/1980 Destroy Prev Issues Upon Rec*  
**H200/H2050 Program Patch Record Transcript Sheet**  
 Form 5114 is used to transcribe program corrections (patches) telephoned out to field operations. *ISM* Internal Use
- 5124 G (C)**                    *64590L*                    Sheet  
*01/1995 Destroy Prev Issues Upon Rec*  
**IRS General Mail Label**  
 IRS General Purpose Mailing Label. *OP:FS:M:PS:O* Internal Use
- 5126**                    *42285D*                    Each  
*11/1987 Destroy Prev Issues Upon Rec*  
**Classification Quality Review Record**  
 Form provides uniformity for use by the Examination Classification Program in Service Center and District Offices. *S:C:CP:CW:E* Internal Use
- 5129**                    *27391O*                    Each  
*10/1992 Destroy Prev Issues Upon Rec*  
**Questionnaire - Filing Status, Exemptions, and Standard Deduction**  
 Form 5129 is a document perfection request which is mailed with Letter 12(C) to the IMF taxpayer. The form requests information which will help the Service tax examiner verify the taxpayer's filing status and exemptions. *T:S:P:I* Tax Related Public Use
- 5153**                    *42310D*                    Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**Request Relocation of IDRS Equipment**  
 Form to be used for both installation and relocation of equipment. *HR:F:S* Internal Use
- 5161**                    *42315G*                    Each  
*10/1983 Destroy Prev Issues Upon Rec*  
**Systems Software Error Notification**  
 Form 5161 is used to report errors on all IRS computer systems. *ISM:D:S* Internal Use
- 5173**                    *42322V*                    Each  
*05/1988 Destroy Prev Issues Upon Rec*  
**Transfer Certificate**  
 Provide for transfer of estate tax functions to Philadelphia Service Center and authorizes either the Director of Service Center or the Director of O.I.O. to sign transfer certificates. *EX:E:D* Internal Use
- 5188**                    *23665H*                    Each  
*08/1985 Destroy Prev Issues Upon Rec*  
**Analysis of Revenue Officer Case Assignments**  
 Form 5188 is a cover sheet used by Group Managers to summarize data derived from either Form 5188-A, Revenue Officer Inventory Analysis, or a managerial visitation with Revenue Officers during daily activities. *S:C:CP:FP:CGP* Internal Use
- 5188 A**                    *23670A*                    Each  
*02/1991 Destroy Prev Issues Upon Rec*  
**Revenue Officer Inventory Analysis**  
 Form 5188-A is used by Revenue Officers to list all cases reviewed in accordance with the multi-District union contract. The data from this form is summarized by the Group Manager on Form 5188, Analysis of Revenue Officer Case Assignments. *S:C:CP:FP:CGP* Internal Use
- 5202**                    *42354F*                    Each  
*06/1984 No Previous Issue*  
**Request for Engineering Services**  
 This form is used to describe the nature of engineering services requested. *LM:FS* Internal Use
- 5204**                    *27455X*                    Each  
*02/1984 Use/Issue Prev Issue First*  
**Record of Accounts**  
 Form 5204 is attached by tax examiners to an original letter sent in response to a taxpayer's inquiry about either an amount due notice received or a lower tax refund than expected. The form supplies a breakdown plus a brief explanation. *R:R:T* Tax Related Public Use

## Forms

- 5213**                    *42361U*                    Each  
*07/2000 Min Supply For Late Filers*  
**Election To Postpone Determination as To Whether the Presumption Applies That an Activity Is Engaged**  
 Used by individuals, trusts, estates, and electing small business corporations in making an election to postpone a determination as to whether an activity is engaged in for profit. *OP:FS:FP:F:I* Tax Form or Instruction
- 5225**                    *42381M*                    Each  
*03/1980 Destroy Prev Issues Upon Rec*  
**Estate Tax Pre-planning and Examination Workpaper Cover Sheet**  
 This form is an adaptation of Form 4318, Examination Workpapers, for use in conjunction with estate tax. *EX:E:D* Internal Use
- 5225 A**                    *42382X*                    Each  
*08/1983 Use/Issue Prev Issue First*  
**Estate Tax Pre-planning and Examination Workpaper Continuation Sheet**  
 This is an adoption of Form 4318, Examination Workpapers, for use in conjunction with Estate Tax. *CP:EX:E:D* Internal Use
- 5227**                    *13227T*                    Each  
*2001 Min Supply For Late Filers*  
**Split-Interest Trust Information Return**  
 Used by trusts that are treated as private foundations under section 4947. There are separate Instructions available for this item. The catalog number for the Instructions is 13228E. The authority for this item is Regs. 53.4940-1(a), 53.6011-1(d), 1.6012-3(a)(7), 53.6071-1(a). *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 5231**                    *42387A*                    Each  
*02/1986 Destroy Prev Issues Upon Rec*  
**Joint Committee Case Document Case List (See IRM 4570)**  
 Form 5231 is used to reduce number of Joint Committee cases returned to examining offices by reviewers for additional information. There have been changes in procedures since last revision. *EX:S:E* Internal Use
- 5248**                    *23725Y*                    Each  
*03/1980 Use/Issue Prev Issue First*  
**Transfer Request**  
 Form 5248 is prepared by various functions and routed to the service center Accounts Transfer function. The form is used to request the transfer of Retention Register Accounts to the Master File. *S:CAS:B:R* Internal Use
- 5255 PG 1**                    *42399S*                    Each  
*07/1982 Destroy Prev Issues Upon Rec*  
**Report of Engineering and Examinations**  
 This form is used for monitoring the results of the engineering program. Each page pads separately 1 thru 4. *EX:N:N* Internal Use
- 5255 PG 2**                    *61623R*                    Each  
*07/1982 Destroy Prev Issues Upon Rec*  
**Report of Engineering and Examinations**  
 This form is used for monitoring the results of the engineering program. *EX:N:N* Internal Use
- 5255 PG 3**                    *61624C*                    Each  
*07/1982 Destroy Prev Issues Upon Rec*  
**Report of Engineering and Examinations**  
 This form is used for monitoring the results of the engineering program. *EX:N:N* Internal Use
- 5255 PG 4**                    *61625N*                    Each  
*07/1982 Destroy Prev Issues Upon Rec*  
**Report of Engineering and Examinations**  
 This form is used for monitoring the results of the engineering program. *EX:N:N* Internal Use
- 5260**                    *42403P*                    Each  
*02/2002 Use/Issue Prev Issue First*  
**Quick Note**  
 Form 5260 is printed on 1 sheet of paper and bound with shrink wrap. Form 5260 is used by the IRS to personalize a quick correspondence (note) to the taxpayer. Use of Form 5260 must be limited to employees whose handwriting is neat and easy to read or the form should be typed. *OP:FS:M:P:DFP* Tax Related Public Use
- 5278**                    *23735U*                    Each  
*07/1992 Destroy Prev Issues Upon Rec*  
**Statement - Income Tax Changes**  
 Form 5278 is used for computing a taxpayer's revised tax liability. *EX:E:D* Tax Related Public Use
- 5300**                    *11740X*                    Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Applications for Determination for Defined Benefit Plan**  
 To be used in requesting a determination for the IRS as to the qualifications of a defined benefit plan other than a collectively-bargained plan. There are separate instructions available for this item. The catalog number for the instructions is 10932P. *W:CAR:MP:FP* Tax Form or Instruction
- 5300 SCH Q**                    *21811R*                    Each  
*08/2001 No Previous Issue*  
**Nondiscrimination Requirements**  
 The information requested on Schedule Q, Form 5300 relates to the manner in which your plan satisfies certain qualification requirements relating to minimum participation, coverage, and nondiscrimination. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5303**                    *11790D*                    Each  
*07/1998 Destroy Prev Issues Upon Rec*  
**Application for Determination for Collectively - Bargained Plan**  
 To be used in requesting a determination from the IRS as to the qualification of a collectively-bargained plan. There are separate Instructions available for this item. The catalog number for the Instructions is 11795G. *OP:FS:FP:F:C* Tax Related Public Use
- 5304 SIMPLE**                    *23377W*                    Each  
*03/2002 No Previous Issue*  
**Savings Incentive Match Plan for Employees of Small Employers (simple)**  
 This form is a model Savings Incentive Match Plan for Employees of Small Employers (SIMPLE) plan document that an employer may use to establish a SIMPLE plan described in Section 408(p), under which each eligible employee is permitted to select the financial institution for his or her SIMPLE IRA. *W:CAR:MP:FP:F:C* Tax Related Public Use
- 5305**                    *11810K*                    Each  
*03/2002 Min Supply For Late Filers*  
**Individual Retirement Trust Account**  
 This is a model trust agreement that may be used by an eligible individual who wishes to adopt an individual retirement account pursuant to section 408(a). This is an agreement between an individual and the individual's trustee and is not to be filed with the IRS. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5305 A SEP**                    *64362R*                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Salary Reduction, Employee Pension - Individual Retirement Accounts Contribution Agreement**  
 Form is used by an employer to permit employees to make elective deferrals to a Simplified Employee Pension (SEP). *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5305 A**                    *11820G*                    Each  
*03/2002 Min Supply For Late Filers*  
**Individual Retirement Custodial Account**  
 This form is a model custodial account agreement that meets the requirements of section 408(a) and has been automatically approved by the IRS. An individual retirement account (IRA) is established after the form is fully executed by both the individual (Depositor) and the Custodian and must be completed no later than the due date of the individual's income tax return for the tax year. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5305 E**                    *25205V*                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Education Individual Retirement Trust Account**  
 Form 5305-E is a model trust account agreement that meets the requirements of section 530(a) and has been automatically approved by the IRS. An education individual retirement account (EdIRA) is established after the Form is fully executed by both the grantor and the trustee. This account must be created in the United States for the exclusive purpose of paying the qualified higher education expenses of the designated beneficiary. *W:CAR:MP:FP:F:C* Tax Form or Instruction



- 5305 EA**      *25204K*      Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Education Individual Retirement Custodial Account**  
 Form 5305-EA is a model custodial account agreement that meets the requirements of section 530(a) and has been automatically approved by the IRS. An education individual retirement account (Ed IRA) is established after the form is fully executed by both the depositor and the custodian. This account must be created in the United States for the exclusive purpose of paying the qualified higher education expenses of the designated beneficiary. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5305 R**      *25093N*      Each  
*01/2000 No Previous Issue*  
**Roth Individual Retirement Trust Account**  
 Form 5305-R is a model trust account agreement that meets the requirements of section 408A and has been automatically approved by the IRS. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5305 RA**      *25094Y*      Each  
*03/2002 No Previous Issue*  
**Roth Individual Retirement Custodial Account**  
 Form 5305-RA is a model custodial account agreement that meets the requirements of section 408A and has been automatically approved by the IRS. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5305 RB**      *25871H*      Each  
*03/2002 No Previous Issue*  
**Roth Individual Retirement Annuity Endorsement**  
 Form 5305-B is a model annuity endorsement that meets the requirement of section 408A and has been automatically approved by the IRS. Do not file Form 5305-RB with the IRS. Instead keep it for records purposes. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5305 S**      *23699N*      Each  
*03/2002 Min Supply For Late Filers*  
**SIMPLE Individual Retirement Trust Account**  
 This is a model trust agreement that may be used by an eligible individual who wishes to adopt an individual retirement account pursuant to section 408(a). This is an agreement between an individual and the individual's trustee and is not to be filed with the IRS. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5305 SA**      *23698C*      Each  
*03/2002 Min Supply For Late Filers*  
**SIMPLE Individual Retirement Custodial Account**  
 This form is used as an agreement between an individual and that person's custodian for the establishment of an individual retirement account. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5305 SEP**      *11825J*      Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Simplified Employee Pension - Individual Retirement Accounts Contribution Agreement**  
 This form is used by employees as a simplified way to make payments to a previously set up IRA account of an employee. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5305 SIMPLE**      *23063F*      Each  
*03/2002 No Previous Issue*  
**Savings Incentive Match plan for Employees of Small Employers (SIMPLE) Retirement Accounts Contribution Agreement**  
 Savings Incentive Match Plan for employees of small employers (SIMPLE) retirement accounts contribution agreement. *W:CAR:MP:FP:F* Tax Form or Instruction
- 5306**      *11830C*      Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**Application for Approval of Prototype or Employer Sponsored I.R.A.**  
 To be used by banks, savings and loan associations, federally insured credit unions, such other person approved by the Internal Revenue Service to act as trustee or custodian, insurance companies, regulated investment companies and trade or professional societies or associations, to obtain the approval as to form of a trust or annuity contract which is to be used for individual retirement accounts or annuities. Also to be used by employees, labor unions and other employee associations that want approval of a trust which is to be used for IRAs. *OP:FS:FP:F:C* Tax Form or Instruction
- 5306 A**      *32621R*      Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**APPLICATION FOR APPROVAL OF PROTOTYPE SIMPLIFIED EMPLOYEE**  
 Form 5306-A is used by program sponsors who want to get IRS approval of their prototype simplified employee pension (SEP) agreements or savings incentive match plans for employees of small employers (SIMPLE IRA plan). *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5306 SEP**      *11831N*      Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Application for Approval of Prototype Simplified Employee Pension - SEP**  
 Form 5306 is to be used by program sponsors who want to get IRS approval of their prototype simplified employee pension (SEP) agreements. The IRS (TE/GE) has issued a new form to be used by sponsors of prototype simplified employee pension (SEPs) and prototype SIMPLE IRA plans to apply for opinion letters on these documents. The new form, Form 5306\_a, Application for Approval of Prototype Simplified Employee Pension (SEP) or Savings Incentive Match Plan for Employees of Small Employers (SIMPLE IRA Plan) replaces Form 5306-SEP. TE/GE will continue to accept applications submitted using Form 5306\_S *T:FP:F:C* Tax Form or Instruction
- 5307**      *11832Y*      Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Short Form Application for Determination for Employee Benefit plan**  
 This is a short form application for determining an employee benefit plan (other than collectively bargained plans). There are separate Instructions available for this item. The catalog number for the Instructions is 11833J. *W:CAR:MPFP:F:C* Tax Form or Instruction
- 5308**      *11834U*      Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Request for Change in Plan/Trust Year**  
 This form is used by employers or plan administrators to change their plan year of trust year. This form is now used instead of Form 1128 which was previously used by Employee Plans. Form 1128 is still an active form. *OP:FS:FP:F:C* Tax Form or Instruction
- 5309**      *11835F*      Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Application for Determination of Employee Stock Ownership Plan**  
 This form is used by corporate employers who wish to obtain a determination from the Internal Revenue Service regarding the qualification of an employee stock ownership plan under IRC 409 or 4975(e)(7). *OP:FS:FP:F:C* Tax Form or Instruction
- 5310**      *11840Y*      Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Application for Determination Upon Termination**  
 Every employer or plan administrator (if designated) must file this form for any plan merger or consolidation or any transfer of plan asset or liabilities to another plan. There are separate Instructions available for this item. The catalog number for the Instructions is 49984R. *T:FP:F:C* Tax Form or Instruction
- 5310 A**      *12783Y*      Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Notice of Merger, Consolidation or Transfer of Plan Assets or Liabilities**  
 Form 5310-A is used by plans to give notice of merger, consolidation, or transfer of plan assets or liabilities to another plan (required by Code section 6058(b)). *T:FP:F:C* Tax Form or Instruction
- 5311**      *23825Z*      Pad  
*10/2000 Destroy Prev Issues Upon Rec*  
**Taxpayer Service Activity Report**  
 Form 5311 is used to report hours and units of work to the National Office for the Resources Management Information System program. UNIT OF ISSUE HAS BEEN CHANGED TO PADS OF 100. *W:CAR:FA:RPM* Internal Use
- 5320**      *42450O*      Each  
*03/1983 Destroy Prev Issues Upon Rec*  
**Computer Examination Application Report**  
 Form is used by computer Examination Specialists in Regional and District offices to report computer applications to the National Office. *EX:I:C* Internal Use

## Forms

- 5329**                    *13329Q*                    Each  
*2001 Min Supply For Late Filers*  
**Additional Taxes Attributable to Qualified Retirement Plans (Including IRAs), Annuities, ...**  
 Form used by any individual who has established a retirement account, annuity or retirement bond. Form is filed with form 1040. There are separate Instructions available for this item. The catalog Number for the Instructions is 13330R. The authority is Section 6058, 219, 408 of the IR Code. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 5330**                    *11870M*                    Each  
*08/1998 Min Supply For Late Filers*  
**Return of Initial Excise Taxes Related to Employee Benefit Plans**  
 This form used to report and pay the excise Tax related to employee benefit plans imposed by sections 4971, 4972, 4973(a)(2), 4975, 4976, 4977, 4978, 4979, 4979A, and 4980 of the Internal Revenue Code. There are separate Instructions available for this item. The catalog number for the Instructions is 11871X. *OP:FS:FP:F:C* Tax Related Public Use
- 5337**                    *42461V*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Fiduciary Returns Order**  
 Form used to order fiduciary tax returns for examination classification. *S:C:CP:CW:ERS* Internal Use
- 5344**                    *42466Y*                    Pad  
*01/2002 Destroy Prev Issues Upon Rec*  
**Examination Closing Record**  
 This form is used in the Audit Information Management System (AIMS). Form is used for Examination closing action and updates AIMS Data Base for periodic Management Review. *S:C:CP:CW:EMIS* Internal Use
- 5345 B**                    *21488K*                    Each  
*06/2001 Destroy Prev Issues Upon Rec*  
**Examination Request Master File**  
 Form is design for examination data base, that does not need carbonized set due to more automated system. *S:C:CP:CW:EMIS* Internal Use
- 5346**                    *42467J*                    Pad  
*07/2000 Destroy Prev Issues Upon Rec*  
**Examination Information Report**  
 This form is used in the Audit Information Management System (AIMS). *S:C:CP:CW:EMIS* Internal Use
- 5347**                    *23860G*                    Pad  
*10/2001 Destroy Prev Issues Upon Rec*  
**Examination Multiple Request Master File**  
 This form is used in the Audit Information Management System (AIMS). This form is used to extract Multiple records from AIMS data based. *S:C:CP:CW:EMIS* Internal Use
- 5348**                    *23865J*                    Pad  
*03/2001 Destroy Prev Issues Upon Rec*  
**AIMS/ERCS Update (Examination Update)**  
 This form is used in the Audit Information Management System (AIMS). *S:C:CP:CW:EMIS* Internal Use
- 5349**                    *42468U*                    Pad  
*04/2001 Destroy Prev Issues Upon Rec*  
**Examination Correction Request**  
 This form is used in the Audit Information Management System (AIMS). Form is filled out by tax Auditors or Agents when a mistake is detected on a taxpayers records. The form is then forwarded to Centralized Services Branch where the correction is made. *S:C:CP:CW:EM2IS* Internal Use
- 5351**                    *23880Y*                    Pad  
*10/1996 Use/Issue Prev Issue First*  
**Examination Non-Examined Closings**  
 This form is used in the Audit Information Management System (AIMS). *S:CP:C:EMS* Internal Use
- 5354**                    *23885B*                    Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**Examination Request Non-Master File**  
 Form 5354 is used in the Audit Information Management System (AIMS). Form 5354 is used to establish control of accounts which cannot be controlled under Masterfile. *S:C:CP:CW:EMIS* Internal Use
- 5384**                    *42485F*                    Each  
*10/1987 Use/Issue Prev Issue First*  
**Excise Tax Examination Changes and Consent to Assessment & Collection**  
 This Form is used for reporting certain claims in regular agreed cases. *S:C:CP:RC:EX* Tax Related Public Use
- 5385**                    *42486Q*                    Each  
*05/1989 Destroy Prev Issues Upon Rec*  
**Excise Tax Examination Changes**  
 Basic report form for unagreed and accepted cases superseding forms 2499, 2500, 2501, and 2502. *EX:E:D* Internal Use
- 5388**                    *42489X*                    Each  
*09/1986 Destroy Prev Issues Upon Rec*  
**Request for Additional Information on Heavy Vehicle Use Tax**  
 Form 5388 is used solely as an attachment to Letter 723(C). Regions have been provided with reproducibles to use when printing service center requirements. The form is a followup to the truck owner who submitted an incomplete Form 2290, Heavy Vehicle Use Tax Return. This status notice is updated to show the current organization symbols of the originating office. *R:R:R* Tax Related Public Use
- 5389**                    *42490Y*                    Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Separating Employee Clearance Certificate**  
 Form 5389 is a certificate used for clearance of employees being separated from the IRS. *A:PS:TP* Internal Use
- 5391**                    *42492U*                    Each  
*10/1992 Destroy Prev Issues Upon Rec*  
**Procedures/Systems Change Request**  
 Form 5391 is used Servicewide to document proposed changes to establish programs or IRMs. The back of the form, entitled 'Procedures/Systems Change Reply,' is used to respond to the initiator's suggested change. *OP:C:A:O* Internal Use
- 5397**                    *42497X*                    Each  
*11/1994 Destroy Prev Issues Upon Rec*  
**Evidence Envelope**  
 Form 5397 is used by Special Agents and Criminal Investigators to store and preserve in its original condition all material (i.e., records, recordings, videotapes, documents and paraphernalia) seized in a raid. *CI:S:RPE* Internal Use
- 5400**                    *42500J*                    Each  
*06/1977 Destroy Prev Issues Upon Rec*  
**Life Insurance Tax Computation Computer Worksheet**  
 A worksheet for a computer program that calculates income tax of life insurance companies. *EX:E:C* Internal Use
- 5402**                    *42502F*                    Each  
*10/1993 Destroy Prev Issues Upon Rec*  
**Appeals Transmittal and Case Memo**  
 This form is used in the AIMS program to identify appeals cases and route to appropriate office along with supporting documents. *C:AP:FS* Internal Use
- 5403**                    *23945S*                    Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Appeals Closing Record**  
 This form is used by appeals officers to close any cases in the Appeals office. *AP:SBSE:OP* Internal Use
- 5406**                    *42503Q*                    Each  
*04/1994 Destroy Prev Issues Upon Rec*  
**Batch Profile Adjustment Log**  
 Form 5406 is prepared by management assistants in the Reports Unit to input corrections to the Batch Profile report file. *T:W:W* Internal Use
- 5412**                    *42508T*                    Each  
*10/1991 Destroy Prev Issues Upon Rec*  
**Training Recommendation**  
 Used to make recommendations on progress in revenue agent basic training. A new part has been added. *N:ADC:H:E:P:PS* Internal Use
- 5413**                    *42509E*                    Each  
*05/1984 Use/Issue Prev Issue First*  
**OJT Case Review Guide**  
 Used for comments on review cases in revenue agent training. *HR:H:T:ER* Internal Use

## Forms

- 5415**                    **42511Q**                    Each  
*04/1985 Destroy Prev Issues Upon Rec*  
**OJT Workload Review Internal Revenue Service**  
 Used by Revenue Agents and their on the job instructor (OJI) to review the trainees case load during on the job training (OJT). A copy is also printed in the Internal Revenue Agent 'Training Progress System'. *HR:H:T:O* Internal Use
- 5421**                    **42517E**                    Each  
*08/1981 Use/Issue Prev Issue First*  
**Restricted Area Register**  
 This form is issued to provide a record of badge no., time in, and time out of people entering restricted or secured areas of IRS offices. *HR:F:S:PS* Internal Use
- 5422**                    **42519A**                    Each  
*09/1989 Destroy Prev Issues Upon Rec*  
**Visitor Register**  
 This form provides a record of visitors, badges issued to them, and time of arrival and departure. Form 5422 is no longer subject to OMB Review. *M:S:RE* Internal Use
- 5436**                    **42530X**                    Each  
*05/1991 Destroy Prev Issues Upon Rec*  
**Administratively Uncontrollable Overtime (AUO) Pay**  
 The Prescribing Instructions for Form 5436 are Manual Supplement 05G-18, CR 02G-25, 91G-34, (10)1G-28 dated 09/04/75. *HR:H:S:T* Internal Use
- 5438**                    **42532T**                    Each  
*01/1990 Destroy Prev Issues Upon Rec*  
**Report of Examination - Excise Taxes on Employee Plans**  
 This form constitutes that part of the RAR wherein the correct excise tax liability resulting from the imposition of a Chapter 43 tax on a prohibited transaction, a funding deficiency or a particular excess contribution is calculated. It is needed to comply with the Employee Retirement Income Security Act of 1974. *E:O:E* Tax Related Public Use
- 5446**                    **42539S**                    Each  
*03/1983 Destroy Prev Issues Upon Rec*  
**Public Inspection Record**  
 Form used when inspecting records under section 6104 of the Internal Revenue Code. *OP:E:EP:FC* Internal Use
- 5451**                    **42543A**                    Each  
*07/1984 Destroy Prev Issues Upon Rec*  
**Copy Machine Usage and Cost Summary**  
 In order to develop and maintain accurate cost and volume data on servicewide copy made as required by Government Printing and Binding Regulations, district and service center coordinators are required to complete Form 5451, at the close of each fiscal quarter. *HR:F:P* Internal Use
- 5452**                    **11881T**                    Each  
*05/2000 Destroy Prev Issues Upon Rec*  
**Corporate Report of Nondividend Distributions**  
 Used by corporations to report their non-dividend distributions to their shareholders. *T:FP:F* Tax Form or Instruction
- 5456**                    **42547S**                    Each  
*04/1985 Use/Issue Prev Issue First*  
**Reviewer's Memorandum - EP/EO**  
 Form needed for effective review/evaluation of exempt organizations examination reports and determination activity. *OP:E:EP:FC* Internal Use
- 5457**                    **42548D**                    Each  
*05/1984 Use/Issue Prev Issue First*  
**Response to Reviewer's Memorandum - EP/EO**  
 Form needed for effective review/evaluation of exempt organization examination reports and determination activity. Form 5457 is available only as a fillable PDF file accessible through [www.publish.no.irs.gov](http://www.publish.no.irs.gov) under catalog. *CP:E:EO:FC* Internal Use
- 5461**                    **42551A**                    Each  
*06/1979 Destroy Prev Issues Upon Rec*  
**Report of Action under Public Law 93-647**  
 Form 5461 was developed for use by service centers when reporting collections received for child support payments as specified in Public Law 93-647. *OP:FS:S:A:N* Internal Use
- 5461 A**                    **42552L**                    Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Tax Refund Offset Program Report of Actions Under Public Laws 97-35, 98-369, 98-378, and 101-508**  
 Because P.L. 97-35 authorizes IRS to retain refunds for certain individuals and apply the refunds to outstanding support obligations as well as other outstanding Federal agency obligations, Form 5461-A is prepared monthly by non-Master File functions to report the amounts offset. *T:C:O:A* Internal Use
- 5461 B**                    **61197C**                    Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Tax Refund Offset Program Summary Report of Actions Under Public Laws 97-35, 98-369, ...**  
 Form 5461-B is used monthly by Accounting Branch personnel to summarize and transmit all information reported on Form 5461-A, Report of Action Under Public Laws 97-35, 98-369, 98-378, and 101-508 to the National office. The records data on the form is transmitted to the Fresno Service Center (RACS) via Form 2158, Credit Transfer Voucher. Fresno has sole responsibility for setting up an accounts receivable for each State to receive repayment for injured spouse claims. *T:C:O:A* Internal Use
- 5462**                    **27600Q**                    Each  
*03/1993 Destroy Prev Issues Upon Rec*  
**Reconciliation of Payroll and Performance and Cost Report**  
 Form 5462 is designed to effect standardized computer reporting from all service centers. *R:R:M* Internal Use
- 5464**                    **23990V**                    Each  
*03/1980 Use/Issue Prev Issue First*  
**Case Chronology Record**  
 This document is used to control cases under the central files system implemented for EP and EO determination. *OP:E:EP:FC* Internal Use
- 5464 A**                    **24265N**                    Each  
*04/1997 No Previous Issue*  
**EP/EO Case Chronology Record**  
 This form is used by the EP/EO Division at the Ohio District in conjunction with the Cincinnati Service Center (CSC). All EP/EO cases nationwide are assembled at the CSC during initial processing of cases with EP/EO application. This version of Form 5464 has been adapted so that it may be used by everyone who works on a case. This form is primarily ordered by the CSC, but will actually be completed by EP/EO personnel. *D:EP/EO* Internal Use
- 5466 B**                    **63063P**                    Each  
*08/1998 Destroy Prev Issues Upon Rec*  
**Multiple Records of Disclosure**  
 Form 5466B is used for disclosure of tax information under IRC 6103 or other provisions of IRC when IRC 6103(p)(3) or the privacy Act requires a record to be kept. *OP:EX:GLD* Internal Use
- 5471**                    **49958V**                    Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Information Return with Respect to a Foreign Corporation**  
 Used by U.S. persons to report their activities with related foreign corporations. There are separate Instructions available for this item. The catalog number for the Instructions is 49959G. *OP:FS:FP:F:C* Tax Form or Instruction
- 5471 SCH J**                    **21111K**                    Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Accumulated Earnings and Profits (E&P) of Controlled Foreign Corporation**  
 Use to report accumulated E&P in functional currency, computed under sections 964(a) and 986(b). *OP:FS:FP:F* Tax Form or Instruction
- 5471 SCH M**                    **49963O**                    Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Foreign Corporation Controlled by a United States Person**  
 Used by a U.S. person who controls a foreign corporation to report the activities between the U.S. person and the foreign corporation. *OP:FS:FP:F:C* Tax Form or Instruction
- 5471 SCH N**                    **61925Q**                    Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Foreign Personal Holding Company**  
 Used by officers, directors, and shareholders of foreign personal holding companies to report information concerning the foreign personal holding company. *OP:FS:FP:F:C* Tax Form or Instruction

## Forms

**5471 SCH O 61200O** Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Organization or Reorganization of Foreign Corporation and acquisitions and Dispositions of its Stock**  
 Used by U.S. persons to report acquisitions or dispositions of interests in foreign corporations. *OP:FS:FP:F:C* Tax Form or Instruction

**5472 49987Y** Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Information Return of a Foreign Owned Corporation**  
 Form 5472 is new and is used to monitor the transactions of foreign owned corporations. *T:FP:F:C* Tax Form or Instruction

**5482 42563S** Each  
*03/1995 Destroy Prev Issues Upon Rec*  
**Record of Disclosure (Privacy Act of 1974)**  
 The Privacy Act of 1974 requires an accounting of all disclosures. Form 5482 is used to record disclosures made from non-tax related systems of records. *GL:GLD:D* Internal Use

**5489 42567K** Each  
*01/1995 Destroy Prev Issues Upon Rec*  
**Schedule of Reimbursable Earnings**  
 Form 5489 is used to report the schedule of reimbursable earnings. *CFO:B:X* Internal Use

**5492 42569G** Each  
*12/1993 Destroy Prev Issues Upon Rec*  
**Post Review Worksheet**  
 Form will be used by regional Appellate offices under new post review program to implemented by Manual Supplement. Essential for uniformity in reviews by Appellate's regional reviewers. *CC:AP:FS* Internal Use

**5493 A (CSQM)25335K** Each  
*12/1997 No Previous Issue*  
**Customer Service Quality Review Record (For Source of Information Codes 89)**  
 This form is used to input performance evaluation information. This is on the On Demand Program. *T:C:P:P:Q* Internal Use

**5493 A 14741M** Pad  
*06/1994 Destroy Prev Issues Upon Rec*  
**Taxpayer Service Quality Review Checklist (Forms 1040, 1040A, 1040EZ-SOI40)**  
 This form is to be used in conjunction with Form 5493, Taxpayer Service Quality Review Board. *T:C:P:P:Q* Internal Use

**5493 B 14742X** Each  
*06/1994 Destroy Prev Issues Upon Rec*  
**Taxpayer Service Quality Review Checklist (for Amended Returns, Form 1040X-SOI 40)**  
 This form is to be used in conjunction with Form 5493, Taxpayer Service Quality Review Board. *T:C:P:P:Q* Internal Use

**5493 C 14743I** Each  
*06/1994 Destroy Prev Issues Upon Rec*  
**Taxpayer Service Quality Review Checklist (For On-Line Adjustments (SOI 43) and On-Line Accounts**  
 This form is to be used in conjunction with Form 5493, Taxpayer Service Quality Review Record. *T:C:P:P:Q* Internal Use

**5493 CSQM 12132B** Each  
*12/1997 Destroy Prev Issues Upon Rec*  
**Customer Service Quality Review Record**  
 This form is used to input performance evaluation information. It's been reduced from a four page to a one page cutsheet. Form has been placed on the On Demand Program. *T:C:P:P:Q* Internal Use

**5493 D 14744T** Each  
*06/1994 Destroy Prev Issues Upon Rec*  
**Taxpayer Service Quality Review Checklist (For Written Accounts/Adjustments-SOI 95)**  
 This form is to be used in conjunction with Form 5493, Taxpayer Service Quality Review Record. *T:C:P:P:Q* Internal Use

**5493 E 14745E** Pad  
*06/1994 Destroy Prev Issues Upon Rec*  
**Taxpayer Service Quality Review Checklist (For Quick Notes and Typewritten Letters)**  
 This form is to be used in conjunction with Form 5493, Taxpayer Service Quality Review Board. *T:C:P:P:Q* Internal Use

**5493 F 14746P** Each  
*09/1993 Destroy Prev Issues Upon Rec*  
**Taxpayer Service for Quality Review Checklist (For Pattern or Form Letters)**  
 This form is to be used in conjunction with Form 5493, Taxpayers Service Quality Review Board. *T:C:O:L:B* Internal Use

**5493 G 14747A** Each  
*06/1994 Destroy Prev Issues Upon Rec*  
**Taxpayer Services Quality Review Checklist (For Correspondence (SOI 30) and Written Referrals (SOI 6)**  
 This form is to be used in conjunction with Form 5493, Taxpayer Service Quality Review Record. *T:C:P:P:Q* Internal Use

**5493 H 20669V** Each  
*06/1994 No Previous Issue*  
**Taxpayer Service Quality Review Checklist (For Heavy Vehicle Use Tax Return, Form 2290-SOI-40)**  
 This form is to be used in conjunction with Form 5493, Taxpayer Service Quality Review Board and Form 2290, Heavy Vehicle Use Tax Return. *T:C:P:P:Q* Internal Use

**5495 42571S** Each  
*10/1983 Destroy Prev Issues Upon Rec*  
**Request for Discharge from Personal Liability Under I.R. Code Sec. 6905**  
 Form 5495 is filed by a taxpayer after regular filing of either an Estate or Gift tax return. The form is used to request discharge from personal liability for any deficiency for the kind of tax and periods shown on the form. *R:R:T* Tax Related Public Use

**5498 50010C** Set  
*2002 Min Supply For Late Filers*  
**Individual Retirement Arrangement Information**  
 This form is needed to report Individual Retirement Arrangement payments to IRS. The catalog number for the instructions is 11409F. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**5498 MSA 23097L** Set  
*2002 Min Supply For Late Filers*  
**Archer MSA or Medicare+Choice MSA Information**  
 Medical Savings Account Information. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**5500 13500F** Each  
*2001 Min Supply For Late Filers*  
**Annual Return/Report of Employee Benefit Plan**  
 IRS and the DOL have developed annual information returns/reports to be filed by employers and plan administrators of pensions or welfare benefit plans under sec. 104 of the Employee Retirement Income Security Act of 1974 (ERISA), sec. 6057(a) and sec. 6058(a) of the Internal Revenue Code. There are separate Instructions available for this item. The catalog number for the Instructions is 13502B. *W:CAR:MP:FP:F* Tax Form or Instruction

**5500 EZ 63263R** Each  
*2001 Min Supply For Late Filers*  
**Annual Return of One-Participant Pension Retirement Plan**  
 This form is filed out by one-participant pension benefit plans. There are separate Instructions available for this item. The catalog number for the Instructions is 63264C. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**5500 SCH A 13505I** Each  
*2001 Min Supply For Late Filers*  
**Insurance Information**  
 This schedule is required to be filed under section 104 of the Employees Retirement Income Security Act of 1974. Attach to Forms 5500, 5500-C, and filed with DOL, if applicable. This Form is not filed with IRS. *W:CAR:MP:FP:F* Tax Form or Instruction

**5500 SCH B 13507E** Each  
*2001 Min Supply For Late Filers*  
**Actuarial Information**  
 The employer or plan administrator of a defined benefit plan that is subject to the Minimum Funding Standards (see section 412 of the Code and Part 3 of Title 1 of ERISA) must file this schedule as an attachment to the annual return/report filed for the plan. There are Separate Instructions available for this item. The catalog number for the Instructions is 13513I. *W:CAR:MP:FP:F* Tax Form or Instruction

## Forms

<p><b>5500 SCH C 13515E</b> Each            2001 Min Supply For Late Filers  <b>Service Provider Information</b>            This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974. W:CAR:MP:FP:F Tax Form or Instruction</p>	<p><b>5500 SCH T 22770R</b> Each            2001 No Previous Issue  <b>Qualified Pension Plan Coverage Information</b>            Form 5500 Sch T W:CAR:MP:FP:F Tax Form or Instruction</p>	<p><b>5542 A 42636M</b> Each            07/1991 Destroy Prev Issues Upon Rec  <b>TPDS Casual Requirements</b>            This form is used by Regions, Service Centers and Districts to order training materials as a single item. Not to be used in a class. This form will always be forwarded to the Regional Training Officer. This form is revised to insure more efficient use. HR:F:P:O Internal Use</p>
<p><b>5500 SCH D 22774J</b> Each            2001 Min Supply For Late Filers  <b>DPE/Participating Plan Information</b>            dfe/participating plan information W:CAR:MP:FP:F Tax Form or Instruction</p>	<p><b>5503 24030U</b> Each            06/1980 Use/Issue Prev Issue First  <b>Case History Worksheet</b>            Form is used to record contacts between IRS and taxpayer. CI:S:RPE Internal Use</p>	<p><b>5558 12005T</b> Each            06/2001 Destroy Prev Issues Upon Rec  <b>Application for Extension of Time to File Certain Employee Plan Returns</b>            Used to provide a means by which a person may request an extension of time to file Forms 5500, 5500-C, 5500-K or 5330. Prescribing instructions for F. 5558 are Section 2003(c)(1)(B) of Employee Retirement Income Security Act of 1974. OP:FS:FP:F:C Tax Form or Instruction</p>
<p><b>5500 SCH E 12349Y</b> Each            2001 Min Supply For Late Filers  <b>ESOP Annual Information</b>            You may use this schedule to satisfy the requirements under code section 6047(e) for an annual information return for an employee stock ownership plan (ESOP). W:CAR:MP:FP:F Tax Form or Instruction</p>	<p><b>5516 27610M</b> Each            10/1992 Destroy Prev Issues Upon Rec  <b>Federal Tax Deposit (FTD) Transmittal/Replacement Adjustment Record</b>            Form 5516 is used by FTD Accounting Unit personnel to send corrections to DIS (Distributed Input System). T:S:C:F Internal Use</p>	<p><b>5564 (C) 24061T</b> Each            06/1992 Destroy Prev Issues Upon Rec  <b>Notice of Deficiency - Waiver</b>            This form is a waiver request from taxpayers when additional assessment and collection occurs. To be mailed with Form 5601. This is a continuous version of Form 4089. CP:EX:CS:C Tax Related Public Use</p>
<p><b>5500 SCH G 14739A</b> Each            2001 Min Supply For Late Filers  <b>Financial Transaction Schedules</b>            May be filed as an attachment to Form 5500. This Schedule will be require to be filed for plans answering "Yes" to items 27a through 27f on the Form 5500. W:CAR:MP:FP:F:C Tax Form or Instruction</p>	<p><b>5517 60138B</b> Each            01/1996 Destroy Prev Issues Upon Rec  <b>Federal Tax Deposit (FTD) Replacement - Adjustment Record</b>            Form 5517 is used by FTD Accounting Unit personnel to make corrections through DIS (Distributed Input System). T:S:C:F Internal Use</p>	<p><b>5564 A 29001P</b> Each            10/1999 No Previous Issue  <b>Notice of Deficiency - Waiver</b>            This form is a waiver request from taxpayers when additional assessment and collection occurs. To be mailed with Form 5601. This is used with the RGS computer system. OP:C:A:CP:E Tax Related Public Use</p>
<p><b>5500 SCH H 24420C</b> Each            2001 No Previous Issue  <b>Financial Information</b>            Form 5500 Sch H W:CAR:MP:FP:F:C Tax Form or Instruction</p>	<p><b>5523 42622Y</b> Each            03/1986 Destroy Prev Issues Upon Rec  <b>TECS Query Request</b>            This form is used to request and transmit information between offices. CI:P:T Internal Use</p>	<p><b>5565 42648E</b> Each            06/1984 Destroy Prev Issues Upon Rec  <b>Request for Technical Advice EP/EO</b>            Form used for transmitting requests for technical advice to the National Office regarding EP, EO or actuarial issues. It is not to be used for transmitting requests for rulings, technical assistance, or general technical information. CP:E:EP:R Internal Use</p>
<p><b>5500 SCH I 24414Y</b> Each            2001 Min Supply For Late Filers  <b>Financial Information-Small Plan</b>            Form 5500 SCH I W:CAR:MP:FP:F:C Tax Form or Instruction</p>	<p><b>5526 27640A</b> Each            05/1987 Destroy Prev Issues Upon Rec  <b>FTD Adjustment Action Request</b>            Form 5526 is used by service center FTD Accounting personnel to authorize an adjustment requested by a federal reserve bank to one of its accounts. OP:FS:A:A:RP Tax Related Public Use</p>	<p><b>5568 42650Q</b> Each            03/1994 Use/Issue Prev Issue First  <b>Appeals Update</b>            This form has been reinstated because Examination still uses this form. This form is used to transmit the Automated Information Management System (AIMS) labels for multiple appeals. Labels are placed on this form and the analyst can make changes directly on this form. C:AP Internal Use</p>
<p><b>5500 SCH P 13504X</b> Each            2001 Min Supply For Late Filers  <b>Annual Return of Fiduciary of Employee Benefit Trust</b>            This form is to be filed by every trustee of a trust described in Section 401(a) which was created as a part of an employee benefit plan. Also to be filed by every custodial account described in Section 401(f). W:CAR:MP:FP:F:C Tax Form or Instruction</p>	<p><b>5533 42629X</b> Each            12/1994 Destroy Prev Issues Upon Rec  <b>IRP Production Report</b>            Form 5533 is prepared by Service Center personnel in the Accounting, Receipt and Control, and OCR REI (Recognition Equipment Inc.) units for review by the Quality Assurance Management Staff (QAMS). The completed form reflects a cumulative accounting of IRP (Information Returns Processing) production and provides the statistics necessary for policy formulation within the National Office. This revision is made to accommodate Service Center Workload Redistribution for IRS SCRIPS documents. T:S:P:S Internal Use</p>	<p><b>5570 42652M</b> Each            04/1981 Destroy Prev Issues Upon Rec  <b>Appeals Short Closings</b>            This form is used in the AIMS system by Appeals field offices. C:AP:FS Internal Use</p>
<p><b>5500 SCH R 24419B</b> Each            2001 No Previous Issue  <b>Retirement Plan Information</b>            form 5500 Sch R W:CAR:MP:FP:F:C Tax Form or Instruction</p>	<p><b>5542 42635B</b> Each            07/1991 Destroy Prev Issues Upon Rec  <b>TPDS Training Requirements</b>            This form is used by Regions, Service Centers and Districts to order training materials and to schedule classes. These forms will always be forwarded to the Regional Training Officer. HR:F:P:O Internal Use</p>	
<p><b>5500 SCH SSA 13506T</b> Each            2001 Min Supply For Late Filers  <b>Annual Registration Statement Identifying Separated Participants with Deferred Vested Benefits</b>            Form is filed with IRS only, as an attachment to Form 5500, or 5500-C. W:CAR:MP:FP:F:C Tax Form or Instruction</p>		

## Forms

- 5571**                    **42653X**                    Each  
*06/1983 Destroy Prev Issues Upon Rec*  
**Appeals Request**  
Form used by Appeals to establish returns on the Audit Information Management System (AIMS). *C:AP* Internal Use
- 5572**                    **42654I**                    Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**Appeals Correction Request**  
Used by Appeals as a source document for making changes to AIMS database. *C:AP:FS* Internal Use
- 5578**                    **42658A**                    Each  
*06/1998 Destroy Prev Issues Upon Rec*  
**Annual Certificate of Racial Nondiscrimination for a Private School Exempt from Federal Income Tax**  
This form may be used by organizations that operate tax-exempt private schools to provide the Internal Revenue Service with the annual certification of racial nondiscrimination required by Rev. Proc. 75-50, 1975-2 C.B. 587. (For use by organizations that do not file Form 990). *OP:FS:F:CD* Tax Form or Instruction
- 5580**                    **42660M**                    Each  
*09/1979 Destroy Prev Issues Upon Rec*  
**Penalty Appeal Record**  
Form 5580 is used to inform the Appeals function of the Collection function's reason for rejecting a taxpayer's abatement request. *OP:CO:SP* Internal Use
- 5588**                    **42666A**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**EO Non-Master File Request**  
This form is a terminal input document used to provide the information required to generate both an examination assembly and an open NMF account on the AIMS data base for a specific NMF - Controlled examination. Instructions can be found in Training Manual 4208-1 (10/80) and should be followed until IRM 7530 has been issued/revised. *T:BSP* Internal Use
- 5595**                    **42671T**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**EO Update**  
This form is a terminal input document used in conjunction with AIMS labels to update, request, input and follow-up on items on open AIMS accounts. Instructions can be found in Training Manual 4208-1 (10/80) and should be followed until IRM 7530 has been issued/revised. *T:BSP* Internal Use
- 5596**                    **42672E**                    Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**EO Non-Examined Closings**  
Instructions for this form can be found in Training Manual 4208 (10/80) and should be followed until IRM 7530 has been issued/revised. This is a terminal input document used in conjunction with AIMS label(s) to close Non-examined BMF and NMF account(s) off of the AIMS Data Base. *T:BSP* Internal Use
- 5597**                    **42673P**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**EO IMF/BMF Request**  
This is a terminal input document used to requisition from the BMF a specific return. This form is being revised for SCRS processing. The suffix SCRS has been removed from this form. *T:BSP* Internal Use
- 5597 B**                    **42675L**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**TE/GE Multiple IMF/BMF/EMPF Request**  
This form is a terminal input document used to requisition specific returns. Previous versions were numbered Form 5597-B SCRS *T:BSP* Internal Use
- 5597 C SCRS**                    **60140N**                    Each  
*01/2002 Special Handling/See Remarks*  
**TE/GE Record Retention Agreement Request**  
The usage of this form should coincide with this schedule Instructions can be found in Training Manual 4208-1 (10/80) and should be followed until IRM 7530 has been issued/revised. *T:BSP* Internal Use
- 5598**                    **42676W**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**EO Correction Request**  
This form is a terminal input Document used to correct items in error on an AIMS account. This form is being revised to conform to TIES and closing document Form 5599. *T:BSP* Internal Use
- 5599**                    **42677H**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**EO Examined Closing Record**  
This form is a terminal input document used to close an examined BMF or NMF account off of the AIMS Data Base. This form is being revised to conform to TIES (Totally Integrated Examination System) which will be implemented 07/01/92. *T:BSP* Internal Use
- 5600 A**                    **15259X**                    Each  
*01/1993 No Previous Issue*  
**Multi-Year Statutory Notice Worksheet**  
This form will be used to save preparation time for Tax Examiners doing Multi-Year Statutory Notices. *EX:Q:S:Q* Internal Use
- 5601 (C)**                    **24105K**                    Each  
*04/1985 No Previous Issue*  
**Notice of Deficiency**  
This letter is a notice of deficiency to be mailed with Form 5564. This is a continuous version of Letter 531(DO). *CP:CO:SC:E* Tax Related Public Use
- 5604**                    **24110D**                    Each  
*01/1988 Destroy Prev Issues Upon Rec*  
**Section 6020(b) Action Sheet**  
Form 5604 is used to facilitate the transfer of information on proposed IRC 6020(b) assessments. *CP:CO:C:FP* Internal Use
- 5606**                    **42681P**                    Each  
*11/1981 Destroy Prev Issues Upon Rec*  
**Workpapers Cover Sheet**  
This form is used to standardize workpapers in accordance with Standard Examination Index Numbering systems. *EX:C:N* Internal Use
- 5610**                    **42686S**                    Each  
*11/1980 Destroy Prev Issues Upon Rec*  
**Form Status Verification**  
Form used to verify current status of forms which have not been revised or reprinted for an extended period of time. *HR:F:P* Internal Use
- 5622**                    **42697Z**                    Each  
*03/1990 Destroy Prev Issues Upon Rec*  
**Worksheet 1 - Minimum Participation Standards**  
This form is used to evaluate employee benefit plans. *CP:E:EP:FC* Internal Use
- 5623**                    **42698K**                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Worksheet 2 - Minimum Vesting Standards Defined Contribution Plans**  
This form should no longer be made available to the public. It should be for internal use only. Used with Forms 5622, 5624-5627 and 8384-8388. *CP:E:EP:FC* Internal Use
- 5624**                    **42699V**                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Worksheet 2A - Minimum Vesting Standards Defined Benefit Plans**  
This form should no longer be made available to the public. It should be for internal use only. Used with forms 5622-5623, 5625-5627, and 8384-8388. *CP:E:EP:FC* Internal Use
- 5625**                    **42700L**                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Benefit Plan, Worksheet 3 Joint and Survivor Annuities**  
This form is used to evaluate employee benefit plans. *CP:E:EP:FC* Internal Use
- 5626**                    **42701W**                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Benefit Plan, Worksheet No. 4 Miscellaneous Provisions**  
This form is used to evaluate employee benefit plans. *CP:E:EP:FC* Internal Use
- 5627**                    **61510N**                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Benefit Plan, Worksheet No. 5 - Coverage and Discrimination Requirements: DC**  
This form provides an expeditious method of processing plans received in the district offices and used with accompanying explanations, Doc. 6393. permits the examiner to ascertain compliance with certain provisions of the law. *CP:E:EP:FC* Internal Use

## Forms

- 5632**                    *42706Z*                    Each  
*05/1976 Destroy Prev Issues Upon Rec*  
**Sign-in Sheet**  
 Revision of M-6346, used by students to sign-in. *HR:T:S* Internal Use
- 5634**                    *42708V*                    Each  
*04/1981 Destroy Prev Issues Upon Rec*  
**Factor Format Evaluation Statement**  
 This form will be used to evaluate positions under the new factor format evaluation system. *HR:P:P* Internal Use
- 5640**                    *42714Z*                    Each  
*12/1992 Destroy Prev Issues Upon Rec*  
**Freedom of Information and Privacy Correspondence Report**  
 Form 5640 is used to capture statistical data concerning the volume of FOI Act requests, Privacy Act Requests, and other data necessary for responding to statutory reporting requirements of both Acts. *EX:D:F* Internal Use
- 5640 A**                    *42715K*                    Each  
*05/1987 Destroy Prev Issues Upon Rec*  
**FOI Correspondence Control Log**  
 Form 5640-A is designed for case control and preparing Part I of Form 5640, Freedom of Information and Privacy Correspondence Log. *EX:D:F* Internal Use
- 5640 B**                    *42716V*                    Each  
*10/1988 Destroy Prev Issues Upon Rec*  
**Privacy Correspondence Control Log**  
 It is used for case control and recording data required for preparing Part II of Form 5640, Freedom of Information and Privacy Correspondence Report. The information added to the form is requested by Treasury for the preparation of the Annual Privacy Act Report to Congress. *EX:D:F* Internal Use
- 5644**                    *42719C*                    Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**EP/EO Inquiry Request**  
 This form is being revised to combine both EP & EO programs and to add command codes which are available in the District Office. The 3-1999 revision was placed on the on-demand distribution program as per the originator. *T:BSP* Internal Use
- 5646**                    *42720D*                    Each  
*07/1999 Destroy Prev Issues Upon Rec*  
**Claim for Damage, Injury or Death**  
 This form is used to submit a claim in the event of property damage or personal injury. *CC:F&M:GLS* Internal Use
- 5648**                    *42722Z*                    Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**EP Non-Master File Request**  
 Form 6848 is used to provide information required to generate both an examination assembly and an open Non-Master File (NMF) account on AIMS for a specific NMF Controlled examination. *T:BSP* Internal Use
- 5649**                    *42723K*                    Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**EP Master File Request**  
 This form will be used for Employee Plans 'AIMS' processing to obtain a return. *T:BSP* Internal Use
- 5650**                    *42724V*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**EP Examined Closing Record**  
 This form will be used for Employee Plans 'AIMS' to close examined records off the data base. *T:BSP* Internal Use
- 5661**                    *42734R*                    Each  
*09/1980 Destroy Prev Issues Upon Rec*  
**OJT Case Review Guide for Tax Auditors**  
 Form revised for procedural changes and style of presentation. *HR:H:T:E* Internal Use
- 5666**                    *42739U*                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**TE/GE Referral Information Report**  
 Form used to transmit information within the EP/EO Division from one Activity to another Activity. Also used to transmit information to other Divisions within the Service. Information added for Statute of Limitations dates, estimated tax adjustment, MFT codes, ect. *T:BSP* Internal Use
- 5681**                    *42750R*                    Each  
*08/1987 Destroy Prev Issues Upon Rec*  
**Quarterly Report on Computer Assisted Audit Program (CAAP)**  
 Used by regions and key districts to report quarterly computer assisted audit referrals. *EX:C:N* Internal Use
- 5692**                    *42761Y*                    Each  
*01/1981 Destroy Prev Issues Upon Rec*  
**Schedule for Workload Reviews, OJT, and Case Reviews**  
 This form is intended for optional use in field offices by agents or auditors in scheduling workload reviews, case reviews, and on-the-job visits. *EX:G:E* Internal Use
- 5693**                    *42762J*                    Each  
*03/1982 Destroy Prev Issues Upon Rec*  
**Checksheets for Group Reviews**  
 The form will be used to determine the effectiveness of examination groups within the division. *EX:E:D* Internal Use
- 5696**                    *42765Q*                    Each  
*11/1987 Destroy Prev Issues Upon Rec*  
**Large Case Examination Assignment Short Form**  
 This form is used to assign examinations to particular employees in the Coordinated Examinations Program. *EX:E:N* Internal Use
- 5697**                    *42766B*                    Each  
*01/1981 No Previous Issue*  
**Large Case Examination Assignment Long Form**  
 This form is used to assign examination to particular employees in the Coordinated Examination Programs. *EX:C:N* Internal Use
- 5698**                    *42767M*                    Each  
*12/1980 Destroy Prev Issues Upon Rec*  
**Examination History Record**  
 This form is used to record the examination history of a specific case in the Coordinated Examination Program. *EX:C:N* Internal Use
- 5699**                    *42768X*                    Each  
*03/1980 Destroy Prev Issues Upon Rec*  
**Information Document Request Log**  
 This form is used to record requests of information from the taxpayer. *EX:N:N* Internal Use
- 5700**                    *42769I*                    Each  
*04/1980 Destroy Prev Issues Upon Rec*  
**Issue Control Sheet**  
 This form is used to control issues raised and disposition thereof. *EX:N:N* Internal Use
- 5701**                    *42770J*                    Each  
*12/1983 Use/Issue Prev Issue First*  
**Notice of Proposed Adjustment**  
 This form is used to notify taxpayers of proposed adjustments in the Coordinated Examination Program. *LM:SR:OS* Tax Related Public Use
- 5703**                    *24207H*                    Pad  
*02/1981 Use/Issue Prev Issue First*  
**IDRS Letter Enclosure**  
 Form 5703 is used to specify the IDRS letter that is to be generated to the taxpayer. It also transmits the necessary enclosures that are to accompany the letter. *OP:C:T:F:N* Internal Use
- 5704**                    *27695J*                    Each  
*01/1982 Destroy Prev Issues Upon Rec*  
**Special Case History Sheet**  
 Form 5704 is used to record service center transactions on special tax cases. This revision of Form 5704 provides additional space on the reverse of the form for action comments, thus making Form 5704-A unnecessary. *R:C:T:C* Internal Use
- 5705**                    *27700R*                    Each  
*02/1981 Destroy Prev Issues Upon Rec*  
**Suspense Case Checksheet for Additional Information**  
 Form 5705 is used to request additional information concerning the processing of tax returns in service centers. *R:R:T* Internal Use
- 5708**                    *27715Q*                    Each  
*03/1982 Destroy Prev Issues Upon Rec*  
**Typing Control Worksheet**  
 Form 5708 is a batch sheet used to monitor correspondence typed by service center clerical personnel. *OP:C:E:C:E* Internal Use
- 5712**                    *12020I*                    Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Election To Be Treated as a Possessions Corporation Under Section 936**  
 Form filed by corporations electing under section 936(e) of the Internal Revenue Code to be treated as a possessions corporation for income tax purposes. *T:FP:F:C* Tax Form or Instruction

## Forms

- 5712 A**      *61166D*      Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Election and Verification of the Cost Sharing or Profit Split Method Under Section 936(h)(5)**  
 Use Form 5712-A to elect either the cost sharing or profit split method of computing taxable income with respect to a certain possession product. Also use Form 5712-A to show that you have a significant business presence in the possession by meeting either a direct labor test or a value added test. *T:FP:F:C* Tax Form or Instruction
- 5713**      *12030E*      Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**International Boycott Report**  
 Persons having operations in or related to countries which require participation in or cooperation with an international boycott may be required to report these operations on Form 5713. There are separate instructions for this form. The catnum for the instructions is 12040A. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5713 SCH A**      *12050W*      Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Schedule A - Computation of the International Boycott Factor**  
 To be used only by persons not computing loss of tax benefits by the specifically attributable taxes and income method on Schedule B of Form 5713. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5713 SCH B**      *12060S*      Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Specifically Attributable Taxes and Income (Section 999(c)(2))**  
 Used in computing the loss of tax benefits under the Specifically Attributable Taxes and Income Method. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5713 SCH C**      *12070O*      Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Tax Effect of The International Boycott Provisions**  
 Used to summarize the loss of tax benefits resulting from the Application of International Boycott Provisions. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5714**      *42775M*      Each  
*06/1980 Destroy Prev Issues Upon Rec*  
**Confirmation of Appointment**  
 Form 5714 will assist examiners in confirming field trip schedules. *EX:E:D* Internal Use
- 5715**      *42776X*      Each  
*04/1994 Destroy Prev Issues Upon Rec*  
**Systems Production Evaluation Report**  
 Form 5715 is used by ADP User Support Groups, IDRS Control Groups, and Management Support Groups in the field and National Office to report procedural and operational problems regarding ADP. *IS:O:O:T:I* Internal Use
- 5734**      *27725M*      Pad  
*01/1991 Destroy Prev Issues Upon Rec*  
**Non-Master File Assessment Voucher**  
 Form 5734 is prepared by tax examiners when they are assessing various penalties (DP adjustments of tax, civil penalties, child support, obligations, etc.) to the Non-Master File (NMF). *S:CAS:B:R* Internal Use
- 5735**      *12090G*      Each  
*10/2000 Destroy Prev Issues Upon Rec*  
**Computation of Possessions Corporation Tax Credit Allowed Under Section 936**  
 Form 5735 must be completed and attached to the income tax return of any domestic corporation of which an election to be treated as a possessions corporation under section 936(e) is in effect. This form now has separate instructions cat.# 20920t. *OP:FS:FP:F* Tax Form or Instruction
- 5735 SCH P**      *61167O*      Each  
*10/2000 Destroy Prev Issues Upon Rec*  
**Allocation of Income and Expenses Under Section 936(h)(5)**  
 Schedule P must be attached to form 5735 by a possession corporation which has elected to use either the cost sharing method or the profit split method of computing taxable income under section 936(h)(5). *OP:FS:FP:F* Tax Form or Instruction
- 5748**      *42788P*      Each  
*10/1980 Destroy Prev Issues Upon Rec*  
**Referral for TIN Penalty Assessment**  
 Form 5748 is used within either the magnetic tape or receipt and control functions to refer cases to the adjustment function (or other areas determined by service center management) for TIN penalty assessment. *R:R:M* Internal Use
- 5752**      *42792X*      Each  
*06/1981 Destroy Prev Issues Upon Rec*  
**Flow-through Entity Distribution Schedule**  
 This form is used in the examination of partnership returns involving interrelated and related cases or partners who file returns in other districts. *EX:E:D* Internal Use
- 5753**      *42793I*      Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Action on Your Tax Forms Order**  
 This form is used by Area Distribution Centers to inform taxpayers of the status of their order. *W:CAR:M:P:L:CADC:B* General Admin Public Use
- 5753 B**      *64557A*      Each  
*09/1991 Destroy Prev Issues Upon Rec*  
**Practitioners Action on Your Tax Forms Order**  
 Form 5753-B is used to respond to tax forms and publications orders from Tax Practitioners. *HR:F:P:D* Tax Related Public Use
- 5753 I**      *10980Z*      Each  
*09/1989 No Previous Issue*  
**Action on your Forms Order - IRS Offices**  
 These are the instructions taxpayers use to fill out Form 5753. *W:CAR:MP:M* Tax Related Public Use
- 5753 P**      *25580P*      Each  
*05/1998 No Previous Issue*  
**Action on Your Forms Order. Postcard**  
 This post card notice will be sent to taxpayers to notify them of the status of their order for tax products. This form is designed to be used only by the area Distribution Centers. *W:CAR:MP:M:L* Tax Related Public Use
- 5753 S**      *11808Y*      Each  
*01/1990 No Previous Issue*  
**Action on Your Tax Forms Order**  
 This self-mailer is to be used by distribution centers to provide taxpayers information concerning items ordered. *HR:F:P:D* Tax Related Public Use
- 5754**      *12100R*      Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Statement by Person(s) Receiving Gambling Wages**  
 This form must be completed by persons receiving gambling winnings to identify the actual winners. There are separate instructions available for this item. The catalog number for the Instructions is 11409F. *T:FP:F:M* Tax Form or Instruction
- 5768**      *12125M*      Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Election/Revocation of Election by an Eligible Sec. 501(c)(3) Organization to Make Expenditures ...**  
 Used by eligible organizations who either Elect to use or revoke their election to use the provisions of the applicable subsection of 501 of the code relating to expenditures by public charities to influence legislation. Remainder of title: ... to Influence Legislation. *T:FP:F:CD* Tax Form or Instruction
- 5771**      *42805P*      Each  
*01/1980 Destroy Prev Issues Upon Rec*  
**Form 940 Worksheet (Procedure for Computing Credit)**  
 Worksheet for use by Field Collection personnel to cover completion of Form 940 in certain circumstances involving late payments to the State under Federal Unemployment Tax Act (FUTA). To be attached to completed Form 940. *CO:O* Internal Use
- 5772**      *42806A*      Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**EP/EO Workpaper Summary**  
 Form is used by both EP and EO to simplify and standardize the pre-examining and the examining of Exempt Organization Workpaper. *CP:E:FC* Internal Use



## Forms

- 5773**                      **42807L**                      Each  
*01/1985 Use/Issue Prev Issue First*  
**EP/EO Workpaper Summary Continuation Sheet**  
 Form 5773 is used by both EP and EO to simplify and standardize the pre-examining and the examining of Exempt Organization Workpapers. *CP:E:EO:FC* Internal Use
- 5774**                      **42808W**                      Each  
*01/1980 Destroy Prev Issues Upon Rec*  
**Private Foundation Workpapers**  
 Form 5774 is used to simplify and standardize the pre-examining and the examining of Exempt Organization Workpapers. *CP:E:FC* Internal Use
- 5777 1 PT (C)**    **27765W**                      Each  
*03/1977 No Previous Issue*  
**Machine Stationery 507 - Telephone Call Notice**  
 This 1 part machinery stationery is available for District Office use. *R:R:T:P* Internal Use
- 5777 2 PT (C)**    **61626Y**                      Each  
*10/1980 No Previous Issue*  
**Machine Stationery (Blank)**  
 Used to print CP-2000 notices. *R:R:T:P* Internal Use
- 5777 3 PT (C)**    **27770P**                      Each  
*03/1977 Destroy Prev Issues Upon Rec*  
**Machine Stationery**  
 Form 5777 3 pt. is blank machine stationery used to print CP Notices. *R:I:D:D* Internal Use
- 5788**                      **42819D**                      Each  
*10/1983 Use/Issue Prev Issue First*  
**Private School Racial Nondiscrimination Checksheet**  
 This form is used to help ensure that the private school examination has covered certain minimum items relating to the school's racially nondiscriminatory policy and activities. *E:O:E* Internal Use
- 5792 (C)**                      **24254G**                      Each  
*05/1999 Destroy Prev Issues Upon Rec*  
**Request for IDRS Generated Refund (IGR)**  
 Form 5792 is designed to simplify service center processing of IDRS generated refunds. The form is used by district Collection personnel to perform a Special Procedures function operation, and also by tax examiners who route the forms for input via IDRS. The data is used to create a tape which is sent to the regional Financial Management Center for issuance of refund checks. *W:CAS:S:SP:IMF:R* Internal Use
- 5793**                      **42823L**                      Each  
*06/1983 Use/Issue Prev Issue First*  
**Daily Log-Large Case Examination Activity**  
 This form is used to maintain a daily log during the period in which large case examinations have shown indications of fraud. *EX:C:N* Internal Use
- 5794**                      **42824W**                      Each  
*02/1980 Destroy Prev Issues Upon Rec*  
**OJT Preparation Check List on the Job Training Schedule**  
 Form 5794 is provided as a job aid to on-the-job instructors. It is a planning guide and schedule. Use of the form is taught in OJT workshops. Form is to be used by all functions. *HR:H:T:EA* Internal Use
- 5795**                      **42825H**                      Each  
*07/1977 Use/Issue Prev Issue First*  
**Basis for Adverse Determination**  
 To inform the Foundation for the basis for their Adverse determination. *CP:E:FC* Tax Related Public Use
- 5804**                      **42830A**                      Each  
*07/1987 Destroy Prev Issues Upon Rec*  
**Federal Reserve Bank Day Classified Report Balancing Form**  
 Form 5804 is used to certify and prove the daily balances of monies processed from the Federal Tax Deposit (FTD) system. The form is completed by Balancing Clerk Technicians in The FTD Accounting Unit and then forwarded to the RACS (Revenue Accounting Control System) Unit. RACS Unit personnel input the data for subsequent transmission of the daily wire to Main Treasury. *R:R:D* Internal Use
- 5807**                      **42841H**                      Each  
*04/1977 Destroy Prev Issues Upon Rec*  
**Screening Form District RPC**  
 Implementation of Tax Return Preparer Provisions of the Tax Reform Act of 1976. *EX:E:D* Internal Use
- 5808**                      **42842S**                      Each  
*04/1983 Destroy Prev Issues Upon Rec*  
**Return Preparer - Penalty Follow-up**  
 This form is used in the implementation of tax return preparer penalty provisions of the Tax Reform Act of 1976 - Referral of case to the RPC when preparer cannot be located. *EX:D:E* Internal Use
- 5809**                      **24275J**                      Each  
*09/1995 Destroy Prev Issues Upon Rec*  
**Preparer Penalty Case Control Card**  
 Implementation of Tax Return Preparer Provisions of the Tax Reform Act of 1976 Control Card. *S:C:CP:RC:EGP* Internal Use
- 5816**                      **24295B**                      Each  
*08/1990 Destroy Prev Issues Upon Rec*  
**Report of Income Tax Return Preparer Penalty Case**  
 This form is an examination report for agreed return preparer penalty cases used to implement Tax Return Preparer Provisions of the Tax Reform Act of 1976. *CP:EX:CS:SCP* Tax Related Public Use
- 5819**                      **27816C**                      Each  
*07/1988 Destroy Prev Issues Upon Rec*  
**FRISEP Score Input Sheet**  
 Form 5819 is prepared by various supervisors to input skill codes and ratings data for furloughed employees. *R:R:M* Internal Use
- 5838**                      **42862K**                      Each  
*10/1980 Use/Issue Prev Issue First*  
**Waiver of Restrictions on Assessment and Collection of Tax Return Preparer Penalty**  
 This form is used by Tax Return Preparers to comply with the Provisions of the Tax Reform Act of 1976. *EX:E:I* Tax Related Public Use
- 5838 AD**                      **42863V**                      Each  
*09/1994 Destroy Prev Issues Upon Rec*  
**Offer to Waive Restrictions on Collection of Tax Return Preparer Penalty**  
 Form is used to secure a waiver of restrictions on assessment and collection of split-issue settlements of preparer penalty cases. *CC:AP:FS* Internal Use
- 5867**                      **42888Q**                      Each  
*07/1977 No Previous Issue*  
**Daily Wire Worksheet**  
 Form 5867 is a manual entry worksheet used to compute and balance Federal Tax Deposits (FTDs) for preparation of the Treasury Daily Wire. The form is used when the Revenue Accounting Control System (RACS) is down. *T:S:R:R* Internal Use
- 5873**                      **42892Y**                      Each  
*03/1980 Destroy Prev Issues Upon Rec*  
**Master Register IDRS Employee Numbers**  
 This form is an outgrowth of the IDRS Security Handbook requirement that District Office Security Administrators maintain a list of the employee numbers of IDRS users. *HR:S:DS:S* Internal Use
- 5877**                      **42895F**                      Each  
*08/1989 Destroy Prev Issues Upon Rec*  
**Agency Grievance and Authorization for Representative's Access to Official Records**  
 Form 5877 is used to notify an employee of management's decision on his/her informal grievance. This revision of Form 5877 is designed to allow an employee to use it to file an agency grievance. *HR:P:R* Internal Use
- 5884**                      **13570D**                      Each  
*2001 Min Supply For Late Filers*  
**Work Opportunity Credit**  
 Used to compute jobs credits. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 5887**                      **42902J**                      Each  
*05/1977 Destroy Prev Issues Upon Rec*  
**Screening Panel Final Rating Form For ES&D and Single Function Executive Selection**  
 This form will be used to document the Screening Panel's determination of Highly Qualified for applicants for Executive Selection and Development and single function executive positions. *M:ES* Internal Use

## Forms

- 5888**                    *42903U*                    Each  
*03/1980 Destroy Prev Issues Upon Rec*  
**Screening Panel Worksheet for ES&D and Single Function Executive Selection**  
 This form is a worksheet used by screening panels to determine highly qualified applicants for Executive Selection and Development and Single Function Executive positions. *M:ES* Internal Use
- 5889**                    *42904F*                    Each  
*05/1977 Destroy Prev Issues Upon Rec*  
**Screening Panel Interview Form For ES&D and Single Function Executive Selection**  
 This form is used to make notes on applicant's performance during interview for Executive Selection and Development and single function executive selection. *HR:H:E* Internal Use
- 5890**                    *27825N*                    Each  
*08/1990 Destroy Prev Issues Upon Rec*  
**Federal Tax Deposit (FTD) Report and Transcript Request**  
 Form 5820 is prepared by FTD Unit personnel to request a change to an established record on the service center control file. The data on the completed form is input by DIS (Distributed Input System) operators and returned to the FTD Unit, which retains the form just long enough to verify that the appropriate action was taken to the system. *R:R:A:D* Internal Use
- 5901**                    *61073R*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**EP Correction Request**  
 This form will be used by Employee Plan 'AIMS' to correct items on the AIMS Data Base. *T:BSP* Internal Use
- 5903**                    *61517M*                    Each  
*02/1987 Destroy Prev Issues Upon Rec*  
**Numerical Card/Badge Record**  
 Form 5903 is used as a numerical record for all photo ID card/badges produced. *HR:F:S:PS* Internal Use **This product may not be ordered by the general public**
- 5913**                    *61627J*                    Each  
*05/1978 No Previous Issue*  
**Bill of Sale**  
 This form will vest title in the purchasers of automobiles and other personal property which has been forfeited to the government. *Cl:P:B* General Admin Public Use
- 5914**                    *42911U*                    Each  
*05/1978 No Previous Issue*  
**Release and Receipt of Property**  
 This form will provide the Service a receipt of seized property, which is returned to the owner or custodian. *Cl:RD:TD* General Admin Public Use
- 5942**                    *24330X*                    Each  
*01/1981 Destroy Prev Rev. Immediately*  
**Reviewer's Report--Special Procedures Function**  
 Form 5942 is a multi-use form used by Special Procedures function (SPF) reviewers either to report the findings of a review and/or to request additional information. *OP:CO:C:SP* Internal Use
- 5943**                    *42930B*                    Each  
*12/1987 Use/Issue Prev Issue First*  
**Special Messenger Service**  
 Attached to envelope or package when special messenger service is required. *HQ:SS:HS:CAM* Internal Use
- 5948**                    *27840C*                    Each  
*07/1988 Destroy Prev Issues Upon Rec*  
**OFF Consistency File Input**  
 Form 5948 is used by management assistants to input revisions and corrections to the OFF (Organization, Function, Program) code file. Reports Unit personnel complete the form and route it to the Computer Operations Branch for processing and subsequent release of various printed reports. *R:R:M* Internal Use
- 5961 (C)**                    *42951E*                    Each  
*10/1998 Use/Issue Prev Issue First*  
**Correspondence Control Record**  
 Form is attached to correspondence received in the National Office for routing to appropriate A/C area or referral to the field. *OP:E:EP:A:1* Internal Use
- 5961 A**                    *24340T*                    Each  
*01/1980 Special Handling/See Remarks*  
**Correspondence Control Record**  
 This form is designed to eliminate other Correspondence Control Forms being used in the field. This form supercedes Form 7000. Cannot locate area to assume originator responsibilities for service-wide use. If an area wants to use the form they must print their own through regional publishing. Handbook. Stock has been depleted and is no longer available through the ADC. Individual requests must be submitted through local channels and must be funded locally. *M:RE:FS* Internal Use
- 5966**                    *42954L*                    Each  
*04/1996 Destroy Prev Issues Upon Rec*  
**Civil Fraud Penalty (CFP) Report**  
 Form 5966 is used to monitor application of Civil Fraud Penalty. *CP:EX:CS* Internal Use
- 5989**                    *42974D*                    Each  
*11/1992 Destroy Prev Issues Upon Rec*  
**Characteristics of Refund Returns**  
 This form is used to gather statistics regarding refund returns. Form is now on Service Center Cycle 13. *CP:Cl:R* Internal Use
- 5991 A**                    *42977K*                    Each  
*06/1981 Destroy Prev Issues Upon Rec*  
**Affidavit**  
 Back-up Sheet for Form 5991 (Rev. 06/81) Affidavit will be used to secure testimony for EEO discrimination complaint investigation reports. *C:EEO:C* Internal Use
- 5991 B**                    *60145Q*                    Each  
*09/1982 Destroy Prev Issues Upon Rec*  
**Affidavit (Short Form)**  
 Form 5991-B is an affidavit form for short statements used in investigations of discrimination. *C:EEO:C* Internal Use
- 6014**                    *42996R*                    Each  
*10/1988 Destroy Prev Issues Upon Rec*  
**Authorization - Access to Third Party Records for Internal Revenue Service Employees**  
 Authorization from Taxpayer to third party for IRS employees to examine records. Re-numbered as a 4-digit form from Letter 995(DO) (7/77). Changes suggested per IRM Section 4082.1 to help secure the correct information from the third party. *EX:E:D* Tax Related Public Use
- 6018**                    *43000O*                    Each  
*08/1983 Destroy Prev Issues Upon Rec*  
**Consent to Proposed Adverse Action**  
 This form was used by an Organization or Plan to accept the proposed adverse action being taken by the Service. *CP:E:FC* Tax Related Public Use
- 6019**                    *43001Z*                    Each  
*02/1980 Destroy Prev Issues Upon Rec*  
**Review Adjustments - Direct**  
 Form 6019 is a worksheet used by service center personnel to propose adjustments to fiscal year work plans. *R:R:M* Internal Use
- 6020**                    *43002K*                    Each  
*02/1980 Destroy Prev Issues Upon Rec*  
**Review Adjustments-Overhead**  
 Form 6020 is a worksheet used by service center personnel to propose adjustments to fiscal year work plans. *CP:CO:I:FP* Internal Use
- 6033**                    *43028Q*                    Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**EO Request for SERFE Scored Returns**  
 This form is a terminal input document used to requisition from the BMF a specified number of returns within a given SERFE score range and grade level. *T:BSP* Internal Use
- 6040**                    *43034U*                    Each  
*05/1990 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checksheet - Attachment 1**  
 Form 6040 is one of a series of eleven deficiency checksheets used as both a worksheet for Computer generation of a letter rejecting the application of an organization for an employee plan determination letter, and as an attachment to the letter, specifying the area(s) in which the plan is deficient. The associated forms are: 6041-6045, 8397-8401. *OP:E:EP:FC* Tax Related Public Use
- 6041**                    *43035F*                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checksheet - Attachment 2**  
 Form 6401 is one of a series of eleven deficiency checksheets used as both a worksheet for computer generation of a letter rejecting the application of an organization for an employee plan determination letter, and as an attachment to the letter, specifying the area(s) in which the plan is deficient. The associated forms are: 6040, 6042-6045 & 8397-8401. *CP:E:EP:FC* Tax Related Public Use

## Forms

- 6042**                    **43036Q**                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checksheet - Attachment 3**  
 Form 6042 is one of a series of eleven deficiency checksheets used as both a worksheet for computer generation of a letter rejecting the application of an organization for an employee plan determination letter, and as an attachment to the letter, specifying the area(s) in which the plan is deficient. The associated forms are: 6040, 6041, 6043-6045, 8397-8401. *CP:E:EP:FC* Tax Related Public Use
- 6043**                    **43037B**                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checksheet - Attachment 4**  
 Form 6043 is one of a series of eleven deficiency checksheets used as both a worksheet for computer generation of a letter rejecting the application of an organization for an employee plan determination letter, and as an attachment to the letter, specifying the area(s) in which the plan is deficient. The associated forms are: 6040-6042, 6044, 6045 & 8397-8401. *CP:E:EP:FC* Tax Related Public Use
- 6044**                    **43038M**                    Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checksheet - Attachment 6**  
 Form 6044 is one of a series of eleven deficiency checksheets used as both a worksheet for computer generation of a letter rejecting the application of an organization for an employee plan determination letter, and as an attachment to the letter, specifying the area(s) in which the plan is deficient. The associated forms are: 6040-6043, 6045 & 8397 to 8401. *T:CL* Tax Related Public Use
- 6045**                    **43039X**                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checksheet - Attachment 5**  
 Form 6045 is one of a series of eleven deficiency checksheets used as both a worksheet for computer generation of a letter rejecting the application of an organization for an employee plan determination letter, and as an attachment to the letter, specifying the area(s) in which the plan is deficient. The associated forms are: 6040-6044 and 8397-8401. *CP:E:FC:PE* Tax Related Public Use
- 6067**                    **24380D**                    Each  
*01/1992 Destroy Prev Issues Upon Rec*  
**Employee Performance Folder Record**  
 Form 6067 is designed to provide a simplified, uniform method of recording and maintaining positive or negative performance. It is used by Collection Group Managers and supervisors. *OP:CO:C:SP* Internal Use
- 6069**                    **12145E**                    Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Return of Excise Tax on Excessive Contributions of Black Lung Benefit Trust**  
 Must be filed by any person who has incurred liability for excise tax on excess contribution under Section 4953. *T:FP:F:D* Tax Form or Instruction
- 6072**                    **27900T**                    Each  
*02/1982 Destroy Prev Issues Upon Rec*  
**Notice of Action for Entry on Master File (Employee Plans Master File)**  
 Form 6072 is used to transcribe data from Form 5558, Application for Extension of Time to File Certain Employee Plan Returns, as input to DIS (Distributed Input System). *R:R:T* Internal Use
- 6086 (C)**                **10103E**                    Each  
*10/1978 No Previous Issue*  
**Audit Sheet (TSO Password Assignment)**  
 Form 6086 is a 4-part computer generated self-mailer. Parts 1 and 3 are printed on 16 lb. Bond and parts 2 and 4 are printed on 20 lb. Bond. Form 6086 is used by the Security and Disclosure Branch of Detroit Computing Center (DCC) to assign userids and passwords for those employees requiring access to various IRS computer systems. *IS:E:DC:SD:SA* Internal Use
- 6087**                    **43070M**                    Each  
*09/1981 Destroy Prev Issues Upon Rec*  
**Workload and Staffing for Delinquency Prevention and Returns Compliance**  
 Form 6087 is used to prepare Fiscal Year work schedules. *CO:O* Internal Use
- 6088**                    **24406Y**                    Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Distributable Benefits from Employee Pension Benefit Plans**  
 Used to report the 25 highest participants of a deferred compensation plan. *T:FP:F:C* Tax Form or Instruction
- 6089**                    **43071X**                    Each  
*08/1980 Destroy Prev Issues Upon Rec*  
**Status Report - EP Assistance Request (Over 45 Days)**  
 The form is to be used by the EP Group Manager to report to the Audit Group Manager on each audit referral over 45 days old. *E:EP* Internal Use
- 6093**                    **43075P**                    Each  
*01/1979 No Previous Issue*  
**Circuitry Planning Worksheet**  
 Form 6093 is used to compute Taxpayer Service Toll-Free circuitry requirements. *T:T:F* Internal Use
- 6095**                    **43076A**                    Each  
*02/1989 Destroy Prev Issues Upon Rec*  
**Carryover Adjustment Schedule**  
 This form will be completed at the conclusion of the examination of a particular entity and placed in the planning file. A copy will also be given to the t/p with a written request to complete the schedule with required adjustments and corresponding workpapers. *EX:E:D* Internal Use
- 6111**                    **43092A**                    Each  
*10/1988 Destroy Prev Issues Upon Rec*  
**Notice of Special Use Valuation Election, (IRC 2032A)**  
 Form 6111 is used to notify Special Procedures Staff in Collection so they can file a lien on the property listed on the form if needed. *OP:EX:ST:EG* Internal Use
- 6112**                    **24412C**                    Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Prior Year Tax Forms Order**  
 Form 6112 is filled in by individuals to order prior year tax forms. The completed order form is then mailed to the IRS at Area Distribution Center's for processing. The individual taxpayer is required to affix the proper postage to the order form. *W:CAR:MP:M:L* Tax Related Public Use
- 6113**                    **43093L**                    Each  
*09/1978 No Previous Issue*  
**Refund Litigation Case Data Request**  
 Form 6113 is used by Regional and District Counsel to secure data required in litigation. *CP:CO:C:SP* Internal Use
- 6118**                    **24415J**                    Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Claim of Income Tax Return Preparers**  
 This form is filed by tax return preparers who feel they have overpaid preparer penalties. It is used to claim a refund of the overpayment. *OP:FS:FP:F:M* Tax Form or Instruction
- 6123**                    **43099Z**                    Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Verification of Fiduciary's Federal Tax Deposit**  
 Form 6123 is completed by fiduciaries and banks to show federal tax deposits (FTD). Completion of the form is required by the U.S. District Court during bankruptcy proceedings. This form is used with Letter 986(00). *CP:CO:C:SP* Tax Related Public Use
- 6126**                    **43102L**                    Each  
*04/1982 Use/Issue Prev Issue First*  
**EP/EO EACS Update**  
 EACS has the capability to update multiple cases at one time. When certain elements are the same, up to 20 cases can be updated simultaneously. *E:O:D* Internal Use
- 6144**                    **43112H**                    Each  
*06/1988 Destroy Prev Issues Upon Rec*  
**Financial Investigation Techniques Certificate**  
 Form to be used as a certificate for the personnel completing the Financial Investigation Techniques course. *CI:S:RPE* Internal Use
- 6147 A**                    **43118V**                    Each  
*09/1995 Use/Issue Prev Issue First*  
**Grievance Case Jacket**  
 This form is the cover sheet and file folder for grievance cases of individual IRS employees. *N:ADC:H:R* Internal Use

## Forms

- 6148 A**      *30909S*      Pad  
*09/2000 No Previous Issue*  
**Field Assistance Contact Sheet**  
 This tic sheet is used in Taxpayer Assistance Centers. This is an alternate form to Form 6148 to record the type of assistance and the length of customer contacts prior to completing Form 5311. This form does not replace Form 6148 for computing wait time in non Q-MATIC cites.  
*W:CAR:FA:RPM* Internal Use
- 6148 BUFF**      *24432U*      Pad  
*09/2000 Destroy Prev Issues Upon Rec*  
**Walk-In Contact Card - (Buff)**  
 Used in Taxpayer Service walk-in areas to record types of workload, assistance and waiting times and other management information. Forms are numbered from 1 to 100. This revision corresponds with Form 5311 and organizational changes.  
*W:CAR:FA:RPM* Internal Use
- 6149**      *43119G*      Each  
*09/1981 Destroy Prev Issues Upon Rec*  
**Examination Record Retention Agreement Establish Date**  
 Used by computer audit specialist to establish record retention message on the examination charge-out document.  
*EX:S:C* Internal Use
- 6154**      *43122D*      Each  
*03/1981 Destroy Prev Issues Upon Rec*  
**Next Day Service IRS-Express Mail Monthly Summary**  
 The form will enable originator to obtain better information from the field on the cost of Express Mail which in turn, will enable better budget information. *HR:S:FM:I* Internal Use
- 6155**      *43123O*      Each  
*02/1982 Destroy Prev Issues Upon Rec*  
**Record of IRA Complaint**  
 This form will be used to accumulate data for legislative proposals and National Office monitoring. *E:O:E* Internal Use
- 6157**      *43125K*      Each  
*10/1978 Destroy Prev Issues Upon Rec*  
**Form Letter Pre-employment Inquiry**  
 This form is an inquiry of an IRS employee candidate's past employment record.  
*HR:H:R:E* Internal Use
- 6162**      *43130D*      Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Partnership Returns Order**  
 Form used in conversion of ordering system from card input to tape input. Supersedes Form 6160. *S:C:CP:CW:ERS* Internal Use
- 6168**      *43136R*      Each  
*01/1981 Use/Issue Prev Issue First*  
**General Ledger Reconciliation with NCC RACR - Reciprocal Accounting Control Record**  
 Form 6168 is used by service center Accounting Branch personnel to assure uniform reporting to MCC. A copy of the completed form is sent both to MCC and the National Office (R:R:A). *R:R:A* Internal Use
- 6176**      *24443B*      Each  
*01/1982 Use/Issue Prev Issue First*  
**Centralized Authorization File (CAF) Edit Sheet**  
 Form 6176 is associated with the power of attorney Forms 2848 and 2848-D. The form facilitates the transcription effort of converting existing power of attorney (POA) files to the Centralized Authorization File (CAF).  
*HR:F:S* Internal Use
- 6180**      *43153C*      Each  
*04/1983 Min Supply For Late Filers*  
**Line Adjustments-Estate Tax**  
 This form is used to determine estate tax. It replaces the obsoleted form 1272. Form 6180 is to be used with Forms 1273 and 886-A. *EX:E:D* Tax Related Public Use
- 6183**      *43156J*      Each  
*03/1981 Destroy Prev Issues Upon Rec*  
**Custom Designed IRS Express Mail Summary**  
 The form will enable the mail management section to obtain better information from the field on the cost of Express Mail which in turn, will enable better budget information.  
*HR:F:P* Internal Use
- 6185**      *43158F*      Each  
*03/1979 Destroy Prev Issues Upon Rec*  
**Witness Follow-up Report**  
 Form to be used after a witness has given compelled testimony pursuant to U.S.C. 6001-6005 *CI* Internal Use
- 6186**      *43159Q*      Each  
*12/1987 Destroy Prev Issues Upon Rec*  
**Request For Authorization to Issue A Compulsion Order (Witness ID Sheet)**  
 Form will be used when requesting compelled testimony under 18 U.S.C. 6001-6005. *CI:P:T* Internal Use
- 6193 A**      *26434K*      Each  
*09/1998 No Previous Issue*  
**Distribution List Log Sheet**  
 This form is used by Multimedia Production employees to record their Form 2040 and Form 2040N distribution pattern log numbers. The distribution centers use these numbers to track material receipts and expected receipts. *OP:FS:M:PS:O* Internal Use
- 6197**      *50011N*      Each  
*07/1998 Destroy Prev Issues Upon Rec*  
**Gas Guzzler Tax**  
 If you are engaged in the manufacture of automobiles and you sell an automobile in a model type that falls into a taxable category as shown on the front of this form, you must complete this form. An importer of an automobile that is a model type that falls into a taxable category also must complete this form. You must report the liability shown on line 15 as 'Gas Guzzler Tax' on the line for IRS No. 40 on Form 720, Quarterly Federal Excise Tax Return. If you have no taxable model types, you do not have to file Form 6197. *T:FP:F:M* Tax Form or Instruction
- 6198**      *50012Y*      Each  
*2001 Min Supply For Late Filers*  
**At-Risk Limitations**  
 Form 6198 is used to figure the overall profit (loss) from an 'at risk' activity. This form must be completed for each at risk activity. There are separate Instructions available for this item. The catalog number for the Instructions is 50013J.  
*W:CAR:MP:M:T:M* Tax Form or Instruction
- 6212 A**      *60146B*      Each  
*11/1987 Destroy Prev Issues Upon Rec*  
**Examination Referral Checksheet A**  
 Form is used to provide the information necessary on employee plans examinations from Department of Labor.  
*CP:E:EO:FC* Internal Use
- 6212 B**      *61519I*      Each  
*11/1987 Destroy Prev Issues Upon Rec*  
**Examination Referral Checksheet B**  
 Form is used to provide the necessary information on employee plans examinations to the Department of Labor.  
*CP:E:EP:FC* Internal Use
- 6212 C**      *60147M*      Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Examination Referral Checksheet C**  
 Form is used to provide the information necessary on employee plans examination from Department of Labor.  
*OP:E:EP:FC* Internal Use
- 6219**      *43182F*      Each  
*05/1979 Destroy Prev Issues Upon Rec*  
**Transmittal of Retirement Documents**  
 This form is used to establish an audit trail so that retirement processing can be monitored. *HR:H:S:B* Internal Use
- 6222**      *27950Z*      Each  
*01/1987 Destroy Prev Issues Upon Rec*  
**CAWR Status Code Posting Document**  
 Form 6222 is prepared by tax examiners within the Taxpayer Service Branch Correspondence Function to post Transaction Code 986, which carries various status codes. These status codes primarily cause generation to taxpayers of CAWR notices, prevent release of follow-up CAWR notices, or cause closing of a CAWR discrepancy case. *T:C:I:C* Internal Use
- 6229**      *24460M*      Each  
*01/1990 Destroy Prev Issues Upon Rec*  
**Collateral Examination**  
 This form provides for the examination or investigation of Taxpayers collateral, in accordance with IRM Section 4597.  
*OP:EX:ST* Internal Use

## Forms

- 6232**                    *27960V*                    Each  
*01/1981 Destroy Prev Issues Upon Rec*  
**CAWR Microfilm Request**  
 Form 6232 is used by Taxpayer Service Branch Correspondence function personnel to obtain copies of Forms W-2 and W-3 from the Albany District Office. The data on the form is transcribed through the Distributed Input System (DIS) or generated through the CAWR (Combined Annual Wage Reporting) automated program (CAP). The resulting tape is used to print request cards used by the Albany District Office to provide the requested hard copies of the microfilm tape. *T:C:I:C* Internal Use
- 6233**                    *43193M*                    Each  
*04/1981 Destroy Prev Issues Upon Rec*  
**Job Analysis Record - Summary of Job Elements**  
 Form 6233 is used in the performance evaluation system as required by the Civil Service Reform Act. *HR:H:R:P* Internal Use
- 6236**                    *43196T*                    Each  
*03/1991 Destroy Prev Issues Upon Rec*  
**Job Analysis Record - Summary Job Elements**  
 Form 6236 is printed as a part of Doc. 7732 (Cat. No. 13073F). Doc. 7732 is used by IRS managers to select and identify their secretary's job elements and standards. Form 6236 is to be removed from Doc.7732, completed by the manager and given to the secretary. It is also used separately without Doc. 7732. *HR:H:R* Internal Use
- 6238**                    *43200Q*                    Each  
*06/1980 Destroy Prev Issues Upon Rec*  
**Referral Report for Potential 100 Percent Penalty Cases**  
 This Form is used by Examination Division as a means of refer 100 percent penalty situations for employment tax cases to Collection Division for their assistance and appropriate follow up. *EX:E:D* Internal Use
- 6241**                    *43202M*                    Each  
*05/1980 Destroy Prev Issues Upon Rec*  
**Non-DIF Corporate Classification Checksheet**  
 This new form will replace all local corporate classification checksheets for Examination Division. *S:C:CP:CW:E* Internal Use
- 6250**                    *43208A*                    Each  
*07/1981 Destroy Prev Issues Upon Rec*  
**Partnership Classification Checksheet**  
 Form is used to identify those issues on Partnership returns that require further examination. *S:C:CP:CW:E* Internal Use
- 6251**                    *13600G*                    Each  
*2001 Min Supply For Late Filers*  
**Alternative Minimum Tax - Individuals**  
 Used by individuals, estates and trusts to report tax preference items for capital gains and adjusted itemized deductions. Used to figure alternative minimum tax. There are separate instructions available for this item (cat. no. 64277P) *W:CAR:MP:M:T:M* Tax Form or Instruction
- 6252**                    *13601R*                    Each  
*2001 Min Supply For Late Filers*  
**Installment Sale Income**  
 Use this form to report income from the sale of real property or casual sale of personal property other than inventory, if you are not a dealer and are to receive any payment (including payments from sales reported on the installment method prior to 1980) in a tax year after the year of sale. There are separate instructions for this form. The catnum for the instructions is 64262Q. This product will be combined with the instructions for 2001 and become a 4-page product. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 6255**                    *43210M*                    Each  
*02/1981 Destroy Prev Issues Upon Rec*  
**Fiduciary Classification Checksheet**  
 This new form will replace all local fiduciary classification checksheets in the Examination Division. *S:C:CP:CW:E* Internal Use
- 6256**                    *43211X*                    Each  
*08/1981 Destroy Prev Issues Upon Rec*  
**Small Business Corporate Classification Checksheet**  
 Form 6256 will replace all local 11205 classification checksheets for examination division. *S:C:CP:CW:E* Internal Use
- 6257**                    *24469H*                    Each  
*02/1989 Destroy Prev Issues Upon Rec*  
**Time and Attendance Roster**  
 This form provides a standardized format for servicewide use in the centralized timekeeping system. *M:S:P:S* Internal Use
- 6264**                    *43216A*                    Each  
*07/1980 Destroy Prev Issues Upon Rec*  
**IRSPPP Employee Registration**  
 This form is used to register employees in the IRS priority placement program. *HR:P:EE* Internal Use
- 6265**                    *43217L*                    Each  
*12/1980 Use/Issue Prev Issue First*  
**Statement of Proposed Adverse Determination**  
 Form explains the facts, law, and conclusion on which the denial of tax exempt status is based. It accompanies letters to organizations not responding to requests for new (correct) applications. *E:O:D* Tax Related Public Use
- 6266**                    *43218W*                    Each  
*02/1987 Destroy Prev Issues Upon Rec*  
**Mail Manifest**  
 Form is used to account for weights of domestic bulk mailings for postal budget accountability. (Form 8614, 64106F), Foreign Mail Manifest is used for all foreign mail. *HR:F:P* Internal Use
- 6271**                    *43227H*                    Each  
*08/1990 Destroy Prev Issues Upon Rec*  
**Request/Authorization for General Investigation (G/I)**  
 This form is used to request and obtain authorization for gathering information for a investigation project. This form is revised to require additional information when a special agent is requesting authorization to conduct an information gathering project. *CI:RD:TD* Internal Use
- 6271 A**                    *43228S*                    Each  
*08/1990 Destroy Prev Issues Upon Rec*  
**Final/Termination Report for General Investigation (G/I)**  
 IRM guidelines on information gathering projects were revised to requires the use of Form 6271-A, when terminating an information gathering project. *CI:RD:TD* Internal Use
- 6282**                    *43238O*                    Each  
*01/1981 Use/Issue Prev Issue First*  
**Envelope Trouble Report**  
 Form 6282 is used to report incorrectly manufactured envelopes. *HR:F:P:P* Internal Use
- 6290**                    *43245D*                    Each  
*09/1979 Special Handling/See Remarks*  
**Declaration - Deduction for Interest on Estate Tax**  
 This new form is a result of a tax law change. It is based on the decision of the Charles A. Bahr Estate, 68 TC 74 (1977), and Rev. Ruling 78-125, 1978-1, C.B. 292. *EX:S* Tax Related Public Use
- 6293**                    *43252S*                    Each  
*08/1979 No Previous Issue*  
**Audio Visual Requisition**  
 This form is to be used to order replacement copies of audio-visuals that have been lost or damaged. It is also to be used to order additional copies if original distribution proves inadequate. *M:CE:AA* Internal Use
- 6294**                    *43253D*                    Each  
*08/1990 Destroy Prev Issues Upon Rec*  
**Transmittal of Form Approval Request or Forms Management Information**  
 Mandatory use form. Form used to transmit Form 1938 and forms management information to National Office. *HR:F:P* Internal Use
- 6308**                    *43262O*                    Each  
*12/1983 Destroy Prev Issues Upon Rec*  
**Services and Supplies Program Plan Requirements**  
 Form 6308 summarizes all regional, district, and service center requirements for Services and Supplies by Object Class code and by Management Activity code. *HR:F:M* Internal Use

## Forms

- 6310**                    **43264K**                    Each  
*08/1989 Destroy Prev Issues Upon Rec*  
**Moving Expense Worksheet**  
 Form 6310 is available to assist employees in the preparation of the Authority for Moving Expense (Form 4253). This form identifies which expense employees are entitled to. *F:S* Internal Use
- 6313**                    **43267R**                    Each  
*01/1980 No Previous Issue*  
**Collateral Agreement Payment Record**  
 Form 6313 was developed to conform with the procedures set forth in MT 5(18)00-20 dated 10/11/79. It is used to record collateral agreement payments made by the taxpayer. *S:C:SP:FP:CRA* Internal Use
- 6314**                    **43268C**                    Each  
*01/1980 Use/Issue Prev Issue First*  
**Deferred Payment Offer Payment Record (To be attached to Form 2515)**  
 Dispose of all stock of locally developed forms used to record deferred payment offer payments. Form 6314 was developed to conform with the procedures set forth in MT 5(18)00-20 dated 10/11/79. It is used to record deferred payment offer payments made by the taxpayer. *S:C:SP:FP:CRA* Internal Use
- 6321 A**                    **60148X**                    Each  
*11/1982 No Previous Issue*  
**Establishing EO Application on EACS**  
 Form prepared to establish a case on EACS by file folder number. The document is then routed for terminal input. Application will then be suspended awaiting Forms 5548 from the service center. *HR:S:C* Internal Use
- 6338**                    **43287J**                    Each  
*09/1982 Destroy Prev Issues Upon Rec*  
**Proof of Claim for Internal Revenue Taxes (Bankruptcy Code Cases)**  
 Form 6338 is used by the Government to file a claim for taxes in a proceeding under the Bankruptcy Reform Act of 1978. *S:C:CP:FP:TI* Tax Related Public Use
- 6338 A**                    **43288U**                    Each  
*04/1988 Destroy Prev Issues Upon Rec*  
**Request for payment of Internal Revenue Taxes**  
 Form 6338-A is used by the government to file a request for payment of Administration Taxes incurred during a proceeding under the Bankruptcy Reform Act of 1978. The Tax Reform Act of 1986 provides for additional failure to pay penalty rate. *S:C:CP:FP:TI* Tax Related Public Use
- 6339**                    **43289F**                    Each  
*12/1981 Destroy Prev Issues Upon Rec*  
**Testimony Report**  
 Form 6339 is used to record all information necessary to process requests and demands for testimony and production of Service documents in connection with court proceedings. *HR:S:DS* Internal Use
- 6350**                    **61628U**                    Each  
*07/1981 No Previous Issue*  
**Summary Report of Service Center Details**  
 This form is used to summarize and report the staff-hour and dollar impacts of short-term employee details between activities in service centers. *F:F* Internal Use
- 6356**                    **43304J**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Individual DIF Returns Order**  
 This form is used to secure individual returns from the DIF inventory. *S:C:CP:CW:ERS* Internal Use
- 6377**                    **43317M**                    Each  
*01/1980 Destroy Prev Issues Upon Rec*  
**Objective and Test**  
 Form 6377 is used by students in Course Design and Development Workshop or other Course writers to help them learn how to write objectives and criterion test items. *HR:T* Internal Use
- 6380**                    **43318X**                    Each  
*01/1980 Destroy Prev Issues Upon Rec*  
**Course Design and Development - Sub Task of Major Tasks**  
 Form 6380 is used by Task Forces and Trainees in course Design and Development Workshop to record results of job task analysis. *HR:H:T:R* Internal Use
- 6381**                    **43319I**                    Each  
*01/1980 Destroy Prev Issues Upon Rec*  
**Course Design and Development - Sub-Sub Tasks of Sub Task**  
 Form 6381 is used by Task Forces and Trainees in Course Design, and Development Workshop to record results of job task analysis. *HR:H:T:M* Internal Use
- 6382**                    **61520J**                    Each  
*01/1980 Destroy Prev Issues Upon Rec*  
**Course Design and Development - Duty Areas and Major Tasks**  
 Used by Task Forces and Trainees in course Design and Development workshop to record results of job Task Analysis. *HR:H:T* Internal Use
- 6383**                    **43321U**                    Each  
*01/1980 Destroy Prev Issues Upon Rec*  
**Course Design and Development - Standards and Conditions for Major and Sub Tasks**  
 Form 6383 is used by Task Forces and Trainees Course Design and Development Workshop to record results of Task Analysis. *HR:H:T:R* Internal Use
- 6388**                    **43323Q**                    Each  
*02/1980 No Previous Issue*  
**Semi-Annual Report of Jeopardy and Termination Assessments**  
 Form is used for reporting regional jeopardy and termination assessment statistics to the National Office. *CP:EX:CS:P* Internal Use
- 6398**                    **43329E**                    Each  
*08/1982 Destroy Prev Issues Upon Rec*  
**NCR Random Number Generator Program STAT 1**  
 Form 6398 is the first part of a three-part worksheet set. This Form contains Part A only. Form 6398 maybe prepared and attached to Form 6398-A by Revenue Agents and Computer Audit Specialists to generate Random Numbers. The information on the completed form is entered into the NCR Computer to produce the desired listing of Random Number. *EX:I:C* Internal Use
- 6401**                    **28007T**                    Each  
*01/1987 Use/Issue Prev Issue First*  
**Request for Missing Information**  
 Form 6401 is used by Document Perfection Branch Employees to return a taxpayer's application for extension of time to file a tax return. The items checked on the form identify the missing information needed to consider the application. *T:C:O:A:N* Tax Related Public Use
- 6402**                    **43330F**                    Each  
*08/1980 No Previous Issue*  
**Enforcement Badge Disposition**  
 This form will be used to manage badge Retirement Program for Internal Security and Criminal Investigation Division. *A:RE* Internal Use
- 6406**                    **24500L**                    Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Short Form Application for Determination for Amendment of Employee Benefit Plan**  
 The purpose of this form is to provide a short form for amending a plan on which a favorable determination letter has been issued under the Employee Retirement Income Security Act of 1974 (ERISA). The determination letter issued in response to requests submitted on this form will address only the effect of the amendment on the qualification of the plan and not the qualification of the entire plan after amendment. See Rev. Proc. 81-19, 1981-1 C.B. 689. There are separate Instructions available for this item. The catalog number for the Instructions is 24501W. *W:CAR:MP:FP* Tax Related Public Use
- 6412**                    **43337E**                    Each  
*11/1987 Destroy Prev Issues Upon Rec*  
**Internal Competitive Selections**  
 Form is used to report internal competitive selections according to various designations. *C:EEO* Internal Use
- 6413**                    **43338P**                    Each  
*09/1991 Destroy Prev Issues Upon Rec*  
**Adverse or Disciplinary Actions**  
 Form is used to report adverse actions according to various designations. *C:EEO* Internal Use
- 6414**                    **43339A**                    Each  
*02/1980 Destroy Prev Issues Upon Rec*  
**Quarterly Summary of New Hire Actions**  
 Form is used to summarize reports of new hire actions, according to various designations. *HR:P* Internal Use

## Forms

- 6415**                    **43340B**                    Each  
*05/1988 Destroy Prev Issues Upon Rec*  
**New Hire Actions**  
 Form 6415 is used by personnel and EO offices in the regions and districts to report new hire actions according to various designations. *C:EO* Internal Use
- 6416**                    **43341M**                    Each  
*11/1987 Destroy Prev Issues Upon Rec*  
**Quarterly Summary of Internal Competitive Selections**  
 Form is used to summarize reports of internal competitive selections according to various designations. *C:EEO* Internal Use
- 6417**                    **43342X**                    Each  
*09/1991 Destroy Prev Issues Upon Rec*  
**Quarterly Summary of Adverse or Disciplinary Actions**  
 Form is used to summarize reports of adverse actions according to various designations. *C:EO:A* Internal Use
- 6426**                    **43351I**                    Each  
*06/1991 Destroy Prev Issues Upon Rec*  
**Lesson Headings (Instructor Guide)**  
 Form 6426 is used by Task Forces, Resident lead instructors, and other course writers to draft lesson plans for training courses. Used in conjunction with Form 6427 for lesson plans which will be put on Word *HR:H:T:P* Internal Use
- 6427**                    **43352T**                    Each  
*08/1985 Destroy Prev Issues Upon Rec*  
**Lesson Headings Continuation Sheet (Instructor Guide)**  
 Form 6427 is used by Task Forces, resident lead instructors and other course writers to draft lesson plans for training courses. Used as a continuation sheet to Form 6426. This form is used for lesson plans which will be put on word processing equipment. *HR:T:S* Internal Use
- 6430**                    **43353E**                    Each  
*07/1998 Destroy Prev Issues Upon Rec*  
**Income Tax Return Inspection Record**  
 This new form will be used as a support for Estate Tax Examinations. *EX:S* Internal Use
- 6433**                    **43355A**                    Each  
*04/1980 Destroy Prev Issues Upon Rec*  
**Departure Notice**  
 Form 6433 is prepared by Tax Advisors who will be departing for a foreign post. *HR:TAAS* Internal Use
- 6441**                    **43362P**                    Each  
*04/1980 Destroy Prev Issues Upon Rec*  
**Periodic Statistical Report**  
 Form 6441 is used by team leaders of IRS Tax Teams in foreign countries for measuring effects of administrative changes. *IN:TAAS* Internal Use
- 6444**                    **43365W**                    Each  
*04/1980 Destroy Prev Issues Upon Rec*  
**Taxpayer Service Staffing Worksheet**  
 Form 6444 is used to project hours necessary to accomplish the workload for the Automated Scheduling System. *T:T* Internal Use
- 6445**                    **43366H**                    Each  
*04/1980 Destroy Prev Issues Upon Rec*  
**Validity Table Worksheet**  
 Form 6445 is used to establish acceptable organization codes for the Automated Scheduling System. *T:T* Internal Use
- 6450**                    **24504D**                    Each  
*03/1992 Destroy Prev Issues Upon Rec*  
**Questionnaire To Determine Exemption From Withholding**  
 This form is sent to an employee who filed an exempt W-4 to determine qualifications for exempt status. *CO:O:W4* Tax Related Public Use
- 6459**                    **24510H**                    Each  
*02/1986 Destroy Prev Issues Upon Rec*  
**Return Preparers Checklist (IRC 6694 and IRC 6695)**  
 This form must be completed for every interview Income Tax Examination. This nationwide checklist will provide additional uniformity in the Return Preparers Program. *EX:TA:S* Internal Use
- 6462**                    **43378Z**                    Each  
*10/1980 Destroy Prev Issues Upon Rec*  
**Centralized Services Error Summary**  
 This form is used by Centralized Services to summarize the errors made by employees. *HR:S:C* Internal Use
- 6463**                    **43379K**                    Each  
*10/1980 Destroy Prev Issues Upon Rec*  
**Centralized Services Quality Measurements**  
 This form is used as a summary of the quality measurement program in Centralized Services. *HR:F:S* Internal Use
- 6466**                    **43381W**                    Each  
*04/1998 Destroy Prev Issues Upon Rec*  
**Transmittal of Forms W-4 Reported Magnetically/Electronically**  
 Form 6466 is used to transmit Form W-4 magnetic media to the Martinsburg Computing Center. 4/3/98 - This form is used by transmitters of Questionable Forms W-4 who filed magnetically or electronically. *IS:N:M:P:I* Tax Related Public Use
- 6467**                    **43382H**                    Each  
*04/1998 Destroy Prev Issues Upon Rec*  
**Transmittal of Forms W-4 Reported Magnetically/Electronically (Continuation)**  
 Form 6467 is the continuation sheet to Form 6466 (CATNUM 43381W) and is completed by users reporting in excess of five employers of Questionable Forms W-4 magnetically or electronically. The form then is attached to the Form 6466 prior to submission to the Martinsburg Computing Center. *IS:N:M:P:I:IS* Tax Related Public Use
- 6478**                    **13605J**                    Each  
*2001 Min Supply For Late Filers*  
**Credit for Alcohol Used as Fuel**  
 The purpose of this form is to figure your credit for alcohol used as fuel. The credit is allowable for sale or use of straight alcohol mixtures. *OP:FS:FP:F:CD* Tax Form or Instruction
- 6489**                    **28101G**                    Each  
*09/1998 Destroy Prev Issues Upon Rec*  
**IPR Adjustments**  
 Form 6489 is an input form used by all functions to revise individual performance data. It is a component of the Total Evaluation Performance System (TEPS). The form is prepared by Reports Unit managers and Quality Assurance personnel to correct employee performance data on the PERS (Performance Evaluation Reporting System) and TEPS cumulative files. *QA:M* Internal Use
- 6490**                    **43398R**                    Each  
*08/1983 No Previous Issue*  
**EP/EO Technical Time Report**  
 Technical and manager employees EP/EO in field operations use this report. All time and leave details are reported on this form. *CP:E:FS* Internal Use
- 6497**                    **24535C**                    Each  
*07/1998 Destroy Prev Issues Upon Rec*  
**Information Return of Nontaxable Energy Grants or Subsidized Energy Financing**  
 Every person who administers a government program for a Federal, state or local government entity or its agent that provides grants or subsidized financing under programs for which a principal purpose is energy production or conservation, must file form 6497 if the grant or financing is not taxable to the recipient. *OP:FS:FP:F:M* Tax Form or Instruction
- 6502**                    **24540V**                    Pad  
*05/1998 Use/Issue Prev Issue First*  
**Employee Source Document Folder Label**  
 The labels are used for district offices to affix to folders of completed terminal input documents.  
 Order quantity should be for the number of labels needed. *S:C:CP:CW* Internal Use
- 6510**                    **43414G**                    Each  
*09/1980 Destroy Prev Issues Upon Rec*  
**District Counsel Case Declination Analysis**  
 This form is used to analyze cases which are declined by District Counsel, in an attempt to identify trends and/or patterns of investigative deficiencies. *CI:P:T* Internal Use
- 6513**                    **25005T**                    Each  
*03/1990 Destroy Prev Issues Upon Rec*  
**Extension of Time to File Not Allowed**  
 Form 6513, which can be completed by either Taxpayer Relations Branch or Document Perfection Branch personnel, is used as a substitute for some Letters 297(C) and 297(SC). The form is attached to either of the application Forms 2758, 7004, 8736, or 8800 and returned to the taxpayer. NOTE: Per the originator, the audience for Form 6513 could be any category of return filers. *R:R:R* Tax Related Public Use

## Forms

- 6522**                    **43416C**                    Pad  
*12/2001 Use/Issue Prev Issue First*  
**Volunteer Assistance Worksheet**  
 This form is used by VITA/TCE Volunteers to record the types of assistance given to taxpayers. This form establishes uniform reporting procedures for VITA and TCE Programs. Individualized versions are available for districts. These are controlled by the district originator.  
*W:CAR:SPEC:PPD:E* Tax Related Public Use
- 6522 A**                    **26814W**                    Each  
*11/1998 No Previous Issue*  
**Consolidated Weekly Form 6522 Summary Sheet**  
 This form is used to record information by the VITA volunteers to show the numbers of taxpayers assisted and the type of assistance given.  
*OP:C:A:E:E* Internal Use
- 6524**                    **61948P**                    Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**Office of Chief Counsel - Application**  
 Form is used in conjunction with a recruiting brochure, and is sent to law schools and individuals interested in employment with Chief Counsel.  
*CC:FM:PPO:W* General Admin Public Use
- 6533**                    **43426Y**                    Each  
*09/1985 Destroy Prev Issues Upon Rec*  
**Examination Referral Worksheet**  
 Form will be completed by EP Specialist during an examination, and if answers warrant a copy will be sent to Pension Benefit Guaranty Corporation for their information.  
*E:O:E* Internal Use
- 6535**                    **43428U**                    Each  
*12/1987 Destroy Prev Issues Upon Rec*  
**Large Work Unit Progress Report**  
 Form is used to record data obtained for use in tracking work progress on large cases in appeals inventory.  
*CC:AP:PT* Internal Use
- 6540**                    **43431R**                    Each  
*10/1988 Destroy Prev Issues Upon Rec*  
**Handwriting or Handprinting Exemplars**  
 Form 6450 is used to collect handwriting and handprinting exemplars from subjects under criminal investigation for analysis by Criminal Investigations Forensic Lab.  
*CI:S:RPE* Internal Use
- 6540 (SP)**                    **10993C**                    Each  
*01/1990 No Previous Issue*  
**Handwriting or Handprinting Exemplars (Spanish Version)**  
 Form 6450 (SP) is used to collect handwriting and handprinting exemplars from subjects under criminal investigation for analysis by Criminal Investigations Forensic Lab.  
*CP:CI:R* Internal Use
- 6545**                    **43435J**                    Each  
*01/1995 Destroy Prev Issues Upon Rec*  
**Information Gathering Project Authorization**  
 This new form will facilitate the review and evaluation of ongoing projects in the Examination Division.  
*CP:EX:CS* Internal Use
- 6546**                    **61521U**                    Each  
*11/1980 Destroy Prev Issues Upon Rec*  
**Final/Termination Report Information Gathering Project**  
 This new form will facilitate the review of terminated projects.  
*EX:TA:S* Internal Use
- 6554**                    **43439B**                    Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**Name Card**  
 This form is used for training classes to provide a name card, name tag and information for emergency contacts.  
*S:H:A* Internal Use
- 6559**                    **43444U**                    Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Transmitter Report and Summary of Magnetic Media**  
 Form 6559 is used by transmitters of magnetic media files (Forms W-2 and W-2P) to the Social Security Administration (SSA). The form is the equivalent of Form W-3 (Transmittal of Income and Tax Statements) for large employers who file Forms W-2 (Wage and Tax Statement) on magnetic media. SSA includes blank Forms 6559 in their annual mailout to employers.  
*OP:C:A:CP:R* Tax Related Public Use
- 6559 A**                    **13664A**                    Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Continuation Sheet for Form 6559, Transmitter Report and Summary of Magnetic Media**  
 Form 6559-A is used solely as an attachment to Form 6559, Transmitter Report and Summary of Magnetic Media (Catalog No. 43444U). It replaces the use of Form 6560, Employer Summary of Form W-2 Magnetic Media Wage Information (Catalog No. 43445F), which is obsolete.  
*OP:C:A:CP:R* Tax Related Public Use
- 6565**                    **43449X**                    Each  
*09/1980 No Previous Issue*  
**Tax Auditor Basic Training - OJT Visitation Guide**  
 This form is used for feed back to trainees regarding performance during Tax Auditor Unit I and II OJT training.  
*HR:H:T:ER* Internal Use
- 6566**                    **43450Y**                    Each  
*09/1980 Destroy Prev Issues Upon Rec*  
**OJT Workload Review - Tax Auditor Basic Training**  
 This form is used to record Workload reviews during Tax Auditor Unit I and II OJT training.  
*HR:F:S* Internal Use
- 6578**                    **43459T**                    Each  
*11/1980 Destroy Prev Issues Upon Rec*  
**Option Straddle Worksheet (Transaction Summary)**  
 This new form is used to schedule commodity option transactions.  
*EX* Internal Use
- 6578 A**                    **43460U**                    Each  
*01/1981 Destroy Prev Issues Upon Rec*  
**Account Summary for an Option Straddle Series**  
 This new form is used to Summarize Commodity Option transaction.  
*EX* Internal Use
- 6579**                    **43461F**                    Each  
*11/1984 Destroy Prev Issues Upon Rec*  
**Classification Quality Feedback Report**  
 This new form will provide standardized documentation for Quality Review Staff to perform accurate closed case and survey reviews.  
*EX:P:E* Internal Use
- 6583**                    **43464M**                    Each  
*09/1985 Destroy Prev Issues Upon Rec*  
**Monthly Report of Union Representatives Use of Time**  
 Managers used this form to report bank and official time used by union Stewards/Officials.  
*HR:H:L* Internal Use
- 6588**                    **43465X**                    Each  
*10/1986 Destroy Prev Issues Upon Rec*  
**NCR Problem Report**  
 This new form is used to document various problems and consequent parts replacement connected with NCR machinery.  
*EX:S:C* Internal Use
- 6599**                    **43471B**                    Each  
*11/1980 Destroy Prev Issues Upon Rec*  
**District Collection Returns Compliance Program Results**  
 Form 6599 is for use by district Collection to report to the National Office Collection Division the results of local returns compliance programs.  
*CO:O:I:FP* Internal Use
- 6609**                    **43478A**                    Each  
*04/1981 No Previous Issue*  
**C. E. P. Schedule of Work Assignment and Planning Time**  
 This form will be used with Form 4764. Many large case examinations are now using computers and will develop programs that will take the place of this form.  
*EX:C:C* Internal Use
- 6618**                    **43485P**                    Each  
*02/1981 Destroy Prev Issues Upon Rec*  
**Correspondence Tax Examiner Work Review**  
 Form is to be used by Correspondence Unit Managers in Service Center Examination Branch when conducting a closed case review, or workload reviews of Correspondence tax examiner work.  
*EX:E:I* Internal Use
- 6620**                    **43487L**                    Each  
*02/1982 No Previous Issue*  
**Investment Interest Expense Deduction**  
 This form will be used by Tax Auditors and Revenue Agents to aid them in gathering information during examinations.  
*EX:E:D* Internal Use



## Forms

- 6627**                    *43490I*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Environmental Taxes**  
 This form is used to figure the environmental tax on petroleum, chemicals (other than ozone-depleting chemicals (ODCs)), imported chemical substances, and ODCs. It is filed with Form 720.  
*OP:FS:FP:F:M* Tax Form or Instruction
- 6637**                    *25000Q*                    Each  
*03/1994 Destroy Prev Issues Upon Rec*  
**Collection Summons (Collection Information Statement)**  
 Form 6637 is used to summon a third party to appear before IRS and to bring all specified documents and records necessary for IRS to prepare a Collection Information Statement. *S:C:CP:FP:E* Tax Related Public Use
- 6638**                    *61828W*                    Each  
*10/1993 Destroy Prev Issues Upon Rec*  
**Collection Summons Income Tax Return**  
 Form 6638 is used to summon a third party to appear before IRS and to bring all specified documents and records necessary for IRS to prepare a Federal income tax return for the year(s). *S:C:CP:FP:E* Tax Related Public Use
- 6639**                    *25004I*                    Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Financial Records Summons**  
 Form 6639 is used to summon a third party to appear before an officer of the IRS and to bring all specified documents and records that concern banking matters of the taxpayer(s) named on the summons. *S:C:CP:FP:E* Tax Related Public Use
- 6651**                    *25160T*                    Each  
*09/1989 Destroy Prev Issues Upon Rec*  
**Medical - IRC 213 Pro Forma Worksheet 1981**  
 Used by Tax Examiners on all cases involving medical expense.  
*OP:EX:CS:SCP* Internal Use
- 6651 B**                    *63480E*                    Each  
*06/1986 Destroy Prev Issues Upon Rec*  
**Medical - IRC 213 Pro Forma Worksheet**  
 Used by Tax Examiners on all cases involving medical expenses. *EX:E:D* Internal Use
- 6653**                    *25170P*                    Each  
*09/1987 Destroy Prev Issues Upon Rec*  
**Casualty Loss - IRC 165 Pro Forma Worksheet**  
 Used by Tax Examiners on all cases involving casualty loss claims. *EX:E:D* Internal Use
- 6654**                    *25175S*                    Each  
*09/1999 Destroy Prev Issues Upon Rec*  
**Moving Expense - IRC 217 Pro Forma Worksheet**  
 Used by Tax Examiners on all cases involving moving expenses.  
*OP:EX:CS:SCP* Internal Use
- 6655**                    *25180L*                    Each  
*09/1983 Use/Issue Prev Issue First*  
**Contributions - IRC 170 Pro Forms Worksheet**  
 Used by Tax Examiners on all cases involving contributions. *EX:E:D* Internal Use
- 6657**                    *43502P*                    Each  
*04/1986 Destroy Prev Issues Upon Rec*  
**Related Returns Examination Report**  
 Form 6657 is used to transmit examination results from flow through entity examinations to related investor districts. *S:C:CP:RC:SCC* Internal Use
- 6658**                    *25007P*                    Each  
*02/1988 Destroy Prev Issues Upon Rec*  
**Notice of Special Investor Action**  
 This form is used by agents in key districts to notify related districts of fiduciary partnership examinations. *EX:C:T* Internal Use
- 6662**                    *43503A*                    Each  
*02/1981 Destroy Prev Issues Upon Rec*  
**Daily ID Card Inventory Report**  
 To be issued in accordance with instructions contained in IRM 1(16)50, for control of issue non-photo ID cards to individuals. *HR:F:S* Internal Use
- 6664**                    *62568N*                    Each  
*04/1985 Destroy Prev Issues Upon Rec*  
**Transfer of Criminal Investigation Enforcement Badges**  
 This form is used to record the transfer of a lifetime enforcement badge when a Special Agent is assigned to a different POD. *M:RE:CA* Internal Use
- 6665**                    *43504L*                    Each  
*06/1999 Destroy Prev Issues Upon Rec*  
**ID Media Review**  
 This form is used to contact employees during a review of ID Badge Control System. It is used by Safety and Security to perform a 100% ID review. *HR:F:S* Internal Use
- 6665 A**                    *31904Z*                    Each  
*03/2001 No Previous Issue*  
**Identification Media Record**  
 This form is used by employees to receive a proximity card. On an annual basis, the Security Office must verify and update the information in our MDI system for all IRS employees. *A:RE:O:A3:HQ:SS:MB* Internal Use
- 6668**                    *43505W*                    Each  
*02/1981 Destroy Prev Issues Upon Rec*  
**TECS Entry Request**  
 Form 6668 is used to request the entry of names in the Treasury Enforcement Communications System (TECS) for Collection purposes. The request can be made based upon the conditions and guidelines set forth in the 1981 revision of IRM 528(11). *CO:O* Internal Use
- 6670**                    *43506H*                    Each  
*01/1988 Destroy Prev Issues Upon Rec*  
**Seizure Disposition Report**  
 Form 6670 is to be prepared by Special Procedures function (SPF) personnel following the close of each seizure. Districts will summarize, on a semiannual basis, the data from the completed forms and forward it to the National Office (CO:E) for proper evaluation of seizure activity. *CO:O:FP* Internal Use
- 6674**                    *43509O*                    Each  
*07/1988 Destroy Prev Issues Upon Rec*  
**Statistical Sampling Examination Report**  
 This form is used to report the results of Examination statistical sampling. *LM:FS:CAS* Internal Use
- 6677**                    *43511A*                    Each  
*06/1990 Destroy Prev Issues Upon Rec*  
**Plan Termination Standards**  
 Checksheet for EP Specialists in field offices to process applications for terminations of retirement plans. *CP:E:EP:FC* Internal Use
- 6685**                    *43518Z*                    Each  
*11/1984 Destroy Prev Issues Upon Rec*  
**Classification Check-Sheet for Form 990 - Section 501(c)**  
 Used in the Office/Correspondence Examination Program. Supersedes Forms 6686 (43519K), and 6687 (43520L). *E:O:E* Internal Use
- 6695 6 PT (C)**                    *61735K*                    Each  
*03/1984 Use/Issue Prev Issue First*  
**Machine Stationery (6-pt.) Blank**  
 Form 6695 is 9 1/2 x 11 Blank Machine Stationery for computer printer and word processing printer use. Furnished size is 8 1/2 x 11 with margin aligning holes removed. This form will not be reprinted once current stock is depleted from the distribution centers. Offices requiring this form should procure it with the use of their purchase card through local supply channels or buy similar size stock from Corporate Express. *R:R:T:P* Internal Use
- 6697**                    *61056G*                    Each  
*02/2000 Destroy Prev Issues Upon Rec*  
**IRS Distribution Address Update**  
 Form 6697 is used by all IMDDS Program participants. It is the only method to request an order point number. It is used to add, change, or delete official IRS address information. *OP:FS:M:P:DFPS* Internal Use
- 6702**                    *43526Z*                    Each  
*04/1981 No Previous Issue*  
**Internal Audit Division Point Sheet**  
 This form will be used by Internal Auditors to write and evaluate questions or points arising from supervisory reviews of Audit Work. *I:A:P* Internal Use

## Forms

- 6706**                    **43529G**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Examination Quality Measurement System (EQMS) Quality Standards and Process Information Checksheet**  
 Form 6706 is prepared by Examination Quality Measurement System (EQMS) reviewers of SB/SE examination cases. The data is compiled for use by Examination management when assessing overall program performance. *S:SR:PMC* Internal Use
- 6706 A**                    **10859F**                    Each  
*03/1993 Destroy Prev Issues Upon Rec*  
**Center Examination Quality Measurement System (CEQMS)**  
 This form will be used to measure compliance with the Auditing Standards. *EX:Q:S:Q* Internal Use
- 6706 B**                    **14922H**                    Each  
*10/1992 No Previous Issue*  
**EQMS Auditing Standards Rating Form For Estate and Gift**  
 This form was developed for Estate and Gift Tax cases. Data will be captured and recorded in a separate database under EQMS for Auditing standards. *EX:Q:Q* Internal Use
- 6706 C**                    **15667B**                    Each  
*04/1993 No Previous Issue*  
**EQMS Auditing Standards Rating Form For Excise Tax**  
 This Form will be used to probes for unreported excise taxes. *EX:Q:Q* Internal Use
- 6711**                    **43534Z**                    Each  
*06/1986 Destroy Prev Issues Upon Rec*  
**Proposed Changes to Income, Deductions or Withholding (CP-2000, Page 3)**  
 Form 6711 is the manual entry page 3 of CP-2000 (printed on Form 5777). The form is used by tax examiners to list necessary information for subsequent mailing to the IMF taxpayer. *T:C:I:U* Tax Related Public Use
- 6716**                    **43539C**                    Each  
*06/1981 No Previous Issue*  
**System Inventory**  
 This form will enable security personnel to maintain an inventory on all systems under their control. It is intended to be used as reference for reviewers and a record for subsequent reviews of each system. *ISD:A* Internal Use
- 6727**                    **43546R**                    Each  
*06/1981 No Previous Issue*  
**CRIS Employee Time Report**  
 Memo dated 06/05/81 transmitting CRIS package to Buffalo and Pittsburgh districts. Form 6727 is designed to show Collection management the resources expended in any program area throughout the Collection function. *CO:M* Internal Use
- 6729**                    **61054K**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**VITA/TCE Site Visitation Survey**  
 This form is used by Taxpayer Service employees to evaluate VITA/TCE sites for effectiveness. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 6730 B**                    **43550Z**                    Each  
*07/1982 No Previous Issue*  
**Windfall Profit Tax Related Adjustment Summary**  
 This form is used as a recap sheet for forms 6730 and 6730-A. It will be used in the implementation of Windfall Profits Tax. *EX:E:C* Tax Related Public Use
- 6732**                    **43552V**                    Each  
*04/1983 Destroy Prev Issues Upon Rec*  
**Windfall Profit Tax Examination Changes - Consent to Assessment and Collection**  
 This form is used to record a taxpayer's consent to changes regarding their Windfall Profit Tax liability. The law has been repealed effective after August 22, 1988. Therefore, there should be a decrease in the volume usage of this form over the next year or two. *EX:C:N* Tax Related Public Use
- 6733**                    **43553G**                    Each  
*08/1981 No Previous Issue*  
**Windfall Profit Tax Examination Changes**  
 This new form is used to record and inform a taxpayer of a change in their Windfall Profit Tax liability. The law has been repealed effective after August 22, 1988. Therefore, there should be a decrease in the volume usage of this form over the next year or two. *EX:C:N* Tax Related Public Use
- 6734**                    **43554R**                    Each  
*10/1984 Use/Issue Prev Issue First*  
**Waiver of Restrictions on Assessment and Collection of Deficiency in Tax and Acceptance of ...**  
 This form is used in the implementation of the Windfall Profit Tax program. *EX:N:N* Tax Related Public Use
- 6735**                    **43555C**                    Each  
*08/1981 No Previous Issue*  
**Computation of Penalty (IRC 6651)**  
 This new form is used to compute and inform taxpayer of penalties associated with their Windfall Profit Tax liability. *EX:N:N* Tax Related Public Use
- 6744**                    **43560V**                    Each  
*2000 Destroy Prev Issues Upon Rec*  
**Volunteer Assistor's Guide - Test & Answer Book**  
 To be used in VITA/TCE classes to test student's comprehension of the course. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 6745**                    **43561G**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Volunteer Assistor's Guide - Retest & Answer Book**  
 To be used in VITA/TCE classes to retest students' comprehension of the course; who have not successfully completed the original test. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 6751**                    **43563C**                    Each  
*08/1981 Destroy Prev Issues Upon Rec*  
**Nomination of Personnel Instructor**  
 Needed to maintain instructor cadre for personnel courses. Currently nominations are made informally using a number of different means. *HR:T:M* Internal Use
- 6754**                    **43565Y**                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Examination Classification Checksheet**  
 This form is used to record office examination details, and is used only in Service Centers that have implemented the Centralized Files and Scheduling System. Form 6754 will supersede Form 6260 only at Service Centers using the new CFS System. The prescribing instructions also include *IRM* 41(12)9. *S:C:CP:CW:ERS* Internal Use
- 6757**                    **43566J**                    Each  
*07/1985 Use/Issue Prev Issue First*  
**Service Center Quality Review Worksheet**  
 Form 6757 is completed by Examination Branch personnel for transcription onto Form 3990, Reviewer's Report. The report data is input into a computer to produce a table which allows management to monitor more closely the quality of the examination case review process. *EX:Q:Q* Internal Use
- 6759**                    **43568F**                    Each  
*06/1994 Use/Issue Prev Issue First*  
**Request for Taxpayer Data**  
 Form 6759 is used to request either tax data, employee data, or financial data from a computer system. It also is used whenever a request is made for other than normal processing production. Designated electronic filing unit (EFU) employees use Form 6759 to research problems that electronic filers uncover/encounter when testing their transmission or software with the IRS. Obsolete 10/20/1999 per Mary Kariotis 202-283-0462. Form was reinstated 01-07-00 per Lula Lewis with new originator. *IS:SPO:S* Internal Use
- 6762**                    **43571C**                    Each  
*01/1990 Destroy Prev Issues Upon Rec*  
**Request for Missing Information to Complete Tentative Refund Application**  
 Form 6762 is a 2-part carbonless set which is completed by tax examiners who work on tentative carrybacks and who do not have access to IDRS. The form is used to specify the additional information needed to complete processing of the taxpayer's Form 1045, Application for Tentative Refund. *T:C:O:A:CSC* Tax Related Public Use

## Forms

- 6765**                    *13700H*                    Each  
*2001 Min Supply For Late Filers*  
**Credit for Increasing Research Activities (or for claiming the orphan drug credit)**  
 Used by any individual, estate, trust, organization or corporation to figure and claim credit for increasing trade or business research activities. Form 6765 has separate instructions. The catnum for the instructions are 13701S.  
*W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 6772**                    *24650S*                    Each  
*09/1981 No Previous Issue*  
**Schedule of Expenses and Amount Claimed - Continuation Sheet For Standard Form 1012**  
 Form 6772 is the continuation sheet to SF 1012. IRS exception to SF 1012B should be used. *F:S* Internal Use
- 6774**                    *61052O*                    Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**Performance Plan Receipt**  
 Forms will be used each time employees (except merit pay and SES) receive new performance elements and standards. For some employees, this maybe more than once a year. *N:ADC:H:P:P* Internal Use
- 6780**                    *43579M*                    Each  
*06/1989 Destroy Prev Issues Upon Rec*  
**MAP Report Cover Sheet**  
 This form accompanies work papers of international examiners when cases are being transported for competent authority review. *IN:I:E:F* Internal Use
- 6781**                    *13715G*                    Each  
*2001 Min Supply For Late Filers*  
**Gains and Losses from Section 1256 Contracts & Straddles**  
 This new form is required by Public Law 97-34 of the Economic Recovery Tax Act of 1981. This form is used to report gains and losses from commodity futures contracts and straddle positions.  
*OP:FS:FP:F:I* Tax Form or Instruction
- 6782**                    *43580N*                    Each  
*07/1986 Destroy Prev Issues Upon Rec*  
**Certification of Direct or Indirect Financial Interest in a Work Assignment**  
 This form is used to document work assignments in areas where conflict of interest may exist. *HR:H:R:E* Internal Use
- 6794**                    *43590J*                    Each  
*01/1987 Destroy Prev Issues Upon Rec*  
**W-4 Case Control File Update**  
 This Form is used to update status of W-4 cases on service center W-4 file.  
*CO:O:W4* Internal Use
- 6797**                    *61523Q*                    Each  
*12/1982 No Previous Issue*  
**Standard Drawing Sheets**  
 Form 6797 will be used by National Regional and District Facilities Management Offices. A memo on its use will follow until prescribing instructions are issued. Form 6797 will standardize the drawing sheets, and will provide a uniform title block on each sheet. It is 11 x 17 inches.  
*A:RE* Internal Use
- 6797 A**                    *60170B*                    Each  
*12/1982 Special Handling/See Remarks*  
**Standard Drawing Sheet**  
 Form 6797A is a standard drawing sheet containing a uniform title block and non-reproducible 1/8 inch grid lines. It is 22 x 17 inches. *A:RE* Internal Use
- 6797 B**                    *60171M*                    Each  
*12/1982 Special Handling/See Remarks*  
**Standard Drawing Sheet**  
 Form 6797B is a standard drawing sheet containing a uniform title block and non-reproducible grid lines. *A:RE* Internal Use
- 6797 C**                    *60172X*                    Each  
*12/1982 Special Handling/See Remarks*  
**Standard Drawing Sheet**  
 Form 6797C is a standard drawing sheet containing a uniform title block and non-reproducible grid lines. *A:RE* Internal Use
- 6798**                    *43593Q*                    Each  
*05/1987 Destroy Prev Issues Upon Rec*  
**Worksheet for Centralized Scheduling Orders**  
 This form is used by Examination groups to order tax returns from the Centralized Scheduling Data Base. *EX:P:E* Internal Use
- 6804**                    *43599E*                    Each  
*04/1982 Destroy Prev Issues Upon Rec*  
**Test Score Record**  
 The use of the new Form 6804 requires the transfer of any scores on IRS Test 4 and IRS Test 63 now carried on other records.  
*HR:P:EP* Internal Use
- 6809**                    *60175E*                    Each  
*07/1993 Destroy Prev Issues Upon Rec*  
**Civil Fraud Penalty Report**  
 Form 6809 is revised to provide columns to enter the CFP amount by Quality Review before the final results column. Then the final results column would be completed by Appeals only. *EX:E:D* Internal Use
- 6810**                    *61721W*                    Each  
*01/1982 Destroy Prev Issues Upon Rec*  
**ID Media Recap Sheet**  
 This form is used to audit and reconcile numerical and alphabetical insurance files for ID Media. *HR:S:DS* Internal Use
- 6812**                    *43603B*                    Pad  
*01/1996 Destroy Prev Issues Upon Rec*  
**Depository Address Data**  
 Form 6812 is used to make additions, changes and deletions to the commercial bank address file. It also is used to submit reorder requests for Treasury Form 2284, Advice of Credit - Treasury Tax and Loan Account. Form 6812 is prepared by FTD Accounting Unit personnel and routed to the Computer Branch (via the Key punch Unit) for creation of tapes which are sent to the FTD commercial vendor. *OP:FS:S:A* Internal Use
- 6813**                    *60178L*                    Each  
*09/1992 Use/Issue Prev Issue First*  
**Block Out of Balance (BOB) Correction Record**  
 Form 6813 is necessary for BOB (Block Out of Balance) correction in the Service Center Replacement System (SCRS). The form is prepared by Data Control Branch Personnel. *R:R:R* Internal Use
- 6814**                    *43604M*                    Each  
*01/1988 Destroy Prev Issues Upon Rec*  
**Service Center Control File Age Report**  
 The form is prepared by Data Control function personnel when reporting and monitoring aged documents on the service center control file (scf), Form 6814 and was because scf age printouts are changing for variable aging on 01-01-88. The revision also simplifies the method of compliance computation with SCCF age guidelines.  
*R:R:A* Internal Use
- 6826**                    *60191E*                    Each  
*04/1984 Destroy Prev Issues Upon Rec*  
**Service Center Replacement System (SCRS) Error/Reject Display Request Card**  
 Form 6826 is needed for error corrections and rejects in the Service Center Replacement System (SCRS). The prescribing instructions for Form 6826 are IRMS S3(17)(30)0, S3(12)(30)0, and 3(23)(37)0.  
*R:R:R* Internal Use
- 6834**                    *43621X*                    Each  
*03/1992 Destroy Prev Issues Upon Rec*  
**Centralized Storage Requisition for Selected Returns**  
 Form 6834 is a requisition used by district offices to request selected types of returns from Centralized Storage Facilities.  
*EX:F:F* Internal Use
- 6835**                    *43622I*                    Each  
*05/1987 Destroy Prev Issues Upon Rec*  
**Centralized Files and Scheduling Delete Request (Form 6844)**  
 The form is used by district offices and service centers to delete returns from the Centralized Scheduling Data Base.  
*EX:P:E* Internal Use
- 6836**                    *60198D*                    Pad  
*04/1982 No Previous Issue*  
**Centralized File and Scheduling Survey Request**  
 This form is used to survey returns from the Centralized Scheduling Data Base.  
*EX:D:E* Internal Use

## Forms

- 6843**            *25250Y*            Each  
*08/1988 Destroy Prev Issues Upon Rec*  
**Rental Income and Expenses Pro Forma Worksheet**  
 Used by tax examiners on all cases involving rental incomes and expenses. Change form to reflect current tax laws. *CP:EX:ST:P* Internal Use
- 6845**            *60206S*            Pad  
*01/1989 Destroy Prev Issues Upon Rec*  
**SCCF Transcript Request Worksheet**  
 Form 6845 is a worksheet designed to facilitate transcription of service center control file (SCCF) transcript requests by providing a standard format for request and input. *W:CAS:SP:IMF:R* Internal Use
- 6847**            *61524B*            Each  
*04/1983 Destroy Prev Issues Upon Rec*  
**Consent For IRS to Release Tax Information**  
 This form is used by the tax payer to authorize the IRS to release tax information returns (Forms 1099) to state tax agencies. *HR:S:DS* Tax Related Public Use
- 6850**            *61525M*            Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**Performance Appraisal and Retention Standard Rating**  
 Form is used to appraise employee's critical and non-critical elements. *N:ADC:S:PP:P* Internal Use
- 6851**            *60210A*            Each  
*08/1982 Destroy Prev Issues Upon Rec*  
**CEP Issue and Time Tracking Report**  
 This form will be used to capture the necessary data for the New Issue and Time Tracking System. *EX:N:N* Internal Use
- 6852**            *60212W*            Each  
*08/1982 Destroy Prev Issues Upon Rec*  
**CEP Issue and Time Tracking Continuation Sheet**  
 This form will be used as a continuation of Form 6851 (CEP Issue and Time Tracking Report) for the New Issue and Time Tracking System. *EX:N:N* Internal Use
- 6853**            *43627L*            Each  
*05/1982 Destroy Prev Issues Upon Rec*  
**Input Document for Commodities Option Straddle Worksheet**  
 This form is the input document for the commodities option straddle program currently on the National Shared Library. *EX:I:C* Internal Use
- 6854**            *43628W*            Each  
*12/1983 Destroy Prev Issues Upon Rec*  
**Inventory Control - Form 809 Receipt Books**  
 This dual purpose form will enable Centralized Services to maintain a current inventory of Form 809 Receipt Books and also provides a log of the issuance and disposition of Form 809 for security purposes. *PC:M:L* Internal Use
- 6858**            *43631T*            Each  
*01/1994 Destroy Prev Issues Upon Rec*  
**Travel Request and Approval**  
 Form 6858 is used by the National Office to keep account of travel cost and the approval of the cost of travel. *HQ:SS:HS:CSC* Internal Use
- 6858 B**            *27427F*            Each  
*06/1999 No Previous Issue*  
**Travel Request and Approval**  
 Form 6858(B) established for Field Employees place on the Print on Demand Progr am. *HQ:SS:B:F* Internal Use
- 6863**            *25140B*            Each  
*08/1983 Use/Issue Prev Issue First*  
**Invoice and Authorization for Payment of Administrative Summons Expenses**  
 Form 6863 will provide standardized billing format and instructions for summoned third parties who appear before IRS representatives. *N:CFO:A:F* General Admin Public Use
- 6869**            *43634A*            Each  
*12/1982 Destroy Prev Issues Upon Rec*  
**Household Goods Information Sheet**  
 Form 6869 contains all the required information to complete GSA Form 2485, to book the shipment with a carrier and to complete and GBL. *HR:F:P* Internal Use
- 6870**            *43635L*            Each  
*06/1982 Destroy Prev Issues Upon Rec*  
**Government Bills of Lading Review Sheet**  
 Form 6870, GBL Review sheet is needed to verify HHG GBL's for payment. *HR:F:P* Internal Use
- 6876**            *61526X*            Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Worksheet for Centralized Scheduling ZIP Code Update Information**  
 Form 6876 is prepared by Compliance Examination function Planning and Special Programs personnel. The form is used to identify (a) those Post of Duty (POD) offices that have ZIP Codes which are assigned to either satellite or unmanned call-in sites or (b) those ZIP Codes for which an appointment should not be scheduled before 09:00am. *S:C:CP:CW:ERS* Internal Use
- 6877**            *61051D*            Each  
*10/2001 Use/Issue Prev Issue First*  
**Centralized Scheduling Change Request for Taxpayer Contact Letter Information**  
 The Centralized Files and Scheduling (CFS), System is scheduled for nationwide implementation. This form is required as a part of that effort. *S:C:CP:CW:ERS* Internal Use
- 6878**            *62005Z*            Each  
*10/1987 Destroy Prev Issues Upon Rec*  
**Request for Federal Tax Return Information for Use in Child Support Enforcement**  
 Form 6878 is for use by State and local Child Support Enforcement Agencies (CSEAs) when requesting Federal tax return information. *EX:D:D* General Admin Public Use
- 6882**            *60221H*            Pad  
*10/2001 Destroy Prev Issues Upon Rec*  
**IDRS/Master File Information Request**  
 Form 6882 is prepared by Service personnel who need specific Master File data and who do not have access to IDRS terminals. The completed form is subsequently routed to an IDRS terminal operator for entry of the request. *W:CAS:AM:PPG:ATA* Internal Use
- 6884 (SP)**            *12572P*            Each  
*06/1995 Destroy Prev Issues Upon Rec*  
**Voluntary Consent to a Search of Person, Premises, or Conveyance (Spanish Version)**  
 To be used by Special Agents when the individual taxpayer subject is primarily versed (read, write, speak, understand) in the Spanish language and may have trouble understanding the English language. *CP:CI:P:T* Internal Use
- 6897**            *60233Z*            Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Corporation Returns Orders**  
 Form 6897 is used by field office employees to request various years of corporation tax returns for classification. *S:C:CP:CW:ERS* Internal Use
- 7004**            *13804A*            Each  
*10/2000 Destroy Prev Issues Upon Rec*  
**Application for Automatic Extension of Time to file Corporation Income Tax Return**  
 Used by a corporation to request an automatic extension of 3 months for filing a corporate income tax return. Prescribing Instructions: IRC Sec. 6081(b); Regs. Sec. 1.6081-3 *OP:FS:FP:F:C* Tax Form or Instruction
- 7130**            *14817N*            Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Fax Order - Stock Requisition for Multimedia Published Products**  
 Form 7130 is used by IRS offices to fax orders for forms, publications and documents from the Area Distribution Centers (ADCs). Offices simply fill out this form and fax it to their respective ADC. A copy of this form can be found in the last page(s) of Doc. 7130, IRS Published Product Catalog or it can be printed from the Multimedia Publishing web site at <http://publish.no.irs.gov>. *W:CAR:MP:M:PS:DFPS* Internal Use

## Forms

- 7130 L**      *22972P*      Each  
*01/1999 Destroy Prev Issues Upon Rec*  
**Fax Order for Supplies of RO and DO Letters**  
 Form 7130 L was developed to provide offices with a separate order form for DO and RO letters. Any IRS designated order point can complete the form and fax it to EADC for letter order fulfillment. A copy of this form was distributed with a memo describing this program transfer and a copy of the form will be included in the 1-99 issue of Document 7130. *OP:M:FS:PS* Internal Use
- 7249**      *14293J*      Pad  
*08/1993 Destroy Prev Issues Upon Rec*  
**Offer Acceptance Report**  
 Form 7249 is used to accept or recommend acceptance of an offer in compromise of liabilities. *OP:CO:C:SP* Internal Use
- 7249 E**      *43725Q*      Each  
*04/1985 Destroy Prev Issues Upon Rec*  
**Abstract and Statement**  
 Form 7249-E is used to show the true outstanding liability, including accruals, at the time the offer-in-compromise is being considered. *CO:O:I:SP* Internal Use
- 7249 F**      *43726B*      Each  
*11/1978 Destroy Prev Issues Upon Rec*  
**Abstract and Statement**  
 Form 7249-F is used to document the action taken on specific penalty offers. *CO:O:I:SP* Internal Use
- 7251 A**      *43735M*      Each  
*11/1979 Destroy Prev Issues Upon Rec*  
**Accepted Offers in Compromise**  
 Form 7251-A is used as a cover sheet for approving offers in compromise. The form is signed by either a Regional Commissioner, the Assistant Commissioner (Compliance), or the Director, Collection Division. *CO:O:I:SP* Internal Use
- 7308**      *43736X*      Each  
*03/1983 Use/Issue Prev Issue First*  
**Securities Valuation (for Estate or Gift Tax)**  
 Form 7308 may be used to show information relative to listed or over-the-counter security items for use of the examiner in the Examination Division. *EX:E:D* Internal Use
- 7561**      *43748P*      Each  
*01/1962 Destroy Prev Issues Upon Rec*  
**Record of Stock Valuation**  
 This form is used by Revenue agent personnel during examinations of tax returns. There is one form per 8-1/2 x 11" sheet when pulled from <http://publish.no.irs.gov>; however, there will be one form per 8-1/2 x 5-1/2" sheet when ordered from the Area Distribution Centers. *OP:EX:ST:E&G* Internal Use
- 7831**      *43803D*      Each  
*07/1986 Destroy Prev Issues Upon Rec*  
**Schedule of Accounts Written Off**  
 Form 7831 is used to list those taxpayer accounts which have been removed from the active to the inactive non-master file (NMF) Accounts Receivable. *R:R:A* Internal Use
- 7881**      *43814K*      Each  
*02/1954 No Previous Issue*  
**Chief Counsel's File**  
 Form 7881 was reinstated and was obsoleted by mistake. Form 7881A, Cat# 43815V, will now supercede for 7881 as of 10/29/93 *CC:PA:T* Internal Use
- 7881 A**      *43815V*      Each  
*05/1996 Use/Issue Prev Issue First*  
**Chief Counsel's File Folder**  
 This folder provides a systematic approach for Chief Counsel case files. *CC:PA:T* Internal Use
- 7990**      *43841R*      Each  
*09/1980 Use/Issue Prev Issue First*  
**U.S. Estate Tax Certificate of Discharge From Personal Liability**  
 This form is used as a certificate of discharge from personal liability after determination that estate tax has been paid. *EX:D:E* Tax Related Public Use
- 7990 A**      *43842C*      Each  
*12/1982 No Previous Issue*  
**U.S. Gift Tax Certificate of Discharge From Personal Property**  
 This form is used to discharge executor from personal liability for gift taxes of the decedent. *EX:S:S* Tax Related Public Use
- 7990 B**      *43843N*      Each  
*01/1982 Use/Issue Prev Issue First*  
**U.S. Individual Income Tax Certificate of Discharge from Personal Property**  
 This form discharges individual taxpayer from personal liability for individual income tax of the decedent. *EX:E:D* Tax Related Public Use
- 7995**      *43844Y*      Each  
*10/1993 Use/Issue Prev Issue First*  
**Outside Employment or Business Activity Request**  
 Form 7995 is filled out by employees who have outside employment or business interests. *M:S:L* Internal Use
- 7995 A**      *24943G*      Each  
*10/1997 No Previous Issue*  
**Chief Counsel Outside Employment or Business Activity Request**  
 This form is used by Chief Counsel to identify, recommend, and approve or disapprove of employees outside employment or business activities. The instructions for completion are on the back side of the form. *CC:F&M:P:E* Internal Use
- 8000**      *60235V*      Each  
*02/1995 Destroy Prev Issues Upon Rec*  
**Program Number Update Record**  
 Form 8000 is a worksheet used by Error Resolution section personnel. The form is completed whenever it is necessary to add, delete, or bypass a program number on the Program Number Master List containing each master file initialized on the GMF (Generalized Mainline Framework). The data is used to generate a program list for the National Office (R:R:M:W) as well as one for error resolution purposes. *T:F:M* Internal Use
- 8001**      *60341A*      Each  
*11/1987 Destroy Prev Issues Upon Rec*  
**Pattern Paragraphs (1-3)**  
 For use in the EO Office/Correspondence Examination Program (OCEP). *CP:E:FC* Tax Related Public Use
- 8002**      *60342L*      Each  
*10/1984 Destroy Prev Issues Upon Rec*  
**Pattern Paragraphs (4-6)**  
 For use in the EO office/correspondence Examination Program (OCEP). *CP:E:FC* Tax Related Public Use
- 8003**      *60343W*      Each  
*04/1990 Destroy Prev Issues Upon Rec*  
**Request for Additional Information from Tax-Exempt Organizations**  
 For use in the EO office/correspondence Examination Program (OCEP). *CP:E:FC* Tax Related Public Use
- 8004**      *60344H*      Each  
*10/1984 Destroy Prev Issues Upon Rec*  
**Pattern Paragraphs (13-17)**  
 For use in the EO office/correspondence Examination Program (OCEP). *CP:E:FC* Tax Related Public Use
- 8005**      *60345S*      Each  
*10/1984 Destroy Prev Issues Upon Rec*  
**Request for Additional Information from Tax-Exempt Organizations**  
 For use in the EO Office Correspondence Examination Program (OCEP). *CP:E:FC* Tax Related Public Use
- 8014**      *60252G*      Each  
*09/1982 Destroy Prev Issues Upon Rec*  
**Employee Plans Training Recommendation**  
 Form is used by Employee Plans Instructors to evaluate progress of students in training courses and to recommend further training if needed. Form is a modified version of Form 5412. *HR:H:T:E* Internal Use
- 8023**      *49972Z*      Each  
*09/1997 Destroy Prev Issues Upon Rec*  
**Election Under Section 338(g) Corporate Qualified Stock Purchase**  
 This form is used by a purchasing corporation to elect section 338 treatment for the qualified stock purchase of another corporation. *T:FP:F:C* Tax Form or Instruction

## Forms

- 8027**                    *49989U*                    Each  
*2001 Min Supply For Late Filers*  
**Employer's Annual Information Return of Tip Income and Allocated Tips**  
 This is a report by an employer of his or her employees' tips received for the year. There are separate instructions for this form. The catalog number for the instructions is 61013P.  
*OP:FS:FP:F:M* Tax Form or Instruction
- 8027 T**                    *61006A*                    Each  
*2001 Min Supply For Late Filers*  
**Transmittal of Employer's Annual Information Return of Tip Income and Allocated Tips**  
 To be filed with Form 8027 when there is more than one establishment.  
*OP:FS:FP:F:M* Tax Form or Instruction
- 8028**                    *62982V*                    Each  
*07/1985 Destroy Prev Issues Upon Rec*  
**Printing Program Requirements**  
 Form is used with other forms of 1(14)10 Multi-Year Budget Planning. *HR:F:M* Internal Use
- 8034**                    *60281J*                    Each  
*06/1994 Destroy Prev Issues Upon Rec*  
**Tax Account Inquiry Attachment**  
 This form is used by taxpayer service, as an attachment to transmittal Letter 1721(DO), to provide standard responses to common refund and account inquiries to individual taxpayers. Form 8034 has incorporated Form 8036.  
*W:CAS:AM:PPG:ATA* Tax Related Public Use
- 8038**                    *49973K*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Information Return for Tax-Exempt Private Activity Bond Issues**  
 This form is used to provide information about Tax exempt Bond issues. This information is required by IRC 103(L). This form is required due to the new TEFRA Law. There are separate Instructions available for this item. The catalog number for the Instructions is 49974V.  
*OP:FS:FP:F:CD* Tax Related Public Use
- 8038 G**                    *63773S*                    Each  
*11/2000 Min Supply For Late Filers*  
**Information Return for Government Purpose Tax-Exempt Bond Issues**  
 There are separate Instructions available for this item. The catalog number for the Instructions is 63774D.  
*OP:FS:FP:F:CD* Tax Form or Instruction
- 8038 GC**                    *64108B*                    Each  
*11/2000 Min Supply For Late Filers*  
**Consolidated Information Return for Small Tax-Exempt Government Bond Issues**  
 Form 8038 GC is to be used by issuers of tax-exempt governmental bonds to provide IRS with the information required by section 149(e) and to monitor the requirements of sections 141 through 150.  
*OP:FS:FP:F:CD* Tax Form or Instruction
- 8038 R**                    *57334H*                    Each  
*11/2001 No Previous Issue*  
**Recovery of Overpayment Under Arbitrage Rebate Provisions**  
 This Form is used by issuers of state and local bonds to request a refund of amounts paid with Form 8038-T, Arbitrage rebate and Penalty in Lieu of Arbitrage Rebate. Form 8038-R replaces the letter procedure of Rev. Proc. 92-38, 192-2C.B.487.  
*W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8038 T**                    *11545Y*                    Each  
*01/2002 Min Supply For Late Filers*  
**Arbitrage Rebate and Penalty in Lieu of Arbitrage Rebate**  
 Use to pay the arbitrage rebate to the United States. Under section 148(f), interest on a state or local bond is not tax exempt unless the issuer of the bond rebates to the United States arbitrage profits earned from investing proceeds of the bond in higher yielding nonpurpose investments. Also to pay penalty in lieu of rebates  
*W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8042**                    *61527I*                    Each  
*11/1982 No Previous Issue*  
**Appeals Auditor's Daily Time Report**  
 Form 8042 is needed to comply with the mandates of new IRM 8(24)50. Because reporting requirements are new, the form will ensure standardized reporting.  
*CC:AP:PT* Internal Use
- 8042 A**                    *61528T*                    Each  
*11/1982 No Previous Issue*  
**Appeals Auditor's Daily Time Report (Continuation Sheet)**  
 This form is needed to provide extra space for Appeals Auditor's Daily Time Sheet, Form 8042. *CC:AP:PT* Internal Use
- 8050**                    *30211X*                    Each  
*12/2001 No Previous Issue*  
**Direct Deposit of Corporate Tax Refund**  
 File Form 8050 to request that the IRS deposit a corporate income tax refund (including a refund of \$1million or more) directly into an account at any U.S. bank or other financial institution (such as a mutual fund or brokerage firm) that accepts direct deposits. The benefits of a direct deposit include a faster refund, the added security of an paperless payment and the savings of tax dollars associated with the reduced processing costs. Form 8050 is used to request an electronic funds transfer of an income tax refund to the corporations bank account for a corporation filing Form 1120, 1120-A or *OP:FS:FP:F:C* Tax Related Public Use
- 8052**                    *60309A*                    Each  
*12/1999 Use/Issue Prev Issue First*  
**NBIC Memorandum of Interview or Activity**  
 Form 8052 is used to report all interviews, record checks, etc. in reports.  
*M:S:NBIC* Internal Use
- 8056**                    *60311M*                    Each  
*08/1984 Destroy Prev Issues Upon Rec*  
**Tele-Tax Data Collection Sheet**  
 Form 8056 is used to capture management information data from the 342 Tele-tax machine units. *T:T:F* Internal Use
- 8057**                    *60312X*                    Each  
*10/1988 Destroy Prev Issues Upon Rec*  
**EP/EO Microfiche Request**  
 Revised to eliminate obsolete reference to CS (Centralized Service Branch). These have merged with Exam Divisions or EP/EO Divisions in the various districts. Form 8057 is available as a fillable PDF file only, accessible through [www.publish.no.irs.gov](http://www.publish.no.irs.gov) under catalog.  
*CP:E:FS* Internal Use
- 8067**                    *61210K*                    Each  
*01/1984 Destroy Prev Issues Upon Rec*  
**Centralized Services Employees Training Profile**  
 Form is an integral part of a newly designed training system being implemented by Training Development Division for CS Division. *HR:S:C* Internal Use
- 8068**                    *60316P*                    Each  
*02/1983 No Previous Issue*  
**Workload Analysis Worksheet**  
 Form 8068 is used to compute staffing requirements when staff hours of workload have been identified. It is a guide to assist in determining whether current or previously computed grades structures can accomplish the work available at each grade level.  
*HR:H:R:P* Internal Use
- 8069**                    *60365K*                    Each  
*04/1994 Destroy Prev Issues Upon Rec*  
**SCRS Managers Performance Adjustments Log**  
 Form 8069 was developed because of program revisions to the performance and cost system under the Service Center Replacement System (SCRS), which required a new adjustment procedure. *T:W:W* Internal Use
- 8082**                    *49975G*                    Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Notice of Inconsistent Treatment or Amended Return (Administrative Adjustment Request (AAR))**  
 This form is used to notify the IRS of any such inconsistency between your tax treatment of an item, and the way the pass through entity treated and reported the same item on its return. Also use the form to notify the IRS if you did not receive Schedule K-1 from the partnership (S corporation) or Schedule Q from the REMIC by the due date for filing your return (including extensions). There are separate instructions available for this item. The catalog number for the instructions is 62051N. *T:FP:F:CD* Tax Form or Instruction

## Forms

- 8088**                    *60321I*                    Each  
*10/1989 Destroy Prev Issues Upon Rec*  
**Missing Information Necessary to Complete Adjustment Request**  
 Form 8088 specifies the reason why a taxpayer's adjustment request is being returned. The check-box format is designed to accelerate the turn-around time when requesting additional information from the taxpayer. This information is necessary to perfect (complete) the request. *R:R:T* Tax Related Public Use
- 8094 A**                    *60326L*                    Each  
*04/1992 Destroy Prev Issues Upon Rec*  
**ACS Performance Worksheet**  
 Form 8094-A is a worksheet by which management can monitor an employees performance pertaining to calls received at an ACS call site. *OP:C:T:F:O* Internal Use
- 8094 B**                    *13671P*                    Each  
*04/1992 No Previous Issue*  
**ACS Performance Worksheet Teach/Paper Processing**  
 This form is being created with specific standards applicable to teach/paper document reviews. *W:CP:FPC:ACS* Internal Use
- 8107**                    *61636U*                    Each  
*06/1983 Destroy Prev Issues Upon Rec*  
**Trainee's Evaluation of Self-Instructional Material**  
 Form 8107 is used by students who have taken a self-instructed course to evaluate the course material. *HR:T:C* Internal Use
- 8109 B**                    *61042S*                    Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**FTD Deposit Form (Over The Counter Version)**  
 Form 8109-B is the over the counter version of Form 8109, FTD deposit coupon. Upon filing Form 8109-B, the business entity is entered into the business master file and is sent a coupon booklet (Form 8109), for future payments. *W:CAR:MP:FT:F:M* Tax Related Public Use
- 8111**                    *60331E*                    Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Employee Notification Regarding Union Representation**  
 Prescribing Instructions: Memorandum of Agreement between the Service and NTEU concerning employee rights during interviews. *M:S:NBIC* Internal Use
- 8112**                    *60332P*                    Each  
*10/1999 Use/Issue Prev Issue First*  
**Statement of Rights and Obligations**  
 Form 8112 is a statement of employee rights and obligations during interviews with NBIC. *M:S:NBIC* Internal Use
- 8119**                    *61531Q*                    Each  
*06/1983 No Previous Issue*  
**ASTA/DATC Compliance-level Evaluation Sheet**  
 Form 8119 is a checksheet prepared by ASTA/DATC unit examiners as input to Form 8120, ASTA/DATC Programs and Pretests Summary Sheet. The form is completed based upon review of sample returns to determine compliance levels for different tax provisions. *T:C:I:C* Internal Use
- 8120**                    *61532B*                    Each  
*06/1983 No Previous Issue*  
**Service Center/National Office ASTA/DATC Programs and Pretests Summary Sheet**  
 Form 8120 is prepared by ASTA/DATC unit managers and management staff coordinators to summarize the data from Forms 8119, ASTA/DATC Compliance-level Evaluation Sheet. The summarized data is forwarded to the National Office (R:R:T). *T:C:I:C* Internal Use
- 8121**                    *60336H*                    Each  
*05/1983 No Previous Issue*  
**Report of Unacceptable Payment**  
 Form 8121 is prepared by Deposit Operation personnel to return unacceptable remittances to taxpayers. The form replaces the use of Letters 137(C) and 137(SC). *R:R:D* Tax Related Public Use
- 8127**                    *61533M*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**TE/GE Request for AIMS Inventory Validation Listing**  
 Form 8127 is used to ensure that the information on the AIMS database is accurate. Area offices are required to complete Form 8127 once a year. *T:BSP* Internal Use
- 8145**                    *61635J*                    Each  
*09/1983 Destroy Prev Issues Upon Rec*  
**Telephone Equipment Inventory and Cost Report**  
 Form 8145 is used to replace various methods currently in use in keeping inventories of existing telephone equipment. *HR:S:FM:T* Internal Use
- 8146**                    *61034S*                    Each  
*07/1989 Use/Issue Prev Issue First*  
**Certificate of Recognition**  
 Form 8146 used to recognize employees and the public for significant non-routine assistance which does not meet the criteria for special achievement or high-level honor awards. *N:ADC:H:P:P* Internal Use
- 8146 A**                    *24164B*                    Each  
*12/1997 No Previous Issue*  
**Joint IRS NTEU Certificate of Recognition**  
 This certificate is given for recognition of efforts made in partnership between IRS and NTEU. *C:Q* Internal Use
- 8149**                    *61218U*                    Each  
*10/1989 Destroy Prev Issues Upon Rec*  
**Request for Inventory List**  
 This new form allows districts, service centers, and regions to request inventory lists available under SCRS from the Computer Branch. *CP:EX:CS:WMS* Internal Use
- 8150**                    *61219F*                    Each  
*02/1984 No Previous Issue*  
**Action Request for Form 8082**  
 Letter is needed to implement the TEFRA provisions for partnerships. *S:C:CP:RC:SCC* Internal Use
- 8156**                    *61029Z*                    Each  
*01/1996 Use/Issue Prev Issue First*  
**Employee Business Expenses - Proforma Worksheet**  
 Form 8156 is used to determine correct business expense deductions. *OP:EX:CS:SCP* Internal Use
- 8158**                    *61027D*                    Pad  
*07/1988 Destroy Prev Issues Upon Rec*  
**VITA/TCE Quality Review Checksheet**  
 Quality review on VITA/TCE tax returns prepared at the districts. The checksheet will be forwarded to the Taxpayer Education Coordinator. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 8159**                    *61026S*                    Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Review of Personnel File**  
 Used in background investigations to document a review of employee's personnel file. *M:S:NBIC* Internal Use
- 8189**                    *61949A*                    Each  
*05/1984 Use/Issue Prev Issue First*  
**Community Property Split Schedule**  
 This form is used within the Service Centers that are located in the Southwest and Western Regions who have jurisdiction over Community Property States. This form will be mailed with 545 SC letter. *EX:E:I* Tax Related Public Use
- 8194**                    *61865Z*                    Each  
*02/1984 No Previous Issue*  
**Statistical Sampling Tally Sheet**  
 Form used to record cases screened for sample selection in connection with Collection Centralized Quality Review. *CO:O* Internal Use
- 8195**                    *61866K*                    Each  
*01/1984 No Previous Issue*  
**Collection Quality Review - Transmittal Slip (SCCB)**  
 Form used to transmit TDAs and TDIs selected for review under the Collection Quality Review program. *CO:O* Internal Use
- 8198**                    *61768F*                    Each  
*09/1988 No Previous Issue*  
**Alert Flag**  
 This form is used as a marker for shelf stock of forms. It is placed on top of forms where it has been determined as the reorder level. The purpose is to "ALERT" the warehouse personnel when the time has come to reorder. *W:CAR:MP:M:L* Internal Use

## Forms

- 8199**                    *61230C*                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Amended Returns Order**  
 Used for Category B Claims inventory. Claims which were previously delivered on a sample basis will now have to be ordered. *S:C:CP:CW:ERS* Internal Use
- 8200**                    *62088A*                    Each  
*03/1984 No Previous Issue*  
**Statement Windfall Profit Tax Changes**  
 The Windfall Profit Tax provisions created a need for a form to summarize tax changes on a property-by-property basis in arriving at the total tax to be included in a statutory notice of deficiency. Current forms do not fit Windfall Profit Tax. Austin Service Center is the primary user of this form. Distributed on file 232.1 The law has been repealed effective after August 22, 1988. Therefore, there should be a decrease in the volume usage of this form over the next year or two. *CP:EX:C:I* Tax Related Public Use
- 8209**                    *61450W*                    Each  
*04/1994 Destroy Prev Issues Upon Rec*  
**Employee Detail Adjustments Log**  
 Form 8209 is used by Management Assistants in the Reports Unit to make corrections to the Employee Detail Summary Report. *T:W:W* Internal Use
- 8212**                    *62032G*                    Each  
*11/1992 Destroy Prev Issues Upon Rec*  
**Audiovisual Proposal Document**  
 This form is used by Training Program Managers to justify expenditures for audiovisual productions or purchases. Part IV of the form is for evaluation feed-back on the audiovisuals. *M:CE:AA* Internal Use
- 8213**                    *61451H*                    Pad  
*02/1993 Destroy Prev Issues Upon Rec*  
**Recommendation to Delay Decision re: Assessment of Trust Fund Recovery Penalty or Personal Liability**  
 Form 8213 is used by Revenue Officers to recommend a delay in making a Trust Fund Recovery penalty recommendation. *OP:CO:C:SP* Internal Use
- 8215**                    *61868G*                    Each  
*05/1984 Destroy Prev Issues Upon Rec*  
**Sample Mail Test Summary**  
 Form 8215 is an outgrowth of the Coates Commission Taxpayer Correspondence Study. It will be used during biannual mail tests conducted to determine the number of days that elapse from the mail out (to destination) and IRS received (from destination) dates. *R:R:D* Internal Use
- 8233**                    *62292K*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Exemption from Withholding on Compensation for Independent (& certain Dependent) Personal Service of**  
 Used by non resident alien individuals to claim exemption from withholding on compensation for personal services because of an income tax treaty or the personal exemption amount. *OP:FS:FP:F* Tax Related Public Use
- 8237**                    *61458G*                    Each  
*04/1984 Destroy Prev Issues Upon Rec*  
**IRS KWIC Index Form**  
 The form is used to insert or delete documents in the IRS KWIC INDEX. *HR:S:FM:O* Internal Use
- 8238**                    *62161K*                    Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**Schedule Hours/Production Adjustment Record**  
 Form 8238 is used to adjust standards/volumes/hours for an OFP (Organization, Function, Program) after the initial schedule has been prepared. *R:R:M* Internal Use
- 8239**                    *62162V*                    Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**Schedule Parameters Record**  
 Form 8239 is used to increase or decrease the production, hours, or standard rate for an OFP (Organization, Function, Program) after an initial work schedule has been prepared. *R:R:M* Internal Use
- 8240**                    *62163G*                    Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**Schedule Delete Record**  
 Form 8240 is used to change an OFP (Organization, Function, Program) after an initial schedule has been prepared by moving percentages of the production and hours from one OFP to another. *R:R:M* Internal Use
- 8241**                    *62164R*                    Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**Schedule Delete Record**  
 Form 8241 is used to delete an OFP (Organization, Function, or Program) from the Schedule Master File. *R:R:M* Internal Use
- 8243**                    *62178F*                    Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**Schedule Select Record**  
 Form 8243 is used to create the initial schedule by applying percentages to the historical data relative to production, hours, or standard rates. *R:R:M* Internal Use
- 8244**                    *62179Q*                    Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**Schedule Conversion Record**  
 Form 8244 is used to identify the week ending dates and holidays in the history and/or schedule periods. *R:R:M* Internal Use
- 8245**                    *62180R*                    Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**Schedule Summary Control Record**  
 Form 8245 is used to specify the range of OFPs (Organizations, Functions, Programs) to be printed and summarized on the Daily/Weekly Workload Schedule(s). *R:R:M* Internal Use
- 8246**                    *62181C*                    Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**Schedule Review Parameter Record**  
 Form 8246 is used to establish the range of maximum hours difference of the work schedule to the work plan. *R:R:M* Internal Use
- 8247**                    *62182N*                    Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**Monitoring Test Parameter Record**  
 Form 8247 is used to specify ranges of over/under scheduling of OFPs (Organizations, Functions, Programs) within an organization. *R:R:M* Internal Use
- 8248**                    *62166N*                    Each  
*01/1985 Destroy Prev Issues Upon Rec*  
**Monitoring OFP Select/Suppress Record**  
 Form 8248 is used to select and/or suppress an OFP (Organization, Function, or Program) that will be printed on the weekly analysis of 'Off Schedule' programs. *R:R:M* Internal Use
- 8250**                    *61896Y*                    Pad  
*06/1984 No Previous Issue*  
**Request to Redeposit Checks**  
 Form 8250 is a pad of 100 sheets comprised of 50 2-part units. It is prepared by Accounting Branch technicians and routed to the designated service center depository. The completed form is the authorization to redeposit taxpayer checks. *W:CAS:SP:IMF* Internal Use
- 8251**                    *61939E*                    Each  
*04/1985 Destroy Prev Issues Upon Rec*  
**Internal Revenue Agent OJT Workload Review**  
 Used by Revenue Agents and their on the job instructor (OJI) to review workload on individual taxpayer cases during on the job training (OJT). A copy is also printed in the Internal Revenue Agent 'Training Progress System.' *HR:H:T:EA* Internal Use
- 8256**                    *63558B*                    Set  
*12/1989 Destroy Prev Issues Upon Rec*  
**Art Valuation**  
 This form was developed to allow art appraisals from the field offices within Examination and Chief Counsel to be reevaluated by national office experts. The original should follow the case file through all channels until settlement is made, and updates sent to Art Appraisal Services. *C:AP:AS* Internal Use
- 8257**                    *62168J*                    Each  
*09/1984 No Previous Issue*  
**Documentation of State Data**  
 New form for use in Fed/State Exchange Program; Form to be used by operations functions & disclosure officers to identify areas where state data can be used for compliance efforts of the service. *EX:E:D* Internal Use
- 8264**                    *61863D*                    Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Application For Registration of a Tax Shelter**  
 This form is used to register with IRS when applying for a tax shelter number. There are separate Instructions available for this item. The catalog number for the Instructions is 61960X. *OP:FS:FP:F:CD* Tax Form or Instruction



- 8269**                    **62073B**                    Each  
*10/1988 Destroy Prev Issues Upon Rec*  
**Notice of Dishonored Check for More than One Tax Form**  
 Form 8269 is completed by personnel working dishonored checks. It is sent with a computer prepared Form 2287(C), Notice of Check Not Accepted By Bank, to the taxpayer whose check was intended to pay more than one account. The form summarizes the total amount owed. *OP:FS:S:A:A* Tax Related Public Use
- 8270**                    **62043N**                    Each  
*10/1985 Destroy Prev Issues Upon Rec*  
**Quarterly Report of NMF Returns Received**  
 Form 8270 is used by service center Reports Unit analysts to report the number of NMF returns received. These figures are compiled for quarterly projections required by Treasury and other reporting requirements. *R:R:A* Internal Use
- 8271**                    **61924F**                    Each  
*07/1998 Destroy Prev Issues Upon Rec*  
**Investor Reporting of Tax Shelter Registration Number**  
 Form 8271 is used by persons who have acquired an interest in a tax shelter to report the registration number. This form is attached to the tax returns as required. *OP:FS:FP:F:CD* Tax Form or Instruction
- 8274**                    **61933Q**                    Each  
*09/1996 Min Supply For Late Filers*  
**Certification by Churches and Qualified Church-Controlled Organizations Electing Exemption From Empl**  
 Used by churches and certain church-controlled organizations to elect exemption from social security taxes by certifying the organization is opposed to these taxes for religious purposes. *T:FP:F:M* Tax Form or Instruction
- 8275**                    **61935M**                    Each  
*05/2001 Min Supply For Late Filers*  
**Disclosure Statement**  
 Form to be used by individual taxpayers, S and C Corporations, and pass-through entities. Form is used to avoid the penalty imposed by section 6661 by disclosing items which could cause a substantial understatement of income tax. There are separate Instructions available for this item. The catalog number for the Instructions is 62063F. *W:CAR:MP:M:T:M* Tax Form or Instruction
- 8275 R**                    **14594X**                    Each  
*02/2002 Min Supply For Late Filers*  
**Regulation Disclosure Statement**  
 Filed by individuals, corporations, pass-through entities, and income tax return preparers. Purpose to avoid the portions of the accuracy related penalty due to negligence or disregard of regulations or to a substantial understatement of income tax. Also disclosure relating to preparer penalties for income tax understatements due to positions taken contrary to regulations. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8278**                    **62278G**                    Each  
*03/1997 Destroy Prev Issues Upon Rec*  
**Computation and Assessment of Miscellaneous Penalties**  
 This form is used for computation and assessment of miscellaneous penalties. *S:C:CP:RC:IP* Internal Use
- 8280**                    **62336B**                    Pad  
*04/1997 Use/Issue Prev Issue First*  
**Request for Credit/Comp Hours**  
 Form 8280 is a request for credit and compensatory hours to be earned, or used. In cases where offices have negotiated local agreements with their NTEU Chapter to use a local form, the use of a local form may be substituted. *A:PS:PP* Internal Use
- 8281**                    **62024G**                    Each  
*08/1997 Destroy Prev Issues Upon Rec*  
**Information Return for Publicly Offered Original Discount Instruments**  
 Used by issuers of publicly offered debt instruments having Original Issue Discount to provide the information required by section 1275 (3). *T:FP:F:M* Tax Form or Instruction
- 8282**                    **62307Y**                    Each  
*09/1998 Destroy Prev Issues Upon Rec*  
**Donee Information Return**  
 Used by donee of any charitable deduction property who sell exchanges, or otherwise disposes of the property within two years after the date or receipt. *OP:FS:FP:F:I* Tax Form or Instruction
- 8283**                    **62299J**                    Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**Noncash Charitable Contribution**  
 To claim a deduction for a charitable contribution of property or similar items of property, the claimed value of which exceeds \$5,000. There are separate Instructions available for this item. The catalog number for the Instructions is 62730R. *OP:FS:FP:F:I* Tax Related Public Use
- 8288**                    **62260A**                    Each  
*08/2000 Min Supply For Late Filers*  
**U.S. Withholding Tax Return for Disposition by Foreign Persons of U.S. Real Property Interests**  
 A 10% withholding obligation is generally imposed on the buyer or other transferee (withholding agent) when a U.S. real property interest is acquired from a foreign person. The withholding obligation (at 34% or 10%) also applies to certain partnerships, foreign and domestic corporations, and the fiduciary of certain trusts and estates. This withholding serves to collect tax that may be owed by the foreign person. Use this form to report and transmit the amount withheld. *OP:FS:FP:F:I* Tax Form or Instruction
- 8288 A**                    **62261L**                    Each  
*08/2000 Min Supply For Late Filers*  
**Statement of Withholding on Dispositions by Foreign Persons of U.S. Real Property Interests**  
 To inform the transferee of the amount of withholding. *OP:FS:FP:F:I* Tax Form or Instruction
- 8288 B**                    **10128Z**                    Each  
*08/2000 Min Supply For Late Filers*  
**Application for Withholding Certificate for Disposition by Foreign Persons of U.S. Real Property ...**  
 Use to apply for a withholding certificate to reduce or eliminate withholding on dispositions by foreign persons of U.S. real property interests. *OP:FS:FP:F:I* Tax Related Public Use
- 8290**                    **62116H**                    Pad  
*08/1984 No Previous Issue*  
**Returned Check Repayment Notice**  
 Form 8290 is sent to the (IMF/BMF/EPMF) taxpayer to explain why his/her check was returned unpaid. It also informs the taxpayer that no penalty will be assessed provided the full amount is paid within 10 days from the date of the notice (form). *OP:FS:S:A:* Tax Related Public Use
- 8300**                    **62133S**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Report of Cash Payments Over \$10,000 Received in a Trade or Business**  
 For Reporting Cash Payments Over \$10,000 Received in a Trade or Business. Prescribing instructions: IT-IRC secs. 60501 *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 8300 (SP)**                    **24396N**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Report of Cash Payments Over \$10,000 Received in a Trade or Business**  
 For reporting cash payments over \$10,000 received in a trade or business. Prescribing instructions IT-IRC secs. 60501(Spanish) *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 8302**                    **62280S**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Direct deposit of tax Refund of \$1 Million or More**  
 Form 8302 is used to request an electronic funds transfer of an income taxrefund of \$1 million or more to the taxpayers bank account for a taxpayer filing Form 1045, 1139 or a tax return other than Form 1040, 1120, 1120-A or 1120-S. *W:CAR:MP:FP:F:C* Tax Related Public Use
- 8308**                    **62503I**                    Each  
*03/2000 Destroy Prev Issues Upon Rec*  
**Report of a Sale or Exchange of Certain Partnership Interests**  
 This form is used to report the sale or exchange of partnership interest involving unrealized receivables or substantially appreciated inventory items. *T:FP:F:CD* Tax Form or Instruction
- 8314**                    **62153K**                    Each  
*07/1985 Destroy Prev Issues Upon Rec*  
**Suspension Rate Summary Worksheet**  
 This form is used to capture suspension rates and is required on all unagreed cases beginning 10/1/84. *EX:E:D* Internal Use

## Forms

- 8316**                    *62323Y*                    Each  
*12/1992 Destroy Prev Issues Upon Rec*  
**Info Request for Refund of SS Tax Erroneously Withheld... Nonresident Alien F, J, or M Type Visa**  
 Form 8316 is used by service center Document Perfection or Adjustment Branch personnel as an attachment to Letter 513(C). The form requires that taxpayers advise us whether the income from which taxes were withheld was directly related to their course of studies and will help expedite the processing of this type of claim. *S:CAS:B:P* Tax Related Public Use
- 8317**                    *62346X*                    Each  
*10/1984 No Previous Issue*  
**Request for Additional Information from Employer/Plan Sponsor A-C**  
 For use in the EO office/correspondence Examination Program (OCEP). *OP:E:EP* Tax Related Public Use
- 8318**                    *62347I*                    Each  
*05/1988 Destroy Prev Issues Upon Rec*  
**Request for Additional Form Employer/Plan Sponsor D-F**  
 For use in the EO office/correspondence Examination Program (OCEP). *OP:E:EP* Tax Related Public Use
- 8319**                    *62348T*                    Each  
*04/1990 Use/Issue Prev Issue First*  
**Request for Additional Information From Employer/Plan Sponsor G-H**  
 For use in the EO office/correspondence Examination Program (OCEP). *OP:E:EP* Tax Related Public Use
- 8323**                    *62269V*                    Each  
*10/1984 Destroy Prev Issues Upon Rec*  
**Taxpayer Service - Expanded Notice Duties - Daily Activity Report**  
 Form is used to accurately capture all Collection related duties performed by Taxpayer Service personnel. *T:T:R* Internal Use
- 8325**                    *62358P*                    Each  
*10/1984 Destroy Prev Issues Upon Rec*  
**International Enforcement Case Management Review Checksheet**  
 Form 8325 is used when evaluating case files and related information to identify areas that may require special attention. *IN:I:E:F* Internal Use
- 8326 A**                    *62279R*                    Each  
*11/1984 No Previous Issue*  
**EDS EP/EO Case Transmittal (Cont.)**  
 This form is a continuation of a computer-generated form. Case status and development actions are recorded on this form. It is a part of the specialists workpapers and, therefore, is not open to public inspection. *CP:E:EP:FC* General Admin Public Use
- 8328**                    *13900J*                    Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**Carry forward Election of Unused Private Activity Bond Volume Cap**  
 To be used by the issuing authority of PAB's to elect under section 103(N). Used to carry forward the unused limitation for specific projects. *OP:FS:FP:F:CD* Tax Form or Instruction
- 8329**                    *13902F*                    Each  
*07/1999 Min Supply For Late Filers*  
**Lender's Information Return for Mortgage Credit Certificates (MCCs)**  
 Form 8329 is used by banks and financial institutions to submit information pertaining to mortgage credit certificates. *OP:FS:FP:F:CD* Tax Related Public Use
- 8330**                    *13905M*                    Each  
*07/1999 Min Supply For Late Filers*  
**Issuer's Quarterly Information Return for Mortgage Credit Certificates (MCCs)**  
 Form 8330 is used by issuers of MCCs to provide the IRS with information required by section 25. Each issuer that elects to issue MCCs must file his form for each issue of MCCs. *OP:FS:FP:F:CD* Tax Form or Instruction
- 8332**                    *13910F*                    Each  
*12/2000 Min Supply For Late Filers*  
**Release of Claim to Exemption for Child of Divorced or Separated Parents**  
 Used to release the claim to a child's exemption by a parent who has custody of the child and might have been entitled to claim the exemption. Completed by parent who has custody and given to the parent who will claim the exemption. *OP:FS:FP:F* Tax Form or Instruction
- 8333**                    *62390P*                    Each  
*11/1994 Destroy Prev Issues Upon Rec*  
**Employment Tax Examination Checksheet (Employment Taxes)**  
 Form 8333 is used by Collection Division in certain key districts to review/process employment tax returns. Information collected on the form is used as input for Collection Reports. *CP:EX:ST:ET* Internal Use
- 8335**                    *62445N*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**PCS Linkage Delete**  
 Used for computer terminal input to delete erroneous linkages on PCS. *S:C:CP:RC:SCC* Internal Use
- 8336**                    *62446Y*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**PCS Mass Change**  
 Used for computer terminal input to initiate mass changes to items on the PCS data base. *S:C:CP:RC:SCC* Internal Use
- 8337**                    *62491B*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**PCS Key Case/Investor Inquiry**  
 Used for terminal input to research accounts on the Partnership Control System (PCS). *S:C:CP:RC:SCC* Internal Use
- 8339**                    *62447J*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**PCS Change**  
 Form 8339 is prepared by tax examiners and computer terminal operators to update investor records on the Partnership Control System (PCS) for TEFRA (Tax Equity and Fiscal Responsibility Act) and non-TEFRA linkages. NOTE: Form 8339 now is a fillable item available via the Multimedia website ([publish.no.irs.gov](http://publish.no.irs.gov)). This status notice is reissued to show that Form 8339 is an "On Demand" program item. *S:C:CP:RC:SCC* Internal Use
- 8340**                    *62478I*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**PCS TEFRA Establish or Add**  
 Used for computer terminal input of TEFRA investors. *S:C:CP:RC:SCC* Internal Use
- 8341**                    *62455J*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**PCS Establish or Add**  
 Used for computer terminal input to establish key cases and link non-TEFRA investors on PCS. *S:C:CP:RC:SCC* Internal Use
- 8342**                    *62501M*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**PCS Notice Generation**  
 Used for computer terminal input to produce TEFRA investor notices. *S:C:CP:RC:SCC* Internal Use
- 8346**                    *62449F*                    Each  
*02/1985 No Previous Issue*  
**PCS Notice Parameters**  
 Used by districts and service center ESU's to provide parameters for TEFRA notices to be generated by PCS. *EX:C:T* Internal Use
- 8349**                    *62433V*                    Each  
*02/1986 Destroy Prev Issues Upon Rec*  
**Pre-Refund Examination Determination Sheet**  
 Form used prior to actual examination into refund for taxes. *EX:TA:T* Internal Use
- 8350**                    *62350F*                    Each  
*10/1990 Destroy Prev Issues Upon Rec*  
**Correction to Block Proof Summary Balance Forward Records**  
 Form 8350 is used when making corrections to the Balance Forward File and for initial input of data at the start of the processing year. It also is used for corrections/adjustments to the Block Proof Summary as well as the Error and Reject Analysis Reports. *R:R:M:W* Internal Use
- 8357**                    *62349E*                    Each  
*12/1984 No Previous Issue*  
**Transmittal of a Potentially Abusive Tax Shelter**  
 This form is the transmittal from the service center to the District office of what actions to take concerning a potentially abusive tax shelter return(s). *EX:TA:T* Internal Use

## Forms

- 8358**      *62488E*      Each  
*12/1984 Destroy Prev Issues Upon Rec*  
**Determination of Abusiveness of Tax Shelter Promotion**  
 This transmittal informs the ARC that certain credits are not allowed and that the tax shelter is abusive. It also recommends to the Service Center what actions to take.  
*EX:TA:T Internal Use*
- 8360**      *62379S*      Each  
*01/1985 No Previous Issue*  
**Laser Setup Request**  
 This item assist laser printer operator in setting up and running print jobs.  
*ISM:D Internal Use*
- 8362**      *62291Z*      Each  
*07/1997 Min Supply For Late Filers*  
**Currency Transaction Report By Casinos**  
 Each casino must file this form for each deposit, withdrawal, exchange of currency or gambling tokens or chips, or other payment or transfer, by, through, or to such casino, which involves a transaction in currency of more than \$10,000.  
*OP:FS:FP:F General Admin Public Use*
- 8368**      *62506P*      Each  
*03/1985 Destroy Prev Issues Upon Rec*  
**Notice of Deficiency**  
 Form is a worksheet use to compute the Notice of Deficiency. *EX:I:C Internal Use*
- 8379**      *62474Q*      Each  
*12/1999 Destroy Prev Issues Upon Rec*  
**Injured Spouse Claim and Allocation**  
 Form 8379 is used to compute the portion of a joint tax refund due the injured spouse when either all or part of the refund initially was applied against a past-due child support obligation or a Federal debt owed by the other spouse. The form is sent via notice CP-47 to the IMF taxpayer for completion and return, with a completed Form 1040X indicating "Injured Spouse", to the service center. *OP:FS:FP:F:I Tax Form or Instruction*
- 8384**      *62510X*      Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Worksheet 6 - Limitations on Contributions and Benefits**  
 This worksheet is used to evaluate employee benefit plans for limitations on contributions and benefits. This form was created because of the new TEFRA, DEFRA, and REA laws. Form 8384 is used with forms 5622-5627, and 8385-8388.  
*TE:E Internal Use*
- 8385**      *62682S*      Each  
*05/1998 Destroy Prev Issues Upon Rec*  
**Worksheet 7 - Employee Benefit Plan Top Heavy Requirements**  
 Form 8385 is used to evaluate Employee Benefit Plans for top heavy requirements. Form 8385 is used with Forms 5622-5627, 8384, and 8386-8388. *CP:E:EP:FC Internal Use*
- 8386**      *62475B*      Each  
*05/1998 Destroy Prev Issues Upon Rec*  
**Worksheet 8 - EP Employee Leasing**  
 This form is used to evaluate employee benefit plans. Form is created to reflect new laws: TEFRA, DSFRA, and REA. Form 8386 is used with Doc. 7003  
*CP:E:EP:FC Internal Use*
- 8387**      *62511I*      Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Worksheet 9 - Employee Benefit Plans Required Distributions**  
 Form 8387 is used to evaluate employee benefit plans for required distributions. The new TEFRA, DEFRA, and REA laws required creation of this new form. Form 8387 is used with Forms 5622-5627, 8384-8386, and 8388. *CP:E:EP:FC Internal Use*
- 8388**      *62580V*      Each  
*04/1994 Destroy Prev Issues Upon Rec*  
**Worksheet 10 - Determination of Qualifications: Employee Benefit Plan Affiliated Service Groups**  
 Form 8388 is used to evaluate Employee Benefit Plans for Affiliated Service Groups. Form 8388 is used with Forms 5622-5627, and 8384-8387. Form 8388 is used with Doc. 7005. *OP:E:EP:FC Internal Use*
- 8390**      *13860K*      Each  
*2000 Min Supply For Late Filers*  
**Information Return for Determination of Life Insurance Company Earning Rate - U/Sec. 809**  
 This form is used for determination of Life Insurance Company earning rates. There are separate Instructions available for this item. The catalog number for the Instructions is 13861V. *OP:FS:FP:F:C Tax Form or Instruction*
- 8391**      *62519S*      Each  
*09/1986 Destroy Prev Issues Upon Rec*  
**Listing of Information Returns**  
 Form used to request explanation of difference in Taxpayers returns and returns filed by employers. *T:C:O:L:E Tax Related Public Use*
- 8394**      *62426G*      Each  
*02/1985 Destroy Prev Issues Upon Rec*  
**Daily Record of Employee Use of Government Vehicles**  
 Form 8394 is used to record the name, social security number, and date of travel of all IRS employees, who use government owned or leased vehicles. *HR:F:S Internal Use*
- 8396**      *62502X*      Each  
*2001 Min Supply For Late Filers*  
**Mortgage Interest Credit**  
 Form 8396 is used to figure mortgage interest credit and any carryover there may be to a subsequent year.  
*OP:FS:FP:F:I Tax Related Public Use*
- 8397**      *63077D*      Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checksheet - Attachment 7**  
 Form 8397 is one of a series of fifteen deficiency checksheets used as both a worksheet for computer generation of a letter rejecting the application of an organization for an employee plan determination letter, and as an attachment to the letter, specifying the area(s) in which the plan is deficient. The associated forms are: 6040-6045, and 8398-8401. *CP:E:EP:FC Tax Related Public Use*
- 8398**      *63079Z*      Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checksheet - Attachment 8**  
 Form 8398 is one of a series of fifteen deficiency checksheets used as both a worksheet for computer generation of a letter rejecting the application of an organization for an employee plan determination letter, and as an attachment to the letter, specifying the area(s) in which the plan is deficient. The associated forms are: 6040-6045, 8397&8399-8401. *CP:E:EP:FC Tax Related Public Use*
- 8399**      *63078O*      Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employees Plan Deficiency Checksheet Attachment #9**  
 Form 8399 is one of a Series of eleven deficiency checksheets used as both a worksheet for computer generation of a letter rejecting the application of an organization for an employee plan determination letter, and as an attachment to the letter, specifying the area(s) in which the plan is deficient. The associated forms are: 6040-6045, 8397-8398 & 8400-8401.  
*CP:E:EP:FC Tax Related Public Use*
- 8400**      *63080A*      Each  
*04/1994 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checksheet - Attachment 10**  
 Form 8400 is one of a series of fifteen deficiency checksheets used as both a worksheet for computer generation of a letter rejecting the application of an organization for an employee plan determination letter, and as an attachment to the letter, specifying the area(s) in which the plan is deficient. The associated forms are: 6040-6045, 8397-8399, and 8401. *CP:E:EP:FC Internal Use*
- 8401**      *63075H*      Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checksheet - Attachment 2a**  
 Form 8401 is one of a series of eleven deficiency checksheets used as both a worksheet for computer generation of a letter rejecting the application of an organization for an employee plan determination letter, and as an attachment to the letter, specifying the area(s) in which the plan is deficient. The associated forms are: 6040-6045, 8397-8400. *CP:E:EP:FC Tax Related Public Use*

## Forms

- 8404**            *62423Z*            Each  
*2001 Destroy Prev Issues Upon Rec*  
**Computation of Interest-Charge on DISC-Related Deferred Tax Liability**  
 This form is used by shareholders of Interest Charge Domestic International Sales Corporations (IC-DISCs) to figure and report their interest on DISC-related deferred tax liability. Under Treasury reg. 1.995(f). *W:CAR:MP:FP:F* Tax Form or Instruction
- 8405**            *62781I*            Each  
*06/1985 No Previous Issue*  
**Taxpayer Service Scheduling System Employee Worksheet**  
 This form is a worksheet for scheduling staffing needs by office. *T:T:M* Internal Use
- 8406**            *62782T*            Each  
*06/1985 No Previous Issue*  
**Taxpayer Service Scheduling System Daily Activity Worksheet**  
 This form is used for scheduling staffing needs by office. *T:T:R* Internal Use
- 8408**            *62783E*            Each  
*01/1998 Destroy Prev Issues Upon Rec*  
**Notice of Action for Entry on Backup Withholding File**  
 Public Law 98-67 required a backup withholding (BWH) program. Form is used to input BWH files regarding undeliverables and starts/stops of BWH considerations. *T:C:O:A:C* Internal Use
- 8409**            *62770B*            Each  
*05/1985 No Previous Issue*  
**Monthly Report of Fringe Benefits**  
 This form is required to record monthly fringe benefits and is used as an input document for the IRS Payroll/Personnel System. *HR:H:S:B* Internal Use
- 8419**            *62684O*            Each  
*04/1985 Destroy Prev Issues Upon Rec*  
**International Program Classification Checklist for Form 1040 Return with Form 2555**  
 Form will be used to classify 1120F returns at the Service Centers Completed copies of this form will accompany the selected return. *EX:N:T* Internal Use
- 8432**            *62702Z*            Each  
*01/1988 Destroy Prev Issues Upon Rec*  
**Positions at the GS-8 and Above (In the Centers)**  
 Form 8432 is the evaluation form used in the Service Centers, MCC and DDC to evaluate applicants for GS-8 and above vacancies. *HR:H:R:E* Internal Use
- 8433**            *62703K*            Each  
*07/1989 Destroy Prev Issues Upon Rec*  
**Positions at the Full Performance Level or Below**  
 This form is revised to conform with Nord II agreement which was updated June, 1987. *HR:H:R:P* Internal Use
- 8434**            *62704V*            Each  
*05/1985 No Previous Issue*  
**Positions above the Full Performance Level**  
 Form 8434 is the conversion table for position in the National Office Regions and Districts above the full performance level. This form was obsoleted on 1-16-91. Re-activated on 4-01-92. *HR:H:P* Internal Use
- 8437**            *62970D*            Each  
*08/1985 Destroy Prev Issues Upon Rec*  
**Lesson Heading (Student Text)**  
 Form 8437 is used by Task Forces, Resident Lead Instructors, and other course writers to draft student text lessons for training courses. This form includes new headings and coding to aid in mark-up and keyboarding. *HR:H:T:R* Internal Use
- 8439**            *62737Q*            Each  
*07/1985 No Previous Issue*  
**Heavy Vehicle Use Tax Return Edit Sheet - Form 2290**  
 Form 8439 is designed to handle delinquent Forms 2290 for tax periods prior to 8507. By using the edit sheet, DIS (Distributive Input System) prompts can convert the edit sheet entries to current program usage. *R:R:R* Internal Use
- 8443**            *62998F*            Each  
*09/1985 No Previous Issue*  
**Employee Plans Top - Heavy Examination Worksheet**  
 Form 8443 is a worksheet used during examination of employee benefit plans for compliance with IRC 416. *OP:E:EP:FC* Internal Use
- 8445**            *63009B*            Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Income Tax Allowance Certification**  
 Form 8445 is used to provide certification of income for payment of relocation of income tax allowance. *CFO:S:T* Internal Use
- 8445 A**            *30408C*            Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Long Term Taxable Travel Income Tax Allowance Claim**  
 Form 8445-A is used by IRS employees to calculate the income tax allowance shown on Federal, State and Local tax for relocation. This form is to be used by people who received payments in 1996, 1997, 1998 and 1999. *CFO:S:T* Internal Use
- 8453**            *62766T*            Each  
*2001 Min Supply For Late Filers*  
**U.S. Individual Income Tax Declaration for Electronic Filing**  
 Form 8453 is used by taxpayers who file electronically. An electronically transmitted income tax return will not be considered complete, and therefore, filed, until this form is received by the IRS. *W:CAR:MP:FP:F:I* Tax Related Public Use
- 8453 F**            *13890Y*            Each  
*2001 Min Supply For Late Filers*  
**U.S. Fiduciary Income Tax Declaration for Magnetic Media/Electronic Filing**  
 Verification by taxpayer that all information is true and if refund should be directly deposited to a designated place. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8453 NR**            *13115A*            Each  
*2001 Min Supply For Late Filers*  
**U.S. Nonresident Alien Income Tax Declaration for Magnetic Media Filing**  
 Provide the taxpayer's consent to directly deposit any overpayment in an account of a U.S. financial institution located in the United States *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8453 OL**            *15907C*            Each  
*2001 Min Supply For Late Filers*  
**U.S. Individual Income Tax Declaration for On-line Filing**  
 This form must be mailed to the Austin Service Center, P.O. Box 149156, Austin TX 78714-9156 on the next working day after you have received acknowledgment from your on-line service provider that the IRS has accepted your electronically filed return *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8453 P**            *13880C*            Each  
*2001 Destroy Prev Issues Upon Rec*  
**U.S. Partnership Declaration for Magnetic Tape/Electronic Filing**  
 Use Form 8453-P to (a) authenticate the electronic or magnetic media Form 1065, U.S. Partnership Return of Income; (b) serve as a transmittal for any accompanying paper schedules, statements, and magnetic media and (c) authorize the electronic or magnetic media filer to transmit via a third-party transmitter. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8455**            *63071P*            Each  
*05/1987 Destroy Prev Issues Upon Rec*  
**Tax Return Photocopy System Earnings**  
 Form used to report information concerning the Photocopy/Tax Information Reimbursement System needed for reimbursing Financial Plan 0591, as well as monitoring the system. *HR:RE:FS* Internal Use
- 8457**            *62996J*            Each  
*12/1986 Use/Issue Prev Issue First*  
**Printed Item Request Logsheet**  
 Form 8457 will be used in accordance with the CIDS system by personnel in the field to keep track of orders which they have placed into a distribution center. *OP:FS:M:L:W* Internal Use
- 8464**            *63465P*            Each  
*05/1986 Destroy Prev Issues Upon Rec*  
**Module Headings for Self-Instruction**  
 This worksheet is used to develop modules for self-instruction on the computer. *HR:T:S* Internal Use

## Forms

- 8469**                      **63466A**                      Each  
*05/1986 No Previous Issue*  
**Self-Instruction Format (Administrator Guide)**  
 Form is used by IRS course designers when writing Self-Instruction Administrator Guides to help remind them of format and topics to be covered. *M:CE:AA* Internal Use
- 8470**                      **63467L**                      Each  
*05/1986 No Previous Issue*  
**Self-Instruction Format - (Instructor Guide)**  
 Form is used by IRS course designers when writing Self-Instruction Instructor Guides to help remind them of format and topics to be covered. *M:CE:AA* Internal Use
- 8483**                      **21877H**                      Each  
*09/1995 No Previous Issue*  
**(Blank cutsheet) CIDS Picking Ticket**  
 Form 8483 is the blank, cutsheet white paper used to laser image the information required to fill and ship orders from all ADCs. *W:CAR:MP:M:L:I* Internal Use
- 8483 (C)**                      **63504D**                      Each  
*03/1986 No Previous Issue*  
**CIDS Picking Ticket**  
 These forms are used to fill orders and ship them from the CIDS sites. Labels have specific return addresses for each site. *T:M:L:I* Internal Use
- 8485**                      **63083H**                      Pad  
*01/1989 Destroy Prev Issues Upon Rec*  
**Assessment Adjustment Case Record**  
 Form 8485 is used by tax examiners and mail sort clerks in all areas having adjustment action input capabilities. It replaces use of Form 3354, Assessment Adjustment Document. Form 8485 also serves as a complete history record. *W:CAS:AM:PPG:ATA* Internal Use
- 8487**                      **63191I**                      Each  
*01/1989 Destroy Prev Issues Upon Rec*  
**Payer Master File (PMF) Entity Change Entry**  
 Form 8487 is prepared by the service center collection function for processing via the Distributed Input System (DIS) to update the Payer Master File (PMF). The data entered is based upon payer replies to stop-filer notices, namely, the payer states that he/she was not required to file or that the entity information on the notice was incorrect. *T:C:P:P:P* Internal Use
- 8491**                      **63226O**                      Each  
*11/1989 Destroy Prev Issues Upon Rec*  
**Year 2 Calculation of Covered Taxable Reimbursements Made During Year 1**  
 Preparation of form 8491 is necessary for the processing of relocation income tax allowance. This form is to be mailed to employee along with statement of taxable relocation reimbursements. *F:F:A:P* Internal Use
- 8506**                      **63259J**                      Each  
*05/1986 Use/Issue Prev Issue First*  
**Seasonal Employment Agreement**  
 Form 8506 is a personnel form and details conditions for seasonal employment with the IRS. The form consists of four sections, 1. identifying information, 2. description of season, 3. conditions of employment, and 4. signature and date. *N:ADC:H:P:S* Internal Use
- 8508**                      **63499V**                      Each  
*05/2000 Destroy Prev Issues Upon Rec*  
**Request for Waiver From Filing Information Returns on Magnetic Media**  
 Form 8508 is used to request a waiver from filing on magnetic media the following information returns: Forms W-2, W-2AS, W-2G, W-2GU, W-2PR, W-2VI, 1042S, 1098, 1099 Series, 5498, 5498-MSA, and 8027. A separate Form 8508 must be filed for each employer identification number (EIN) for the current tax year. *IS:M:P:I:IS* Tax Related Public Use
- 8513**                      **63308T**                      Each  
*07/1986 No Previous Issue*  
**Position Sensitivity Level Designation**  
 Position Sensitivity Level Designation will be used by the Personnel Divisions to determine the Level of Sensitivity of Positions. *HR:H:R* Internal Use
- 8515**                      **63316T**                      Each  
*04/1986 No Previous Issue*  
**Withholding Noncompliance Study (SVC-1) Employee Checksheet**  
 Form 8515 is a checksheet used in the study outlined in the Manual Supplement "Strategic Initiative on Withholding Non-compliance (SVC-1)." *EX:P:O* Internal Use
- 8518**                      **63325E**                      Each  
*08/1999 Destroy Prev Issues Upon Rec*  
**Request for the Use of Relocation Services Contract**  
 This form is to be completed by employees who are authorized to use the relocation services contract. *M:CFO:S:T* Internal Use
- 8522**                      **63351A**                      Each  
*07/1994 Destroy Prev Issues Upon Rec*  
**Employee Performance Plan Update**  
 Form 8522 is used to update existing Employee Master File data necessary for TEPS (Total Evaluation Performance System) processing. The form is prepared by managers and Quality Assurance personnel for submission to the Reports Unit or designated input person. *T:R:I* Internal Use
- 8544**                      **63461X**                      Each  
*08/1986 Destroy Prev Issues Upon Rec*  
**Design Strategy Pre-Instruction Sequence**  
 Form is used by IRS course designers when writing self-instruction Training Materials. It is used in conjunction with form 8544 A and 8544 B. *HR:H:T:R* Internal Use
- 8544 A**                      **63462I**                      Each  
*08/1986 Destroy Prev Issues Upon Rec*  
**Design Strategy Instruction Cycle**  
 Form is used by IRS course designers when writing Self-Instruction Training Materials. It is used in conjunction with Form 8544 and 8544B. *HR:H:T:R* Internal Use
- 8544 B**                      **63463T**                      Each  
*08/1986 Destroy Prev Issues Upon Rec*  
**Design Strategy Post-Instruction Sequence**  
 Form is used by IRS course designers when writing self-instruction Training Materials. It is used in conjunction with form 8544 and 8544A. *HR:H:T:R* Internal Use
- 8545 (C)**                      **63475L**                      Sheet  
*11/1994 Use/Issue Prev Issue First*  
**CIDS Picking Ticket / Self Adhesive Mailing Label**  
 CIDS Picking ticket with self adhesive address label attached. Labels have return address changes for the three CIDS sites. *T:M:L:I* Internal Use
- 8546**                      **63488O**                      Each  
*02/2001 Destroy Prev Issues Upon Rec*  
**Claim for Reimbursement of Bank Charges Incurred Due to Erroneous Service Levy or Misplaced Payment Check**  
 Form 8546 is used by taxpayers to get reimbursement of bank charges caused either by (1) an erroneous IRS levy, or (2) stopping payment on a check that the IRS lost or misplaced. The taxpayer must submit the Form 8546, which is limited to \$1,000 (per 31 USC 3723), within one year of the date the claim accrues. *S:C:CP:FP:E* Tax Related Public Use
- 8547**                      **63478S**                      Each  
*07/1986 No Previous Issue*  
**Productivity Enhancement Fund Proposal Evaluation Worksheet**  
 Form 8547 is to be used by all reviewers of Productivity Enhancement Fund proposals. *PR:P* Internal Use
- 8548**                      **63481P**                      Each  
*07/1986 No Previous Issue*  
**Underreporter Review Report**  
 Form 8548, which carries the report symbol NO-3(15)(18)0-327, is completed by tax examiners and routed via The IRP Coordinator on a weekly basis to The National Office (R:R:T). The forms (reports) are reviewed to determine the product quality of the three underreporter phases in an effort to effect a reduction in overall case error rates. *T:C:I:U* Internal Use
- 8551**                      **63493H**                      Each  
*06/1986 No Previous Issue*  
**Certification of Transfer or Destruction of Receipts for Payment of Taxes**  
 This form is used for the transfer or destruction of Forms 809. *CO:O:LS* Internal Use

## Forms

- 8552 (C)**      *63505O*      Sheet  
*06/1999 Special Handling/See Remarks*  
**CID's full Carton Picking Ticket-Label**  
 Shipping label to be used at the CIDS sites for shipping full carton quantities. Labels have address changes for the three CIDS sites. *OP:FS:M:L:I* Internal Use
- 8554**      *21842Q*      Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**Application for Renewal of Enrollment to Practice Before the Internal Revenue Service**  
 Form 8554 is an application for renewal mailed to all enrolled agents each year. The enrolled agent must complete the form and mail it back to IRS, with their renewal fee. *N:C:SC:DOP* Other Public Use
- 8557**      *63532V*      Each  
*07/1986 No Previous Issue*  
**Routing and Transmittal Slip of DAEO Request**  
 Form used to facilitate administration of the New Rule of Conduct and the associated negotiated agreement regarding employee access to the Deputy Ethics Official. *M:S:L* Internal Use
- 8558**      *63533G*      Each  
*07/1986 No Previous Issue*  
**Request for Opinion from the Deputy Agency Ethics Official**  
 Form use to Facilitate administration of the New Rules of Conduct and the associated negotiated agreement regarding employee access to the Deputy Agency Ethics Official. *M:S:L* Internal Use
- 8562**      *63568X*      Each  
*05/1991 Destroy Prev Issues Upon Rec*  
**Request/Receipt For Advances From Investigative Imprest Fund/Or Non-Recoverable Funds**  
 Form 8562 request approval of advances from investigative imprest funds and serves as a receipt for advances. Available through CI'S PC Program "Agent's Suite". *CP:CI:R* Internal Use
- 8563**      *63569I*      Each  
*08/1986 Destroy Prev Issues Upon Rec*  
**Undercover Expenditures Balance Sheet for the Month Ending**  
 Form 8563 is used as an accounting record for undercover operations. *CP:CI:R* Internal Use
- 8564**      *63570J*      Each  
*07/1987 No Previous Issue*  
**Non-Remittance Batch Transmittal**  
 Form 8564 will be used to provide routing sequence of non remittance workload requests. *S:C:CP:FP:TI* Internal Use
- 8564 A**      *64423T*      Each  
*07/1987 No Previous Issue*  
**Non-Remittance Reject Notice**  
 Form 8564-A will be used to provide routing sequence of non remittance rejected terminal request. *CP:CO:C:SP* Internal Use
- 8567**      *63608W*      Each  
*10/1988 Destroy Prev Issues Upon Rec*  
**Blanket Purchase Agreement (BPA) Monthly User Log**  
 Form will provide a standardized format for gathering information for the BPA quarterly report. *A:P:O* Internal Use
- 8567 A**      *63694U*      Each  
*10/1988 Destroy Prev Issues Upon Rec*  
**Continuation Sheet - BPA User Log**  
 Form 8567-A is the continuation sheet to Form 8567, BPA user log. The form will be used to gather additional information for BPA quarterly report. *A:P:O* Internal Use
- 8572**      *63630A*      Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Request for Locator Services**  
 Form 8572 is to be used when Examiners need to request locator services from Collection. Please note that with the 4-2000 revision, the form title and its look has been completely overhauled. *OP:EX:CS:SCP* Internal Use
- 8573**      *63636O*      Each  
*02/1989 Use/Issue Prev Issue First*  
**Stock Movement Order**  
 Needed to count flow of stock within warehouse. *T:FS:M:L* Internal Use
- 8577**      *63693J*      Each  
*01/1993 Destroy Prev Issues Upon Rec*  
**CSRTS: SM Employee Time Report**  
 Form 8577 is a component of the Computer Services Resources Tracking System (CSRTS). Entries are posted to identify and record all time expended for each day of the calendar week (Sunday through Saturday). The completed data is used to provide National, Regional, and District management with the tools to effectively track 5700 Activity resources. *ISM:S:M* Internal Use
- 8582**      *63704F*      Each  
*2001 Min Supply For Late Filers*  
**Passive Activity Loss Limitations**  
 Form 8582 is used to figure the amount of any passive activity loss for the current tax year for all activities and the amount of the passive activity loss allowed on the tax return. There are separate Instructions available for this item. The catalog number for the Instructions is 64294A. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8582 CR**      *64641R*      Each  
*2001 Destroy Prev Issues Upon Rec*  
**Passive Activity Credit Limitations**  
 Form 8582-CR is used to determine whether you have a passive activity credit for the current tax year and, if so, how much credit is allowed for the current year and the amount that is unallowed and carried forward. There are separate instructions for this form. The catnum for the instructions is 64649B. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8586**      *63987I*      Each  
*2001 Min Supply For Late Filers*  
**Low-Income Housing Credit**  
 Building owners use this form to figure and to the low-income housing credit, which is a component of the general business credit. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8594**      *63768Z*      Each  
*07/1998 Destroy Prev Issues Upon Rec*  
**Asset Acquisition Statement**  
 Form 8594 is used to report assets acquired during the tax year. *OP:FS:FP:F:C* Tax Form or Instruction
- 8596**      *12306H*      Each  
*05/1999 Min Supply For Late Filers*  
**Information Return for Federal Contracts**  
 Section 6050M and Regulations section 1.6050M-1 require Certain Federal executive agencies to file a return to report information about persons with whom they entered into contracts after 1988. *OP:FS:FP:F:M* Tax Form or Instruction
- 8596 A**      *12307S*      Each  
*05/1999 Min Supply For Late Filers*  
**Quarterly Transmittal of Information Return for Federal Contracts**  
 Use Form 8596-A to transmit paper Form 8596, Information Return for Federal Contracts, to the Internal Revenue Service. Prepare only one Form 8596-A to transmit all Forms 8596 for each quarter. *OP:FS:FP:F:M* Tax Form or Instruction
- 8604**      *63953C*      Each  
*11/1990 Destroy Prev Issues Upon Rec*  
**Funding Certification**  
 This form is provided to consolidate several funding certification documents within National Office. There is a reference to this funding certification document in IRM 2340. *ISM:S:S* Internal Use
- 8605**      *63964J*      Each  
*01/1987 No Previous Issue*  
**Receipt - Putaway Order**  
 Form 8605 is used by the Area Distribution Center to record the receipt and stocking of printed materials to maintain an audit trail. *T:M:L* Internal Use
- 8606**      *63966F*      Each  
*2001 Min Supply For Late Filers*  
**Nondeductible IRA's**  
 This form must be filed if the taxpayer makes nondeductible contributions to their IRA(s). If the taxpayer or their spouse each choose to make nondeductible IRA contributions, they must each file a Form 8606. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8609**      *63981U*      Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Low-Income Housing Credit Allocation Certification**  
 The Tax Reform Act of 1986 allows owners of residential low-income rental projects to claim a low-income housing credit for each qualified building over a 10-year credit period. *T:FP:F:CD* Tax Form or Instruction

- 8609 SCH A 10614Q** Each  
01/2000 Destroy Prev Issues Upon Rec  
**Annual Statement**  
The Purpose of Schedule A : Pursuant to section 42 (l), Schedule A (Form 8609) must be completed by the building owner each year of the 15-year compliance period, whether or nor a credit is claimed for the tax year. *T:FP:F:CD* Tax Form or Instruction
- 8610 63982F** Each  
2001 Min Supply For Late Filers  
**Annual Low-Income Housing Credit Agencies Report**  
This form is used by housing credit agencies to transmit forms 8609, low-income Housing Credit Allocation Certification, to the IRS and to report the dollar amount of housing credit allocations issued during the calendar year. *OP:FS:FP:F:CD* Tax Form or Instruction
- 8610 SCH A 30065T** Each  
2001 Min Supply For Late Filers  
**Carryover Allocation of the Low-Income housing credit**  
Schedule A (Form 8610) is completed and filed the state housing credit agency to report a carryover allocation of a low-income housing credit under Codesection 42(h)(1)(E) and(F) and regulation section 1.42-6. A Schedule A is completed for each carryover allocation and is attached to Form 8610. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8611 63983Q** Each  
01/1999 Min Supply For Late Filers  
**Recapture of Low-Income Housing Credit**  
This form is used to recapture part of the low-income housing credit taken in previous years due to a decrease in the qualified basis of a building from one year to the next or because of a disposal of a building or an ownership interest in it without posting a satisfactory bond. *OP:FS:FP:F:CD* Tax Form or Instruction
- 8612 64121U** Each  
05/2001 Destroy Prev Issues Upon Rec  
**Return of Excise Tax on Undistributed Income of Real Estate Investment Trusts**  
Form 8612 is used by real estate investment trusts to compute and pay the excise tax on undistributed income imposed under section 4981 for calendar years beginning after 1986. The excise tax is equal to 4% of the excess, if any, of the required distribution over the distributed amount. *OP:FS:FP:F* Tax Form or Instruction
- 8613 63985M** Each  
11/1998 Min Supply For Late Filers  
**Return of Excise Tax on Undistributed Income of Regulated Investment Companies**  
Form 8613 is used by regulated investment companies to compute and pay the excise tax on undistributed income under section 4982 for calendar years beginning after 1986. The excise tax is equal to 4% of the excess, if any, of the required distribution over the distributed amount. *OP:FS:FP:F* Tax Form or Instruction
- 8615 64113U** Each  
2001 Min Supply For Late Filers  
**Tax for Children Under Age 14 Who Have Investment Income of More Than \$1,400**  
Used when children under age 14 have investment income of more than \$1,000. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8620 64297H** Each  
04/1993 Use/Issue Prev Issue First  
**Statute Extension IRC 6503(c)**  
Form used to extend a collection statute per IRC 6503(C). This applies to taxpayers who reside outside the U.S. *S:C:15:T1:C:1305* Internal Use
- 8621 64174H** Each  
12/2000 Destroy Prev Issues Upon Rec  
**Return by a Shareholder of a Passive Foreign Investment Co. or Qualified Electing Fund**  
Used by direct or indirect shareholder of a passive foreign investment company or qualified electing fund who is a U.S. person must file Form 8621 for each tax year in which the shareholder holds stock in a passive foreign investment company or qualified electing fund. There are separate instructions on this form. The catnum for the instructions is 10784P. *OP:FS:FP:F:C* Tax Form or Instruction
- 8623 64163A** Each  
12/2001 No Previous Issue  
**PCS Summary**  
Form used to input new PCS Command Codes. *S:C:CP:RC:SCC* Internal Use
- 8624 64164L** Each  
12/2001 No Previous Issue  
**PCS PDCF Code Change**  
Form used to input a new PCS Command Code. *S:C:CP:RC:SCC* Internal Use
- 8626 64182H** Each  
05/2001 Destroy Prev Issues Upon Rec  
**Agreement to Rescind Notice of Deficiency**  
Form 8626 is required to obtain an agreement by the taxpayer and the government to rescind the notice of deficiency. *S:C:CP:S:T* Tax Related Public Use
- 8627 64179K** Each  
05/1987 No Previous Issue  
**Control Record List (CRL) Balancing Worksheet**  
Form 8627 is a worksheet used in conjunction with daily balancing by the Data Controls function. It is designed to replace and standardize locally developed worksheets for balancing the Daily Control Record Listing to the general ledger. *R:R:A* Internal Use
- 8633 64225N** Each  
07/2001 Destroy Prev Issues Upon Rec  
**Application to Participate in IRS e-file Program**  
Form 8633 is for use by any tax preparer, transmitter, software firm, service bureau, or communications network that wants to take part in the electronic filing program for Individual Income Tax returns. The use of this form has changed slightly. It must now be submitted by each branch location that files Electronically. Additionally a fingerprint card or evidence of professional status must be submitted with each application. *W:E:IEF:CMMB* Tax Related Public Use
- 8639 64241N** Each  
03/2000 Destroy Prev Issues Upon Rec  
**IMDDS Data Input Form**  
The form is used in conjunction with Form 6697, IRS Distribution Address Update, when an order point number (OPN) is added. Form 8639 is used to list items that an order point needs on automatic distribution. Form 8639 is only used when the OPN is established. After the OPN is established, the IMRO2 report is used. *OP:FS:M:P:DFP* Internal Use
- 8646 64302P** Each  
06/1993 Destroy Prev Issues Upon Rec  
**Checklist to Identify Delays in Processing Federal Tax Deposits (FTDS)**  
Form 8646 primarily is used by FTD Accounting Branch personnel to identify and indicate the reason(s) for delay in processing a Federal Tax Deposit. The completed form is attached to a suspense folder (file) containing various records of the specific commercial bank. Form 8646 is part of the FTD Quality Improvement Project Implementation Action Plan. *T:S:C:F* Internal Use
- 8647 64304L** Each  
07/1990 Destroy Prev Issues Upon Rec  
**Underreporter Bad Payer Data Transmittal Sheet**  
Form 8647 is an outgrowth of the Bad Payer Program established to prevent erroneous CP-2000 from going to taxpayers due to a payer error in paper/tape submission(s) to IRS. The form is used to record all information necessary for the National Office analyst to make updates to the National Payer List (NPL), which is used by field tax examiners when working underreporter cases. *T:C:I:U* Internal Use
- 8655 10241T** Each  
12/2001 Destroy Prev Issues Upon Rec  
**Reporting Agent Authorization for Magnetic Tape / Electronic Filers**  
Form 8655 allows taxpayers to designate a reporting agent to file certain tax returns electronically or on magnetic tape. It also allows the reporting agent to receive copies of notices and to submit Federal Tax Deposits as provided by IR Code S/S 3504, 6011, 6064 and 6103. Form 8655 has been revised to include information about electronic returns and payments. *S:CAS:AM:PP* Tax Related Public Use



## Forms

**8672**                    *64415T*                    Each  
*08/1987 No Previous Issue*  
**Trends and Patterns Report**  
Form 8672 is required per MT 5900 to monitor number of Forms 5919 issued. *CO:O:LS* Internal Use

**8673**                    *64416E*                    Each  
*11/1992 Destroy Prev Issues Upon Rec*  
**Unidentified Remittance Research Control Transmittal**  
Form 8673 is used to control remittance terminal inputs and verification of research on unidentified remittances. *S:C:CP:FP:TI* Internal Use

**8677**                    *64439D*                    Each  
*09/1987 Use/Issue Prev Issue First*  
**Pro Forma Worksheet Interest Expense-IRC 163**  
Based on employee suggestion Form 6649 is being made obsolete and three separate proformas developed as replacements. Forms 8677, 8678, and 8679 are the replacement items. *EX:E:D* Internal Use

**8678**                    *64440E*                    Each  
*06/1988 Min Supply For Late Filers*  
**Pro Forma Worksheet Miscellaneous Expenses subject to 2% AGI limit.**  
Based on employee suggestion Form 6649 is being made obsolete and three separate proformas developed as replacements. Forms 8677, 8678, and 8679 are the replacement items. *EX:E:D* Internal Use

**8679**                    *64441P*                    Each  
*09/1987 Use/Issue Prev Issue First*  
**Pro Forma Worksheet Taxes - (IRC 164)**  
Based on employee suggestion Form 6649 is being made obsolete and three separate proformas developed as replacements. Forms 8677, 8678, and 8679 are the replacement items. *EX:E:D* Internal Use

**8683**                    *64489J*                    Each  
*10/1987 No Previous Issue*  
**Notification of Denial for Change in Accounting Period**  
Form 8683 notifies the filer of Form 1128, Application for Change in Accounting Period, of the reason for disapproval. Tax examiners in Entity Control complete the form, which is used to return the taxpayer's application. *R:R:D* Tax Related Public Use

**8688**                    *64546T*                    Each  
*10/1987 No Previous Issue*  
**Exempt Organization Political & Lobbying Activities**  
The form is needed to report the results of examinations under a special emphasis program. The information will be furnished to the Oversight Subcommittee of the Ways & Means Committee pursuant to its request following the recent Congressional hearings on this subject. *CP:E:EO* Internal Use

**8689**                    *64603D*                    Each  
*2001 Min Supply For Late Filers*  
**Allocation of Individual Income Tax To The Virgin Islands**  
Used when figuring the amount of U.S. tax allocable to the Virgin Islands if you are an individual who is a citizen or resident of the U.S. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**8690**                    *64553I*                    Each  
*07/1993 Destroy Prev Issues Upon Rec*  
**Memorandum - Refund Pursuant to Judgement**  
Form 8690 is used to recommend payment of the judgement to taxpayers whose litigated cases were decided in their favor. *CC:DOM:FS* Internal Use

**8691**                    *64554T*                    Each  
*07/1993 Destroy Prev Issues Upon Rec*  
**Memorandum Refund Pursuant To: Settlement/Government Concession**  
Form 8691 is used to recommend amounts of payments to taxpayers pursuant to terms of settlement. *CC:DOM:FS* Internal Use

**8692**                    *64555E*                    Each  
*11/1987 No Previous Issue*  
**Transmittal of Documents to Tax Court**  
Form 8692 is used to transmit documents to Tax Court. Form 8692 used to be Form M-6636. *CC:DOM:FS* Internal Use

**8693**                    *10298Y*                    Each  
*02/1997 Min Supply For Late Filers*  
**Low-Income Housing Credit Disposition Bond**  
Form is used to report the securing of a bond in lieu of paying the recapture of the low-income housing credit on Form 8611. *T:FP:F:D* Tax Form or Instruction

**8694**                    *64571E*                    Each  
*03/1994 No Previous Issue*  
**ETAP Worksheet**  
To be used by Clerks and Tax Examiner Assistants in the Service Center ETAP (Employment Tax Adjustment Program) as a history sheet. *CP:EX:ST:ET* Internal Use

**8697**                    *64598V*                    Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Interest Computation Under the Look-Back Method for Completed Long-Term Contracts**  
Form 8697 is used to figure the interest due or to be refunded under the look-back method of section 460(b)(3) on long-term contracts entered into after Feb. 28, 1986. There are separate instructions for this form. The catnum for the instructions is 10703K. *T:FP:F:I* Tax Form or Instruction

**8701**                    *64610S*                    Each  
*01/1988 Destroy Prev Issues Upon Rec*  
**Classification Issue Identification Report**  
Due to the Tax Reform Act of 1986, new and unusual issues may occur. This form will be used to report such issues, both relating to the Tax Reform Act of 1986 and existing tax laws. *EX:P:E* Internal Use

**8703**                    *64650C*                    Each  
*02/1998 Min Supply For Late Filers*  
**Annual Certification of a Residential Rental Project**  
Used by operators of residential rental projects to provide annual information the IRS will use to determine whether the projects continue to meet the requirements of section 142(d). Operators indicate on the form the specific test the bond issuer elected for the project period and also indicate the percentage of low-income units in the residential rental project. *T:FP:F:CD* Tax Form or Instruction

**8708 (C)**                *64701I*                    Each  
*06/1988 Use/Issue Prev Issue First*  
**Internal Mailer for Automated Merit Promotion System (AMPS)**  
This mailer is part of an Automated Merit Promotion System (AMPS). It is used in notification to applicants, requests to supervisors for evaluations and ranking computations. *A:PS:PM:P* Internal Use

**8711**                    *64713A*                    Pad  
*01/1988 No Previous Issue*  
**Case History Sheet**  
Form 8711 was developed to provide consistency between the Service Center's Examination Branch in order to provide the historical audit trail and comments on penalties. *CP:CO:SC:E* Internal Use

**8712**                    *64716H*                    Each  
*01/1988 No Previous Issue*  
**FTD Variance Correction/Deletion Record**  
Form 8712 is used daily by FTD Accounting Branch personnel to delete and/or change (update) taxpayer locator numbers (TLNs) during Federal Tax Deposit (FTD) Variance processing. The completed form is routed for input by DIS (Distributed Input System) operators and subsequently returned to the FTD Accounting function for verification that the data actually took. *R:R:D* Internal Use

**8716**                    *64725S*                    Each  
*10/2000 Destroy Prev Issues Upon Rec*  
**Election To Have a Tax Year Other Than a Required Tax Year**  
Form 8716 is filed by partnerships, S corporations, and personal service corporations to elect to have a tax year other than a required tax year. The election is provided for by section 444(a). *T:FP:F:D* Tax Form or Instruction

**8717**                    *64727O*                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**User Fee for Employee Plan Determination Letter Request**  
The Revenue Act of 1987 requires payment of a user fee for determination letter requests submitted to the Internal Revenue Service. The fee must accompany each request submitted to a key district office with a postmark date or receipt date (if not mailed) after January 31, 1988. The fee for each type of request for an employee plan determination letter is listed in item 5 of this form. *W:CAR:MP:FP:F:C* Tax Form or Instruction



## Forms

- 8718**                    *64728Z*                    Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**User Fee for Exempt Organization Determination Letter Request**  
 The Revenue Act of 1987 requires payment of a user fee for determination letter requests submitted to the Internal Revenue Service. The fee must accompany each request submitted to a key district office with a postmark date or receipt date (if not mailed) after January 31, 1988. The fee for each type of request for an exempt organization determination letter is listed in item 2 of this form. *T:FP:F:C* Tax Form or Instruction
- 8721**                    *64757C*                    Each  
*06/1990 Destroy Prev Issues Upon Rec*  
**AIMS Inventory Validation Discrepancy List #1**  
 Form 8721 is used in the inventory validation process by the Examination groups/functions in the districts offices and service centers. It will used to list the returns that are in the possession of the group/function and is in the proper format of an input document. Obsoletes Form 6679. *OP:EX:CS:W* Internal Use
- 8722**                    *64758N*                    Each  
*08/1991 Use/Issue Prev Issue First*  
**AIMS Inventory Validation Discrepancy List #2**  
 Form 8722 is used in the inventory validation process by the Examination groups/functions in the districts and service centers. This form list accounts on the validation list but not in the possession of the group/function and as an input document to update these accounts on AIMS. This form obsoletes Form 6679. *OP:EX:CS:W* Internal Use
- 8724**                    *64764R*                    Each  
*01/1988 Destroy Prev Issues Upon Rec*  
**ATS Problem Report Form**  
 Item available for use by all ATS sites (170), to be used to report both hardware and software problems on the ATS sites. Subsequently to be used in computing downtime credits due to the government from the vender. *HR:H:T:S* Internal Use
- 8725**                    *64873D*                    Each  
*06/2000 Destroy Prev Issues Upon Rec*  
**Excise Tax on Green mail**  
 Use Form 8725 to report and pay the 50% excise tax imposed under Section 5881 on the gain or other income realized on the receipt of greenmail. *T:FP:F:C* Tax Form or Instruction
- 8726**                    *64874O*                    Each  
*02/1988 Destroy Prev Issues Upon Rec*  
**Participant's Statement of Responsibilities and Waiver of Liability Agreement**  
 Form used for Health Improvement Program. A statement of responsibilities and waiver of liability for use of Fitness Center. *HR:H:R:C* Internal Use
- 8727**                    *64875Z*                    Each  
*01/1988 No Previous Issue*  
**Security Item Receipt**  
 This form will be used to provide strict inventory controls for ""official use only" and controlled items. *M:RE:FP* Internal Use
- 8729**                    *64878G*                    Each  
*02/1988 Destroy Prev Issues Upon Rec*  
**Physician Consent Form**  
 This form is used to gather information from Physician in order to use the Fitness Center. *HR:H:R:C* Internal Use
- 8734**                    *10010S*                    Each  
*04/1988 Destroy Prev Issues Upon Rec*  
**Support Schedule For Advance Ruling Period**  
 Form 8734 is used by taxpayers to furnish financial information (for up to 6 years) in specific categories and in a particular order. Form 8734 is patterned on the financial schedules in Form 1023 and Form 990 (Schedule A). *E:O:D* Tax Related Public Use
- 8736**                    *64907Y*                    Each  
*10/2000 Min Supply For Late Filers*  
**Application for Automatic Extension of Time to File U.S. Return for a Partnership, REMIC, or for Certain Trusts**  
 Used to apply for an automatic three month extension of time to file Form 1041 (trust), Form 1065 or Form 1066. *W:CAR:MP:FP:CD* Tax Form or Instruction
- 8741**                    *64934F*                    Each  
*04/1989 No Previous Issue*  
**Relocation Voucher**  
 Form implemented to clarify identify expenses that are for relocation purposes. *CFO:A:C* Internal Use
- 8747**                    *64998Z*                    Each  
*06/1990 Destroy Prev Issues Upon Rec*  
**ATS Tutorial Input Form**  
 This form provides a format for design and entry of Tutorial input. This form replaces Form 8224 (618061) which is obsolete. *HR:T:I:ISM* Internal Use
- 8748**                    *64999K*                    Each  
*04/1988 No Previous Issue*  
**ATS Prompted Quiz Editor Input Form**  
 This form provides a format for design and input to the Prompted Quiz Editor. *HR:H:T* Internal Use
- 8752**                    *64988D*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Required Payment or Refund Under Section 7519**  
 Partnerships and S corporations use this form to figure and report the payment required under section 7519 or to obtain a refund of net prior year payments. *OP:FS:FP:F:CD* Tax Form or Instruction
- 8757**                    *10011D*                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**U.S. Real Estate Mortgage Investment Conduit Tax Return Order**  
 This form is used to order and process returns at the Service Centers. *S:C:CP:CW:ERS* Internal Use
- 8760**                    *10018C*                    Each  
*06/1988 Destroy Prev Issues Upon Rec*  
**Project Status Control Sheet**  
 This form is used in training and on the job to track the day to day status of projects and work assignments. *HR:H:T:R* Internal Use
- 8761**                    *10021Z*                    Each  
*06/1988 No Previous Issue*  
**Milestone Chart**  
 This form is used in training and on the job to track whether projects are meeting their schedule or not. *HR:H:T:R* Internal Use
- 8762**                    *10023V*                    Each  
*06/1988 No Previous Issue*  
**Problem Report**  
 This form is used in training and on the job to report problems that occur on projects. A detailed report is required as is the signature of the project manager. *HR:H:T:R* Internal Use
- 8763**                    *10024G*                    Each  
*06/1988 Destroy Prev Issues Upon Rec*  
**Problem Report Tracking Summary**  
 This form is used in training and on the job to track problems that occur on projects. This is a cumulative list of all projects being worked on during a particular time. *HR:H:T:R* Internal Use
- 8765**                    *10035N*                    Pad  
*06/1999 Use/Issue Prev Issue First*  
**IDRS Control File Credit Application**  
 Form 8765 is used by various functions to request that credits be applied from the Excess Collections File (XSF), which began 01/01/89. Any applications from the XSF will be restricted. *W:CAS:SP:IMF:R* Internal Use
- 8766**                    *72562V*                    Each  
*06/1991 Destroy Prev Issues Upon Rec*  
**Excess Collections File (XSF) Worksheet**  
 To minimize photocopying costs and as a temporary measure until the software program was changed in FY-91. *R:R:A:S* Internal Use
- 8787**                    *10049B*                    Each  
*07/1988 Destroy Prev Issues Upon Rec*  
**CI Workload Analysis: Calculations to Determine Sample Size (worksheet 2)**  
 With the issuance of form 8787 for the new IRM 0511, chapter 840, forms developed for use by District Office Classification specialists in Conducting workload analysis study in the Criminal Investigation Division *HR:H:R:P* Internal Use

## Forms

- 8788**                    *10050C*                    Each  
*07/1988 Destroy Prev Issues Upon Rec*  
**Summary of Information Available for Categories of Cases (Worksheet 1)**  
 Form 8788 With the issuance of the new IRM 0511, Chapter 840 forms developed for use by District Office classification specialists in conducting workload analysis study in the Criminal Investigation division  
*HR:H:R:P Internal Use*
- 8789**                    *10051N*                    Each  
*07/1988 Destroy Prev Issues Upon Rec*  
**Calculation of Number of position to Perform work (worksheet IV)**  
 With the issuance of form 8789 for the new IRM 0511, Chapter 840, forms developed for use by District Office Classification specialists in conducting workload analysis study in the Criminal Investigation Division  
*HR:H:R:P Internal Use*
- 8790**                    *10052Y*                    Each  
*07/1988 Destroy Prev Issues Upon Rec*  
**CI Workload Analysis: Estimation from Sample to Population (Worksheet 3)**  
 With the issuance of the new IRM 0511, Chapter 840, Form 8790 was developed for use by District Office classification specialists in conducting workload analysis studies in the Criminal Investigation Division.  
*HR:H:R Internal Use*
- 8791**                    *10053J*                    Each  
*07/1988 Destroy Prev Issues Upon Rec*  
**Summary Comparison of Distribution of Staff Days**  
 With the issuance of form 8791 for the new IRM 0511, chapter 840, forms developed for use by District Office Classification specialists in conducting workload analysis study in the Criminal Investigation Division  
*HR:H:R:P Internal Use*
- 8796**                    *10081B*                    Each  
*01/1992 Destroy Prev Issues Upon Rec*  
**Request for Return/Information (Federal/State Tax Exchange Program)**  
 Form 8796 is used to obtain additional information regarding a taxpayer between state and federal tax agencies.  
*CL:GLD Tax Related Public Use*
- 8799**                    *10089L*                    Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Employee and Matching Contributions (Worksheet 11 )**  
 Worksheet needed to assure retirement plans compliance with the law. *T:EP Internal Use*
- 8800**                    *64938X*                    Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Application for Additional Extension of Time to File U.S. Return for Partnership, REMIC, or for Certain Trusts**  
 Form 8800 is used by partnerships filing Form 1065, U.S. Partnership Return of Income, and by trusts filing Form 1041, U.S. Fiduciary Income Tax Return for Nontaxable Simple Trusts, to request an additional extension of time to file. Used only after Form 8736 (Application for Automatic Extension) has been filed.  
*OP:FS:FP:F:CD Tax Form or Instruction*
- 8801**                    *10002S*                    Each  
*2001 Min Supply For Late Filers*  
**Credit For Prior Year Minimum Tax--Individuals, Estates, and Trusts**  
 This item is used by individuals, trusts, and estates to compute the minimum tax credit for alternative minimum tax (AMT) incurred in prior tax years after 1986.  
*W:CAR:MP:FP:F:I Tax Form or Instruction*
- 8804**                    *10077T*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Annual Return for Partnership Withholding Tax (Section 1446)**  
 Used to report the total liability under section 1446 for the partnership's tax year. Form 8804 is also a transmittal form for Form 8805. Form 8804 has separate instructions. The catnum for the instructions is 10393w. *W:CAR:MP:FP:F:CD Tax Form or Instruction*
- 8805**                    *10078E*                    Set  
*2001 Destroy Prev Issues Upon Rec*  
**Foreign Partner's Information Statement of Section 1446 Withholding Tax**  
 Used to show the amount of effectively connected taxable income and the tax payments allocable to the foreign partner for the partnership's tax year. There are separate instructions for this form. The catnum for the instructions is 10393W.  
*OP:FS:FP:F:CD Tax Form or Instruction*
- 8809**                    *10322N*                    Each  
*07/2001 Min Supply For Late Filers*  
**Request For Extension of Time to File Information Returns**  
 Use this form to request an extension of time to file Form W-2, W-2G, 1098, 1099, or 5498. *W:CAR:MP:FP:F:M Tax Form or Instruction*
- 8810**                    *10356T*                    Each  
*2001 Min Supply For Late Filers*  
**Corporate Passive Activity Loss and Credit Limitations**  
 Used by closely held C corporations and personal service corporations that have passive activity losses and/or credits. There are separate instructions for this form. The catnum for the Instructions is 10357E.  
*W:CAR:MP:FP:F Tax Form or Instruction*
- 8811**                    *10460C*                    Each  
*06/2000 Destroy Prev Issues Upon Rec*  
**Information Return for Real Estate Mortgage Investment Conduits (REMICs) and Issuers of Collateral**  
 A REMIC or another issuer of an instrument to which section 1272(a)(6) applies (collateralized debt obligation) uses Form 8811 to provide the information required by Regulations section 1.6049-7(b)(1)(ii).  
*OP:FS:FP:F:CD Tax Form or Instruction*
- 8812**                    *10644E*                    Each  
*2001 No Previous Issue*  
**Additional Child Tax Credit**  
 use Form 8812 to figure the additional child tax credit. This additionalchild tax credit may give you a refund even if you do not owe any tax. *W:CAR:MP:FP:F:I Tax Form or Instruction*
- 8813**                    *10681H*                    Each  
*02/2001 Destroy Prev Issues Upon Rec*  
**Section 1446 Payments**  
 There are separate instructions for this form. The catalog number for the instructions is 10393W.  
*OP:FS:FP:F:CD Tax Form or Instruction*
- 8814**                    *10750J*                    Each  
*2001 Min Supply For Late Filers*  
**Parents' Election To Report Child's Interest and Dividends**  
 This form is used by parents to report the income of their children.  
*OP:FS:FP:F:I Tax Form or Instruction*
- 8815**                    *10822S*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Exclusion of Interest From Series EE U.S. Savings Bonds Issued After 1989**  
 You must file Form 8815 if you are excluding series EE U.S. savings bonds interests from your income. *OP:FS:FP:F:I Tax Form or Instruction*
- 8816**                    *41382N*                    Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**Special Loss Discount Account and Special Estimated Tax Paymentsfor Insurance Companies**  
 Filed by insurance companies that elect to take an additional *T:FP:F:C Tax Form or Instruction*
- 8817**                    *41158L*                    Each  
*01/1998 Min Supply For Late Filers*  
**Allocation of Patronage and Non Patronage Income and Deduction**  
 Used by certain cooperatives to show income and deductions by patronage and nonpatronage sources.  
*W:CAR:MP:FP:F:C Tax Form or Instruction*
- 8818**                    *10097L*                    Each  
*09/1999 Destroy Prev Issues Upon Rec*  
**Optional Form to Record Redemption of Series EE and I U.S. Savings Bonds Issued After 1989**  
 Used to keep a record of series EE bonds that were issued after 1989 and cashed in a year higher education expenses were paid. *OP:FS:FP:F:I Tax Form or Instruction*
- 8819**                    *10850K*                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Dollar Election Under Section 985**  
 This form is used to elect the U.S. dollar as the functional currency of an eligible QBU, as defined in Regulations Section 1.985-2(b)(1). *W:CAR:MP:FP:F:C Tax Form or Instruction*

- 8820** *11208S* Each  
2001 Min Supply For Late Filers  
**Orphan Drug Credit**  
Section 1205 of the Small Business Job Protection Act of 1996 made the Orphan Drug Credit part of the general business credit. The credit is effective for amounts paid or incurred after June 30, 1996, and before June 1, 1997. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8821** *11596P* Each  
01/2000 Destroy Prev Issues Upon Rec  
**Tax Information Authorization**  
Authorizes any individual, corporation, firm, organization, or partnership you designate to inspect and/or receive confidential information in any office of the IRS for the type of tax and the year or periods you list on this form. *OP:FS:FP:F:M* Tax Form or Instruction
- 8822** *12081V* Each  
12/2001 Min Supply For Late Filers  
**Change of Address**  
This form is used by taxpayers to notify the IRS of changes in individual home and business mailing addresses. *W:CAR:MP:M:T:M* Tax Form or Instruction
- 8823** *12308D* Each  
01/1999 Min Supply For Late Filers  
**Low-Income Housing Credit Agencies Report of NonCompliance or Building Disposition**  
Form 8823 is used by housing credit agencies to fulfill their responsibility under section 42(m)(1)(B)(iii) to notify the IRS of noncompliance with the low-income housing tax credit provisions. A separate form must be filed for each building that is not in compliance. *OP:FS:FP:F:CD* Tax Form or Instruction
- 8824** *12311A* Each  
2001 Min Supply For Late Filers  
**Like-Kind Exchanges**  
Used by Taxpayers to report the exchange of like-kind property. Also used to report section 1043 dispositions. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8825** *10136Z* Each  
2001 Min Supply For Late Filers  
**Rental Real Estate Income and Expenses of a Partnership or an S Corporation**  
This form is used to report income and deductible expenses from rental activities that flow through from partnerships or fiduciaries. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8826** *12774N* Each  
2001 Min Supply For Late Filers  
**Disabled Access Credit**  
This form is used to claim the disabled access credit. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8827** *13008K* Each  
2001 Min Supply For Late Filers  
**Credit For Prior Year Minimum Tax - Corporations**  
Form 8827 is used by corporations to compute the minimum tax credit if any, for alternative minimum tax (AMT) incurred in prior tax years and any minimum tax credit carryforward that may be used in future years. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 8828** *13049F* Each  
11/1998 Min Supply For Late Filers  
**Recapture of Federal Mortgage Subsidy**  
This item is used to report and figure the recapture of the Federal subsidy if a home was either sold or otherwise disposed of. *OP:FS:FP:F:CD* Tax Form or Instruction
- 8829** *13232M* Each  
2001 Min Supply For Late Filers  
**Expenses for Business Use of Your Home**  
This item is used to calculate the allowable expenses for business use of an individual's home on Schedule C (Form 1040) and any carryover to the following year of amounts not deductible in the present year. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8830** *13059B* Each  
2001 Min Supply For Late Filers  
**Enhanced Oil Recovery Credit**  
This form is filed to claim credits for certain costs paid or incurred that will result in increased oil production. It applies to tax years beginning after December 31, 1990. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8831** *13377A* Each  
04/1999 Min Supply For Late Filers  
**Excise Taxes on Excess Inclusions of REMIC Residual Interests**  
This form is used to report and pay excise tax due under section 860(e)(1) on any transfer of a residual interest in a REMIC to a disqualified organization. *T:FP:F:CD* Tax Form or Instruction
- 8832** *22598R* Each  
12/1996 No Previous Issue  
**Entity Classification Election**  
This form can be used by eligible entities to choose their classifications for federal tax purposes (i.e. corporations, partnership, or association). *T:FP:F:CD* Tax Form or Instruction
- 8833** *14895L* Each  
12/2000 Destroy Prev Issues Upon Rec  
**Treaty-Based Return Position Disclosure Under Section 6114 or 7701(b)**  
Used by taxpayers to make the treaty-based return position disclosure required by section 6114. May also be used by dual resident taxpayers to make the treaty-based return position disclosure required by Regulation section 301.7701(b)-7. A separate form is required for each treaty-based return position taken by the taxpayer. *OP:FS:FP:F:I* Tax Form or Instruction
- 8834** *14953G* Each  
2001 Destroy Prev Issues Upon Rec  
**Qualified Electric Vehicle Credit**  
Form 8834 is effective for electric vehicles placed in service after 6/30/93. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8835** *14954R* Each  
2001 Min Supply For Late Filers  
**Renewable Electricity Production Credit**  
Form is used to figure and allow an income tax credit on the sale of electricity produced in the United States and U.S. possessions from qualified energy resources. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8837** *14966J* Each  
02/2000 No Previous Issue  
**Notice of Adoption of Revenue Procedure Model Amendments**  
Revenue procedures will be developed over the next few years with proposed model language for sponsors of master and prototype plans. This form will act as a transmittal document. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 8838** *20471F* Each  
08/1999 Destroy Prev Issues Upon Rec  
**Consent to Extend to Assess Tax Under Section 367 - Gain Recognition Agreement**  
Use to gain recognition agreements under section 367(a) and (e). *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 8839** *22843L* Each  
2001 Min Supply For Late Filers  
**Qualified Adoption Expenses**  
If you paid qualified adoption expenses in 1997 and the adoption was final in or before 1997, you may be able to claim the adoption credit. Use Form 8839 to figure the amount of your credit. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8840** *15829P* Each  
2001 Min Supply For Late Filers  
**Closer Connection Exception Statement for Aliens**  
Individual aliens may use this form to claim the closer connection to a foreign country or countries exception to the substantial presence test. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8842** *15990T* Each  
07/1999 Min Supply For Late Filers  
**Election to use Different Annualization Periods for Corporate Estimated Tax**  
Corporations use to elect one of the annualization periods (option 1 or 2) in section 6655(e)(2)(C) to figure the corporation's estimated tax payments under the annualized income installment method. *OP:FS:FP:F:C* Tax Form or Instruction

## Forms

- 8843** 17227H Each  
2001 Min Supply For Late Filers  
**Statement for Exempt Individuals and Individuals with a Medical Condition**  
Filed by individual alien to explain the basis of claim that you can exclude days of presence in the United States for purposes of the substantial presence test.  
W:CAR:MP:FP:F:I Tax Form or Instruction
- 8844** 16145S Each  
2001 Min Supply For Late Filers  
**Empowerment Zone Employment Credit**  
The Revenue Reconciliation Act of 1993 amended section 38 and added new sections 1396 and 1397 to allow an income tax credit for qualified wages and certain training and educational expenses paid or incurred on behalf of qualified employees. Use Form 8844 to figure credit.  
W:CAR:MP:FP:F:CD Tax Form or Instruction
- 8845** 16146D Each  
2001 Min Supply For Late Filers  
**Indian Employment Credit**  
Section 13322 of the Revenue Reconciliation Act of 1993 amended section 38 and added new section 45a to provide for the Indian employment credit. The credit is allowed to employers of American Indians who are qualified employees.  
W:CAR:MP:FP:F:CD Tax Form or Instruction
- 8846** 16148Z Each  
2001 Destroy Prev Issues Upon Rec  
**Credit for Employer Social Security and Medicare Taxes Paid on Certain Employee Tips**  
Section 13443 of the Revenue Reconciliation Act of 1993 revised section 38 and added new section 45b to allow an income tax credit for food and beverage establishments for the social security and Medicare taxed paid or incurred by the employer on certain employees' tips.  
W:CAR:MP:FP:F:CD Tax Form or Instruction
- 8847** 16149K Each  
2001 Min Supply For Late Filers  
**Credit for Contributions to Selected Community Development Corporations**  
Form 8847 is used to figure and claim the CDC credit. W:CAR:MP:FP:F:CD Tax Form or Instruction
- 8848** 16321K Each  
09/1999 Destroy Prev Issues Upon Rec  
**Consent to Extend the time to assess the Branch Profits tax under reqs. Sec 1.884-2T(a) & (c)**  
A foreign corporation must file Form 8848 if it has completely terminated all of its U.S. trade or business within the meaning of Regulations section 1.884-2T(a) during the tax year. OP:FS:FP:F:C Tax Form or Instruction
- 8849** 20027J Each  
01/2002 Min Supply For Late Filers  
**Claim for Refund of Excise Taxes**  
To claim refunds of excise taxes you reported on Form 720,730,0r2290, including the repealed luxury taxes.  
OP:FS:FP:F:M Tax Form or Instruction
- 8849 SCH 1** 27449T Each  
01/2002 Min Supply For Late Filers  
**Nontaxable Use of Fuels**  
Purpose. An ultimate purchaser of gasoline, gasohol, aviation gasoline, diesel fuel, kerosene, aviation fuel (other than gasoline), and liquefied gas (LPG) uses Schedule 1 to make a claim for refund.  
OP:FS:FP:F:M Tax Form or Instruction
- 8849 SCH 2** 27450U Each  
01/2002 Min Supply For Late Filers  
**Sales by Registered Ultimate Vendors of Undyed Kerosene and Undyed Diesel Fuel**  
Purpose. A registered ultimate vendor of undyed diesel fuel or undyed kerosene uses Schedule 2 to make a claim for refund.  
W:CAR:MP:FP:F:M Tax Form or Instruction
- 8849 SCH 3** 27451F Each  
01/2002 Min Supply For Late Filers  
**Gasohol Blending**  
Purpose. A gasohol blender uses Schedule 3 to make a claim for refund for gasoline used to produce gasohol.  
W:CAR:MP:FP:F:M Tax Form or Instruction
- 8849 SCH 4** 27452Q Each  
01/2002 Min Supply For Late Filers  
**Sales by Gasoline Wholesale Distributors**  
Purpose. A gasoline wholesale distributor uses Schedule 4 to make a claim for refund for gasoline sold for certain nontaxable uses. W:CAR:MP:FP:F:M Tax Form or Instruction
- 8849 SCH 5** 27453B Each  
01/2002 Min Supply For Late Filers  
**Section 4081(e)**  
Purpose. A person who paid the second tax to the government uses Schedule 5 to make a claim for refund.  
W:CAR:MP:FP:F:M Tax Form or Instruction
- 8849 SCH 6** 27454M Each  
01/2002 Min Supply For Late Filers  
**Other Claims**  
Purpose. Use Form 8849 to make a claim for refund for taxes reported on Forms 720 (including section 4091(d) claims), 2290,730, and 11-C. OP:FS:FP:F:M Tax Form or Instruction
- 8850** 22851L Each  
11/1998 Min Supply For Late Filers  
**Pre-Screening Notice and Certification Request for the Work Opportunity and Welfare-to-Work Credits**  
Form is used by employers as a pre-screening tool to hire employees in 8 targeted groups. Both the employer and the job applicant complete parts of the form. Form is submitted to state employment security agency (SESA) to get certification that the individual is a qualified member of a targeted group. OP:FS:FP:F:CD Tax Form or Instruction
- 8851** 22932F Each  
2001 No Previous Issue  
**Summary of Archer MSAs**  
Use this Form to report the total number of medical savings accounts (MSAs) you established, the total number of previously uninsured account holders, the total number of excludable account holders, and the names and social security numbers of account holders. W:CAR:MP:FP:F:M Tax Form or Instruction
- 8852** 23511I Each  
05/1997 No Previous Issue  
**Currency Transaction Report by Casinos - Nevada**  
Form 8852 is to be filed by licensed Casinos in Nevada. This form is to be used to report currency transactions.  
OP:FS:FP:F Tax Related Public Use
- 8853** 24091H Each  
2001 Min Supply For Late Filers  
**Archer MSAs and Long-Term Care Insurance Contracts**  
This Form must be completed by you or your spouse, if filing joint return, had an Medical Savings Accounts for 1997, even if the contributions to the MSA were made by your employer or your spouse's employer.  
W:CAR:MP:FP:F:I Tax Form or Instruction
- 8854** 24126N Each  
02/2002 No Previous Issue  
**Expatriation Information Statement**  
For purposes of this form, expatriation is ceasing to be a US Citizen or US long-term resident. Form 8854 is used if you expatriate, to provide information required by sec. 6039G. W:CAR:MP:FP:F:I Tax Form or Instruction
- 8857** 24647V Each  
10/1999 Min Supply For Late Filers  
**Request for Innocent Spouse Relief**  
You should use Form 8857 if you believe you should not be required to pay tax, interest, and penalties due for a tax year for which you filed a joint tax return.  
OP:FS:FP:F:I Tax Form or Instruction
- 8859** 24779G Each  
2001 No Previous Issue  
**District of Columbia First-Time Homebuyer Credit**  
Form 8859 is used to claim the District of Columbia first-time homebuyer credit.  
W:CAR:MP:FP:F:I Tax Form or Instruction

## Forms

- 8860**                    *24804G*                    Each  
*2001 No Previous Issue*  
**Qualified Zone Academy Bond Credit**  
 An eligible holder of a qualified zone academy bond files Form 8860 for each tax year it holds a bond on a credit allowance date. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 8861**                    *24858E*                    Each  
*2001 Min Supply For Late Filers*  
**Welfare to Work Credit**  
 Form required for new component of the general business credit. The welfare-to-work credit is effective for qualified workers beginning work after 12/31/97 and is authorized by new code section 51A as created by section 801(a) of the Taxpayers Relief Act of 1997 (P.L. 105-34). *W:CAR:MP:FP:F* Tax Form or Instruction
- 8862**                    *25145E*                    Each  
*11/2000 No Previous Issue*  
**Information to Claim Earned Income Credit After Disallowance**  
 Before you begin, see your tax return instructions for the year for which you are filing this form to make sure you can take the earned income credit and to find out who is a qualifying child. *OP:FS:FP:F:I* Tax Form or Instruction
- 8863**                    *25379M*                    Each  
*2001 Min Supply For Late Filers*  
**Education Credits**  
 Form 8863 is used to figure and claim education credits, i.e., The Hope credit, and the lifetime learning credit. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8865**                    *25852A*                    Each  
*2001 No Previous Issue*  
**Return of U.S. Persons With Respect to Certain Foreign Partnerships**  
 Form 8865 is Information return for Certain Foreign Partnerships, Transfer to Foreign Persons, and Interests in Foreign Partnerships. *W:CAR:MP:FP:F:CD* Tax Related Public Use
- 8865 SCH K-1** *28396B*                    Each  
*2001 No Previous Issue*  
**Partner's Share of Income, Credits, Deductions, etc**  
 Partner's Share of Income, Credits, Deductions, etc. See Instructions for Form 8865. *W:CAR:MP:FP:F:CD* Tax Related Public Use
- 8865 SCH O** *25909U*                    Each  
*2001 No Previous Issue*  
**Transfer of Property to a Foreign Partnership**  
 This form is a Transfer of Property to a Foreign Partnership. (under section 6038B). *OP:FS:FP:F:CD* Tax Related Public Use
- 8865 SCH P** *25943Q*                    Each  
*2001 No Previous Issue*  
**Acquisitions, Dispositions, and Changes of Interest in a Foreign Partnership**  
 Reportable Acquisitions and Reportable Dispositions of Interests in a Foreign Partnership. *W:CAR:MP:FP:F:CD* Tax Related Public Use
- 8866**                    *26036C*                    Each  
*01/1999 No Previous Issue*  
**Interest Computation under the look-back method for Property Depreciated under the Income Forecast Method**  
 For owners of an interest in a pass-through entity that depreciated one or more properties to which this interest computation relates. *OP:FS:FP:F:I* Tax Form or Instruction
- 8867**                    *26142H*                    Each  
*11/2000 No Previous Issue*  
**Paid Preparers Earned Income Credit Checklist**  
 This form is to be used by paid preparers to complete the EIC due diligence check-sheet. *OP:FS:FP:F:I* Tax Form or Instruction
- 8868**                    *27916D*                    Each  
*12/2000 No Previous Issue*  
**Application for Extension of Time To File an Exempt Organization Return**  
 This form is used by an Exempt Organization to request an automatic 3-month extension of time (→ months for Form 990-T corporations) to file its return and also apply for an additional ( not automatic) 3-month extension if the original 3-month extension was not enough time. *OP:FS:FP:F:CD* Tax Form or Instruction
- 8869**                    *28755K*                    Each  
*09/2000 Min Supply For Late Filers*  
**Qualified Subchapter's S Subsidiary Election**  
 A parent S corporation uses Form 8869 to elect to treat one or more of its eligible subsidiaries as a qualified subchapter S subsidiary. *OP:FS:FP:F:CD* Tax Form or Instruction
- 8870**                    *28906R*                    Each  
*09/2000 Min Supply For Late Filers*  
**Information Return for Transfers Associated With Certain Personal Benefit Contracts**  
 Charitable organization that paid premiums, directly or indirectly, after February 8, 1999, in connection with personal benefit contracts such as split-dollar life insurance, annuity, and endowment contracts must report such premium payments annually on a Form 8870. *OP:FS:FP:F:CE* Tax Form or Instruction
- 8871**                    *30405V*                    Each  
*07/2000 Min Supply For Late Filers*  
**Political Organization Notice of Section 527 Status**  
 Political Organizations must use Form 8871 to notify the IRS that the organization is to be treated as a section 527 organization. The IRS (TE/GE function) is then required to make publicly available on the Internet and at its offices, a list of organizations that file Form 8871 (including the organization's mailing address, e mail address, custodian of records, and contact person as shown on the Form 8871). Authority is IRC Section 527OP:FS:FP:F:CTax Form or Instruction. *OP:FS:FP:F:C* Tax Form or Instruction
- 8872**                    *30406G*                    Each  
*07/2000 Min Supply For Late Filers*  
**Political Organization Report of Contributions and Expenditures**  
 Political organizations must use Form 8872, Political Organization Report of Contributions and Expenditures, to report certain contributions received and expenditures made after July 1, 2000 (unless otherwise excluded). The reports are to be made periodically during the year with due dates depending on various factors explained in the instructions. *OP:FS:FP:F:C* Tax Form or Instruction
- 8873**                    *30732F*                    Each  
*2001 No Previous Issue*  
**Extraterritorial Income Exclusion**  
 Purpose of the Form is to figure the amount of extraterritorial income excluded from gross income for tax year. Attach the form to your income tax return. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 8875**                    *31145M*                    Each  
*01/2001 Min Supply For Late Filers*  
**Taxable REIT Subsidiary Election**  
 A corporation (other than a REIT or an ineligible corporation) and a REIT use Form 8875 to jointly elect to have the corporation treated as a taxable REIT subsidiary under 856. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 8878**                    *32777M*                    Each  
*2001 No Previous Issue*  
**IRS e-file Signature Authorization--Application for Extension of Time To File**  
 Purpose of Form - If the taxpayer indicates that he or she is unavailable, unable, or it is inconvenient for him or her to sign the electronically prepared application for an extension of time to file, then the taxpayer can choose to use Form 8878 to: Certify the truthfulness, correctness and completeness of the form; Select a personal identification number (PIN) as his or her signature for the electronic application and if applicable, Electronic Funds Withdrawal consent and to Authorize the electronic return originator (ERO) to enter the taxpayer's self-selected PIN on the electronic application *W:AR:MP:FP:F:I* Tax Form or Instruction

## Forms

- 8879**                    *32778X*                    Each  
*2001 No Previous Issue*  
**IRS e-file Signature Authorization**  
 To certify the truthfulness, correctness, and completeness of the taxpayers electronic income tax. *W:AR:MP:FP:F:I* Tax Form or Instruction
- 9002**                    *10096A*                    Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Section 401(K) Requirements (Worksheet No. 12)**  
 Worksheets and Explanations are needed to review retirement plan applications. *T:EP* Internal Use
- 9003**                    *10126D*                    Each  
*06/2000 Use/Issue Prev Issue First*  
**Additional Questions to be Completed by All Applicants for Permanent Residence in the United States**  
 This form is required to provide a method of reporting information required by Section 6039E of the TRA. It will be completed by aliens applying with the INS and State Dept. for permission to reside permanently in the U.S. *T:C:O:L:R* Tax Related Public Use
- 9007**                    *10193U*                    Each  
*08/1988 No Previous Issue*  
**Debit Interest Worksheet**  
 Form 9007 is a worksheet used by tax examiners when manually computing interest on a taxpayer's account. *T:C:T:T* Internal Use
- 9008**                    *10205B*                    Each  
*10/1989 Destroy Prev Issues Upon Rec*  
**Mail Classification/Clerical Review Checksheet**  
 Form 9008 is prepared by the Unit Manager to document the reviews of the mail classification and clerical functions in the Adjustments/Correspondence Branch. The review is done to ensure that all clerical actions are done accurately and timely. *T:C:T:A:* Internal Use
- 9011**                    *10207X*                    Each  
*10/1989 Destroy Prev Issues Upon Rec*  
**Tax Examiner Weekly Review Checksheet**  
 Form 9011 is prepared by the Unit Manager to document the weekly review of a tax examiner's IDRS listing of suspense cases workload. The review is made to verify that appropriate followup action has been taken. *R:R:T* Internal Use
- 9013**                    *10209T*                    Each  
*10/1989 Destroy Prev Issues Upon Rec*  
**Tax Examiner Closed Case Review Checksheet**  
 Form 9013 is prepared by the Adjustment unit manager when performing a quarterly sample review on each of tax examiner of 10 closed cases. *R:R:T* Internal Use
- 9029**                    *10252A*                    Each  
*12/1998 Use/Issue Prev Issue First*  
**Free Federal Tax Kits for New Businesses**  
 Order cards for Federal tax kits for businesses. Form 9029 is ordered by federal, state, and local agencies. Taxpayers then pick up and send in a request. Form 9029 is used for area served by Central Area Distribution *S:T* Tax Related Public Use
- 9030**                    *10265D*                    Each  
*06/1990 Destroy Prev Rev. Immediately*  
**Free Federal Tax Kits for New Businesses**  
 Order cards for Federal Tax kits for new businesses. Form 9030 is used for orders within the area served by Eastern Area Distribution Center only. *S:T* Tax Related Public Use
- 9031**                    *10270W*                    Each  
*09/1988 No Previous Issue*  
**Free Federal Tax Kits for New Businesses**  
 Order cards for Federal tax kits for new businesses. Form 9031 is used for orders within the area served by Western Area Distribution Center only. *S:T* Tax Related Public Use
- 9040**                    *10317U*                    Each  
*08/1988 No Previous Issue*  
**Palmprint Card**  
 This form is used by Criminal Investigation Division to take palm prints of subjects under investigation. *CI:S:RPE* Internal Use
- 9041**                    *10333U*                    Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Application/Registration for Electronic/Magnetic Media Filing of Business Returns**  
 Form 9041 is the applicant's agreement to abide by all provisions of the procedures for electronic/magnetic filing of certain BMF forms. IRS uses the Form 9041 to collect data for providing information to applicants that are participants in the Electronic Filing Program. The IRS also uses the form to make contact with applicants if the Service has questions regarding the application. *W:E:D:D1* Tax Related Public Use
- 9053**                    *10412S*                    Each  
*11/1988 No Previous Issue*  
**ATS Equipment Transfer Information**  
 This form is used to report transfers of ATS equipment and to request vendor services related to equipment transfers. *HR:H:T:S* Internal Use
- 9058**                    *10427R*                    Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**IRS Leave Bank Program Membership/Contribution Form**  
 This form is used to join the leave bank program, or donate unused annual leave to the leave bank. This Form has been placed on the On demand Program and is now printed as a Cutsheet. *A:HQ:HR:MP* Internal Use
- 9061**                    *10441V*                    Each  
*11/1988 No Previous Issue*  
**Application for Transfer of Property Administratively Forfeited Pursuant to USC 981 by the IRS**  
 Form 9061 is used by Criminal Investigation Division under the provision of 18 U.S.C. 981. C.I. is to share the seized property that was used in violation of 31 U.S.C. 5313(a) or 5324 with agencies that participated directly in the seizure. This form is to be used by other agencies that also participated in the seizure. *OP:CI* Internal Use
- 9062**                    *10442G*                    Each  
*11/1992 Destroy Prev Issues Upon Rec*  
**Decision Form for Transfer of Property Administratively Forfeited Pursuant to 18 U.S.C. 981 by IRS**  
 Form 9062 is used by Criminal Investigation as an internal approval form for CID approving officials signatures authorizing the sharing of seized property with other participating agencies under the provisions of 18 U.S.C. 981 in violation of 31 U.S.C. 5315(a) or 5324. *CI:S:RPE* Internal Use
- 9078**                    *10542H*                    Each  
*06/1991 Destroy Prev Issues Upon Rec*  
**ACS Commitment to Excellence Award**  
 Form 9078 is a certificate in the Employee Recognition Program *CO:Q:QR:HR* Internal Use
- 9079**                    *10543S*                    Each  
*11/1988 Use/Issue Prev Issue First*  
**Michael Dillon Memorial Award**  
 Form 9079 is a certificate in the Employee Recognition Program. *OP:CO:C:IE* Internal Use
- 9082**                    *10547K*                    Each  
*11/1988 No Previous Issue*  
**Heidi Berg Memorial Award**  
 Form 9082 is a certificate used in the Employee Recognition Program *OP:CO:C:IE* Internal Use
- 9084**                    *10589Q*                    Each  
*12/1988 Destroy Prev Issues Upon Rec*  
**Form 1040 missing return report**  
 Form will be completed at service centers. Information from form will be used by district Chiefs, PSP, when preparing return orders for Form 1040. *EX:P:E* Internal Use
- 9085**                    *10582R*                    Each  
*07/1989 Use/Issue Prev Issue First*  
**Assistant Commissioner's Award**  
 This award certificate is issued by the Assistant Commissioner's Office. *N:ADC:H:P:P* Internal Use
- 9086**                    *10581G*                    Each  
*07/1989 Use/Issue Prev Issue First*  
**Director's Award**  
 This is part of the new awards program. *N:ADC:H:P:P* Internal Use **This product may not be ordered by the general public**

## Forms

- 9086 A**      *10948Z*      Each  
*07/1989 Use/Issue Prev Issue First*  
**Blank Citations for the Awards Program**  
 This item is used to print and distribute award citations to employees. *N:ADC:H:P:P* Internal Use
- 9087**      *10580V*      Each  
*07/1989 Use/Issue Prev Issue First*  
**Performance Award - Bargaining Unit Employee**  
 The purpose of this form is to reward workers for outstanding performance. *N:ADC:H:P:P* Internal Use
- 9088**      *10579U*      Each  
*07/1989 Use/Issue Prev Issue First*  
**Performance Award - Non-Bargaining Unit Employee**  
 This form is used to recognize employees' superior performance. *N:ADC:H:P:P* Internal Use
- 9089**      *10578J*      Each  
*07/1989 Use/Issue Prev Issue First*  
**Quality Step Increase for Outstanding Performance Award**  
 This form is for a quarterly step increase for an outstanding performance award. *N:ADC:H:P:P* Internal Use
- 9093**      *10574R*      Each  
*07/1989 Use/Issue Prev Issue First*  
**Special Act Award**  
 The purpose of this form is to reward workers for special acts. *N:ADC:H:P:P* Internal Use
- 9094**      *10512T*      Each  
*07/1989 Use/Issue Prev Issue First*  
**Manager's Award**  
 This is an award certificate presented to an employee who was nominated by their manager for a Manager's Award. *N:ADC:H:P:P* Internal Use **This product may not be ordered by the general public**
- 9095**      *10509W*      Each  
*07/1989 Destroy Prev Issues Upon Rec*  
**Employee Suggestion Award**  
 Employee Suggestion Award  
*N:ADC:H:P:P* Internal Use
- 9096**      *10515A*      Each  
*07/1989 Destroy Prev Issues Upon Rec*  
**Productivity Improvement Idea Awards Certificate.** *N:ADC:H:P:P* Internal Use
- 9097**      *10514P*      Each  
*07/1989 Use/Issue Prev Issue First*  
**Manager's Award Card**  
 Form 9097 is used to notify managers of a cash award in their name. *N:ADC:H:P:P* Internal Use
- 9102**      *10619T*      Each  
*11/1999 Destroy Prev Issues Upon Rec*  
**Taxpayer Advocate Service Assistance Request**  
 Form 9102 is prepared by Taxpayer Advocate Service (TAS) Employees to require an action by the appropriate function to relieve the hardship described on Form 911, Application for Taxpayer Assistance Order (TAO) to Relieve Hardship. *C:TA* Internal Use
- 9109**      *10650I*      Each  
*06/1989 Destroy Prev Issues Upon Rec*  
**Profile Analysis Worksheet**  
*x HR:H:R:M* Internal Use
- 9110 A**      *20833V*      Each  
*07/1994 Destroy Prev Issues Upon Rec*  
**Career Management Plan**  
 Form 9110-A is a prototype updated version of Form 9110. *M:S:P:R* Internal Use
- 9111**      *10652E*      Each  
*08/1994 Destroy Prev Issues Upon Rec*  
**Management Resume/Certification of Readiness**  
 Form 9111 is filled out to begin the certification process in order to be able to apply to Management Achievement Program (MAP)-announced positions. Form 9111 lists title, grade, series, location and vacancy announcement number of the position desired. Form 9111A, Statement of Accomplishments, is printed with and is a part of Form 9111. *A:PS:PM* Internal Use
- 9112**      *10653P*      Each  
*09/1994 Destroy Prev Issues Upon Rec*  
**Management Achievement Program Candidate Evaluation Criteria**  
 This form is used to evaluate candidates for the Management Achievement Program. *A:PS:M* Internal Use
- 9113**      *10693Z*      Each  
*02/1989 Destroy Prev Issues Upon Rec*  
**Changes in Time and Attendance Rosters After Timecard Friday**  
 Form 9113 is used to post any changes in employees' time and attendance accounts that occur after the final roster has been turned in on the last Friday of a pay period. This form does not replace Form 2788, Report of Overtime Worked Not Recorded on T/A Record. *HR:N:H:ER* Internal Use
- 9120**      *10751U*      Each  
*04/1990 Destroy Prev Issues Upon Rec*  
**Appeals Transmittal Memorandum and Supporting Statement-Penalty**  
 Form 9120 combines the transmittal feature of Form 5402 (Transmittal Memorandum for Appeals & Supporting Statement) with Form 3870 (Request for Adjustment). Both of the prior forms are still used but for other cases. *CC:AP:FS* Internal Use
- 9120 A**      *13680A*      Each  
*10/1991 Destroy Prev Issues Upon Rec*  
**Appeals Transmittal and Memorandum - Claim**  
 Form will be used to process claim cases back to the Service Center under the new program for reconsideration of service center claims. *CC:AP:FS* Internal Use
- 9123**      *11549Q*      Each  
*05/1989 Use/Issue Prev Issue First*  
**Course Catalog Listing**  
 Course catalog listing will be used as a historical file and as an input form to computerized ordering software. Unrequired information is eliminated and information required to coordinate with product information is added. The Form is sometimes completed by field personnel as a courtesy for National Offices originators. *M:S:CE:AA* Internal Use
- 9127**      *10745Q*      Each  
*06/1996 Use/Issue Prev Issue First*  
**Recommendation for Recognition**  
 This form is to be used by ALL managers and executives to recommend employees for a cash incentive award. This form replaces TDF 64-51.2. *N:ADC:H:P:P* Internal Use
- 9128**      *33306J*      Each  
*04/2002 No Previous Issue*  
**FY 2002 Bargaining Unit Employee's Election Regarding a Quality Step Increase**  
 This form should be presented by the supervisor to each bargaining unit employee who has been recommended for a Quality Step Increase. The employee's election should be made and Form 9127 should be filed as described on the form. *N:ADC:H:P* Internal Use
- 9138**      *10797S*      Each  
*04/1993 Destroy Prev Issues Upon Rec*  
**Communication Section Quality Review Record**  
 The form will be used in all Distribution Centers by quality review clerk for onsite sampling. *W:CAR:MP:M:L* Internal Use
- 9139**      *10798D*      Each  
*05/1992 Destroy Prev Issues Upon Rec*  
**Order Fulfillment Unit Quality Review Record**  
 The form will be used in all Distribution Centers by quality review clerks for onsite sampling. *W:CAR:MP:M:L* Internal Use
- 9142**      *10748X*      Each  
*06/1989 Destroy Prev Issues Upon Rec*  
**Employee Notification Regarding Third Party Interviews**  
 Form 9142 is used as notification of an employee's right to Union Representation at a certain point of questioning during a third party interview. It is suggested that carbon be used and the carbon copy given to the interviewee. *M:S:NBIC* Internal Use

## Forms

- 9154**                    **10856Y**                    Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Report of Accident, Incident or Injury**  
This form is used to report accidents or incidents other than motor vehicle accidents. The usage will increase by a small percentage each year. Some related products are Motor Vehicle Accident Forms, and the CA 1 form. *A:S:RE:FS* Internal Use
- 9158**                    **10884Q**                    Each  
*07/1989 Use/Issue Prev Issue First*  
**Blank Citations for the Awards Program**  
This product is used with Assistant Commissioner award Form 9085. *N:ADC:H:P:P* Internal Use **This product may not be ordered by the general public**
- 9158 A**                    **10949K**                    Each  
*07/1989 Use/Issue Prev Issue First*  
**Blank Citations for the Awards Program**  
This blank citation is used to have awards printed and distributed to IRS employees. *N:ADC:H:P:P* Internal Use
- 9166**                    **10941A**                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Bomb Threat Card**  
Form 9166, originally printed as part of Document 7410, Assaults and Threats, is for recording information during a bomb threat call. *A:RE* Internal Use
- 9172**                    **10978N**                    Each  
*01/1991 Destroy Prev Issues Upon Rec*  
**Certificate of Continuing Ethical Responsibility for Departing Procurement Officials**  
Form 9172 must be completed by departing procurement officials who leave the Government during the conduct of a procurement that exceeds \$100,000. This form will certify that the official understands the continuing obligation not to disclose proprietary or source selection information. Completed forms are to be sent to the contracting officer for each procurement. *HR:H:L* Internal Use
- 9173**                    **10976R**                    Each  
*09/1989 No Previous Issue*  
**Skills/Knowledge Checklist**  
This form is to be used in the MAP Career Planning Program. It will be used to evaluate the skills and knowledge of program participants in different managerial areas. MAP career advisors will fill out this form. *HR:H:R:M* Internal Use
- 9179**                    **10989U**                    Each  
*09/1989 No Previous Issue*  
**Budget Formulation**  
This form is part of the newly developed Computer Services Resources Tracking System. It will be used by all Computer Services employees nationwide. *ISM:S* Internal Use
- 9180**                    **10990V**                    Each  
*09/1989 No Previous Issue*  
**Project Funding Agreement**  
This form is part of the newly developed Computer Services Resources Tracking System. It will be used by all Computer Services employees nationwide. *ISM:S* Internal Use
- 9181**                    **10994N**                    Each  
*02/1991 Destroy Prev Issues Upon Rec*  
**Electronic Filing Problem Telephone Log**  
Form 9181 is used by Electronic Filing Unit personnel in the Ogden, Cincinnati, and Andover Service Centers to record telephone calls from electronic filers with problems. *R:E:O* Internal Use
- 9182**                    **10995Y**                    Each  
*10/1990 Destroy Prev Issues Upon Rec*  
**EFS Support Group Cumulative Problem Report Data Telephone Log**  
Form 9182 is prepared by Electronic Filing Unit personnel in the Ogden, Cincinnati, and Andover Service Centers. The form provides a cumulative record of telephone calls from electronic filers reporting problems of a transmission or communication nature. The listing aids in ensuring that all problems get resolved. *R:E:O* Internal Use
- 9183**                    **10996J**                    Each  
*05/1992 Destroy Prev Issues Upon Rec*  
**Telephone Problem Report**  
Form 9183 is used by Electronic Filing Unit personnel in the Ogden, Cincinnati, and Andover Service Centers to record telephone conversations with electronic filers having communications and transmission problems. *R:E:O* Internal Use
- 9186**                    **10999Q**                    Each  
*07/1990 Destroy Prev Issues Upon Rec*  
**Series/1 Update**  
Form 9186 is used by Electronic Filing Unit personnel in the Ogden, Cincinnati, and Andover Service Centers to either update or add security information on the IBM Series 1 for EFS processing. *R:E:O* Internal Use
- 9188**                    **11001R**                    Each  
*10/1989 Destroy Prev Issues Upon Rec*  
**Manual Refunds**  
Form 9188 is used by Electronic Filing Unit personnel in the Ogden, Cincinnati, and Andover Service Centers to take manual refund actions. *R:E:O* Internal Use
- 9189**                    **11007F**                    Each  
*10/1990 Destroy Prev Issues Upon Rec*  
**Referral Sheet**  
Form 9189 is used by Electronic Filing Unit personnel in the Ogden, Cincinnati, and Andover Service Centers to forward information from the Electronic Filing Unit to the Unpostables Unit or vice versa. *R:E:O* Internal Use
- 9190**                    **11009B**                    Each  
*09/1989 No Previous Issue*  
**Toll Free Telephone Demand Survey**  
Form 9190 is to be used by toll-free telephone operators in district offices. The operators will record the number of calls they receive during one work day, separating them into categories of answered and unanswered calls. *T:T:M* Internal Use
- 9191**                    **11048A**                    Each  
*10/1989 No Previous Issue*  
**Mail Classification/Clerical Review Checksheet**  
Form 9191 is used by the Unit Manager to document their annual, in-depth review of a tax examiner. The annual review incorporates a summary of prior reviews of the tax examiner as written via Forms 9011, Tax Examiner Weekly Review Checksheet, and 9013, Tax Examiner Closed Case Review Checksheet. *R:R:T* Internal Use
- 9192**                    **11016Q**                    Each  
*11/1989 Destroy Prev Issues Upon Rec*  
**Post Survey Information Sheet**  
This form is to be completed by any function using Form 9066, the Generic Questionnaire. OMB asked IRS to develop this form as a way of tracking who uses Form 9066 and how Form 9066 is used. *PC:PA* Internal Use
- 9193**                    **11015F**                    Each  
*11/1989 Destroy Prev Issues Upon Rec*  
**Preliminary Survey Information Sheet**  
This form is to be completed by any function using Form 9066, the Generic Questionnaire. OMB asked IRS to develop this form as a way of tracking who uses Form 9066 and how Form 9066 is used. *PC:PA* Internal Use
- 9196**                    **11065L**                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**Release/Recall Request Worksheet**  
Form 9196 is a component of the Total Evaluation Performance System (TEPS). The form is prepared either by an Operation or Department manager to request one or more of the following computer listings: Release/Recall Preliminary, Release/Recall Final, Or Release/Recall Final and Release Recall Appraisals. *W:CAS:SP:PM:M* Internal Use
- 9197**                    **11140R**                    Each  
*04/1990 Destroy Prev Issues Upon Rec*  
**Batch Transmittal**  
Form 9197 is to be used by the Area Distribution Centers (ADC's) to transmit batches of orders from the ADC's Receipt Unit to other areas of the center for processing. *W:CAR:MP:M:L* Internal Use



- 9199**                    **11123G**                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**Revised Branch Quarterly Numerical Performance Standards for Employees Worksheet**  
 Form 9199 is a component of the Total Evaluation Performance System (TEPS). The form is prepared whenever fixed standards, implemented for a new quarter, changed after the quarter began. (A reason for revising the standards could be that gross errors were made in setting the base point/fixed standards.)  
*W:CAS:SP:PM:M Internal Use*
- 9200**                    **11124R**                    Each  
*10/1989 Destroy Prev Issues Upon Rec*  
**DIS/RPS On-Line Review Recordation Sheet**  
 Form 9200 is a component of the Total Evaluation Performance System (TEPS). The form is prepared by Quality Reviewers to document any errors of the data transcriber during an on-line review. The review results are transmitted to the manager, who then discusses it with the employee.  
*R:R:Q Internal Use*
- 9202 A**                    **23203F**                    Each  
*11/1996 No Previous Issue*  
**Field Request for Restoration of Annual Leave**  
 This form used by the Southeast Region Transactional Processing Center. Used to process requests for restoration of annual leave that could not be taken before the end of the year. Form 9202 is for national office employees and this form is for use by employees in the field. *DSS:CAD:P:TK Internal Use*
- 9204**                    **11141C**                    Each  
*01/1990 Destroy Prev Issues Upon Rec*  
**Documentation for Losses and Shortages**  
 Form 9204 is an outgrowth of changes in the IRM procedures effective 01/01/90. It standardizes the format a preparer uses to summarize all information required in a case file. This provides IRS with a ready reference when requesting relief from the Government Accounting Office for any type of loss, (i.e., deposit discrepancy, embezzlement, etc.) *R:R:A Internal Use*
- 9205**                    **11142N**                    Each  
*01/1990 Destroy Prev Issues Upon Rec*  
**Documentation Checklist**  
 Form 9205 is an outgrowth of changes in the IRM procedures effective 01/01/90. The form is designed in the checkbox format to remind the preparer to be sure that all items required are indeed in a case file before requesting relief from the General Accounting Office due to losses from either discrepancies or embezzlements.  
*R:R:A Internal Use*
- 9206**                    **11143Y**                    Each  
*01/1990 Destroy Prev Issues Upon Rec*  
**Semi-annual Report of Administrative Resolution of Losses in the Accounts of Accountable Officers**  
 Form 9206 is an outgrowth of changes in the IRM procedures effective 01/01/90. The form is prepared when reporting the total amount of administratively resolved losses (less than \$750) per Delegation Order 115.  
*R:R:A Internal Use*
- 9207**                    **11144J**                    Each  
*01/1990 Destroy Prev Issues Upon Rec*  
**Semi-annual Report of Administrative Resolution of Losses in the Accounts of Accountable Officers**  
 Form 9207 is an outgrowth of changes in IRM procedures effective 01/01/90. The form is prepared when reporting the total amount of administratively resolved losses per Delegation Order 229. *R:R:A Internal Use*
- 9215**                    **11567M**                    Each  
*09/1990 Destroy Prev Issues Upon Rec*  
**Exempt Organizations Charitable etc.**  
 The checklist form will be used in a special emphasis examination program to address congressional concerns. It will be completed by revenue agents from exempt organizations key district offices. The information will subsequently be compiled and analyzed by national office (a) for response to congress. *CP:E:EO:FC Internal Use*
- 9216**                    **11495D**                    Each  
*01/1990 Destroy Prev Issues Upon Rec*  
**Program Warranty Procedures (PWP) Checklist**  
 The Program Warranty Procedures checklist will be a form regularly used once the IRM 2553.12 goes through the clearance process. Form 9216 is prepared by programmers to certify that Computer Services coding and testing standards for a new or modified program have been met.  
*ISM:QA:/ Internal Use*
- 9217**                    **11494S**                    Each  
*12/1989 Destroy Prev Issues Upon Rec*  
**Management Control Review**  
 Form 9217 is used by Information System Managers (ISM) to certify that a Quality Assurance review has been appropriately conducted. It is kept in the project notebook by the ISM project manager.  
*ISM:QA:/ Internal Use*
- 9218**                    **11497Z**                    Each  
*01/1990 Destroy Prev Issues Upon Rec*  
**Efficiency Test Report**  
 Form 9218, Efficiency Test Report, is a form used in review of computer resources, run/rerun frequency, and processed data volumes for selected program(s) from a software system. It is used by Computer Performance Evaluation (CPE) staff.  
*ISM:QA:/ Internal Use*
- 9219**                    **11493H**                    Each  
*01/1990 Destroy Prev Issues Upon Rec*  
**Walkthrough Memorandum**  
 The walkthrough memorandum will be a form regularly used once the IRM 2553.12 goes through the clearance process. Per originator 12-07-89: Form 9219 documents concurrence among all parties participating in a given meeting based on the "walkthrough" of a new or proposed modification to a deliverable. (A deliverable is a software development lifecycle product (SDLC); i.e. ESPs,PRPS, RAPs, etc.) *ISM:QA:/ Internal Use*
- 9220**                    **11499V**                    Each  
*12/1989 Destroy Prev Issues Upon Rec*  
**Walkthrough Comments**  
 Form 9220 is used by walkthrough participants to record each participant's disagreement with the group consensus. A walkthrough is a review by the users, developers, and testers of computer programs or systems to verify and validate its workability. *ISM:QA:/ Internal Use*
- 9221**                    **11498K**                    Each  
*12/1989 No Previous Issue*  
**Walkthrough Notification**  
 Form 9221 is used by presenters to notify participants of a scheduled walkthrough. A walkthrough is a review by users, developers, and testers, of computer programs or systems to verify and validate its workability. *IS:PA:ES:SD Internal Use*
- 9222**                    **11501W**                    Each  
*12/1989 Destroy Prev Issues Upon Rec*  
**File Communication Status Report**  
 Form 9222 is used and kept by programmer analysts as file documentation, showing where their programs or files interconnect with other programmer's programs, systems, etc. *ISM:QA:/ Internal Use*
- 9223**                    **11503S**                    Each  
*12/1989 Destroy Prev Issues Upon Rec*  
**Unit Test Plan Checklist**  
 Form 9223 is a checklist used in developing a unit test plan for a computer program or system. It is used to establish goals and objectives, to schedule, implement, and check the plan. It is developed by the programmer analyst, reviewed by the project leader, and when approved, becomes part of the project support documentation.  
*ISM:QA:/ Internal Use*
- 9224**                    **11504D**                    Each  
*12/1989 Destroy Prev Issues Upon Rec*  
**Generic Code Inspection Checklist**  
 Form 9224, Generic Code Inspection Checklist, is used by computer programmers or code reviewers as a checklist to avoid or detect common errors in programming. *ISM:QA:/ Internal Use*
- 9225**                    **11502H**                    Each  
*12/1989 Destroy Prev Issues Upon Rec*  
**Structured COBOL Code Inspection Checklist**  
 Form 9225 is a checklist used by computer programmers to avoid or detect common programming errors in COBOL programs.  
*ISM:QA:/ Internal Use*

## Forms

- 9231**                    **11896S**                    Each  
*01/1990 No Previous Issue*  
**Collection - Employment Tax Examination Handling/Routing Instructions**  
 Instruction form for Collection in the handling and routing of Employment Tax Examination *CO:O:CP* Internal Use
- 9234**                    **11924Z**                    Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**The Spirit of America is in the Heart of its Volunteers**  
 Form 9234, Taxpayer Education Certificate of Appreciation, is to be used with Form 9234A, TPE Years of Volunteer Service Seals, to be presented to Taxpayer Education Program Volunteers. *W:CAR:SPEC:PPD:E* General Admin Public Use
- 9234 A**                    **12023P**                    Pad  
*01/2002 Use/Issue Prev Issue First*  
**Years Of Volunteer Service (Seals)**  
 Form 9234-A is a sheet of 28 pressure sensitive seals. The sheet contains five 1 year seals, five 2 year seals, five 3 year seals, three 4 year seals, three 5 year seals, three 10 year seals, two 15 year seals and two 20 year seals. These seals are to be used with Form 9234, Catalog Number 11924Z. Form 9234 is a certificate to be presented to Taxpayer Education Program Volunteers for their years of volunteer service. *W:CAR:SPEC:PPD:E* Other Public Use
- 9234 B**                    **21570F**                    Sheet  
*05/2000 Destroy Prev Issues Upon Rec*  
**VITA/TCE Seals**  
 Item used in conjunction with Form 9234 Certificate. Given to Volunteer Income Tax Assistors and Tax Counseling for the Elderly Volunteers. *W:CAR:SPEC:PPD:E* Other Public Use
- 9241**                    **11970N**                    Each  
*02/1990 No Previous Issue*  
**IRS Voluntary Leave Bank Program Leave Recipient Authorization**  
 Form 9421 is a Leave Bank Program Authorization and is used to convey approval of voluntary leave to an employee. Used by participating employees in the Leave Bank Program. *HR:H:S:B* Internal Use
- 9247**                    **10456U**                    Each  
*03/1991 No Previous Issue*  
**Agreement to Extend the Time to File a Petition for Adjustment by Notice Partner...**  
 Statute permits extension of time to file petition. This form is used by the Notice Partner to file a petition after the date specified in I.R.C. 6228 (b). *CC:AP:TS* General Admin Public Use
- 9248**                    **10527S**                    Each  
*02/1991 Destroy Prev Issues Upon Rec*  
**Agreement to Extend the Time to File a Petition For Adjustment by the Tax Matters Partner...**  
 Statute permits extension of time to file petition. This form is used by the Tax Matters Partner to file a petition after date specified in I.R.C. 6228 (a) *CC:AP:FS* General Admin Public Use
- 9255**                    **10474Q**                    Each  
*12/1991 Destroy Prev Issues Upon Rec*  
**Magnetic Media Shipment Control Document**  
 Form 9255 is used to track magnetic media shipments made between all service centers and the Detroit and Martinsburg Computing Centers. *ISM:S:O:A* Internal Use
- 9257**                    **10358P**                    Each  
*07/1991 No Previous Issue*  
**Installment Agreement Routing Sheet**  
 Form 9257 was designed to provide a more efficient routing system for transmitting installment agreements from Service Centers to District Offices. *OP:C:A:A* Internal Use
- 9262**                    **10728F**                    Each  
*07/1990 No Previous Issue*  
**Daily Federal Reserve Bank (FRB) Verification Record Balancing Sheet**  
 Form 9262 is used by Accounting Branch FTD (Federal Tax Deposit) unit personnel. The form enables the preparer to ensure that all Federal Reserve Bank (FRB) verification tapes and replacement forms were processed and matched against the related deposit tickets. *S:CAS:B:R* Internal Use
- 9268**                    **12313W**                    Each  
*05/1990 Destroy Prev Issues Upon Rec*  
**DARTS Distribution Schedule Request**  
 This form is to be used by Distribution Analysts/Clerks in all field offices to order distribution schedules and lists from the designated contractor. *HR:F:P:O* Internal Use
- 9276**                    **12371C**                    Each  
*04/1997 Destroy Prev Issues Upon Rec*  
**Request for Economic Assistance**  
 This form standardizes referrals or requests for economic assistance. *OP:EX:C* Internal Use
- 9287**                    **12759Y**                    Each  
*10/1990 No Previous Issue*  
**Odometer Disclosure Statement**  
 Form 9287 is used as a means to verify odometer reading of vehicles upon transfer of ownership. *S:C:CP:FP:E* Internal Use
- 9290**                    **12589K**                    Each  
*05/1993 Destroy Prev Issues Upon Rec*  
**State and Local Income Tax Refund (SITR) Worksheet**  
 Form 9290 is a worksheet designed to aid tax examiners in the Underreporter Unit to determine the taxable amount of State and Local income taxes. *T:C:I:U* Internal Use
- 9296**                    **12592H**                    Each  
*10/1994 Destroy Prev Issues Upon Rec*  
**Resources Management Key Indicators**  
 Form 9296 is used in the servicewide Resources Management Information Tracking System (REMITS) project. *M:R* Internal Use
- 9297**                    **12826E**                    Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Summary of Taxpayer Contact**  
 Form will facilitate communication with the taxpayer. Revenue Officers will use the sheet to provide the taxpayer with a list of required actions. Taxpayers can then refer to the sheet to ensure that all necessary actions are completed by the deadlines set and thus facilitate resolution of their account and avoid the need for enforcement action. *S:C:CP:FP:CGP* Internal Use
- 9298**                    **12701I**                    Each  
*04/1992 Destroy Prev Rev. Immediately*  
**Wastepaper Disposal Authorization**  
 Form 9298 will be initiated by the distribution centers Inventory Unit to alert the warehouse and order fulfillment areas that they must begin disposing of a particular printed product. *W:CAR:MP:M:L* Internal Use
- 9299**                    **12700X**                    Each  
*10/1990 No Previous Issue*  
**Disposal Pickup Record**  
 This form is used by distribution centers personnel to record the weights of wastepaper. One form 9299 must be completed for each truckload. *HR:F:P* Internal Use
- 9302**                    **12683X**                    Each  
*10/1990 No Previous Issue*  
**ESP Correction/Reject Sheet**  
 Used to provide explanations of returns which ESP could not process due to errors in preparing closing documents, reports, etc. which is sent to originating group. *IN:C:P* Internal Use
- 9308**                    **12702T**                    Each  
*11/1990 No Previous Issue*  
**EPMF Plan Data Change Request**  
 Forms will be used to make corrections and changes to the EP master file (EPMF) *OP:E:FS* Internal Use
- 9314**                    **12779Q**                    Each  
*12/1990 Destroy Prev Issues Upon Rec*  
**Classification Checklist for Cooperatives**  
 The form is to classify forms 990-C, Farmers Cooperative Association Income Tax Return, for examination potential. It is also used to classify forms 1120 filed by taxable farmers cooperatives. *CP:E:FC* Internal Use

- 9325**                    *12901K*                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Acknowledgement & General Information for Taxpayer Who File Returns Electronically**  
 Form 9325 is completed by electronic filers and given to each taxpayer who files an electronic Form 1040, U.S. Individual Income Tax Return. The form is given to the taxpayer to acknowledge electronic filing of the return and to provide an in-depth explanation of the system. Form 9325 is issued to the taxpayer along with Form 8453, U.S. Individual Income Tax Declaration for Electronic Filing. *W:E:IEF:CMMB* Tax Related Public Use
- 9327**                    *12935Q*                    Each  
*02/1993 Destroy Prev Issues Upon Rec*  
**Nonassertion Recommendation of Uncollectible Trust Fund Recovery Penalty or of Uncollectible Personal**  
 Form 9327 is to be used when Trust Fund Recovery Penalty will not assessed based on lack of collectibility. *OP:CO:C:SP* Internal Use
- 9335**                    *13246A*                    Each  
*01/1992 Destroy Prev Issues Upon Rec*  
**CAWR Form W-2c Information**  
 Form 9335 is designed to meet the Taxpayer Compliance Program requirement to provide volumes of Form W-2c case counts to the National Office on a monthly basis. The cumulative data on the form allows monitoring the total of Forms W-2c, Statement of Corrected Income and Tax Amounts, received as a result of CAWR (Combined Annual Wage Reporting) reconciliation. *OP:C:A:CP:R* Internal Use
- 9336**                    *13247L*                    Each  
*09/1991 No Previous Issue*  
**CAWR Research Request**  
 Form 9336 is filled in by tax examiners to order various research data necessary to work CAWR (Combined Annual Wage Reporting) cases. *R:I:I:C* Internal Use
- 9337**                    *13248W*                    Each  
*11/1994 Destroy Prev Issues Upon Rec*  
**Social Security Administration (SSA) Reconciliation Referrals**  
 Form 9337 is prepared by tax examiners who, when working on returned SSA cases, find they need to know whether or not a taxpayer filed their Form W-2, Wage and Tax Statement, with SSA. The form, which is transmitted via facsimile machine, is used to request SSA to research their records to determine if the taxpayer subsequently has filed Form W-2 with them. *T:C:I:C* Internal Use
- 9339**                    *13250I*                    Each  
*08/1991 No Previous Issue*  
**IMF Correspondence Status Report for Form W-2c Cases**  
 Form 9339 is used to monitor and report correspondence relative to Letters 2474C and 2448C on CAWR (Combined Annual Wage Reporting) Form W-2c, Statement of Corrected Income and Tax Amounts, cases. *R:C:I:C* Internal Use
- 9340**                    *13251T*                    Each  
*10/1992 Destroy Prev Issues Upon Rec*  
**Correspondence Status Report for Returned SSA Cases (Case Types 3, 5, 7, 8 or Gen. Code S)**  
 Form 9340 is used to monitor and report the progress of returned SSA (Social Security Administration) cases. The information is provided to SSA to ensure proper resolution of the returned cases. *R:C:I:C* Internal Use
- 9345**                    *13252E*                    Each  
*12/1992 Destroy Prev Issues Upon Rec*  
**Editorial Change Request**  
 Form 9345 is for use in reporting printing or typographical errors and incorrect IRM references. The form is an alternative to use of Form 5391, Procedures/Systems Change Request, which is used to document proposed changes to established programs or IRMs. *OP:C:A* Internal Use
- 9345 A**                    *10870C*                    Each  
*09/1992 No Previous Issue*  
**Editorial Change Request**  
 Form 9345-A is for use in reporting printing or typographical errors and incorrect IRM references. The form is an alternative to use of Form 5391, Procedures/Systems Change Request, which is used to document proposed changes to established programs or IRMs. It is a duplicate of Form 9345 with the exception of an address being added. *CO:O:1* Internal Use
- 9351**                    *13168N*                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**TE/GE AIMS Inventory Validation Discrepancy List #1**  
 To ensure that the information on AIMS (Audit Information Management System) is accurate, each EP/EO function responsible for open accounts is required to do a complete inventory validation at least one time per fiscal year. Each function compares the information on the inventory validation listing with the physical inventory of accounts held. Form 9351 is generated by the service center for cases on the IVL, Inventory Validation List, that are not in the physical inventory of a group or function. It is used to find the error rate of that particular group or function. *T:BSP* Internal Use
- 9352**                    *13169Y*                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**TE/GE AIMS Inventory Validation Discrepancy List #2**  
 To ensure that the information on AIMS (Audit Information Management System) is accurate, each EP/EO function responsible for open accounts is required to do at least one complete inventory validation per fiscal year. Each group or function compares the information on the inventory validation listing with the physical inventory of accounts held. Form 9352 is generated by the service center on cases which are in the physical inventory but not on the IVL, Inventory Validation Listing. It is used to find the error rate for that particular group or function. *T:BSP* Internal Use
- 9355**                    *13216M*                    Each  
*06/1991 No Previous Issue*  
**Barred Statute Report**  
 Form 9355 is used by the Returns Processing, Collection, and Taxpayer Service functions in lieu of Form 3999, Statute Expiration Report. The form is prepared by the organization responsible for failing to take the proper action necessary to protect the statute of limitation timeframe on a taxpayer's account. The completed Form 9355, showing all pertinent data concerning the failure to assess tax before the statute expiration date, is submitted to the service center director. *R:R:T:M* Internal Use
- 9361**                    *13306R*                    Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Criminal Investigation Health Improvement Program Certificate of Participation**  
 Form 9361 is presented to the Special Agent who committed to the Criminal Investigation Health Improvement Program and subsequently accomplished the desired personal fitness goals. *CI:S:RPE* Internal Use
- 9362**                    *13307C*                    Each  
*01/2002 No Previous Issue*  
**Certificate of Appreciation**  
 This certificate of appreciation will be given to specific banks and/ or business employees in recognition for assisting CID by reporting suspicious activities and cooperating in ongoing investigations (support in the Title 31 and 8300 program areas.) *CI:S:RPE* Internal Use
- 9365**                    *13444G*                    Each  
*07/1991 No Previous Issue*  
**Application to Proceed in Forma Pauperis**  
 Form used as an application to proceed in Forma Pauperis (Waive Bond Based on Poverty). Form used regarding forfeiture actions. *CI:S:RPE* Internal Use
- 9367**                    *13344F*                    Each  
*05/1992 Destroy Prev Issues Upon Rec*  
**Worksheet for Taxable Incomes that Exceed the Tax Rate Schedule Limitations**  
 Form 9367 is a worksheet used by tax examiners in the Underreporter area to determine the tax rate for taxable incomes that exceed the TY-89 Tax Rate Schedule limitations. *T:C:I:U* Internal Use
- 9369**                    *13369A*                    Each  
*06/1991 No Previous Issue*  
**Authorization to Directly Contact Partners (Shareholders)**  
 Authorization must be obtained from the counsel of record before sending agreement forms directly to partners (shareholders) in a docketed TEFRA case. I. D. was made to all appeals offices under File No. 232.6. *CC:AP:TS* Tax Related Public Use

## Forms

- 9370 (C)**      *13388H*      Sheet  
*11/1999 Destroy Prev Issues Upon Rec*  
**Backorder Notification Postcard**  
 This postcard will be used by IRS Distribution Centers to inform taxpayers when tax forms and publications are not immediately available. It also tells the taxpayer that no further action is required in order to receive the item when it is available.  
*W:CAR:MP:M:L Internal Use*
- 9371**      *13396H*      Each  
*02/1992 No Previous Issue*  
**Employee Rights Under the Debt Collection Act of 1982**  
 Form 9371 is necessary to implement Public Law 97-365 and new service wide employee separation clearance procedures.  
*HR:H:S Internal Use*
- 9374**      *13445R*      Each  
*07/1991 No Previous Issue*  
**Notice of Results of Security Inspection**  
 The notice of Results of Security Inspection is a form used by Internal Revenue Service security officers nationwide. Compliance reviews are conducted by the security officers and the employees are advised that they have committed a violation.  
*A:RE Internal Use*
- 9375**      *13546D*      Each  
*08/1991 Destroy Prev Issues Upon Rec*  
**Line Profile Grid**  
 Used to assist the ADCs in profiling the order fulfillment lines. *T:M:L Internal Use*
- 9385**      *13741C*      Each  
*03/1992 Use/Issue Prev Issue First*  
**Payment Plan Requests**  
 Form 9385, Payment Plan Requests, is filled out by Returns Processing and submitted to Collections for approval of taxpayer payment plans.  
*CP:CO:SC:C Internal Use*
- 9387**      *13835Z*      Each  
*11/1991 Destroy Prev Issues Upon Rec*  
**Cycle Count Weekly Audit Worksheet**  
 Form 9387 is used by the Distribution Centers to capture weekly cycle count results in a consistent manner. *HR:F:P Internal Use*
- 9388**      *13836K*      Each  
*11/1991 Destroy Prev Issues Upon Rec*  
**Inventory Adjustment Log**  
 Form 9388 is used by the Distribution Centers to record inventory adjustments in a consistent manner. *HR:F:P Internal Use*
- 9389**      *13837V*      Each  
*11/1992 Destroy Prev Issues Upon Rec*  
**Cycle Count Daily Audit Worksheet**  
 Form 9389 is used by the Distribution Centers to capture daily cycle count results in a consistent manner. *HR:F:P:D Internal Use*
- 9390**      *13838G*      Each  
*11/1991 Destroy Prev Issues Upon Rec*  
**Fiscal Year Inventory Accuracy Report**  
 Form 9390 is used by the Distribution Centers to capture year to date (fiscal) inventory accuracy results. *HR:F:P:D Internal Use*
- 9393**      *14124V*      Each  
*04/1993 Destroy Prev Issues Upon Rec*  
**Schedule of Adjustments for Appeals Case Memo (ACM)**  
 This form will be used in some appeals cases. *CC:AP:FS Internal Use*
- 9394**      *14125G*      Each  
*12/1991 Destroy Prev Issues Upon Rec*  
**Brief Narrative for Appeals Case Memo**  
 This form will be used in some appeals cases. *CC:AP:FS Internal Use*
- 9398**      *14144N*      Each  
*12/1991 No Previous Issue*  
**Contract Administration**  
 This form consists of 54 pages (adhesive bound) containing 27 different Parts (forms), each pertaining to contract administration. *M:P:C Internal Use*
- 9409**      *14155U*      Each  
*03/1997 Destroy Prev Issues Upon Rec*  
**IRS/SSA Wages Worksheet**  
 Form 9409 will be completed by Underreporter Tax Examining Clerks. After completion it will be forwarded to the Social Security Administration for processing to correct taxpayer wage records.  
*T:C:O:L:I Internal Use*
- 9416**      *14162J*      Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checksheet - Attachment 11 - Employee and Matching Contributions**  
 The PDC is used by EP agents when requesting additional information from taxpayers in connection with an examination or determination letter application. These consist of standard paragraphs.  
*CP:E:EP:FC Tax Related Public Use*
- 9417**      *14163U*      Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checksheet - Attachment 12 - Sect. 401(k) Requirements**  
 The PDC is used by EP agents when requesting additional information from taxpayers in connection with an examination or determination letter application. These consist of standard paragraphs.  
*CP:E:EP:FC Tax Related Public Use*
- 9423**      *14169I*      Each  
*01/1999 Destroy Prev Issues Upon Rec*  
**Collection Appeal Request**  
 Form 9423, will be used by taxpayers or their representatives to appeal a collection action against them. The following actions may be appealed with this form: Notice of Federal Tax Lien, Levy, Seizure, or termination of an Installment Agreements.  
*AP:G:O Tax Related Public Use*
- 9436**      *14562N*      Each  
*05/1992 No Previous Issue*  
**Special features function information for proof of claim**  
 Form 9436 will be used by Employee Plans personnel in the field to confer to personnel in Special Procedures Functions that a taxpayer under their examination has filled for bankruptcy. This will assist Special Procedures Function personnel to file a proof of claim with the Bankruptcy Court.  
*CP:E:FC Internal Use*
- 9439**      *14579I*      Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Collectibility Evaluation Form**  
 This item is used to determine the potential that exists for collecting revenue from a taxpayer (corporate and/or individual).  
*OP:EX:CS:SCP Internal Use* **This product may not be ordered by the general public**
- 9440**      *14580J*      Each  
*07/1992 No Previous Issue*  
**Taxpayer Levy Source and Contact Information**  
 The use of this form is referenced in part IV of the IRM (4482.6). The form provides spaces for collecting information about primary and secondary sources of Levying income. *OP:EX:CS:SCP Internal Use*
- 9445**      *14692C*      Each  
*07/1992 No Previous Issue*  
**Declaration of Abandonment**  
 This form is crated to be signed by the District Director within 30 days of notice of property. Property will be declared abandoned and the title will be vested in the United States. *CI:RD:TD Internal Use*
- 9446 (C)**      *14652S*      Each  
*06/1992 No Previous Issue*  
**(Untitled label--File Identity)**  
 Form 9446(c) is an untitled file identification label which users prepare to describe the data contained on (all types of) magnetic media. Any/all inquiries re the format of this item are to directed to the originator (Gene Small, 202/501-3200 ext. 3702).  
*M:I:E:CP:O Internal Use*
- 9447**      *14673V*      Each  
*01/1993 Use/Issue Prev Issue First*  
**Time and Attendance Record**  
 Form 9447 has been created for the IRS conversion to the TIMIS Personnel/ Payroll System and the implementation of PC-TARE, the input process/ system for time and attendance data in TIMIS.  
*M:S:P:S Internal Use*
- 9448**      *14674G*      Each  
*01/1993 No Previous Issue*  
**Time and Attendance Record (Special Use T & A)**  
 Form 9448 was created for IRS conversion to the TIMIS Personnel/Payroll System and the implementation of PC-TARE, the input process/system for time and attendance data in TIMIS. *M:S:P:S Internal Use*

## Forms

- 9449**                    **14675R**                    Each  
*02/1997 Use/Issue Prev Issue First*  
**Time and Attendance Record (Corrected/Amended T & A)**  
 Form 9449 was created for the IRS Conversion to the TIMIS Personnel/Payro II and the implementation of PC-TARE, the input process/system for time and attendance data in TIMIS. *M:S:P:S* Internal Use
- 9452**                    **14695J**                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Filing Assistance Program (Do you have to file a tax return?)**  
 This form will be used at VITA, Tax Counseling for the Elderly (TCE) and District Walk-in sites where taxpayers are assisted. It will help individuals determine if they are required to file a tax return or not. *OP:FS:S:P:I* Tax Related Public Use
- 9453**                    **14702N**                    Each  
*09/1992 No Previous Issue*  
**Federal Tax Deposit Tracer History Sheet**  
 This form was created for the purpose of recording information that is relative to tracing missing Federal Tax Deposit payments. *R:R:A:DE* Internal Use
- 9465**                    **14842Y**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Installment Agreement Request**  
 Form 9465 is an Installment Agreement Request for the taxpayer to provide identifying account information and financial ability to enter into an installment agreement arrangement. The form will be used by the IRS to establish a payment plan for taxes owed. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 9465 (SP)**            **20606M**                    Each  
*05/1995 No Previous Issue*  
**Installment Agreement Request (Spanish Version)**  
 Form 9465 (SP) is an Installment Agreement Request for the taxpayer to provide identifying account information and financial ability to enter into an installment agreement arrangement. The form will be used by the IRS to establish a payment plan for taxes owed. *CP:CO:O:I:SC* Internal Use
- 9466**                    **14843J**                    Each  
*10/1992 No Previous Issue*  
**Inventory Quality Assurance Worksheet - Receipt Putaway Function**  
 This form is to be used by Quality Review Clerks for on-site sample reviews for all three distribution centers. *W:CAR:MP:M:L* Internal Use
- 9467**                    **14844U**                    Each  
*10/1992 No Previous Issue*  
**Inventory Q.A. Worksheet - Stock Movement Order (SMO) Function**  
 This form is to be used by Quality Review Clerks for on-site sample reviews for all three distribution centers. *W:CAR:MP:M:L* Internal Use
- 9472**                    **14868E**                    Each  
*02/1994 No Previous Issue*  
**Universal Wiring Services--Site Requirements General**  
 This initial issuance of Form 9472 replaces and supersedes the unnumbered draft format exhibited in the 1992 version of Document 7281, Universal Wiring Handbook. The form is one of a series (Forms 9472 thru 9476 and 9644) for completion by authorized Service telecommunications personnel when complying with the requirements for universal wiring a facility. *IS:N:D:T:F* Internal Use
- 9473**                    **14869P**                    Each  
*02/1994 No Previous Issue*  
**Universal Wiring Services--Site Requirements - Single Floor Environment**  
 This initial issuance of Form 9473 replaces and supersedes the unnumbered draft format exhibited in the 1992 version of Document 7281, Universal Wiring Handbook. The form is one of a series (Forms 9472 thru 9476 and 9644) for completion by authorized Service telecommunications personnel when complying with the requirements for universal wiring a facility. *IS:N:D:T:F* Internal Use
- 9474**                    **14888W**                    Each  
*02/1994 Special Handling/See Remarks*  
**Universal Wiring Services - Site Requirements - Telecommunications Equipment Room**  
 This initial issuance of Form 9474 replaces and supersedes the unnumbered draft format exhibited in the 1992 version of Document 7281, Universal Wiring Handbook. The form is one of a series (Forms 9472 thru 9476 and 9644) for completion by authorized Service telecommunications personnel when complying with the requirements for universal wiring a facility. *IS:N:D:T:F* Internal Use
- 9475**                    **14889H**                    Each  
*02/1994 Special Handling/See Remarks*  
**Universal Wiring Services - Site Requirements - High-Rise/Campus Environment**  
 This initial issuance of Form 9475 replaces and supersedes the unnumbered draft format exhibited in the 1992 version of Document 7281, Universal Wiring Handbook. The form is one of a series (Forms 9472 thru 9476 and 9644) for completion by authorized Service telecommunications personnel when complying with the requirements for universal wiring a facility. *IS:N:D:T:F* Internal Use
- 9476**                    **14890I**                    Each  
*02/1994 No Previous Issue*  
**Universal Wiring Services - Site Requirements - Site Inspection**  
 This initial issuance of Form 9476 replaces and supersedes the unnumbered draft format exhibited in the 1992 version of Document 7281, Universal Wiring Handbook. The form, which is one of a series (Forms 9472 thru 9476 and 9644), is for completion by the Government representative located at the site being inspected for compliance with universal wiring standards. *IS:N:D:T:F* Internal Use
- 9486**                    **14944V**                    Set  
*11/1992 Use/Issue Prev Issue First*  
**Information Systems Add/Delete/Change Request**  
 Form 9486 is to be used to add, delete or change information within the IRS Automated Information System (AIS). *IS:D:I:ICS* Internal Use
- 9489**                    **15001F**                    Each  
*09/1999 Destroy Prev Issues Upon Rec*  
**Contractors ID Media Request**  
 This form is filled in by contractors working for the IRS, and then turned in to the COTR that oversees the contract the contractor is working on. The COTR completes their section and returns the form to Safety and Security for processing. The primary use of the form is to provide a photo ID for the contractor to use in gaining access to IRS facilities. The form tracks who receives Photo IDs, parking permits, proximity cards, etc. *A:RE:A:O3:HQ:SS:MB* Internal Use
- 9490**                    **15003B**                    Set  
*02/1993 No Previous Issue*  
**Waiver Extending Statutory Period for Assessment of Personal Liability for Excise Tax**  
 This form is used as a supporting document for the assessment of excise tax against individuals. *S:C:CP:FP:E* Tax Related Public Use
- 9491**                    **15005X**                    Each  
*12/1992 No Previous Issue*  
**Questionnaire Relating to Employer's Federal Excise Tax Matters**  
 This item is used as a supporting document for the assessment of excise tax against individuals. *CO:O:1:SP* Tax Related Public Use
- 9492**                    **15007T**                    Each  
*02/1993 No Previous Issue*  
**Recommendation re: Personal Liability for Excise Tax**  
 This item is used as a supporting document for the assessment of excise tax against individuals. *OP:CO:C:SP* Tax Related Public Use
- 9493**                    **15009P**                    Set  
*02/1993 No Previous Issue*  
**Proposed Assessment of Personal Liability for Excise Tax**  
 This item is used as a supporting document for the assessment of excise tax against individuals. *S:C:CP:FP:E* Tax Related Public Use

## Forms

- 9494**                    **15011B**                    Set  
*05/2002 No Previous Issue*  
**Request for Assessment of Personal Liability for Excise Tax**  
 This product is used to assess the personal liability of excise tax against individuals. *S:C:CP:FP:E* Tax Related Public Use
- 9495**                    **15015T**                    Set  
*02/1993 No Previous Issue*  
**Personal Liability for Excise Tax - File Transmittal**  
 This item is used as a supporting document for the assessment of excise tax against individuals. *S:C:CP:FP:E* Tax Related Public Use
- 9498**                    **15096Y**                    Each  
*11/1992 No Previous Issue*  
**Employee Separation Form**  
 This form is to provide information to The Frick Company, which will be used in determining eligibility for unemployment benefits. *HR:H:S* Internal Use
- 9500**                    **15108F**                    Each  
*11/1993 Destroy Prev Issues Upon Rec*  
**Program Analysis System (PAS) Notices (CP) Data Collection Instrument (DCI)**  
 This form reflects the fundamental elements of Program Analysis System error identification when reviewing Notices for accuracy and clarity. The results of the analysis, detailing the errors in codes are entered by the service centers on the Data Collection Instrument. *T:T:S:N* Internal Use
- 9501**                    **15133Q**                    Pad  
*02/1993 Destroy Prev Issues Upon Rec*  
**COMPA Worksheet**  
 This is an internal use form for all IDRS users in Service Centers and District Offices. The form is used to manually compute penalty and interest when an account is not on IDRS. *HR:T:C:TR* Tax Related Public Use
- 9504**                    **15231V**                    Each  
*01/1993 No Previous Issue*  
**Technical Case History**  
 This form used to list chronologically all pertinent substantive and procedural actions taken for Technical Case History. *CP:E:EO* Internal Use
- 9505**                    **15249B**                    Each  
*02/1993 No Previous Issue*  
**Examination Data Sheet Nonfiler and CBRS Information**  
 This form is used to capture data for research purposes on (1) the impact of the Nonfiler strategy on Nonfilers. (2) usage of the currency and Banking Retrieval System to identify Nonfilers. *CP:EX:CS:MI* Internal Use
- 9509**                    **15275X**                    Each  
*01/1993 No Previous Issue*  
**Examination - Action 61**  
 Examination will used Action 61 form for reviews and no longer be using Form 9328 for Action 61 reviews. *EX:Q:S:Q* Internal Use
- 9511 A**                    **16228I**                    Each  
*08/1993 Use/Issue Prev Issue First*  
**Entry Level Self-Assessment of Readiness**  
 Form 9511-A is filled out by personnel to help assess a management applicant's own skills, knowledge and abilities in becoming a manager. *A:PS:PM* Internal Use
- 9512**                    **14589E**                    Each  
*04/1993 No Previous Issue*  
**MAP Entry Level Resume**  
 Form 9512 was created due to the MAP (Management Achievement Program ) program being extended. It is designed to help you assess your skills, knowledge and abilities as they relate to your readiness to become a manager. Potential candidates fill this out as their resume. Form 9512 is available as a fillable PDF file and can be accessed through [WWW.PUBLISH.NO.IRS.GOV](http://WWW.PUBLISH.NO.IRS.GOV) *A:PS:M* Internal Use
- 9512 A**                    **16250M**                    Each  
*08/1993 No Previous Issue*  
**Entry Level Resume**  
 Form 9512-A is filled out by prospective management personnel to highlight their career accomplishments and achievements. Form 9512 A is available as a fillable PDF file accessible through [WWW.PUBLISH.NO.IRS.GOV](http://WWW.PUBLISH.NO.IRS.GOV). *A:PS:M* Internal Use
- 9526**                    **15603H**                    Each  
*03/2000 Destroy Prev Rev. Immediately*  
**Distinguished Expert Award**  
 Form 9526 is signed by the Director, Criminal Investigation, and awarded to those special agents who achieve a perfect rating of 100 in the Standard Qualification Course. *CI:S:T:A* Internal Use
- 9527**                    **15602W**                    Each  
*10/1999 Use/Issue Prev Issue First*  
**Sharpshooter Award**  
 This award is given to special agents who achieve a score of 85 to 94 during qualification. This form is signed by a Branch Chief. *CI:S:T:A* Internal Use **This product may not be ordered by the general public**
- 9528**                    **15604S**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Expert Award**  
 Form 9528 is a certificate given to those Special Agents who score a 95 to 99 rating in the Standard Qualification Course. The form is signed by both the certifying range officer and the Special Agent in Charge (SAC) of Field Operations. NOTE: This item is not to be issued to the general public. *CI:S:T:A* Internal Use
- 9529**                    **15605D**                    Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Marksmanship Award**  
 This award is given to special agents for notable marksmanship achievements and/or contributions to the firearms program. This form is signed by the Assistant Commissioner. *CI:S:T:A* Internal Use **This product may not be ordered by the general public**
- 9530**                    **15607Z**                    Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Marksmanship Certificate**  
 This award is given to special agents who achieve a score of 70 to 84 during qualification. This form is signed by a Branch Chief. *CI:S:T:A* Internal Use **This product may not be ordered by the general public**
- 9533**                    **15685X**                    Each  
*04/1993 No Previous Issue*  
**Lockbox Information Requests**  
 This form is needed to ensure all required info is obtained and documents from lockbox banks. *T:S:C:L* Internal Use
- 9535**                    **15687T**                    Each  
*05/1993 No Previous Issue*  
**Record of Lockbox Discovered Remittances and Correspondence**  
 This is needed to ensure all required information is obtained and documented by the lockbox banks. *T:S:C:L* Internal Use
- 9556**                    **15870A**                    Each  
*09/1993 No Previous Issue*  
**System Change Request (SCR) Input Record**  
 Form 9556 is used by designated originators to request Distribution Center Systems (CIDS) software modifications. Once the request is approved, the information is input to the CIDS System Change Request subsystem. Complete instructions are in IRM 1(17)5(22):(20)30. *HR:F:P:D3* Internal Use
- 9557**                    **15871L**                    Each  
*09/1993 No Previous Issue*  
**System Change Request (SCR) Comment Input Record**  
 Form 9557 is used as an optional attachment if additional space is needed for items (5) and (6) on Form 9556. Complete instructions are in IRM 1(17)5(22):(20)30. *HR:F:P:D3* Internal Use
- 9564**                    **15928F**                    Each  
*09/1998 Destroy Prev Issues Upon Rec*  
**EP/EO EQMS Examination standard rating form**  
 For use in establishing quality of EP/EO Examination cases. *CP:E:EO:FL* Internal Use
- 9565**                    **15929Q**                    Each  
*09/1998 Destroy Prev Issues Upon Rec*  
**EP/EQMS Determination Letter Standards rating form**  
 For use in establishing quality of EP Determination Letter Cases. *CP:E:FC:CI* Internal Use
- 9566**                    **15930R**                    Each  
*09/1998 Destroy Prev Issues Upon Rec*  
**EQ EQMS Determination letter standards rating form**  
 For use in establishing quality of EO Determination letter cases. *CP:E:EO:FL* Internal Use

## Forms

- 9606**                    *20463F*                    Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Taxable Parking Benefits**  
 Form 9606 is to be sent to all IRS employees who are assigned parking spaces that are now subject to taxes under the Energy Policy Act of 1992. *M:S:RE* Internal Use
- 9610**                    *20484I*                    Each  
*02/1994 No Previous Issue*  
**Record of Approved Leave - Family and Medical Leave Act**  
 Form 9610 is used by IRS Headquarters employees to keep a record of approved leave under the Family and Medical Leave Act. *HQ:HR:MP* Internal Use
- 9611**                    *20486E*                    Each  
*07/1997 No Previous Issue*  
**Application for Leave Under the Family and Medical Leave Act**  
 Form 9611 is used by IRS Headquarters employees to apply for leave under the Family and Medical Leave Act. *HQ:HR:MP* Internal Use
- 9619**                    *20516H*                    Each  
*01/1994 No Previous Issue*  
**Notification of Probationary Period Document (NOPPD)**  
 Form 9619 will be completed by staffers and given to employees who are required to serve a one year probationary period. It will serve as an official notification record. *A:PS:PM* Internal Use
- 9620**                    *20517S*                    Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Race and National Origin Identification**  
 Form 9620 is used to collect race and national national origin identification from applicants. The form allows the service to determine its applicant/employee pool and thereby enhance its recruitment plan. *A:PS:PM* General Admin Public Use
- 9629 (C)**                    *20560Z*                    Each  
*03/1994 No Previous Issue*  
**CA-1 File Identification Label**  
 Form 9629 is designed for the Martinsburg Computing Center (MCC) CA-1 automated library system used to manage ESA (Enterprise System Architecture) tape volumes. (ESA is the operating system on IBM compatible mainframes.) MCC uses Form 9629 on outgoing media only. Form is not restricted to only Martinsburg. Other internal offices may order as needed. *M:I:E:CP:O A* Internal Use
- 9633**                    *20537K*                    Each  
*02/1994 No Previous Issue*  
**File Search Request**  
 Form 9633 (formerly M-5762) is used by Martinsburg Computing Center to request taxpayer information. *ISM:M:C:S:U* Internal Use
- 9637**                    *20612Q*                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Plan Deficiency Checklist Attachment 5B**  
 Employee plan deficiency checklist *CP:E:EP:FC* Tax Related Public Use
- 9638**                    *20613B*                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Benefit Plan Coverage & Nondiscrimination Requirements: Defined Benefit Plans**  
 worksheet 5A determination of qualification, employee benefit plan coverage and nondiscrimination req. *CP:E:EP:FC* Internal Use
- 9639**                    *20614M*                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee benefit Plan, Permitted Disparity, Worksheet 5B Determination of Qualification**  
 worksheet 5B *CP:E:EP:FC* Internal Use
- 9640**                    *20616I*                    Each  
*12/1998 No Previous Issue*  
**Employee plan deficiency checksheet 5A, coverage & nondiscrimination requirements: defined contrib.**  
 employee plan deficiency checklist 5A, coverage and nondiscrimination req Defined contribution plans *CP:E:EP:FC* Tax Related Public Use
- 9644**                    *20711G*                    Each  
*02/1994 No Previous Issue*  
**Universal Wiring Services - Site Acceptance Test (SAT)**  
 This initial issuance of Form 9644 replaces and supersedes the unnumbered draft format exhibited in the 1992 version of Document 7281, Universal Wiring Handbook. The form is one of a series (Forms 9472 thru 9476 and 9644) for completion by authorized Service telecommunications personnel when complying with the testing procedures requirements for universal wiring a facility. *IS:N:D:T:F* Internal Use
- 9655**                    *20817V*                    Each  
*06/1994 No Previous Issue*  
**DFI Case History Worksheet**  
 Examination field office employees will use this product as part of the DFI Diesel Fuel Dyeing/ Diesel Dyeing Project. This law was passed under OBRA 93. *CP:EX:ST:E* Internal Use **This product may not be ordered by the general public**
- 9664**                    *20865F*                    Each  
*06/1995 Destroy Prev Issues Upon Rec*  
**Performance Appraisal Form**  
 This form is used by Chief Counsel managers when giving performance appraisals to their employees. *CC:F&M:PPO:W* Internal Use
- 9666**                    *20882Q*                    Each  
*06/1994 No Previous Issue*  
**Diesel Fuel Inspector Letter Form**  
 Inspectors request for test of diesel fuel samples. *CP:EX:ST:E* Internal Use
- 9667**                    *20889P*                    Each  
*06/2000 Destroy Prev Issues Upon Rec*  
**Sample Bottle Seals and Identification Labels**  
 Labels will be used by Fuel Compliance Officers nationwide. The purpose of the form is to seal the fuel sample bottles for security reasons and to prevent spillage. *S:C:CP:RC:EX* Internal Use
- 9668**                    *20891B*                    Each  
*06/1994 No Previous Issue*  
**Diesel Fuel Equipment Penalty for Taxable Use**  
 Dyed diesel fuel nontaxable use only, penalty for taxable use. off highway not legal for motor vehicle use tags. IR 4083 *CP:EX:ST* Internal Use
- 9677**                    *20983C*                    Each  
*08/1994 No Previous Issue*  
**Taxpayer asset information**  
 Form 9677 is to assist CO in locating taxpayer assets. *OP:EX:CS:MI* Internal Use
- 9681**                    *21000C*                    Each  
*12/1995 Destroy Prev Issues Upon Rec*  
**Internal Revenue Service (IRS) Employee Performance/Attrition Data**  
 This scan form is under Strategic Initiative ERR-12 a recruitment and retention tracking system is to be developed. Per originator, this project is complete and no longer an active data base. Therefore the form is obsolete. *SER:DSS:SPM* Internal Use
- 9686**                    *21010Y*                    Each  
*09/1996 Use/Issue Prev Issue First*  
**Merit Promotion Questionnaire (MPQ)**  
 Form 9686 is used by all internal applicants who are applying for a position through the Merit Promotion Program. The form is used by employees to document their experience, education and other information that is used for consideration in the Merit Promotion Program. This revision provides an employee the opportunity to list all relevant experiences as it relates to the vacancy. *N:ADC:H:P:S* Internal Use
- 9689**                    *21038A*                    Each  
*09/1994 No Previous Issue*  
**Early intervention daily time report**  
 The Form 9689 is use for employee for there daily time utilization report. *CP:CO:O:CI* Internal Use
- 9698**                    *21151U*                    Each  
*05/2000 No Previous Issue*  
**Martinsburg Computing Center Internal Revenue Protective Officer Log**  
 Form 9698 is used by Martinsburg Computing Center to record incidents which have to be handled by the Protective Officer. *M:I:E:MC:P* Internal Use
- 9715 A**                    *23767E*                    Each  
*10/2000 Destroy Prev Issues Upon Rec*  
**IMDDS List and Label Request**  
 Form 9715-A is used to request IMDDS (Internal Management Documents Distribution System) list and labels. *T:FS:M:DFP* Internal Use

## Forms

**9716**                    *21152F*                    Each  
*11/1995 No Previous Issue*

### **TRAS Access Authorization Request**

Form 9716 should be filled in by all IRS employees that travel or may potentially travel. This form is used to gain access to the electronic Travel Reimbursement and Accounting System (TRAS). This form is also used to delete and change employee information in TRAS. *M:FI* Internal Use **This product may not be ordered by the general public**

**9731**                    *14380H*                    Each  
*08/1997 Destroy Prev Issues Upon Rec*

### **Foreign language cash award program application**

Form needed to implement foreign language cash award program. Form 9731 can also be found in Doc 10289 (25158H). *CP:CI:F:M* Internal Use **This product may not be ordered by the general public**

**9732**                    *14191M*                    Each  
*08/1997 Destroy Prev Issues Upon Rec*

### **FOREIGN LANGUAGE CASH AWARD PROGRAM**

THIS FORM IS USED BY CI AGENTS WHO MAY APPLY FOR CASH AWARD FOR THEIR EXPERTISE IN A FOREIGN LANGUAGE. FORM 9732 IS ALSO IN DOC 10289 (25158h) *CP:CI:F:M* Internal Use **This product may not be ordered by the general public**

**9766**                    *21583I*                    Each  
*02/2002 Destroy Prev Issues Upon Rec*

### **Survey 2002 IRS/NTEU Employee Satisfaction Survey**

Survey 2002 is the annual all-employee survey used to measure Employee Satisfaction. It is one of the components of the Balance Measurements System. *N:CF0:O:S* Internal Use

**9770**                    *21636K*                    Each  
*06/1995 No Previous Issue*

### **No Trespassing Notice**

This form is to warn unauthorized persons that it is unlawful for them to be in that particular area. *CI:S:RPE* Internal Use

**9771**                    *21637V*                    Each  
*06/1995 No Previous Issue*

### **Public Notice of Attachment**

This form is to warn of Attachment by an IRS Agent, and that violators will be prosecuted. *CI:S:RPE* Internal Use

**9779**                    *21816U*                    Each  
*01/2000 Use/Issue Prev Issue First*

### **EFTPS Business Enrollment Form**

**NOTE!!! ALL REQUESTS FOR INTERNAL ORDERS FOR OVER 100 COPIES MUST CONTACT JOYCE BLAIR ON (202) 283-0093.** Form 9779, Business Enrollment Form, the Electronic Federal Tax Payment System, a tax payment system that the Internal Revenue Service will use to accept all electronically transmitted tax payments from businesses enrollment. EFTPS will use two government designated Treasury Financial Agents to process tax payments, (1) First National Bank of Chicago Services and (2) NationsBank. Payments made through EFTPS must use the Automated Clearing House (ACH) financial network which transfers fund *S:T* Tax Related Public Use

**9779 (SP)**                    *21817F*                    Each  
*02/1996 Destroy Prev Issues Upon Rec*

### **EFTPS Business Enrollment Form (Spanish Version)**

Form 9779, Business Enrollment Form, the Electronic Federal Tax Payment System (EFTPS) in spanish is the form IRS will use to accept all electronically transmitted tax payments from businesses enrollment. *OP:ETA:O:F* Tax Related Public Use

**9783**                    *21820C*                    Each  
*10/2001 Destroy Prev Issues Upon Rec*

### **EFTPS Individual Enrollment Form**

Form 9783 has been revised to include the instructions. Therefore, Instruction 9783 has been obsoleted. Form 9783 is the Individual Enrollment Form for the Electronic Federal Tax Payment System. EFTPS is a tax payment system that the Internal Revenue Service will use to accept all electronically transmitted tax payments from individual enrollment. EFTPS will use two government designated Treasury Financial Agents to process tax payments. Payments made through EFTPS must use the Automated Clearing House (ACH) financial network which transfers fund and passes tax payment information to the IRS. *S:T* Tax Related Public Use

**9783 (SP)**                    *21821N*                    Each  
*02/1996 No Previous Issue*

### **EFTPS Individual Enrollment Form (Spanish Version)**

Form 9783SP is the spanish version of Form 9783 which is the EFTPS Electronic Federal Tax Payment System which allows Treasury to mandate the electronic payment method for collecting taxes. *T:S:C:F* Tax Related Public Use

**9799**                    *21862I*                    Each  
*01/1997 No Previous Issue*

### **Memorandum for the File**

This form is used to document Statutory Period of Limitation Control. Previously issued as SWR-AP-219. The 1-97 version is the only issuance. (2-97 was shown in error on the first ESN entry.) *MSRO, APPEALS* Internal Use

**9803**                    *21866A*                    Each  
*01/1997 No Previous Issue*

### **Transportation Agreement (POD Hawaii or Alaska)**

This form serves as an agreement signed by employees whose places of permanent residence are in the continental United States but who work at posts of duty in Alaska or Hawaii. By signing they agree to serve at these post of duty for a period of two years. This form was previously issued as ROWR-757. *HR/PERSONNEL* Internal Use

**9805**                    *21868W*                    Each  
*01/1997 No Previous Issue*

### **Records Processing Log and Timesheet (Continuation Sheet)**

This form is used by case records reviewers to establish accountability in the records processing operations. This is a continuation sheet. Previously issued as SWR AP-387-A. 2-97 issuance date incorrect. *MSRO:APPEALS* Internal Use

**9806**                    *21869H*                    Each  
*01/1997 Destroy Prev Issues Upon Rec*

### **Customer Service Survey**

Responding to the emphasis on quality as review goals, this form provides for the measurement of the quality of service given to customers. Previously issued as SWR-752. 2-97 issuance date incorrect. *M:P:R:MS* Internal Use

**9807**                    *21870I*                    Each  
*01/1997 No Previous Issue*

### **Appeals Transmittal and Case Memorandum**

Previously issued as SWR AP-947 *MSRO:APPEALS* Internal Use

**9810**                    *21914Z*                    Each  
*01/1997 No Previous Issue*

### **Western Region Designation**

Form is used to designate "acting" executive, managers, and supervisors, This will eliminate typing office memorandums to accomplish their designation. Previously issued as ROWR 2553. *MGMT. STAFF-WESTERN* Internal Use

**9814**                    *22023L*                    Each  
*04/2002 Destroy Prev Issues Upon Rec*

### **Express Services Routing Form**

Form 9814 is to be filled in by all IRS employees servicewide before shipping or mailing any package via express services. The form requires that specific information be given on the express package and it is mandatory that a Branch Chief or above sign off on the form for approval of the shipment.

The completed form must be presented to the IRS mailroom with the package. This form has been created and implemented to ensure that the IRS is only paying the additional funds to use express shipping services when necessary. The form is also required when payment for services will be made by a th *OP:FS:M:P:DFP* Internal Use



## Forms

- 9815**                    *22025H*                    Each  
*03/2001 No Previous Issue*  
**Joint Board for the Enrollment of Actuaries (Certificate of Enrollment)**  
 This certificate is issued by the Joint Board for the enrollment of actuaries to enroll actuaries and issue proper certificates of enrollment to each individual. The certificate is used to provide verification of enrollment with the IRS. Form 9815 is printed in black ink on 100% cream white artificial parchment paper. *N:C:SC:DOP* General Admin Public Use
- 9820**                    *22225J*                    Each  
*03/1999 Destroy Prev Issues Upon Rec*  
**Distribution Checklist for Bulk Shipment**  
 Form 9820 is completed for association with the procurement paperwork for computer documentation items (CPBs, FSPs, PRPs). It shows the production contractor the exact makeup of the consolidated shipments to destinations designated on the respective distribution list sheets for each order. The form is exhibited in the current GPO Term Contracts (C180-S and C492-S) used to effect printing. *IS:O:O:F:SC* Internal Use
- 9828**                    *22249T*                    Each  
*04/1996 Destroy Prev Issues Upon Rec*  
**Exemption Certificate Tax On Occupancy of Hotel Rooms**  
 Form is used to claim exemption for Hotel Occupancy Tax. *OP:CI:O:N:A* Internal Use
- 9849**                    *13877F*                    Each  
*03/1992 No Previous Issue*  
**Civil Penalty History Sheet**  
 Used by the Cincinnati Service Center, Exam Branch to show all information about a civil penalty case, including the progression of work through to a final determination. This was previously used by Underreporter Branch. This program is now in Exam Branch. This product was converted to the national numbering system. Printings/revisions prior to 4-96 were identified as SC-C 1002. *CP:EX* Internal Use
- 9852**                    *22387I*                    Each  
*01/1997 No Previous Issue*  
**Taxpayer Education Outreach Request**  
 Form is used by Ohio District employees for requesting public speaking by various organizations, and for maintaining a record of all requests in the taxpayer education office. *EX:TE* Tax Related Public Use
- 9856**                    *70303I*                    Each  
*08/1999 Destroy Prev Issues Upon Rec*  
**Attachment Alert**  
 Form is used to transmit return information to the Files Storage Area. The form is attached to the front of closed case file. The form standardizes information for several offices by consolidating it into one form. The form provides additional instructions for identifying the controlling DLN, indicates which document codes that items should not be attached to and provides space to return the items to the originator. This form is printed on lavender paper. This form was previously issued as SWR-510, ROWR-1528, MWR-295, NAR ANSC-13-872 and MAR-8658. *SPB:Q:DP* Internal Use
- 9857**                    *22494Y*                    Each  
*06/1996 No Previous Issue*  
**Annual Performance Appraisal Constant Annual Rating Date (CARD)**  
 Change in method of determining appraisal due dates. In Western Region (except Counsel) this form will be used in lieu of Form 3860, Summary of Performance Rating and Related Certifications for PMS employees. National Office and NTEU concur in the use of this new form. This form is used only in Western Region and will be placed in the WADC for use no later than October 1996. *DSS:OAK:SS&A* Internal Use
- 9859**                    *20902X*                    Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Record of Selected Returns**  
 This product is used by the Cincinnati Service Center, Research Branch, and the First National Bank of Chicago (FNBoC). This form is a card with a tab on the top right and is used primarily to separate IDRS blocks and blocks of lock boxes. Document 6982 folders are used to separate the large returns, the cards are used to separate the small ones. The FNBoC is under contract to process the Cincinnati Service Centers payments and IRS is to provide them with all the materials they are required to use. This product converted to the national numbering system and prior to 5-96 was identified as S *SP:PO:RP* Internal Use
- 9859 A**                    *20903I*                    Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Record of Selected Returns**  
 This product is used by the Cincinnati Service Center, Research Branch, and the First National Bank of Chicago (FNBoC). This form is a card with a tab on the left side and is used primarily to separate IDRS blocks and blocks of lock boxes. Document 6982 folders are used to separate large returns, these tabbed cards are used to separate the small ones. The FNBoC is under contract to process the Cincinnati Service Centers payments and IRS is to provide them with the materials they are required to use. This product converted to the national numbering system and prior to 5-96 was identified as S *CAS:SP:C* Internal Use
- 9864**                    *10918L*                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Interregional Information Systems Training Vendor Evaluation**  
 This evaluation form is used by training students to evaluate a automation training program--training class instructed by a vendor. This product was converted to the national numbering system and supersedes RC-C Gen 1192. *M:CE:IT:CT* Internal Use
- 9866 A**                    *22609N*                    Each  
*07/1996 No Previous Issue*  
**Service Center Request for Installation, Relocation, Removal, Upgrade, Replacement of ISD Equipment**  
 This form is used in MSC to request the installation, relocation, removal upgrade, and replacement of ISD equipment. This product was converted to the National Numbering System and consolidated to supersede MSC CS-65, 74 and 92. *IS:MHS* Internal Use
- 9868**                    *22406E*                    Each  
*05/1996 Destroy Prev Issues Upon Rec*  
**Student Evaluation of Training Course**  
 This form is used by students to evaluate effective of training courses and materials. This product was renumbered to the National Numbering System. Revisions prior to 5-96 were identified as 500-5-475 (Rev. 7-90), no catalog number. *DSS:AHS:FMB:E* Internal Use
- 9869**                    *22407P*                    Each  
*05/1996 No Previous Issue*  
**Instructor's Evaluation of Education Branch Support Services**  
 This form is used to evaluate the instructor. This product was converted number assigned due to IRS numbering system. as 500-5-885 (Rev. 7-90), no catalog number. *DSS:AHS:FMB:E* Internal Use
- 9873**                    *22427H*                    Each  
*09/1997 No Previous Issue*  
**Civil Action To Protect Statute On Joint Investigation Periods**  
 This is a cross functional Quality Improvement Team recommendation. It will be used to secure approval from the CID (FTL district) in SER. This product was converted to the National Numbering System. Revisions prior to 5-96 were identified and supersedes 508-1-170 (3-93), no catalog number. *DSS:AHS:FMB:P* Internal Use
- 9874**                    *92157Q*                    Each  
*05/1996 Use/Issue Prev Issue First*  
**Request For Filing Notice of Federal Tax Lien**  
 Used to request SPF/Field Services to file federal tax liens. This product was converted to the National Numbering System. Revisions prior to 5-96 were identified as 500-2-46 (11-85), catalog number 92157Q. *T:CS* Internal Use

## Forms

**9877**                    *92308X*                    Each  
*05/1996 Destroy Prev Issues Upon Rec*  
**Trainee's Evaluation of Instructor**  
Used by each trainee to evaluate each instructor's classroom performance, administrative capabilities and counseling assistance. This product was converted to the National Numbering System. Revisions prior to 05-96 were identified as 500-5-476 (1-82), catalog number 92308X and MAR 1672 (Rev. 9-84), no catalog number. *DSS:AHS:FMB:P* Internal Use

**9878**                    *92410K*                    Each  
*05/1996 No Previous Issue*  
**Product Number Log Sheet**  
This form is used to log Publishing Services requisition numbers. It was converted to the National Numbering System. Revisions prior to 6/96 were identified as 500-5-817 (10-81), catalog number 92410K. *DSS:AHS:FMB:P* Internal Use

**9880**                    *22417L*                    Each  
*10/2001 Destroy Prev Rev. Immediately*  
**Envelope Order Form**  
This form will be used by IRS offices to order envelopes directly from the envelope contractor on GPO Program 2551-S. The previous revision of the form included two envelopes added to the contract for FY 2000; the E-142 B and the E-200 A. The 10-2000 revision has added an existing envelope, the E-44 B, and a new size for the E-178. See Document 9589, Field Envelope Ordering Information, Catalog #22429D, for additional information and instructions for completing the form. *W:CAR:MP:M:PS:AFPS* Internal Use

**9883**                    *22567S*                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Checklist of Appointment Forms**  
The purpose of this form is ensure that all new employees brought on board complete all of the necessary forms needed to complete their hiring process. This checklist serves as a guide for personnel employees to determine if all necessary paperwork has been completed. This product was converted to the National Numbering System, and superseded 506-5-28. *RM:FM* Internal Use

**9885**                    *22570P*                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Request for AIMS Assistance**  
This form enables group clerks to communicate their problems to the AIMS coordinator more effectively, thereby receiving answers sooner. This product was converted to the National Numbering System, superseding SER 504-4-248. *EX:PSP* Internal Use

**9886**                    *22571A*                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Technical Referral Callback**  
This form is used for taxpayer account referrals as well as to address technical referral needs. The form also conforms with the automation program for case inventory purposes. This product was converted to the National Numbering System. Revisions prior to 06/96 were identified as Form 503-6-93, catalog number F51053. *TAB II* Internal Use

**9890**                    *22493N*                    Each  
*05/1996 Destroy Prev Issues Upon Rec*  
**Requisition Status Notice**  
Form 9890 allows the customer to follow-up on current status Forms 1334 in Procurement. This product was converted and superseded 500-5-896 (Rev 8/92), 500-4-896A (rev 12-93), SC-C 765-A (Rev.2/95), Dir-Ind 916 (Rev 7/89) & Dir-Det 375 (2/92). *M:P:R:NE* Internal Use

**9897**                    *92239V*                    Each  
*03/1997 Destroy Prev Issues Upon Rec*  
**Follow-Up on Outside Employment**  
This form is completed by employees who have already completed Form 7995, and is used to terminate or continue approval for such employment. This item was converted to the national numbering system. Revisions prior to 03-97 were identified as 500-5-231(Rev. 8/98), same catalog number. *RM:FM:P* Internal Use

**9900**                    *92243D*                    Each  
*02/1997 Destroy Prev Issues Upon Rec*  
**Record of Pool-use vehicle**  
Used to keep track of GSA Vehicles. This product was converted to the National Numbering System. Revisions prior to 2/97 were identified as Form 500-5-250 (Rev. 11-80), catalog number 92243D. *DSS:AHS:F:O* Internal Use

**9904**                    *92255V*                    Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Personnel Materials Transmittal**  
Used to transmit personnel files to other IRS offices or other government agencies. This product was converted to the National Numbering System. Revisions prior to 12/96 were identified as 500-5-324 (Rev. 11-86), catalog number 92255V. *RM:P:E* Internal Use

**9911**                    *92297B*                    Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Investigation Report Control Document**  
Used to control inspection case; transmit document for inspection case; provide procedural instructions for processing; report action taken; record post review notes. This product was converted to the National Numbering System. Revisions prior to 12/96 were identified as Form 500-5-436 (Rev. 3-91), catalog number 92297B. *RM:P:LR* Internal Use

**9914**                    *22507Q*                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Pre-Screening Sheet**  
This new form is used to screen incoming information provided by the TP to ensure that adequate information was provided. It received a national product number. *C:E:CE* Internal Use

**9915**                    *92299X*                    Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Referral of Complaint of Alleged Indebtedness**  
This form provides a uniform method for referring an alleged debt complaint to the manager and records the employee's statement regarding alleged indebtedness. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form 500-5-445 (Rev. 7/88), catalog number 92299X. *DSS:PMB:LR* Internal Use **This product may not be ordered by the general public**

**9916**                    *92311U*                    Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Authorization for Disclosure of Health and Medical Information**  
Form is for the optional use of any IRS office operating a health unit to obtain authorization for disclosure of health and medical information. This product was converted to the National Numbering System. Revisions prior to 12/96 were identified as 500-5-479 (Rev. 8-79), catalog number 92311U. *RM:P* Internal Use

**9918**                    *92269J*                    Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**GSA Motor Pool Vehicle Assignment and Cost**  
This form is used to aid in identifying vehicle cost for reconciling GSA billing. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form 500-5-604 (Rev. 6-86), catalog number 92269J. *DSS:AHS:F* Internal Use

**9919**                    *22523Q*                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Reviewer's Monthly Inventory Status Report**  
Form 9919 allows the EPEO Reviewers to list the end of month inventory. *EPEO:R* Internal Use

**9920**                    *22832E*                    Each  
*09/1996 Use/Issue Prev Issue First*  
**Telephone History Sheet**  
Form is used in Adjustment Branch daily to document issues discussed on incoming telephone calls. This form was created because Adjustments is experiencing an increase in telephone calls from taxpayers and due to Action 61 requirement that telephone numbers be entered on all letters. This product was converted to the National Numbering System, and superseded NAR BSC 12-588 (11-91). *TAD:A:COR* Internal Use

- 9922**                    *22538P*                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Daily Staffpower Report**  
 Form 9922 (6-96) is used daily to track the workforce in each unit. This product was converted to the National Numbering System, and supersedes NAR Form BSC 11-52 (REV. 3-94). *SS:F:SP:PS* Internal Use
- 9923**                    *22527I*                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Review of Closing Letters**  
 Form 9923 is used by EPEO Reviewers to annotate when closing letters are being examined for quality and to verify if letters are opened or closed. Converted to the National Numbering System. *EPEO:R* Internal Use
- 9924**                    *22529E*                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**EPEO Review's Daily Report**  
 Form 9924 (6-96) is used by EPEO's Reviewers to notate daily tasks. All cases are logged in to track reviewers' case load from day to day. This product was converted to the National Numbering System, and supersedes NAR Form 1-117 (6-77). *EPEO:R* Internal Use
- 9925**                    *22526X*                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Staff-Returned Case Memorandum**  
 Form 9925 is used by the EPEO Review Staff when a case is being returned to specialist, identify item(s) that need(s) to be corrected. This product was converted to the National Numbering System and supersedes NAR Form 3-268 (Rev. 5/96). *EPEO:R* Internal Use
- 9927**                    *22521U*                    Each  
*06/1996 Use/Issue Prev Issue First*  
**ESU Classification Checksheet**  
 This form is attached to each case file and assists the Examination Branch to classify each case. This product was converted to the National Numbering System. Revisions prior to 6/96 were identified as ATSC Form 599-1-249, catalog number F56239. *DSS:AHS:FMB:S* Internal Use
- 9929**                    *92273R*                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Regional Training Center Instructor Biographical Sketch**  
 This form is used to obtain a biographical sketch of the instructor. This product was converted to the National Numbering System. Revisions prior to 6/96 were identified as SER Form 500-5-615 (Rev. 6-85), catalog number 92273R. *RM:T:A* Internal Use
- 9932 A**                    *23920X*                    Each  
*01/1997 No Previous Issue*  
**Estate Tax Classification and Processing Instructions (cutsheet version of the folder)**  
 Title - Extate Tax Classification and Processing Instructions previously issued as SWR-534-A *REG. COMPLIANCE (EX)* Internal Use
- 9934**                    *21910H*                    Each  
*08/1997 Destroy Prev Issues Upon Rec*  
**Statement of Physical Ability For Light Duty Work**  
 Used by the DSS for recruitment for the Cincinnati Service Center. Purpose of form is to determine physical limitations of potential employees. This form is generic and could be used by all recruitment functions of the service. This product was converted to the national numbering system and prior to 7-96 was identified as CR Form 37. *DSS:H:P:E1* Internal Use
- 9935**                    *22358F*                    Each  
*10/1996 No Previous Issue*  
**Midstates Region Transmittal**  
 This form is used for routing material between offices in the Midstates Region. Brief messages and instructions can be added to the routing slip. Mail codes are included for specific offices; however, mail codes are not shown for offices outside the Regional Office in order to prevent all mail from being routed to one specific mail stop. This form supersedes SWR-155. The revision 10-96 was inadvertently cancelled. This version has been reinstated. It will be placed on the on-demand program and will can be ordered from the distribution centers. *T:M:P::DFP* Internal Use
- 9936**                    *22647B*                    Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Request for Audit Trail**  
 Title-Request For Audit Trail The form is used to request audit trail searches on IDRS access. The form was previously issued as a Midwest Region form and with the combining of SWR and MWR the form had to be consolidated for use in Midstates region. See RC-MS Mem 2(10)-2 *MSR SECURITY* Internal Use
- 9937**                    *23200Y*                    Each  
*03/2001 Destroy Prev Issues Upon Rec*  
**MPAF/UCCP Change Request Form**  
 Title-MPAF/UCCP Change Request Form This form is used to establish, delete or update unit profiles on the IDRS system. This form was previously issued as SWR-240. *M:S:S AUSC-SECURITY* Internal Use
- 9938**                    *23187Q*                    Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**Employee Access Report**  
 Title-Employee Access Report This form was previously issued as a MWF-311(Formerly RCMW 600-34). A new form was created after the realignment of the Regions. This form may be prepared if, during the course of official business, an IDRS user is requested to access an employee's account. It may also be used to document an account the IRS user has accessed when he/she feels there could be a question about why the access was made. See RC-MS Mem 2(10)-2. The new revision was necessary because the form was made fillable and redesigned to conform to agency standards. *MSR SECURITY* Internal Use
- 9943**                    *21050I*                    Each  
*08/1996 Destroy Prev Issues Upon Rec*  
**Reconsideration Assessment Sheet**  
 Used by Collection and Exam Branches of the Cincinnati Service Center. The assessment sheet is used to assist the tax examiners in preparing ASFR Assessments. This product was converted to the national numbering system and supersedes SC-C 1069. *CP:C* Internal Use
- 9945**                    *22702P*                    Each  
*08/1996 No Previous Issue*  
**Referral of Potential Levy Release**  
 Levies are not being released on accounts that are not held on IDRS (Status 24). Areas dealing with these accounts that are overpaid can notify Collection branch via this form. *CP:C* Internal Use
- 9951**                    *16096I*                    Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**Research History Sheet**  
 By using these history sheets, the tax examiner only has to write the date and check the appropriate areas, reducing time spent on the case. This form was created by collection at the Cincinnati Service Center. This product was converted to the National Numbering System, and supersedes SC-C 1044. *CP:C* Internal Use
- 9952**                    *22766J*                    Each  
*10/1997 Destroy Prev Issues Upon Rec*  
**Manager's Automated Information Systems (AIS) Security Review**  
 This form is used to record an annual in-depth AIS security review. It also serves as the manager's internal control review against waste, fraud, and abuse as required by FMFIA. Previously numbered MSR-0020. *IS:SM* Internal Use
- 9961**                    *22831T*                    Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**Procedures for Computing FUTA Tax**  
 This form is used daily by tax examiner's in the FUTA unit to figure Form 940 FUTA tax. *CP:C* Internal Use
- 9962**                    *13986R*                    Each  
*03/1997 Use/Issue Prev Issue First*  
**Taxpayer Payment Envelope**  
 Payment envelope used by Taxpayers of Michigan and Indiana Districts, and various other districts for taxpayers to use, rather than waiting in line or when the office is closed. The envelope can also be used as a substitute for the Form 3244, Posting Voucher, when the taxpayer fills out the information requested on the front. The envelope is then used as the Posting Voucher. This product is being placed in the ADC's, as multiple districts have shown an interest in using it. This product was converted to the national numbering system and prior to 9-96 was identified as Dir-Det 386 (12-83). *W:CAR:FA:I:E:121* Tax Related Public Use

## Forms

**9965**                    **22863D**                    Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**VITA/TCE Site Registration**  
The instructor/coordinator fills out this site registration form to update volunteer and VITA/TCE site listings and returns them to TX:ED. *TX:ED* General Admin Public Use

**9968**                    **22930J**                    Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**ACS 0110 File**  
This form is used by two units in collection at the Cincinnati Service Center, to get pertinent information to ACS (automated collection system) for the 0110 files, which are the paperless system. *CP:C* Internal Use

**9969**                    **65696K**                    Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**IMPORTANT! Federal Tax Returns**  
Used to transmit tax returns to the proper IRS office. This form is used by the Clerical Support Unit 14, of the Cincinnati Service Center and is pre-printed with their address. Its states that if this package is damaged in transit to contact the nearest IRS office. This product was converted to the national numbering system and supersedes RC-C Gen 1080-A. *CP:EX* Internal Use

**9969 A**                    **10902B**                    Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**IMPORTANT! Federal Tax Returns**  
Forms used by the Cincinnati Service Center to identify packages containing tax returns, due to the possibility of becoming damaged in transit. Form will be used with each Form 3210 and included with all shipments containing tax returns sent from the Service Center to ensure that the documents get to the district offices intended and prevent unlawful disclosures. This product converted to the national numbering system 10-96 and supersedes RC-C Gen 1080. *QAMS:MS* Internal Use

**9982**                    **11627D**                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Louisville District Case Control Sheet**  
This product is used by examination personnel to issue instructions for case processing in district offices. This product was converted to the national numbering system. Revisions prior to 6-96 were identified as DIR-LOU 492 (Rev. 5-95). *E:1409* Internal Use

**9984**                    **92068W**                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Examining Officer's Activity Record**  
Used to record dates of all significant actions during processing of each exempt organization case.  
This product was converted to the National Numbering System and supersedes SER 500-1-103 (Rev.12-90), same catalog number; NAR Form 3-133 (Rev.5-80) & ATSC 599-1-33 (Rev.7-94), both uncataloged; RC-C Gen 774 (Rev.3-93), catalog number 65881N; MAR F 0006 (10-95), catalog number 21970J; 508-4-14 (8-92) (test), uncataloged, and MSC Form C-131 (11/91), uncataloged. *OP:EX:CS:SCP* Internal Use

**9984 A**                    **65881N**                    Each  
*09/1997 No Previous Issue*  
**Activity Record of Examining Officer**  
This form is used by Revenue Agents of the Ohio District during the examination of tax returns. It will help expedite the closing of cases by providing a complete record of persons contacted and actions taken. This form was created for use in lieu of Form 9984 for local use due to union negotiations with the local chapters. This form was converted to the national numbering system. Prior to 9-97 it was identified as RC-C Gen 774. *EX* Internal Use

**9984 B**                    **24830C**                    Each  
*03/2001 Destroy Prev Issues Upon Rec*  
**Examiner's Activity Record**  
This form is used to record dates of actions performed on tax accounts. The reverse side of the form is used in service centers to record various code adjustments, audit results and other transaction codes. It was converted to the national numbering system. Revisions prior to 8-97 were identified as F 9984 (92068W) and 599-1-33 (Rev.7-94), uncataloged. *AWSS:GHS:F:S&P* Internal Use

**9984 C**                    **25359U**                    Each  
*12/1997 No Previous Issue*  
**Examiner's Activity Record (History Sheet)**  
This form is used by the correspondence sections to code and identify the letter, date and status of correspondence sent to taxpayers. It is a national office fraud detection initiative during a nine week period. *C:E:CO* Internal Use

**9993**                    **92416Y**                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Testimony Report and Authorization**  
Used to record subpoena information and authorize employees to testify. This product was converted to the National Numbering System. Revisions prior to 6/96 were identified as Form 500-5-858 (2-84), catalog number 92416Y. *DSS:STOP 817-D* Internal Use

**9995**                    **22580L**                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**AFS Payment Code Sheet**  
This form is used in the standardized format for procurement coding. This product was converted to the National Numbering System, revisions prior to 6-96 were identified as Form 501-9-01, catalog number 22580L. *CONTROLLER; ACCGT.* Internal Use

**9996**                    **22584D**                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Alternate Work Schedules Election Form**  
This product is used by North-South Carolina District employees to request and obtain approval for alternate work schedules and tours of duty. This product was converted to the National Numbering System. Revisions prior to 6/96 were identified as Form 502-1-9 (11-91). *D:E* Internal Use

**10003**                    **22545E**                    Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Dyed Diesel Fuel Sample Bottle Labels**  
This Form is for OBRA "93" tax law for examination initiative of the Dyed Diesel Fuel. *S:C:CP:RC:EX* Internal Use

**10005**                    **22669P**                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**Job Status/History Sheet**  
This form is used by Multimedia Production Division employees to record historical information about publishing procurements. It contains information about each job, the originator, and what was the procurement history. The form is stored in each jobs history folder. *T:M:PS* Internal Use

**10006**                    **22587K**                    Each  
*06/1996 Destroy Prev Issues Upon Rec*  
**FINGERPRINT SHEET**  
THIS FORM IS USED AS A DATA SHEET FOR INPUTTING INFORMATION INTO THE FINGERPRINT SYSTEM. THIS PRODUCT WAS CONVERTED TO A NATIONAL NUMBERING SYSTEM AND DOES NOT SUPERSEDE ANOTHER PRODUCT. *DSS:MHS:HR* Internal Use

**10009**                    **24165M**                    Each  
*03/1997 Destroy Prev Issues Upon Rec*  
**Batch Label**  
This form is used for inventory control purposes by examiners and quality review staff. This product was converted to the national numbering system. Revisions prior to 3-97 were identified as 599-1-12 (Rev. 7-94). *C:COLL* Internal Use

**10009 A**                    **24363S**                    Each  
*06/1997 No Previous Issue*  
**Batch Label (Other Than Levy Responses)**  
This form is used by the Cincinnati Service Center, Collection Branch, Clerical Unit 26 to batch and control work pertaining to other than a levy responses. This product was converted to the national numbering and prior to 6-97 was identified as a localized version of Form 599-1-12. *CS:C* Internal Use

**10009 B**                    **24364D**                    Each  
*06/1997 No Previous Issue*  
**Batch Label (Levy Responses)**  
This form is used by the Cincinnati Service Center, Collection Branch, Clerical Unit 26 to batch and control work, specifically for Levy Responses. This product converted to the national numbering system and prior to 6-97 was identified as a localized version of Form 599-1-12. *CS:C* Internal Use

**10011**                    **24176T**                    Each  
*03/1997 No Previous Issue*  
**EP/EO Determination Case and Time Record**  
This product is used by district employees to maintain inventory control and time records of determination cases that are worked by the employees. This product was converted to the national numbering system. Revisions prior to 3-97 were identified as MAR 1332 (Rev. 2-77), no catalog number. *EP:EO* Internal Use

## Forms

- 10013**      *22601D*      Each  
*06/1996 No Previous Issue*  
**Related Case**  
 This form is maintained & associated with a particular case at all times in the Baltimore District. This product was converted to the national numbering system. Revisions prior to 7-96 were identified as MAR-736 (10-89). *C: Internal Use*
- 10014**      *22596V*      Each  
*07/1996 Destroy Prev Issues Upon Rec*  
**Work Papers**  
 Workpapers are required to be submitted with each completed examination by the Revenue Officer/Examiner who prepares the Employment Tax Reports at the audit conclusion. Workpapers are required on all examinations prepared by Revenue Agents. This product was converted to the National Numbering System. Revisions prior to 7/96 were identified as NAR Form 3-80 (Rev. 8-79). *S:C:C Internal Use*
- 10015**      *22600S*      Each  
*07/1996 Destroy Prev Issues Upon Rec*  
**Daily Locator Record**  
 Form is used by the Examiners, Revenue Agents, Managers, etc. to set appointments and to track time spent on cases whether in field or in the office. It is also on aide for managers to know the where about of all employees. This product was converted to the National Numbering System, and supersedes NAR Form 3-139 (Rev. 5-78). *CCO Internal Use*
- 10017**      *92086S*      Each  
*02/1997 No Previous Issue*  
**Expedite Processing Cycle Addendum**  
 Examining Officers, Group Clerks, and employees of Service Centers as well as the Examination Support and Processing Branch are all tasked with completing this in order to expelitte the processing time of tax returns. This product was converted to the National Numbering System and prior to February, 1997 was identified as Form 500-1-142. *EX Internal Use*
- 10032**      *22630G*      Each  
*07/1996 Destroy Prev Issues Upon Rec*  
**EP Determination Analysis**  
 Form is used to track timeframes and the processing of employee plans determination cases. This new product was a assigned a number under the National Numbering System. *EP:EO:SMPB Internal Use*
- 10033**      *22656M*      Each  
*07/1996 Destroy Prev Issues Upon Rec*  
**Annual Performance Appraisal Constant Annual Rating Date (Card)**  
 This form is used by the Typing Unit to assign volumes of work by Since annual rating procedures have been changed to using the employees' social security number, there is no need to have Form 3860 computer generated alert the users of the due date of annual rating for employees. This product was converted to the National Numbering System, and supersedes FSC Form 0435 (Rev. 9-94). *SS:T Internal Use*
- 10035 A**      *22653F*      Each  
*07/1996 Destroy Prev Issues Upon Rec*  
**Workload Review - Analysis of Cases (Continuation)**  
 This form is used by Gulf Coast District to record workload data for analysis. This product was converted to the National Numbering System. Revisions prior to 7-96 were identified as DIR-NO-996A, catalog number F54346. *RC:P Internal Use*
- 10036**      *22660U*      Each  
*07/1996 Destroy Prev Issues Upon Rec*  
**Trainee's Evaluation of Training**  
 This form is utilized in the Training/Education Branch by students to evaluate courses taken. This product was converted to the National Numbering System, and supersedes NAR Form 9-477 (10-81). *SS:E:C Internal Use*
- 10037**      *22661F*      Each  
*07/1996 Destroy Prev Issues Upon Rec*  
**Trainee's Evaluation of Instructor**  
 Form is used in the Training/Education Branch by the studens to evaluate Instructor at the end of courses taken. This product was converted to the National Numbering System, and supersedes NAR Form 9-482 (2-82). *SS:E:C Internal Use*
- 10049 A**      *22869R*      Each  
*10/1996 No Previous Issue*  
**DDE Transmittal Receipts**  
 Form is needed to list batches under appropriate program as they are received into Data Conversion Branch. This forms is used to list batches, total volume for each program for each work control. This product was converted to the National Numbering System. Revisions prior to 9/96 were identified as the same title, unnumbered. *P:DC:III Internal Use*
- 10049 B**      *22871D*      Each  
*10/1996 No Previous Issue*  
**DDE Transmittal Receipts**  
 Form is needed to list batches under appropriate program as they are received into Data Conversion Branch. This forms is used to list batches, total volume for each program for each work control. This product was converted to the National Numbering System. Revisions prior to 9/96 were identified as the same title, unnumbered. *P:DC:III Internal Use*
- 10049 C**      *22873Z*      Each  
*10/1996 No Previous Issue*  
**DDE Transmittal Receipts**  
 Form is needed to list batches under appropriate program as they are received into Data Conversion Branch. This forms is used to list batches, total volume for each program for each work control. This product was converted to the National Numbering System. Revisions prior to 9/96 were identified as the same title, unnumbered. *P:DC:III Internal Use*
- 10049 D**      *22874K*      Each  
*10/1996 No Previous Issue*  
**DDE Transmittal Receipts**  
 Form is needed to list batches under appropriate program as they are received into Data Conversion Branch. This forms is used to list batches, total volume for each program for each work control. This product was converted to the National Numbering System. Revisions prior to 9/96 were identified as the same title, unnumbered. *P:DC:III Internal Use*
- 10049 E**      *22875V*      Each  
*10/1996 No Previous Issue*  
**DDE Transmittal Receipts**  
 Form is needed to list batches under appropriate program as they are received into Data Conversion Branch. This forms is used to list batches, total volume for each program for each work control. This product was converted to the National Numbering System. Revisions prior to 9/96 were identified as the same title, unnumbered. *P:DC:III Internal Use*
- 10049 F**      *26176N*      Each  
*01/2001 No Previous Issue*  
**BMF DDES Transmittal Receipts / Releases**  
 Form is used by the Data Conversion Branch to list batches under appropriate programs and the total volume for each program. This product was converted to thenational numbering system. Revisions prior to 08/98 were identified as MSC FormCS&A 10 (Rev. 1/91). *MSC:P:DC Internal Use*
- 10049 G**      *26177Y*      Each  
*08/1998 No Previous Issue*  
**BMF DDES Transmittal Receipts/Releases**  
 Form is used by the Data Conversion Branch to list batches under appropriate programs and the total volume for each program. This product was converted to the national numbering system. Revisions prior to 08/98 were identified as MSC Form CS&A 10A (Rev. 3/90). *MSC:P:DC Internal Use*
- 10049 H**      *26178J*      Each  
*08/1998 No Previous Issue*  
**IMF DDES Transmittal Receipts/Releases**  
 Form is used by the Data Conversion Branch to list batches under appropriate programs and the total volume for each program. This product was converted to the national numbering system. Revisions prior to 8/98 were identified as MSC Form IS 11 (Rev. 8/92). *MSC:P:DC Internal Use*
- 10049 I**      *26179U*      Each  
*01/2001 No Previous Issue*  
**IMF DDES Transmittal Receipts/Releases**  
 Form is used by the Data Conversion Branch to list batches under appropriate programs and the total volume for each program. This product was converted to the national numbering system. Revisions prior to 8/98 were identified as MSC Form IS 11A (Rev. 6/95). *MSC:P:DC Internal Use*

## Forms

**10052**            *22842A*            Each  
*08/1996 Use/Issue Prev Issue First*  
**Incomplete Cases and Action Request Sheet**  
This product is used to determine the status of incomplete TEFRA cases; history sheet of actions taken and accountability. This product was converted to the National numbering system and supersedes Form 599-1-190 (8-89), catalog number F56256. *W:CP:CS:AT:EXAM,TCH1* Internal Use

**10056**            *22885R*            Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**IDRS Abuse Case Development Worksheet Format**  
This form is used by the IDRS Security Analyst when performing an EARL case research to maintain its development. This form was converted to the National Numbering System. *DSS:MHS:MS* Internal Use

**10056 A**            *22887N*            Each  
*09/1996 Use/Issue Prev Issue First*  
**Accounts Access (Continuation sheet)**  
This form is a continuation sheet to Form 10056, IDRS Abuse Case Development Worksheet Format. This new product was converted to the National Numbering System. *DSS:AHS:MSB* Internal Use

**10057**            *22917Q*            Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**Customer Service Verbatim Sheet**  
This form is used to gather information monitored on the telephone with the taxpayer and the employee. Information from this form will be transferred to Forms 10926 & 10926A. This form was converted to the National Numbering System. *DSS:MHS:TCC* Internal Use

**10057 A**            *22918B*            Each  
*09/1996 No Previous Issue*  
**Verbatim Sheet #2**  
This form is used to gather information from monitored telephone calls with the taxpayer and the employee. Information from this form will be transferred to Forms 10926 and 10926A. This form was converted to the National Numbering System. *DSS:MHS:TCC* Internal Use

**10060**            *22964P*            Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**Request for Reasonable Accommodations**  
This new form was created for the purpose of recording requests for reasonable accommodations for employees at Memphis SC. *DSS:MHS:HR* Internal Use

**10062**            *22983W*            Each  
*10/1996 No Previous Issue*  
**Project Sheet**  
This form was created to provide a way to clearly define, track, and organize projects from beginning to end. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-1-93 (Rev. 12/78). *T:M:P:AFP* Internal Use

**10065**            *23008G*            Each  
*10/1996 No Previous Issue*  
**PRP Quality Review Checksheet**  
This new form will be used to perform Problem Resolution Program (PRP) case reviews in the Southeast Region. *AHS:PRO* Internal Use

**10067**            *23070U*            Each  
*10/1996 Use/Issue Prev Issue First*  
**Request for Administrative Leave Due to Inclement Weather Conditions**  
This self-explanatory form title, Request for Administrative Leave due to Adverse Weather Condition was converted to the National Numbering System. Revisions prior to 10-96 were identified and superseded 599-0-197 (Rev.4-93). *DSS:AHS:HR* Internal Use

**10068**            *23094E*            Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Project Change Request**  
This form is used to request ADP application enhancements and changes. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-1-182 (Rev. 2/92). number. *RDIS:TS* Internal Use

**10069**            *23096A*            Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**PRP Case Transmittal**  
This form is used by District offices to refer PRP cases to various areas in the Service Center for varied reasons. It is used to identify the type of referral and attachments to go within the Service Center. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-1-193 (Rev.10-92). *RC:P* Internal Use

**10070**            *92124V*            Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Special Procedures Seizure Control Cover Sheet**  
This form is used by Collection to transmit and control seizure documents to SPF. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-2-3(Rev. 2-84), catalog number 92124V. *CP:SP* Internal Use

**10073**            *65511M*            Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Examination Rejection Notice**  
To provide a standard form for Exam Reject Cases. Claims classification is not confined to Exam Branch thus a form which can be used in each area which classifies returns is more feasible. This product was converted to the national numbering system and supersedes SC-C 414. *CP:EX* Internal Use

**10078**            *65510B*            Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Intelligence Case History**  
Form used as a log, research history and control for intelligence cases in collection at the service center. This product was converted to the National Numbering System, and supersedes SC-C 390. *CP:CI* Internal Use

**10080**            *10872Y*            Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Log of Inventory Validation Lists (IVL)**  
This form is being adopted to aid the district offices in consolidating the results of IVL's worked during the fiscal year by the groups/functions. This form is to be used by AIMS Coordinators and their designees in the district offices and the service center. A supply of these forms can be obtained from the respective coordinator. This product was converted to the national numbering system and supersedes RC-C Gen 1200. *EX* Internal Use

**10083**            *65740R*            Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Planning Calendar**  
This form is used to record projects set up "calendar-wise." It was revised to allow more space by eliminating the Saturday and Sunday columns. This product was converted to the national numbering system, and supersedes RC-C Gen 214. *T:M:P:AFP* Internal Use

**10084**            *24878W*            Each  
*09/1997 No Previous Issue*  
**Fax Transmittal of Corrections/Suggested Job Aid Information for Document 9912, Post of Duty Listing**  
This form is a Fax Transmittal sheet that is included in the Document 9912, Post of Duty Listing And Job Aid, catalog number 24750T. The form is used as a communication vehicle between the field offices using the Document 9912, and the National Analyst responsible for updating and distributing it.  
Form is used to transmit corrections and suggestions. *T:C:P:P:P* Internal Use

**10085 A**            *66133G*            Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Top Sheet (For Estate Tax Cases Only)**  
This form provides specific instructions for processing estate tax cases. It is used by employees in Estate and Gift Tax in Ohio district. This product was converted to the national numbering system, and supersedes RC-C Gen 434-A. *EX:QAS* Internal Use

**10086**            *65781M*            Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**IDRS Localized Profile Authorization**  
Form is used by the Cincinnati and Atlanta offices for requesting command codes, and review and control by security officers. This product was converted to the national numbering system and supersedes RC-C Gen 1010 and 500-5-48. *IS:CCS:AIS* Internal Use

- 10088**      *65751Y*      Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Referral of Complaint of Alleged Indebtedness**  
 Used to refer complaints of indebtedness to operating officials, informing them of action necessary, and for the supervisor to reply to Personnel regarding disposition of the complaint. This product was converted to the national numbering system and supersedes RC-C Gen 579. *DSS:CSS:P* Internal Use
- 10089**      *65876U*      Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Informer's Reward Report**  
 Used for the separate confidential report required by the IRM. Exam field offices utilize this form. This product was converted to the national numbering system and supersedes RC-C Gen 603. *EX* Internal Use
- 10090**      *65762F*      Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Recommendation for Authorization of Leave or Absence**  
 Used by immediate supervisor for recommending to the leave approving official (1) employee's request for leave; (2) charge of AWOL; or (3) employee's request for excused absence, when immediate supervisor does not have delegated authority for approval or charge of that particular kind of leave or absence. This product was converted to the national numbering system and supersedes RC-C Gen 717. *DSS:CAD:P:TK* Internal Use
- 10091**      *65916T*      Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Technical Referral from Taxpayer Service**  
 Used to direct technical questions that cannot be answered within the Taxpayer Service area to other areas of the service for a response. This product was converted to the national numbering system and supersedes RC-C Gen 868. *CS:CS:1:11* Internal Use
- 10092**      *14975U*      Each  
*02/1997 Destroy Prev Issues Upon Rec*  
**Medical Documentation For Handicapped Parking Request**  
 The Cincinnati Service Center is required, by law, to provide parking as a reasonable accommodation.  
 This form is needed to maintain our records. This product was converted to the national numbering system and supersedes SC-C 1020. *DSS:CSS:P:ES* Internal Use
- 10093**      *65784T*      Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Analysis of Teaching Performance**  
 Used to critique instructors regionwide. This form is an evaluation of a trainees performance. Security handling is required once the form is completed. This product was converted to the national numbering system and supersedes RC-C Gen 895. *DSS:CHS:E* Internal Use
- 10094**      *65691H*      Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Individual Development Plan**  
 This form can be used by all employees to develop skills and encourage employees to prepare an Individual Development Plan. This product was converted to the national numbering system and prior to 11-96 was identified as RC-C Gen 1066. *DSS:CSS:E:PDC* Internal Use
- 10094 A**      *65692S*      Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Individual Development Planning Sheet**  
 Planning sheet for Individual Development Plan used by all IRS employees for career development. This form supersedes RC-C Gen 1-949. This product was converted to the national numbering system and supersedes RC-C Gen 1066-A. *DSS:CHS:T* Internal Use
- 10095**      *65730V*      Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Pagination Instructions**  
 Instruction sheet to printer for collating of books and pamphlets. Page 1 and 2, folio numbers 1 thru 268. This product was converted to the national numbering system and supersedes RC-C Gen 1155 and RC-C Gen 1155-A. *T:M:P:AFP* Internal Use
- 10095 A**      *11136J*      Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Pagination Instructions (Cont.)**  
 Instruction sheet to printer for collating of books and pamphlets. Page 3 and 4, folio numbers 269 thru 548. This product was converted to the national numbering system and supersedes RC-C Gen 1155-B and RC-C Gen 1155-C. *T:M:P:AFP* Internal Use
- 10095 B**      *11137U*      Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Pagination Instructions (Cont.)**  
 Instruction sheet to printer for collating of books and pamphlets. Page 5 and 6, folio numbers 548 thru 828. This product was converted to the national numbering system and supersedes RC-C Gen 1155-D and RC-C Gen 1155-E. *T:M:P:AFP* Internal Use
- 10095 C**      *11138F*      Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Pagination Instructions (Cont.)**  
 Instruction sheet to printer for collating of books and pamphlets. Page 7 and 8, folio numbers 829 thru 1108. This product was converted to the national numbering system and supersedes RC-C Gen 1155-F and RC-C Gen 1155-G. *T:M:P:AFP* Internal Use
- 10096**      *66152N*      Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Credit Transfer Request**  
 Contains necessary data for a technician to make a credit transfer. This products was converted to the national numbering system and supersedes RC-C Gen 1162. *TX* Internal Use
- 10097 A**      *23872Y*      Each  
*01/1998 Destroy Prev Issues Upon Rec*  
**Time Off Option Survey Indiana District**  
 This form is distributed to all employees of the Indiana District Office as a result of the governmentwide Time Off in Lieu of an Award Program. This form is a survey of bargaining unit employees to determine who will choose the time off option if they qualify for an incentive award for that fiscal year. This is per local agreement with Chapter 49 of NTEU. *SS:CSS:P* Internal Use
- 10098**      *10874U*      Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Research Steps for IVL**  
 This form aids districts in working the AIMS inventory validation, locating missing returns, and justifying disposal action, and is attached to various source documents. This form is used by AIMS Coordinators or their designees in the district offices and the service center. A supply of these forms can be obtained from the respective coordinator. This product was converted to the national numbering system and supersedes RC-C Gen 1201. *EX* Internal Use
- 10099**      *11443B*      Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Indianapolis District Case Control Sheet**  
 Developed to provide very specific instructions on case processing specifically tailored to the needs of the Indianapolis District. This product was converted to the national numbering system and supersedes Dir-Ind 919. *EX* Internal Use
- 10100**      *12312L*      Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**AIS Personal Computer Security Accreditation/Plan**  
 Form is used to gather information to identify the sensitivity of data being processed on personal computers. This product was converted to the national numbering system and supersedes RC-C Gen 1210. *D:ISS* Internal Use
- 10106**      *23279R*      Each  
*11/1996 No Previous Issue*  
**Return Preparer Program**  
 This form is used to report district and service center activity in their program and is submitted to the region on a quarterly basis. This new product was assigned a number under the National Numbering System. *CCO:EX:SH* Internal Use
- 10107**      *23313C*      Each  
*12/1996 No Previous Issue*  
**INOMS (Integration Network & Operation Management System) Change Certification**  
 Form is used to alert Information System of the relocating of computer equipment. This new product was assigned a number under the National Numbering System. *DIS* Internal Use



## Forms

- 10108**      *23716N*      Each  
*01/1997 No Previous Issue*  
**PRP Quality Review Checksheet**  
Item is used as a data collection instrument (DCI) in the Problem Resolution Program (PRP) to review PRP cases for all 11 Service Centers. Pilot centralized PRP review done only at Brookhaven Service Center for 2 years. BSC now permanent centralized PRP review necessitating permanent use of the DCI. NO and BSC developed form. This product was converted to the National Numbering System. *MAAD:MSB:MSS* Internal Use
- 10109**      *92154J*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Criminal Investigation Routing Transmittal**  
Used to provide uniform processing and routing procedures in districts for handling CID items. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-3-67(6-81), catalog number 92154J. *CP:CI:SER* Internal Use
- 10110**      *24266Y*      Each  
*04/1997 Use/Issue Prev Issue First*  
**Collection Request for IMF Quick or Prompt Assessment**  
This form is used in Collection for faxing IMF accelerated assessments from Revenue Officers to the service centers. This product was converted to the National Numbering System. Revisions prior to 4/97 were identified as Form 500-2-52 (8-92). The originator requested that this form be reinstated 02/21/2002. *MHS:DSS* Internal Use
- 10110 A**      *23102T*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Collection Request for BMF Quick or Prompt Assessment**  
This form is used in Collection for faxing BMF accelerated assessments from Revenue Officers to the service centers. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-2-52A (8-92). *CP:SP* Internal Use
- 10110 B**      *23103E*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Prompt or Quick Assessment Transmittal Request**  
This form is used to fax accelerated assessments from Revenue Officers to the Service Centers. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-2-52B (8/92). *CP:SP* Internal Use
- 10112**      *92163U*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Group Manager's Memorandum**  
Used by managers to transmit and document cases requiring correction and to record good work performance. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-4-275 (Rev. 7-80), catalog number 92163U. *CP:OP* Internal Use
- 10113**      *92164F*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Source and Application of Funds**  
Form used as a worksheet by tax technicians in making audits where records are inadequate. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-4-309 (Rev. 5/80), catalog 92164F. *CP:CO* Internal Use
- 10114**      *92165Q*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Tax Returns Classification Check Sheet**  
This form is used by Examination classifiers and group managers to check items that require adjustment or explanation. It is also used for assignment and carding instructions. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-4-322 (Rev. 11-92), catalog number 92165Q. *CP:OP* Internal Use
- 10115**      *92166B*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Control Log for Referrals and Joint Investigations**  
This control log is used in Examination to record referrals and joint investigations. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-4-359 (Rev. 1-82), catalog number 92166B. *CP:CO* Internal Use
- 10116**      *92169I*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Electronic Data Processing Worksheet**  
Used to secure information necessary to the determination of available computer assistance. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-4-403 (Rev. 7-81), catalog number 92169I. *CP:OP* Internal Use
- 10118**      *92173Q*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Supervisory Conference-Unagreed Cases**  
Used to encourage closing of cases at the lowest level possible, for better communication between taxpayer-auditor-supervisory involvement, and to reduce unagreed cases to the lowest level possible. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-4-455 (Rev. 11-82), catalog number 92173Q. *CP:OP* Internal Use
- 10119**      *23136Z*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Schedule A Worksheet**  
This product is used in Examination by auditors as a basic workpaper for Schedule A. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-4-457 (Rev. 7-88). *CP:OP* Internal Use
- 10120**      *92350T*      Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Report of Incident**  
This form is used to provide standardization for gathering report data for security. It was converted to the National Numbering System and supersedes 500-5-718(Rev.5-83). *RM:FM:CS* Internal Use
- 10122**      *23163G*      Each  
*11/1996 Use/Issue Prev Issue First*  
**Field Contact Sheet**  
Used to obtain interim taxpayer asset information on compliance information concerning owners and partners, and to gather summary commitments. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form MAR 828A (Rev. 6-85). *C:GP 23* Internal Use
- 10126**      *18303I*      Each  
*11/1996 No Previous Issue*  
**Unpostable Referral**  
This product is used to correct unpostable codes in adjustments. It is needed to ensure that proper taxpayer account information shows up on taxpayer accounts. *CSD:BI* Internal Use
- 10127**      *92178T*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Estate Tax Grading Sheet**  
This form is used in determining the grade level of estate tax cases. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-4-475 (Rev. 4-80), catalog number 92178T. *CP:CO* Internal Use
- 10128**      *92180F*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Computation of Addition to the Tax Negligence/Fraud**  
Used to assist Revenue Agents and Tax Auditors in computing penalties on tax change cases. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-4-483 (Rev. 8-88), catalog number 92180F. *CP:CO* Internal Use
- 10129**      *92182B*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Request for Computer Audit Specialist Assistance**  
This form is used to request assistance from the Computer Audit Assistance group. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-4-490 (Rev. 1-83), catalog number 92182B. *CP:CO* Internal Use
- 10130**      *92207L*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Group Manager Scheduling Work Sheet**  
Used by Examination Group Managers for weekly scheduling of office examination appointments. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-4-590 (7-81), catalog number 92207L. *CP:CO* Internal Use



## Forms

- 10131**            *92218S*            Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Desk Procedures (Blank format template)**  
Used to formalize desk procedures, reference IRM sections & reflect management approval. This product was converted to the National Numbering System. Revisions prior to 10/96 were identified as Form 500-4-607 (Rev. 8-88), catalog number 92218S. *CP:OP* Internal Use
- 10133**            *23238W*            Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Cash Transaction Account**  
Form 10133 is used by the Office Audit and Field Audit Departments to record cash transactions of taxpayers. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as DIR-NO-984, catalog number F54305. *EX:EBIV:40* Internal Use
- 10134**            *23139G*            Each  
*08/1998 Destroy Prev Issues Upon Rec*  
**Photocopy Request Information/Request Missing Info**  
This product is needed for employees in the photocopy area to inform customers of results of attempts to find tax returns that have been requested. This product was converted to the National Numbering System. Revisions prior to 11-96 were identified as ANSC Form 14-920. *T:TPR:TA* Internal Use
- 10137**            *23159Y*            Each  
*11/1996 No Previous Issue*  
**Case/Time Management Record**  
This product is used by tax examiners to document record of cases handled on a daily basis. This product was converted to the National Numbering System. Revisions prior to 11-96 were identified as 599-1-176 (Rev. 10-92). *FMB:S* Internal Use
- 10140**            *23155G*            Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Category A - On-Site Classifier Examination Referral Form**  
This product is an Examination referral form used between in-house classifiers and individual units in the Adjustment Correspondence Branch. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form 599-6-236 (Rev. 1-90), catalog number F56139. *DSS:AHS:F:S* Internal Use
- 10141**            *23160Z*            Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Special Search - Unable to Furnish Return**  
This form is used to provide guidelines for doing a special search for tax returns and documents. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form 599-6-197 (Rev. 10-90), catalog number F56131. *DSS:AHS:F:S* Internal Use
- 10142**            *23168J*            Each  
*11/1996 No Previous Issue*  
**Transmittal of Examination Case Without Return**  
This product is used when an Examination case is being forwarded as a complete case and one or more returns could not be secured. This product was converted to the National Numbering System. Revisions prior to 11-96 were identified as 599-6-185 (11-83). *FMB:S* Internal Use
- 10144**            *23173C*            Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Energy Usage Report**  
This form is used in the Southeast Region to report quarterly mileage for vehicles to the Regional Property Analyst. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form 500-5-919 (7-93), catalog number F57406. *DSS:AHS:F* Internal Use
- 10145**            *23233T*            Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**CTRS Time Reporting Form**  
This form is used to record attorney time reports. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as RCN SE Form 44 (Rev. 12/94). *RC* Internal Use
- 10146**            *23216I*            Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Analysis of Financial Statement**  
Form used to analyze Collection Information Statement. This form gives the Revenue Officers a standard format to address each asset on the CIS, compute forced sale value, and explain why asset is not being liquidated. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form DIR-NO-964. *CD:FB2:GP22* Internal Use
- 10148**            *92144N*            Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Classification Checklist**  
Used in front of folder of each estate tax return audited. This product was converted to the National Numbering System. Revisions prior to 12/96 were identified as 500-4-228 (Rev. 6-88), catalog number 92144N. *CP:OP* Internal Use
- 10149**            *24038E*            Each  
*02/1997 Destroy Prev Issues Upon Rec*  
**AFS Payment Form**  
This form is used by accounting personnel to enter payment invoices from vendors into the automated financial computer system. This product was converted to the National Numbering System. Revisions prior to 2/97 were identified as Form 503-5-206 (Rev. 1-95), catalog number F51308. *DSS:AHS:C* Internal Use
- 10151**            *23229L*            Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**QRDT Weekly Report**  
This form is used by Tax Examiners to record the various returns being reviewed on a daily basis. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form MHS C-161 (3/96). *CP:CI* Internal Use
- 10152**            *23300Z*            Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Appeals Docketed Case Checklist**  
This form is used for documentation of docketed cases. This product was converted to the National Numbering System. Revisions prior to 12/96 were identified as RCN SE Form 38 (Rev. 3/93). *C:AP* Internal Use
- 10153**            *23183Y*            Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Your Annual Leave Chart**  
This form is used by employees and managers in scheduling leave. It gives managers with a large span of control an overall view of leave scheduled. It was converted to a National Product and supersedes ATSC 599-5-594 (12-96), no catalog numbers. *AWSS:GHS:F:S&P* Internal Use
- 10155**            *23299J*            Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Unagreed Office Audit Cases**  
This form is used to address cases going to Appeals. It gives taxpayer's position and Group Manager involvement. This product was converted to the National Numbering System. Revisions prior to 12/96 were identified as DIR-NO-1005 (6/91). *EX:OA:2225* Internal Use
- 10156**            *23215X*            Each  
*09/1997 Destroy Prev Issues Upon Rec*  
**Civil Action to Protect Statute on Cases Related to a Criminal Investigation**  
This form is used in the Ft. Lauderdale District to secure approval from the Criminal Investigation Division for the Examination Division to begin an examination on a taxpayer who is under a criminal investigation. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form 508-1-11, catalog number F53502. *CP:QAS* Internal Use
- 10157**            *23228A*            Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Travel Approval Request and Expense Estimate**  
This form is used in Regional Counsel to obtain approval and estimate of travel before trip is made. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as RCN SE Form 41 (8/94). *RC* Internal Use

## Forms

**10158**            *92135C*            Each

*12/1996 Destroy Prev Issues Upon Rec*  
**Seizure and Sale Transmittal and Checksheet**  
Assists Revenue Officers, Group Managers and SPF reviewer in ascertaining that all required forms have been completed and all required actions taken. This product was converted to the National Numbering System. Revisions prior to 12/96 were identified as Form 500-2-38 (Rev. 4-83), catalog number 92135C. *CP:CO* Internal Use

**10159**            *23262W*            Each

*11/1996 Destroy Prev Issues Upon Rec*  
**Interview History Sheet**  
This form is used by Revenue Officers to record the case history when interviewing taxpayers. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form MAR-828 (Rev. 1-78). *CP:OP* Internal Use

**10161**            *23231X*            Each

*09/1997 Destroy Prev Issues Upon Rec*  
**Civil Action to Protect Statute on Preparer Penalty Case**  
This form is used by the Examination Division to secure approval from the Criminal Investigation Division to assess penalties against a preparer who is the subject of a criminal investigation. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form 508-1-14 (3/93), catalog number F53504. *CP:QAS* Internal Use

**10161 A**            *24310F*            Each

*04/1997 Use/Issue Prev Issue First*  
**Civil Action to Protest Statue on Joint Investigation**  
This form letter is used to coordinate with Exam, Criminal Investigation, and the District Director on joint investigation cases. It was converted to the national numbering system. Revisions prior to 4-97 were identified as 500-1-10, uncataloged. *COL:GP1201* Internal Use

**10162**            *23298Y*            Each

*12/1996 Destroy Prev Issues Upon Rec*  
**Telefax Transmittal - Regional Counsel**  
Form used in Regional Counsel to send documents via the fax machine. This product was converted to the National Numbering System. Revisions prior to 12/96 were identified as RCN SE Form 49 (Rev. 2-93). *CC:SER* Internal Use

**10163**            *23284K*            Each

*12/1996 Destroy Prev Issues Upon Rec*  
**Transmittal Memorandum**  
This form is a transmittal memorandum used by the Birmingham District Counsel office as the legal file copy to indicate what action has been taken on cases. This product was converted to the National Numbering System. Revisions prior to 12/96 were identified as RCN SE Form 46 (1-92) *RC* Internal Use

**10164**            *92128N*            Each

*11/1996 Destroy Prev Issues Upon Rec*  
**Manager's Field Trip Report**  
Used by managers as a periodic employee evaluation and workload analysis. This form was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form 500-2-12 (5/79), catalog number 92128N. *CP:SP* Internal Use

**10165**            *23307Y*            Each

*12/1996 Destroy Prev Issues Upon Rec*  
**Response to ECL Referral**  
This form is used to facilitate Examination-Collection Liason (ECL) referrals. This product was converted to the National Numbering System. Revisions prior to 12/96 were identified as 500-4-659 (3/93), catalog number F57340. *CP:EX* Internal Use

**10168**            *24246G*            Each

*04/1997 Destroy Prev Issues Upon Rec*  
**Personnel Strength Report**  
This form is used by Memphis Service Center managers to inform the Director of total staffing on board. This product was converted to the National Numbering System. Revisions prior to 4/97 were identified as MSC Form 79 (8/77). *D:C* Internal Use

**10175**            *23214M*            Each

*11/1996 No Previous Issue*  
**TPS / Collection Callback**  
This form is used in the Atlanta District to refer inquiries within the TPS/Collection Divisions. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as Form 503-6-57, catalog number F51051. *T:TAB 1* Internal Use

**10176**            *23230M*            Each

*11/1996 Use/Issue Prev Issue First*  
**Certification for Health Benefits and Life Insurance Coverage for Seasonal Employees**  
This form is used to certify eligibility for health and life insurance. It was converted to the National Numbering System. Revisions prior to 11-96 were identified as 599-0-203 (Rev. 6-94). *DSS:RM* Internal Use

**10177**            *23242E*            Each

*11/1996 Destroy Prev Issues Upon Rec*  
**DDE Training Record**  
This product is used by employees to keep work production records. This product was converted to the National Numbering System & is on demand (after initial printing). Revisions prior to 11-96 were identified as Form MAR 8974 (4-91). *FMB:S* Internal Use

**10178**            *23244A*            Each

*11/1996 Destroy Prev Issues Upon Rec*  
**Security Force Blotter**  
Form 10178 is used by service center security guards to relay information and instructions from guard to guard during shift changes. Form was previously issued as MAR 8841 (5-82). *PHIL. SERVICE CENTER* Internal Use

**10179**            *23245L*            Each

*11/1996 Destroy Prev Issues Upon Rec*  
**To Non-Work Status Record/Worksheet**  
This form is used as a control and information sheet to list seasonal employees that are being placed into non-work status. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as MAR 8659 (6-76). *PHIL. SERVICE CENTER* Internal Use

**10181**            *92209H*            Each

*12/1996 Use/Issue Prev Issue First*  
**Taxpayer Appointment Schedule**  
This form is used by Examination auditors to monitor reschedules, no-shows, and case transfers. This form was converted to the National Numbering System, and revisions prior to 12/96 were identified as Form 500-4-592 (Rev. 2/82), Catalog Number 92209H. *EX* Internal Use

**10182**            *23272S*            Each

*12/1996 Use/Issue Prev Issue First*  
**Investor Checksheet**  
This form will be used in each taxpayer file to maintain a historic account of all activity during an active case. It assists in eliminating premature case closings and statute expirations. This form was converted to the National Numbering System. Revisions prior to 12-96 were identified as 599-1-191 (8-89), uncataloged. *C:E:TS* Internal Use

**10183**            *23287R*            Each

*12/1996 Use/Issue Prev Issue First*  
**Balance Sheet - Item TYD 69-Part 2 Continuation**  
This card will be used to post payment information, reflect TDA balance, interest and overall balance used in all field offices. It was converted to the National Numbering System. Revisions prior to 12-96 were identified as MAR 797 (5-60), uncataloged. *COL* Internal Use

**10184**            *23323Y*            Each

*12/1996 Destroy Prev Issues Upon Rec*  
**Attachment for Tax Returns Processing**  
This product is used to alert the appropriate group of employees of the status of certain tax returns. This product was converted to the National numbering system. *D:C* Internal Use

**10185**            *23328B*            Each

*12/1996 Destroy Prev Issues Upon Rec*  
**Bankruptcy Federal Tax Deposit Accounting**  
This product is used by Pittsburgh Dist. Office employees to provide post bankruptcy information as required by local rule 2015.1 (A)(2). Bankruptcy Order. This product was converted to the National numbering system. Revisions prior to 12-96 were identified as MAR 5789 (Rev. 10-86). *ARC:C* Internal Use

## Forms

- 10191**            *23717Y*            Each  
*02/1997 No Previous Issue*  
**Non-IRS Computer Bulletin Board (BBS) & Internet Access Request**  
 Form is used by employees at Brookhaven Service Center to request access to non-IRS bulletin boards and to the Internet with documented managerial approval for the access. The product was converted to the National Numbering System, and supersedes NAR BSC 11-651 (3-93). *IS:SMB* Internal Use
- 10192**            *23997U*            Each  
*02/1997 No Previous Issue*  
**Monthly Motor Vehicle Record**  
 This form is used to track mileage and usage of government vehicle traveled during the month to generate monthly usage report. This product was converted to the National Numbering System, and supersedes Nar Form 9-411 (7-79). *SS:F:I* Internal Use
- 10195**            *24201T*            Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Vacation Schedule**  
 Item is used to report employee's projected leave schedule for the year from April through January the following year to their Manager. The schedules allows the manager to have names of all employees reporting to him/her located on one sheet. This product was converted to the National Numbering System and supersedes NAR Form 9-122 (2-95). *OP:FS:M:PS:AFP* Internal Use
- 10198**            *23694K*            Each  
*01/1997 No Previous Issue*  
**Estate Tax Classification Check Sheet**  
 This form is used in tax compliance computation. It was converted to the National Numbering System. Revisions prior to 01-97 were identified as NAR F 3-210 (Rev.7-71), uncataloged. *EX:GP11* Internal Use
- 10204**            *24251Z*            Each  
*04/1997 Destroy Prev Issues Upon Rec*  
**3081 Worksheet**  
 This form is used by Memphis Service Center employees to enter data regarding time worked under appropriate subfunctions. This product was converted to the National Numbering System. Revisions prior to 4/97 were identified as MSC-70, catalog number 24251Z. *P:RC* Internal Use
- 10205**            *92093H*            Each  
*04/1997 Destroy Prev Issues Upon Rec*  
**Request for Credentials and Other Accountable Items**  
 This form is used to formally request issuance of ID Media and other accountable items, and provides record of issuance for accountability. This product was converted to the National Numbering System. Revisions prior to 4/97 were identified as Form 500-1-7 (Rev. 1-87), this same catalog number. *DSS:SE:F-L* Internal Use
- 10207**            *91163K*            Each  
*02/1997 Destroy Prev Issues Upon Rec*  
**Record of Audit Activity and AIMS Update**  
 This form is being revised to accommodate its use by both Office and Field Examination. It was revised to provide better monitoring of revenue agents' time. This product was converted to the National numbering system. Revisions prior to 2/97 were identified as MAR 1768 (3-85), same catalog number. *EX* Internal Use
- 10209**            *24127Y*            Each  
*02/1997 No Previous Issue*  
**Corporate Express Office Supply Order Form**  
 This new form will be used by the Controller Office to requisition (Corporate Express) supply items in lieu of Form 1334. *DSS:AHS:PMB* Internal Use
- 10221**            *24202E*            Each  
*03/1997 No Previous Issue*  
**Freedom of Information Act (FOIA) Search Request**  
 Item is sent out from New Jersey District Disclosure Officer to Collection, Examination, and Criminal Investigation Divisions as well as the Appeals and District Counsel offices to obtain taxpayer return, return information, and any activity regarding taxpayers etc. Information is needed to process Freedom of Information Act Requests. This product was converted to the National Numbering System. *EX:DISC* Internal Use
- 10221 A**            *24203P*            Each  
*03/1997 No Previous Issue*  
**Response to Freedom of Information Act (FOIA) Search Request**  
 Item is needed to obtain taxpayer information from the Examination, Collection, Criminal Investigation Divisions as well as the Appeals and District Counsel Offices and reported back to New Jersey Disclosure Officer (requestor). The information is needed to complete FOIA Requests. This product was converted to the National Numbering System. Printings prior to 03-97 were identified as an unnumbered product. *EX:DISC* Internal Use
- 10230**            *22998V*            Each  
*10/1996 No Previous Issue*  
**Taxpayer Contact Record**  
 This form will be used to record contact with taxpayers and their representatives, thus aiding in review and processing of the Examination case file. This form supersedes SWR E-283 and ROWR-2595. *CP:EX* Internal Use
- 10231**            *23455J*            Each  
*01/1997 No Previous Issue*  
**Travel Information Envelope**  
 This is an optional use form used by travelers to record travel information prior to and during trips. Previously issued as SWR ADM-22. *DFPS* Internal Use
- 10232**            *23066M*            Each  
*01/1997 No Previous Issue*  
**Inventory Register - Unassigned Portable property**  
 This form provides an inventory of unassigned portable property, and allows for control of this type of property. Previously issued as SWR-24. *DSS:MS* Internal Use
- 10235**            *23071F*            Each  
*01/1997 No Previous Issue*  
**Imprest Fund Receipts**  
 Form is used to maintain a register of basic data on all imprest fund transactions. Previously issued as SWR-42. *MSRO:CONTROLLER* Internal Use
- 10236**            *23072Q*            Each  
*01/1997 No Previous Issue*  
**Excess Property Control Log**  
 Form is used as a worksheet to gather the necessary information to prepare annual excess property reports. It is also used as a control log for all excess reports. Previously issued as SWR-45. *MSRO:SS:MS* Internal Use
- 10237**            *23073B*            Each  
*01/1997 No Previous Issue*  
**Instructor Performance Evaluation**  
 Used to evaluate instructors. Previously issued as SWR-17. *MSRO:SS:CE* Internal Use
- 10238**            *23074M*            Each  
*01/1997 No Previous Issue*  
**Follow-up on Outside Employment**  
 Form is used to help Personnel keep accurate records of employees engaged in outside employment. *MSRO:SS:P* Internal Use
- 10239**            *23076I*            Each  
*01/1997 No Previous Issue*  
**Case Log**  
 Required when transmitting prosecution case reports from district CID to the office of Centralized Review Previously issued as SWR CI-52 *CID* Internal Use
- 10241**            *23527S*            Each  
*01/1997 No Previous Issue*  
**Sources of Income Reported and Unreported**  
 Used for new employee audits and is part of new employees report of audit which is furnished to Internal Security. Previously issued as SWR-71 *MSRO:COMP:E* Internal Use
- 10242**            *23532L*            Each  
*01/1997 No Previous Issue*  
**Nondisclosure Certification**  
 Previously issued as SWR-79 *EX:D* Internal Use
- 10243**            *23534H*            Each  
*01/1997 No Previous Issue*  
**Transmittal of Workers Compensation forms to OWCP**  
 Previously issued as SWR-100 *RM:HR:PP* Internal Use

## Forms

<p><b>10244</b>            <i>23536D</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Project Control Sheet</b>            Form is used to establish systematic control of projects. It provides a convenient means for assigning projects; providing instructions and furnishing a record of significant actions completed. Previously issued as SWR-107.  <i>RM:FM Internal Use</i></p>	<p><b>10257</b>            <i>23557G</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Listing of Vehicles Exempted from Semi-annual Utilization Analysis</b>            Form is used to provide uniform format and information in developing exempt lists of vehicles. Previously issued as SWR-202  <i>RM:MS:A Internal Use</i></p>	<p><b>10268</b>            <i>23154V</i>            Each  <i>06/2001 No Previous Issue</i>  <b>Training Registration Record</b>            This form was originally developed to provide the Regional Training Branch with information on travel expenses, persons to call in case of emergency, etc., for students and instructors coming to the region for training classes. The form has been revised for use service wide as the standard enrollment form for all Inservice (classroom) and on-the-job training. The data from this form is then input into the Administrative Corporate Education System (ACES) for enrollment, attendance, and tracking of the specific training event.  <i>A:CS:CMLC:ACES Internal Use</i></p>
<p><b>10247</b>            <i>23153K</i>            Each  <i>11/1996 Destroy Prev Issues Upon Rec</i>  <b>Designation to Act</b>            Designation to Act is presently made by memorandum. In order to have a form consistent in wording, length, content this form has been developed for use by all offices. Formerly issued as SWR ADM-120 (8-75) <i>DSS:MS Internal Use</i></p>	<p><b>10261</b>            <i>23567C</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Enrollment Request for Courses from Career Development Center or Resources Management Curriculum ..</b>            Complete title of the form is: Enrollment Request for Courses from Career Development Center or Resources Management Curriculum Revitalization Program. Form is used as an application for learning lab programs and a record of completion. Previously issued as SWR-210.  <i>RM:HR:T Internal Use</i></p>	<p><b>10270</b>            <i>23584N</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Application and Account for Advance of Funds</b>            Form was designed to incorporate the information necessary to request, approve, and process an advance in a format that ensures all necessary information is included on the form when received by Fiscal Management conforms with the data entry prompts utilized for verification and highlights the information to entered and verified. The form greatly reduces time used to call travelers when inadequate information is provided and speeds up the actual processing of the advance request. Previously issued as SWR-252. Revised 01/97 to show n.o. number and catalog no.  <i>RM:FISCAL:ACCT Internal Use</i></p>
<p><b>10249</b>            <i>23660E</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Automated Information System (AIS) Security Documentation</b>            Policy statement P-1-144, IRM 1(16)13 and 1(16)11 through 1(16)42 require safeguarding of sensitive proprietary, personnel or tax data on computer systems. National Office requires user organizations to identify security safeguards needed for computer systems and to provide a security certification for each system. This form will be used to meet these requirements. Revision of 5-97 was entered incorrectly. The only issuance of this form has been the 2-97. Previously issued as SWR-135 (Rev. 6-94)  <i>RM:SM:I Internal Use</i></p>	<p><b>10262</b>            <i>23573G</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Appeals Case Performance Review Memorandum</b>            GS-11/12 Appeals Officer Previously issued as SWR AP-211. <i>AP Internal Use</i></p>	<p><b>10273</b>            <i>23587U</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Discontinued Investigation Report</b>            Used by CID to provide standardized format for discontinued report. Previously issued as SWR CI-282 <i>CI Internal Use</i></p>
<p><b>10250</b>            <i>23546Z</i>            Each  <i>01/1997 No Previous Issue</i>  <b>IDRS Request for Returns or Documents</b>            Form is used to request tax returns through the IDRS system. It will permit the request of more than one year's returns on the same individual business, or corporation, Previously issued as SWR CI-151. <i>CI Internal Use</i></p>	<p><b>10263</b>            <i>23576N</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Appeals Case Performance Review Memorandum (GS 13/14)</b>            Previously issued as SWR-211-A <i>AP Internal Use</i></p>	<p><b>10275</b>            <i>23589Q</i>            Each  <i>01/1997 No Previous Issue</i>  <b>OJ Questionnaire</b>            Used by Educational Branch to track Key Indicators Previously issued as SWR-324  <i>RM:T Internal Use</i></p>
<p><b>10252</b>            <i>23548V</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Examining Officer and Conferee's Activity Record</b>            Used by Exam to record contracts with TP or representative. Previously issued as SWR 538, MSR Form 0006 and MWF-304.  <i>CP:EX Internal Use</i></p>	<p><b>10264</b>            <i>23246W</i>            Each  <i>05/2001 Destroy Prev Issues Upon Rec</i>  <b>Revenue Agent - Classification Checksheet</b>            Midstates Region task group study of revenue agent return classification and selection process determined that form in existence is too generic and in many cases does not identify BMF issues. Revised in 1988 for inclusion of specific trust issues.  <i>C:EX Internal Use</i></p>	<p><b>10276</b>            <i>23591C</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Support Provided Classroom Instructors</b>            Used by Education Branch to track Key Indicators Previously issued as SWR-325  <i>RM:T Internal Use</i></p>
<p><b>10254</b>            <i>23551S</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Form memo used to return Forms 1334</b>            Previously issued as SWR-180  <i>M:P:S:C Internal Use</i></p>	<p><b>10265</b>            <i>23579U</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Manager's Assessment of Internal Control</b>            Used by Disclosure &amp; Security Branch for managers to document their review of internal control. Previously issued as SWR-241. <i>RM:D:S Internal Use</i></p>	<p><b>10277</b>            <i>23592N</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Student's Evaluation of Instructor Performance</b>            Used by Education Branch to track Key Indicators. Previously issued as SWR-326  <i>RM:T Internal Use</i></p>
<p><b>10255</b>            <i>23552D</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Records Worksheet</b>            Used to inventory records during annual inventories Previously issued as SWR-181  <i>RM:MS:A Internal Use</i></p>	<p><b>10266</b>            <i>23580V</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Grade Structure Change Program</b>            Form is used to request a grade structure change and report on any actions taken. Previously issued as SWR-244 <i>RM:P Internal Use</i></p>	<p><b>10278</b>            <i>23593Y</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Manager's OJT Questionnaire</b>            Used by Education Branch to track Key Indicators Previously issued as SWR-327  <i>RM:T Internal Use</i></p>
<p><b>10256</b>            <i>23554Z</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Information Gathering Document Index</b>            Previously issued as SWR CI-190 <i>CI Internal Use</i></p>	<p><b>10267</b>            <i>23582R</i>            Each  <i>11/1997 No Previous Issue</i>  <b>Report of News Media Inquiry</b>            Form is used to respond to news reporters inquiries. Previously issued as SWR TX-246 <i>PAO Internal Use</i></p>	

## Forms

<p><b>10279</b>            <i>23594J</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Trainee OJT Questionnaire</b>            Used by Education Branch to track Key Indicators Previously issued as SWR-328  <i>RM:T Internal Use</i></p>	<p><b>10291</b>            <i>23626I</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Filing Equipment Utilization Worksheet</b>            Used by RM for files management studies. Previously issued as SWR-499.  <i>RM:MS:A Internal Use</i></p>	<p><b>10303</b>            <i>23599M</i>            Each  <i>09/1997 No Previous Issue</i>  <b>Evaluation Of Computer Audit Specialist Support</b>            This form is used to measure customer feedback pertaining to Examination Automation Assistance provided by Computer Audit Specialist. Previously issued as SWR-561. <i>EXAM Internal Use</i></p>
<p><b>10280</b>            <i>23601N</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Internal Revenue Agent GS-512 Direct Hire Authority-Transaction Log</b>            Transaction Log Used by Personnel to track applicants Previously issued as SWR-360  <i>HR:O Internal Use</i></p>	<p><b>10292</b>            <i>23627T</i>            Each  <i>09/1997 Destroy Prev Issues Upon Rec</i>  <b>Request For CAS Assistance</b>            Used by Compliance functions to request processing assistance. Previously issued as SWR-502. <i>CAS:E Internal Use</i></p>	<p><b>10304</b>            <i>23190N</i>            Each  <i>11/1996 Destroy Prev Issues Upon Rec</i>  <b>AIMS Status Update Sheet</b>            Form is put on front inside cover of taxpayer case files and is used as a record of all activity that is done on the file. Each time the case file is moved and/or changed the status sheet is updated to let examiners know the history of the file. The form was previously issued as SWR E-563 (8-88)  <i>CP:EX Internal Use</i></p>
<p><b>10282</b>            <i>23617X</i>            Each  <i>01/1997 No Previous Issue</i>  <b>SF-149 Credit Card Purchases</b>            Used to gather data in the review of credit card purchases. Previously issued as SWR-399. <i>RM:MS:S Internal Use</i></p>	<p><b>10293</b>            <i>23628E</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Computation of Additional Gross Receipts</b>  <b>Source and Application of Funds Methods</b>            Used to assist in the verification of gross receipts, useful in low income business and farm cases. Previously issued as SWR AUD-516. 02-97 Revision date incorrect.  <i>SWRO:AUDIT Internal Use</i></p>	<p><b>10305</b>            <i>23602Y</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Notice of Deficiency</b>            Previously issued as Form SWR E 564. Used by reviewer or conferee to transmit special processing instructions on closed cases. <i>EXAM Internal Use</i></p>
<p><b>10284</b>            <i>23619T</i>            Each  <i>05/1997 Destroy Prev Issues Upon Rec</i>  <b>Vehicle Usage Log</b>            Management controls over the use of Government credit cards necessitates a standard form for operators to record purchases and certification of vehicle use. This is a requirement per IRM 1(14)47. Previously issued as SWR-430 and ROWR Form 2972-A <i>SS:OPERATIONS Internal Use</i></p>	<p><b>10296</b>            <i>23631B</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Form 519 Rejects</b>            Previously issued as Form SWR E 519 A.  <i>CP:EX Internal Use</i></p>	<p><b>10306</b>            <i>23603J</i>            Each  <i>02/1997 No Previous Issue</i>  <b>ADP Record Evaluation Report</b>            Previously issued as Form SWR E 567.  <i>EXAM Internal Use</i></p>
<p><b>10285</b>            <i>23620U</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Request for Biennial Review of Internal Management Documents</b>            Used to review Internal Management Documents. Previously issued as SWR-445  <i>RM:MS:A Internal Use</i></p>	<p><b>10297</b>            <i>23632M</i>            Each  <i>02/1997 No Previous Issue</i>  <b>CAS Application Plan and Status Report</b>            Previously issued as Form SWR E 522 A.  <i>CP:EX Internal Use</i></p>	<p><b>10307</b>            <i>23604U</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Unagreed Office Audit Cases</b>            Form is used to document group manager involvement in unagreed cases and to specify taxpayer's position in unagreed cases. Previously issued as SWR E-570 and ROWR Form 2772 <i>EXAM Internal Use</i></p>
<p><b>10286</b>            <i>23621F</i>            Pad  <i>01/1998 No Previous Issue</i>  <b>Work Transfer Routing Slip</b>            Form is used when work is transferred from one location to another Previously issued as KCSC-863 <i>SS:S/R&amp;W Internal Use</i></p>	<p><b>10298</b>            <i>23633X</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Workload Review-Analysis of Cases</b>            This form is used by Group Managers for workload reviews of cases in process. Use is to be at the discretion if District Management. Previously issued as SWR E-524  <i>CP:EX Internal Use</i></p>	<p><b>10308</b>            <i>23605F</i>            Each  <i>08/2000 No Previous Issue</i>  <b>Financial Products and Transactions Referral</b>            All coordinated examination program cases must be referred as soon as it is determined that a potential commodity and financial products area or use exists. The form provides assistance on commodity tax shelters. Previously issued as SWR E-577 (1-95). Form was revised to make it fillable.  <i>EXAM Internal Use</i></p>
<p><b>10287</b>            <i>23622Q</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Accident and Injuries Reports Log</b>            Used to log accidents and injuries as required by OSHA. Previously issued as SWR-465. <i>RM:MS:R Internal Use</i></p>	<p><b>10298 A</b>            <i>24199S</i>            Each  <i>03/1997 No Previous Issue</i>  <b>Workload Review-Analysis of Cases-Continuation</b>            Form is a continuation sheet to be used with Form-10298 when additional cases need to be included in the workload review. Use of these two forms is to be at discretion of district management. This form was in-part developed from an employee suggestion. Previously issued as SWR E-524-A.  <i>CP:EX Internal Use</i></p>	<p><b>10312</b>            <i>23609X</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Report of Criminal Investigation Division-Referral of Information Items for Potential Civil Action</b>            Used to monitor inventories of CID referrals of information awaiting determination by Exam. Previously issued as SWR E-618.  <i>CP:EX Internal Use</i></p>
<p><b>10288</b>            <i>23623B</i>            Each  <i>01/1997 No Previous Issue</i>  <b>TIR Contract Receiving Report</b>            Used by Contracts and Procurement to track delivery of equipment. Previously issued as SWR-483. <i>RM:MS:C&amp;P Internal Use</i></p>	<p><b>10299</b>            <i>23634I</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Field Location and Itinerary Check-Out Sheet</b>            Previously issued as Form SWR 535. Used to show location of agents within a group.  <i>COMPLIANCE Internal Use</i></p>	<p><b>10313</b>            <i>23611J</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Telephone Contact</b>            Used by Exam Tax Examiners to document Taxpayer phone contact. Previously issued as SWR E-626 <i>CP:EX Internal Use</i></p>
<p><b>10290</b>            <i>23625X</i>            Each  <i>01/1997 No Previous Issue</i>  <b>Learning Center Nomination/Acknowledgement</b>            Used by training branch to track self study by employees Previously issued as SWR-492. <i>RM:T Internal Use</i></p>	<p><b>10300</b>            <i>23597Q</i>            Each  <i>06/1997 No Previous Issue</i>  <b>Cash Transaction Account</b>            Previously issued as Form SWR E 550.  <i>CP:EX Internal Use</i></p>	

## Forms

- 10314**      *23612U*      Each  
*02/1997 No Previous Issue*  
**CAS Case Closing Transmittal Sheet**  
 Used by Exam Computer Audit Specialists as a transmittal cover sheet to assure consistency of file documentation for closed cases. Previously issued as SWR E-628. *CP:EX* Internal Use
- 10315**      *23613F*      Each  
*02/1997 No Previous Issue*  
**Appeals Work Request**  
 Used to ensure proper processing of case file throughout AP procedure. Previously issued as SWR AP-635 *APPEALS* Internal Use
- 10316**      *23614Q*      Each  
*08/1997 Destroy Prev Issues Upon Rec*  
**Unagreed Case Checklist**  
 The form is a result of locally derived EP/EO procedures. Previously issued as NTD-EP 1604 *EP/EO* Internal Use
- 10318**      *23167Y*      Each  
*11/1996 No Previous Issue*  
**Deduction for Depletion on Ground Water Used for Irrigation**  
 This form is required by Rev. Proc. 66-11 as an attachment to the tax return. The form provides a standard method of computing and reporting water depletion deductions by taxpayers who extract ground water from the Ogallala Geological formation. The Internal Revenue Service uses the information to determine if the depletion has been computed correctly This form was previously issued as SWR E-665. *REGIONAL COMPLIANCE* Tax Related Public Use
- 10319**      *23434G*      Each  
*02/1997 No Previous Issue*  
**Resignation Taken By Phone**  
 Used by Personnel to record necessary information when resignations are taken over the phone. Previously issued as SWR-673 *RM:P:LP* Internal Use
- 10322**      *23437N*      Each  
*02/1997 No Previous Issue*  
**Fax Transmission Cover Sheet**  
 Previously issued as Form SWR 680-A. Used as coversheet for FAX transmissions *RM:HR:FM* Internal Use
- 10323**      *23438Y*      Each  
*05/1997 Destroy Prev Issues Upon Rec*  
**Incentive Award Folder**  
 Form was needed to safeguard the privacy of the award information as it is being routed for approval and processing. It will be easier to recognize as it moves through the appropriate pipelines. Previously issued as SWR-685 and ROWR Form 246 *T:M:P:DFPS* Internal Use
- 10324**      *23439J*      Each  
*02/1997 No Previous Issue*  
**Disclosure Quality Review Sheet (FIOA)**  
 Previously issued as Form SWR E 0686 Used by Exam Disclosure for correspondence reviews *EXAM/DISCLOSURE* Internal Use
- 10325**      *23440K*      Each  
*02/1997 No Previous Issue*  
**Disclosure Quality Review Sheet (Fed-State Request Case)**  
 Previously issued as Form SWR E 686A. *EXAM/DISCLOSURE* Internal Use
- 10326**      *23443R*      Each  
*02/1997 No Previous Issue*  
**Disclosure Quality Review Sheet**  
 Previously issued as Form SWR E 686B. Used by Exam Disclosure for correspondence reviews *EXAM/DISCLOSURE* Internal Use
- 10327**      *23445N*      Each  
*02/1997 No Previous Issue*  
**Disclosure Quality Review Sheet**  
 Previously issued as Form SWR E 686-C. Reduced onsite visitations require more correspondence reviews. *EXAM/DISCLOSURE* Internal Use
- 10329**      *23457F*      Each  
*02/1997 No Previous Issue*  
**Transmittal Sheet-Related Cases**  
 Previously issued as Form SWR E 711. Used by Exam for transmittal of large groups of cases *EXAM* Internal Use
- 10330**      *23458Q*      Each  
*05/1997 Destroy Prev Rev. Immediately*  
**Evaluation Report on Claim for Refund**  
 Previously issued as Form SWR E 719 *EXAM* Internal Use
- 10331**      *23459B*      Each  
*02/1997 No Previous Issue*  
**Interview Work Sheet -- Individual Business Return**  
 Used by Exam for initial interview on office audit examinations. Previously issued as SWR AUD-721 *CP:EX* Internal Use
- 10333**      *23462Y*      Each  
*02/1997 No Previous Issue*  
**Certified Mail Log**  
 Used for tracking certified mail. Previously issued as SWR-737 *RM:FM* Internal Use
- 10334**      *23463J*      Each  
*02/1997 No Previous Issue*  
**Express Delivery Log**  
 Used by district office for tracking express mail. Previously issued as SWR-738 *RM:FM* Internal Use
- 10335**      *23464U*      Each  
*02/1997 No Previous Issue*  
**Delivery Log**  
 Used for tracking mail delivery. Previously issued as SWR-739 *TPS:M:P* Internal Use
- 10336**      *23466Q*      Each  
*02/1997 No Previous Issue*  
**Outside Fee Appraisal**  
 Previously issued as Form SWR 740 *RM:MS:I* Internal Use
- 10337**      *23467B*      Each  
*01/1997 No Previous Issue*  
**Shipping and Receiving Record**  
 Used for tracking shipped and received items. Previously issued as SWR-741 *RM:MS:P* Internal Use
- 10338**      *23468M*      Each  
*02/1997 No Previous Issue*  
**Purchase Card Log**  
 Previously issued as Form SWR 742 *M:P:S* Internal Use
- 10340**      *23471J*      Each  
*01/1997 No Previous Issue*  
**Management Systems Branch-Credit Time/Comp.Time/Overtime/Leave Request**  
 Used to document managerial approval for leave/credit/comp/overtime requests. Previously issued as SWR-747 *DSS:MS:A* Internal Use
- 10343**      *23474Q*      Each  
*01/1997 No Previous Issue*  
**Revenue Agent Examination Performance Record**  
 Used for Revenue Agents' performance evaluation. Previously issued as SWR E-755A. *CP:EX* Internal Use
- 10344**      *23476M*      Each  
*01/1997 No Previous Issue*  
**General Program Revenue Agent Examination Performance Record**  
 Used to evaluate Revenue Agents on critical elements. Previously issued as SWR E-755A. *CP:EX* Internal Use
- 10345**      *23477X*      Each  
*01/1997 No Previous Issue*  
**Tax Auditor Examination Performance Record**  
 Used as performance evaluation for Tax Auditors. Previously issued as SWR E-756 *CP:EX* Internal Use
- 10346**      *23478I*      Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Request for Examination Administrative Reconsideration**  
 Previously issued as Form SWR E-757 Revised to remove the "Midstates Region" from title and redesign format. *EXAM* Internal Use
- 10347**      *23479T*      Each  
*02/1997 No Previous Issue*  
**Quality Improvement Project Suggestion(QUIPS)**  
 Previously issued as Form SWR-AP 759 This form is used to suggest areas for quality improvement to the Appeals Quality Council. *APPEALS* Internal Use
- 10349**      *23483B*      Each  
*01/1998 Destroy Prev Issues Upon Rec*  
**Case Control Sheet**  
 Form is used in lieu of Form 3198 to identify Special Handling cases. Formerly approved for use by Springfield District and is now being used by the Illinois District. *EX:PLAN,QUALITY MGMT* Internal Use
- 10350**      *23484M*      Each  
*02/1997 No Previous Issue*  
**ESP Time Report**  
 Previously issued as Form SWR E 764 *EXAM* Internal Use

## Forms

<b>10352</b>	<b>23486I</b>	Each	<b>10361</b>	<b>23494I</b>	Each	<b>10367</b>	<b>23501M</b>	Each
02/1997 No Previous Issue			02/1997 No Previous Issue			02/1997 No Previous Issue		
<b>EP/EO Case File Correction/Reject Sheet</b>			<b>Testimony Feedback Report</b>			<b>Total Quality Assurance System</b>		
EP/EO Division had no control of cases returning to the groups. This form will identify the error for the RA/TA and where the reject file should be returned. Previously issued as SWR E-767 EXAM Internal Use			Previously issued as SWR-851. This form provides Disclosure Officers with feedback on requested testimony and/or production of authorized Service documents. Return completed form to the Disclosure Officer with a copy to the Regional Disclosure Officer. CP:EX:D Internal Use			<b>Checksheets for Remote Terminal Operators</b>		
Used for the line management quality assurance system in the region Previously issued as SWR E-926 CP:EX Internal Use								
<b>10353</b>	<b>23487T</b>	Each	<b>10363</b>	<b>23497P</b>	Each	<b>10367 A</b>	<b>24169E</b>	Each
02/1997 No Previous Issue			02/1997 No Previous Issue			02/1997 No Previous Issue		
<b>Statistical Sampling Inventory Validation Analysis Checksheet</b>			<b>Notice Agreement Inquiry Referral</b>			<b>Quality Assurance Checksheet C Terminal Operators</b>		
Previously issued as Form SWR E-768 Used for developing error rate baselines. EXAM Internal Use			Previously issued as SWR-922. This form details taxpayer data, disclosure check, response and final resolution, and record of action. CS:TR:TP Internal Use			Previously issued as SWR E 926 Created under a new program for ESP (LMQAS) EX Internal Use		
<b>10354</b>	<b>23488E</b>	Each	<b>10364</b>	<b>23498A</b>	Each	<b>10368</b>	<b>23502X</b>	Each
02/1997 No Previous Issue			11/1997 Destroy Prev Rev. Immediately			02/1997 No Previous Issue		
<b>Quarterly Training Business Plan-Key Indicator Status Report</b>			<b>Statute Expiration Case Notice</b>			<b>FOIA Request Search Documentation</b>		
Used to gather business plan data. Previously issued as SWR-769 RM:HR:T Internal Use			Used to flag cases with short statutes when cases are processed to Districts for closing actions. Previously issued as SWR AP-923 APPEALS Internal Use			Previously issued as Form SWR E-930. Documentation of records searches conducted by IRS in response to Freedom of Information Act requests. CP:EX:D Internal Use		
<b>10355</b>	<b>23489P</b>	Each	<b>10364 A</b>	<b>24613P</b>	Each	<b>10369</b>	<b>23503I</b>	Each
02/1997 No Previous Issue			06/2001 Destroy Prev Issues Upon Rec			02/1997 No Previous Issue		
<b>TCMP Narrative Status Report</b>			<b>Statute Expiration Case Notice (folder)</b>			<b>Request For User Fee Refund</b>		
Provides management information in the taxpayer compliance measurement program. A reinstatement is needed for reporting status of district activities. CP:EX Internal Use			In the past, barred deficiencies have occurred because there is more than one statute situation in a given case file. The earliest statute expiration has been identified and protected on the Form 10364-a. However, as the case file progresses through the processing stream, sometimes taking substantial length of time and statute expiration become eminent. All statutes barring within a 12-month period will be identified and the potential for barred statutes will be eliminated. Previously issued as ROWR Form 1532-A (Rev. 11-78) EXAM Internal Use			Previously issued as Form SWR-932. Standardized form for processing user fee refunds. SS:F:A Internal Use		
<b>10356</b>	<b>23137K</b>	Each	<b>10364 B</b>	<b>24311Q</b>	Each	<b>10370</b>	<b>23504T</b>	Each
11/1996 No Previous Issue			04/1997 Destroy Prev Issues Upon Rec			02/1997 No Previous Issue		
<b>IMD Clearance Record</b>			<b>Statute Expiration Case Notice (half-sheet)</b>			<b>PC-TARE Time and Attendance Time Sheet</b>		
Form 2061, Document Clearance Record, was used mainly by National Office and did not meet the requirements of the field. A QIP Team reviewed the Regional Office practice for issuing IMD's and arrived at the present form. Form was previously issued as SWR-782 (10-92). Obsolete 2-99 anyone needing this form should use Form 2061, Document Clearance Record. SS:MS Internal Use			Form is used to flag cases with short statute of deficiency when cases are processed to districts for closing actions. Form readily identifies taxpayer information and alerts the office that the file requires expeditious handling. Form previously issued as ROWR Form-1532-B (Rev. 9-73) APPEALS Internal Use			Previously issued as SWR-943A. RM:HR Internal Use		
<b>10358</b>	<b>23491B</b>	Each	<b>10365</b>	<b>23499L</b>	Each	<b>10371</b>	<b>23505E</b>	Each
02/1997 No Previous Issue			02/1997 No Previous Issue			02/1997 No Previous Issue		
<b>Director's Log</b>			<b>Investigation History-Initial Contact</b>			<b>Appeals Customer Service Record</b>		
Used to track summonses. Previously issued as SWR-784 CP:EX:D Internal Use			Improves the initial taxpayer contact interviews. Previously issued as SWR COL-924 CP:COL Internal Use			Previously issued as Form SWR AP-944. This is a history and contact sheet for Appeals cases. APPEALS Internal Use		
<b>10359</b>	<b>23492M</b>	Each	<b>10366</b>	<b>23500B</b>	Each	<b>10372</b>	<b>23506P</b>	Each
02/1997 No Previous Issue			02/1997 No Previous Issue			02/1997 No Previous Issue		
<b>Nonfiler Event - - Data Sheet</b>			<b>Total Quality Assurance System Checksheet for Tax Examiners</b>			<b>Appeals Customer Service Record</b>		
Used to monitor data for Nonfiler results. Previously issued as SWR CP-785 CP:EX:D Internal Use			Used for implementation of the line management quality assurance system in region Previously issued as SWR E-925 CP:EX Internal Use			Previously issued as SWR AP-944A. This is a continuation sheet for Form 10371, a history and contact sheet for Appeals cases. APPEALS Internal Use		
<b>10360</b>	<b>23493X</b>	Each				<b>10373</b>	<b>23507A</b>	Each
02/1997 No Previous Issue						02/1997 No Previous Issue		
<b>Calls To Be Referred To Another Division</b>						<b>IDRS Research Request</b>		
Used to reduce calls being transferred. Previously issued as SWR ACTS-834 CS:TP Internal Use						Previously issued as SWR AP-945. This form is an IDRS research tool containing command code explanations. APPEALS Internal Use		
						<b>10374</b>	<b>23508L</b>	Pad
						05/1997 Destroy Prev Issues Upon Rec		
						<b>AFS Data Form</b>		
						Effective 10-1-92 a new automated financial system (AFS) was implemented service-wide. This form is necessary to capture required for processing in the new system. Previously issued as SWR-949 (9-92) RM:F:A Internal Use		

## Forms

<b>10375</b>	<b>23509W</b>	Each	<b>10390</b>	<b>23531A</b>	Each	<b>10398</b>	<b>23556V</b>	Each
02/1997 No Previous Issue			02/1997 No Previous Issue			05/1997 No Previous Issue		
<b>Total Quality Assurance System for Preliminary Reviewers</b>			<b>Tally Sheet for Forms Distribution Test</b>			<b>Church Case - IRC 7611 Time Limits</b>		
Used by Exam, ESP for quality review. Previously issued as SWR E-953. CP:EXAM Internal Use			Previously issued as SWR-979. Used for Tax Forms Marketing Analysis Program to obtain a sampling of taxpayers obtaining tax forms via POD forms distribution during filing season. SS:MS:P Internal Use			The form will be use to flag church tax inquiry cases with the expiration date of the 90-day period. Previously issued as SWR-694 (9-92). COMPLIANCE:EXAM Internal Use		
<b>10377</b>	<b>23512T</b>	Each	<b>10391</b>	<b>23533W</b>	Each	<b>10399</b>	<b>23558R</b>	Each
02/1997 No Previous Issue			02/1997 No Previous Issue			02/1997 No Previous Issue		
<b>Automated Information System (AIS) Security Review</b>			<b>Appeals Performance Review Memorandum GS-303-4 Clerk (Office Automation).</b>			<b>Privacy Act Notification</b>		
Previously issued as SWR-958. This form is used for automated security reviews. RM:MS:IS Internal Use			Form is for new position description and critical elements for support positions Previously issued as SWR AP-980 APPEALS Internal Use			Used by RM for contractors that receive returns, and return information to sign Privacy Act Notification. Previously issued as SWR-998 RM:MS:C Internal Use		
<b>10378</b>	<b>23513E</b>	Each	<b>10392</b>	<b>23535S</b>	Each	<b>10400</b>	<b>23563K</b>	Each
02/1997 No Previous Issue			02/1997 No Previous Issue			02/1997 No Previous Issue		
<b>ARTS Application Change Request</b>			<b>Appeals Performance Review Memorandum GS-303-5 Case Processor</b>			<b>IRS Manager's Certification for Security and Internal Controls Reviews - Midstates Region</b>		
Used to request changes to ARTS system. Previously issued as SWR-962 RM:MS:R Internal Use			Form is used for new position descriptions and critical elements for support positions. APPEALS Internal Use			Previously issued as SWR-999. Form provides managers documentation for security and internal control reviews. RM:MS:R Internal Use		
<b>10380</b>	<b>23516L</b>	Each	<b>10393</b>	<b>23538Z</b>	Each	<b>10404</b>	<b>23571K</b>	Each
02/1997 No Previous Issue			02/1997 No Previous Issue			02/1997 No Previous Issue		
<b>Seasonal Certification For Health Benefits and Health Insurance</b>			<b>Appeals Performance Review Memorandum GS-592-6 Case Records Examiner</b>			<b>Consent To Enter Private Premises</b>		
Previously issued as Form SWR-965. Form is used for new employees. RM:P:E Internal Use			Form used for new position descriptions and critical elements for support positions. APPEALS Internal Use			Use by Revenue Officers to request taxpayer's consent to allow Revenue Officer to enter private property and make seizure. Previously issued as SWR Col-2421. CP:COL Internal Use		
<b>10381</b>	<b>23517W</b>	Each	<b>10394</b>	<b>23540L</b>	Each	<b>10405</b>	<b>23572V</b>	Each
02/1997 No Previous Issue			02/1997 No Previous Issue			02/1997 No Previous Issue		
<b>Insurance History Record</b>			<b>Appeals Performance Review Memorandum GS-592-7 Case Records Examiner</b>			<b>Temporary Promotion</b>		
Previously issued as SWR-967. This form is used to notify processing clerks of the codes to certify newly certified seasonals and seasonals converted to permanent status. RM:HR:P Internal Use			Form used for new position descriptions and critical elements for support positions. Previously issued as SWR AP-982 APPEALS Internal Use			Previously issued as SWR-2449. This form is used for employee acknowledgment of a temporary promotion. SS Internal Use		
<b>10382</b>	<b>23518H</b>	Each	<b>10395</b>	<b>23541W</b>	Each	<b>10406</b>	<b>23574R</b>	Each
02/1997 No Previous Issue			02/1997 No Previous Issue			02/1997 No Previous Issue		
<b>VEBA Referral Checksheet</b>			<b>Appeals Performance Review Memorandum GS-592-7 Tax Examiner</b>			<b>Notice To Publisher</b>		
Used by Compliance Exam to transmit information to EP/EO for agents to examine the VEBA. Previously issued as SWR E-968 CP:EX Internal Use			Form used for new position descriptions and critical elements for support positions. Previously issued as SWR AP-983 APPEALS Internal Use			Previously issued as SWR-2649. Form is used by Revenue Officers or Sepcial Agents when advertising for seizure and sale. RM:F:A Internal Use		
<b>10385</b>	<b>23521E</b>	Each	<b>10396</b>	<b>23542H</b>	Each	<b>10407</b>	<b>23575C</b>	Each
02/1997 No Previous Issue			02/1997 No Previous Issue			02/1997 No Previous Issue		
<b>Accidental Access Report</b>			<b>Appeals Performance Review Memorandum GS-592-7 Tax Examiner</b>			<b>Consent To Disclose Tax Information</b>		
Previously issued as SWR-971. Form records the reason(s) for accidental unauthorized IDRS access of accounts. RM:MS:R Internal Use			Form used for new position descriptions and critical elements for support positions. Previously issued as SWR AP-984 APPEALS Internal Use			Used by PAOs/Disclosure Officers to allow disclosure of confidential tax information, to various media contacted by TP, regarding said TP. Previously issued as SWR-2800 DP:RPAO Internal Use		
<b>10386</b>	<b>23522P</b>	Each	<b>10397</b>	<b>23713G</b>	Each	<b>10409</b>	<b>23578J</b>	Set
02/1997 No Previous Issue			02/1997 No Previous Issue			02/1997 No Previous Issue		
<b>Record Processing Log and Time Sheet</b>			<b>Appeals Performance Review Memorandum GS-592-8 Tax Examiner</b>			<b>Record of Taxpayer Contact</b>		
Previously issued as SWR AP-977. This form is a records timesheet and log. APPEALS Internal Use			Form used for new position description and critical elements for support positions. Previously issued as SWR AP-985 APPEALS Internal Use			Previously issued as SWR Col-2815 COLL Internal Use		
<b>10388</b>	<b>23526H</b>	Each				<b>10411</b>	<b>23170V</b>	Each
02/1997 No Previous Issue						11/1996 No Previous Issue		
<b>Record Processing Log and Time Sheet Continuation Sheet</b>						<b>Reimbursement Claim for Confidential Expenditures on Official Business</b>		
Previously issued as SWR AP-977A. This form is a continuation record processing log and time sheet. APPEALS Internal Use						Utilized by special agents to claim reimbursement of confidential expenditures. This form will be used in Western Region in lieu of SF 1164. This form was previously issued as ROWR Form-3383 (Rev. 9-92). CRIMINAL INV. DIV. Internal Use		



## Forms

- 10414**            *23637P*            Each  
*02/1997 No Previous Issue*  
**Recording Cover Sheet**  
 Used by Collection:SPF to record certificates of discharge and subordination non-attachment. Previously issued as SWR COL-2832 CP:COL Internal Use
- 10415**            *23638A*            Each  
*02/1997 No Previous Issue*  
**Certificate of Farmer or State or Local Government Unit**  
 Used by Examination for vendors to obtain tax refund for excise tax paid on undyed diesel fuel when sold to state or local government, or a farmer for use for farm purposes. Previously issued as SWR E-2833 CP:EX Internal Use
- 10417**            *23405D*            Each  
*01/1997 No Previous Issue*  
**Accident Report Memo**  
 When employees experience work related injuries or auto accidents, a number of forms must be completed and processed. Rarely all forms are received and telephone calls or individual memos are sent to the employee involved. This form will provide a checklist of all required Accident Reporting forms, used by the Safety Officer. Previously issued as SWR-337 (Rev. 10-89) SS:LONE STAR SITE Internal Use
- 10418**            *23714R*            Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**Collection Support Function Walk-In Card**  
 Form is used by collection function to provide information on taxpayer who have an appointment scheduled. Previously issued as CHI-1-55 Rev. 11-94 COLLECTION Internal Use
- 10419**            *23661P*            Each  
*07/1997 No Previous Issue*  
**Request for Approval of Seizure of Principal Residence**  
 Form is used to request approval for the seizure of property for taxes owed. Previously issued as CHI-1-58 (9-90) FPS:CHICAGO Internal Use
- 10420**            *23189M*            Each  
*05/1997 Destroy Prev Rev. Immediately*  
**Security Incident Report**  
 This form outlines situations requiring an incident report, routing information, and report format.  
 Reports will be prepared as soon as possible by the office which identified the incident. See RCM 2(10)-1, dated 11-96. This form was formerly numbered MSR Form 0023, and previously SWR-203. SS:FM:HQTS Internal Use
- 10421**            *23378H*            Each  
*08/2001 No Previous Issue*  
**Vacation Calendar 2002**  
 Form is used by supervisors as a planning tool for the vacation days their staff anticipates using during the year. This form is revised each year and is ready for use by the beginning of the new year. Previously issued as SWR-251(Rev.11-94) and MSR Form-0019 (Rev. 01-96) W:CAR:M:MP:DP Internal Use
- 10425**            *24026M*            Each  
*02/1997 No Previous Issue*  
**Customer Supply Center Consolidated Order/Receipt Form**  
 Title: Customer Supply Center-Consolidated Order/Receipt Form Used by GSA as receipt for supplies to Regional FMB Previously issued as SWR-118A SS:MS Internal Use
- 10426**            *23656W*            Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Log Sheet for Form 6697**  
 Title: Log Sheet for Form 6697 This form will be used by IMDDS Coordinators to track additions, updates, and deletions of order point numbers. W:CAR:M:MP:DP Internal Use
- 10427**            *24522Z*            Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**EMERGENCY MEDICAL AND NOTIFICATION INFORMATION**  
 Form is to be used by employees, kept by manager/secretaries for emergencies that may occur during their tour of duty. CONTROLLER Internal Use
- 10428**            *23702Z*            Each  
*02/1997 No Previous Issue*  
**Telephone Request For Prompt, Quick, Jeopardy, Termination**  
 Previously issued as SWR E-529 EXAM Internal Use
- 10430**            *23658S*            Each  
*02/1997 No Previous Issue*  
**Taxpayer Service Technical Inquiry**  
 Used by Taxpayer Service for technical closures of referrals. Previously issued as MSR-0018 and Form 500-1-52 (Rev. 7/86), catalog number 92060M. CS:TPS Internal Use
- 10433**            *23375A*            Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Format sheet for IRS Circulars**  
 This form is a generic circular format sheet to be used by all IRS regions, districts and service centers. It has been created as a consolidated form to be used by all offices for any/all internal circular correspondence and supercedes any old local forms used in the past. The new format corresponds to the FY-97 requirement that all internal correspondence's now be in the 8.5 x 11 format. This form has been revised because it has been made fillable in PDF format. T:M:PS:DFP Internal Use
- 10434**            *23376L*            Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Format Sheet for IRS Delegation Orders**  
 This form is a generic delegation order format sheet to be used by all IRS offices. It has been created as a consolidated form to be used by all offices for any/all internal delegation order correspondence and supercedes any old forms used in the past. T:M:PS:DFP Internal Use
- 10435**            *23703K*            Each  
*02/1997 No Previous Issue*  
**Classification Review Worksheet**  
 Used by Examination for quality review and documentation of Form 5126. Previously issued as SWR E-297 CP:EX Internal Use
- 10436**            *23704V*            Each  
*01/1999 No Previous Issue*  
**Midstates Region-International Feature Tax Return-Classification Checksheet**  
 Used by International Examiner's classifying tax returns at the service center or district office, about four times a year, to identify potential issues/audit areas. Previously issued as SWR E-267 CP:RCEP:TEAM III Internal Use
- 10437**            *23706R*            Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**Reimbursable Work Authorization Record**  
 Form is designed as a file folder. Previously issued as MWF 204 (8-80) KSCS Internal Use
- 10438**            *23707C*            Each  
*02/1997 No Previous Issue*  
**Field Location and Itinerary Check-Out Sheet**  
 Used by Audit and EP/EO to record location each day Previously issued as SWR-535A. CP:EX Internal Use
- 10439**            *23708N*            Each  
*02/1997 No Previous Issue*  
**Collateral Examination-Request and Report**  
 Used by Examination to request and reply to collateral reports in estate and gift tax cases. Previously issued as SWR AUD-586 CP:EX Internal Use
- 10443**            *23712V*            Each  
*02/1997 No Previous Issue*  
**Transmittal Memorandum-Office Audit Appeals Case**  
 Used by Exam Audit to transmit appeals case to Review and document if group manager discussed issues with TP. Previously issued as SWR E-515 CP:EX Internal Use
- 10445**            *23739M*            Each  
*02/1997 No Previous Issue*  
**Computation of Income Tax Deduction On Estate Tax Returns**  
 Previously issued as SWR E-554 (Rev. 3-71) EXAM Internal Use

## Forms

<b>10448</b>	<i>65776T</i>	Each	<b>10459</b>	<i>65793E</i>	Each	<b>10471</b>	<i>23747M</i>	Each
<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>		
<b>Specialist Cases Status Report</b>			<b>Assessment Information Disclosure Authorization</b>			<b>Employment Tax Checklist</b>		
Previously issued as ROWR Form 1759. <i>COMPLIANCE</i> Internal Use			Previously issued as ROWR Form 2860 Used by Audit agents to see confidential portions of local state county assessor's case files. <i>COMPLIANCE</i> Internal Use			Previously issued as ROWR Form 3096 <i>EXAM</i> Internal Use		
<b>10449</b>	<i>65773M</i>	Each	<b>10460</b>	<i>65796L</i>	Each	<b>10472</b>	<i>23748X</i>	Each
<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>		
<b>Organization Change Notice</b>			<b>Localized Profile Authorization</b>			<b>OJT Weekly Interview (Field Examination)</b>		
Used by SS in WER to issue changes affecting org structure. Previously issued as ROWR-2181 <i>SS:M</i> Internal Use			Previously issued as ROWR Form 2884 Used by Security Branch to document localized profiles for units using IDRS and to obtain approval signatures. <i>CUSTOMER SERVICE</i> Internal Use			Previously issued as ROWR Form 3052-A <i>EXAM</i> Internal Use		
<b>10451</b>	<i>65771Q</i>	Each	<b>10461</b>	<i>65799S</i>	Pad	<b>10473</b>	<i>23749I</i>	Each
<i>04/1997 Destroy Prev Issues Upon Rec</i>			<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>		
<b>Daily Program Planner</b>			<b>Seizure Document Transmittal</b>			<b>OJT Weekly Interview Report (Office Examination)</b>		
Used by SS:FMI to work planner/reminder Previously issued as ROWR-1120 and 500-1-51 (Rev. 2/79), catalog number 92059L. <i>SS:FMI</i> Internal Use			Previously issued as ROWR Form 2749 <i>COMPLIANCE</i> Internal Use			Previously issued as ROWR Form 3052 <i>EXAM</i> Internal Use		
<b>10452</b>	<i>65765M</i>	Each	<b>10462 A</b>	<i>24366Z</i>	Each	<b>10474</b>	<i>23750J</i>	Each
<i>02/1997 No Previous Issue</i>			<i>11/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>		
<b>Delegation of Authority Log</b>			<b>TDA History Record</b>			<b>Security Review Checklist</b>		
Used to provide delegations within the organizational unit. Previously issued as ROWR-2553A <i>SS:FMI</i> Internal Use			Form will fill the need for a standardized history sheet; will improve the recording and documentation of actions taken, and will facilitate case reviews by Collection Managers and Group Supervisors. Previously issued as ROWR Form 309-A <i>DFPS</i> Internal Use			Previously issued as ROWR Form 3049 <i>EXAM</i> Internal Use		
<b>10453</b>	<i>65763Q</i>	Each	<b>10463</b>	<i>65804A</i>	Each	<b>10475</b>	<i>23751U</i>	Each
<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>			<i>02/2001 No Previous Issue</i>		
<b>ADP Application Report (Feeder Report)</b>			<b>Examination Support and Processing Correction Request</b>			<b>State tax Information Request</b>		
Used by Examination to report to District Audit ADP Coordinator on results of computer application. previously issued as ROWR-2502 <i>COMPLIANCE</i> Internal Use			Previously issued as ROWR Form 2775 Used by Exam for processing correction of cases <i>COMPLIANCE</i> Internal Use			Previously issued as ROWR Form 3036 <i>DP:CUSTOMER SERVICE</i> Internal Use		
<b>10454</b>	<i>65754F</i>	Each	<b>10465</b>	<i>65809D</i>	Each	<b>10476</b>	<i>23752F</i>	Each
<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>		
<b>ADP Record Evaluation Questionnaire</b>			<b>OJT Case Review Guide For Tax Auditors</b>			<b>AUTHORIZATION For Access To Restricted Area</b>		
Used by Exam for examinations involving ADP accounting records to verify that TPs are complying with Revenue Ruling 71-20. Previously issued as ROWR-2501 <i>COMPLIANCE</i> Internal Use			Previously issued as ROWR Form 2843 <i>COMPLIANCE</i> Internal Use			Previously issued as ROWR Form 3010 <i>RM:FMS</i> Internal Use		
<b>10455</b>	<i>65780B</i>	Each	<b>10466</b>	<i>65807H</i>	Each	<b>10478</b>	<i>23754B</i>	Each
<i>02/1997 No Previous Issue</i>			<i>05/1997 Destroy Prev Issues Upon Rec</i>			<i>05/1997 Destroy Prev Issues Upon Rec</i>		
<b>Request For Computer Assisted Audit Program Assistance</b>			<b>TC 130 Freeze Request</b>			<b>Home to Work Driving Authorization</b>		
Previously issued as ROWR Form 2500 <i>COMPLIANCE</i> Internal Use			Form is used for input of TC 130 Freeze and TC 131 Release request as a source and input document, recording cross-reference information. Previously issued as ROWR Form 2859 <i>COMPLIANCE</i> Internal Use			Title-Home to Work Driving Authorization The form is used to record home to work driving authorization for a semi-annual review of continuing authorization as required by Treasury Directive Manual Transmittal 151. Previously issued as ROWR Form 2972 (6-79) <i>SS:FMS</i> Internal Use		
<b>10456</b>	<i>65782X</i>	Each	<b>10467</b>	<i>65812A</i>	Each	<b>10479</b>	<i>23755M</i>	Each
<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>		
<b>Penalty Suppression Notice</b>			<b>Appeals Division Feedback Report and Transmittal Memorandum</b>			<b>Office Examination Review Checklist</b>		
From is used to keep districts aware of suppressed penalties and the civil statute of limitation for assessment. Previously issued as ROWR Form 2596 (Rev. 3-83) <i>CI</i> Internal Use			Previously issued as ROWR Form 3100 <i>APPEALS</i> Internal Use			Previously issued as ROWR Form 2961 Previously issued as ROWR Form 2961 (5-79) <i>EXAM</i> Internal Use		
<b>10458</b>	<i>65788L</i>	Each	<b>10470</b>	<i>23746B</i>	Each	<b>10480</b>	<i>23756X</i>	Each
<i>02/1997 Use/Issue Prev Issue First</i>			<i>05/1997 No Previous Issue</i>			<i>03/2000 No Previous Issue</i>		
<b>Chapter XI Control Card</b>			<b>Examination Case Processing</b>			<b>Security Incident Report</b>		
Form used to control all Chapter X, XI, and XII cases. Used to check on deposits, monthly reports and tax returns. Used to list requirements and information on tax return filed. Previously issued as ROWR Form 2743 <i>COMPLIANCE</i> Internal Use			Form is used when agents examine cases. Previously issued as N Cal Form 10 <i>EXAM</i> Internal Use			Form is used to record and compile all types of information in an emergency situation. Previously issued as ROWR Form 2959. <i>SS:FMS</i> Internal Use		

## Forms

<b>10483</b>	<i>23759E</i>	Each	<b>10492</b>	<i>65710D</i>	Each	<b>10500</b>	<i>65736J</i>	Each
<i>02/1997 No Previous Issue</i>			<i>03/1998 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>		
<b>Request for Computer Services</b>			<b>Notice of Federal Taxes Due</b>			<b>Rubber Stamp Requisition</b>		
Previously issued as ROWR Form 2339 <i>FISO</i> Internal Use			Form is used as a "Demand" in escrow, to present information, useful to an escrow officer re: lien filing dates and release requirements, as well as specific tax balances, accruals and rates of future accruals on the accounts involved. Previously issued as ROWR Form 471-B <i>COMPLIANCE</i> Internal Use			Form is used to request rubber stamps. Form gives instructions on design and set up of the stamp. Previously issued as ROWR Form 272. <i>FMC</i> Internal Use		
<b>10484</b>	<i>23760F</i>	Each	<b>10493</b>	<i>65712Z</i>	Each	<b>10501</b>	<i>65737U</i>	Each
<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>		
<b>Joint Committee Case Survey Worksheet</b>			<b>Related Cases</b>			<b>Employee Tour of Duty Change Notice</b>		
Previously issued as ROWR Form 3252 <i>EXAM</i> Internal Use			Previously issued as ROWR Form 1340 <i>COMPLIANCE</i> Internal Use			Previously issued as ROWR Form 370 Used to advise employee, timekeeper and personnel office of a change in employee's tour of duty.. Title - Employee Tour of Duty Change Notice <i>SS:P</i> Internal Use		
<b>10485</b>	<i>23761Q</i>	Each	<b>10494</b>	<i>65716R</i>	Each	<b>10502</b>	<i>65738F</i>	Each
<i>02/1997 No Previous Issue</i>			<i>05/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>		
<b>FTD Alert History Sheet</b>			<b>Speaker Request Record</b>			<b>Employee Tour of Duty Change Notice (Multiple Listings)</b>		
Previously issued as ROWR Form 3254 Used to document FTD Alert cases <i>COMPLIANCE</i> Internal Use			Verbal requests for speakers generally result in requesting written invitations, detailing particulars. This form replaces the letter size format. By sending request card to originator will assure receipt of information required to meet determination criteria and also serve as a referral document for selection and assignment of speaker. Previously issued as ROWR Form 1284 <i>PUBLIC AFFAIRS</i> Internal Use			Previously issued as ROWR Form 370-A Used to advise employee, timekeeper and Personnel Office of a change in employee's tour of duty - multiple listing <i>SS:P</i> Internal Use		
<b>10486</b>	<i>23762B</i>	Each	<b>10495</b>	<i>65721K</i>	Each	<b>10504</b>	<i>65749M</i>	Each
<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>		
<b>Proof of Claim Module Worksheet</b>			<b>Memorandum Re Statute Paragraph 8233.4</b>			<b>Statement Of Interest And Penalties Not Included On Proof of Claim</b>		
Worksheet is prepared by technician to process computer-generated proof of claim. Previously issued as ROWR Form 3302-A <i>CP:CO</i> Internal Use			Previously issued as ROWR Form 1267 <i>APPEALS</i> Internal Use			Form used for demand against taxpayer. Previously issued as ROWR Form 471-C <i>COMPLIANCE</i> Internal Use		
<b>10488</b>	<i>23764X</i>	Each	<b>10497</b>	<i>65727Y</i>	Each	<b>10506</b>	<i>65752J</i>	Each
<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>		
<b>FOIA Request Analysis Record</b>			<b>Separation Clearance Certificate</b>			<b>Collateral Investigation Request - Estate And Gift</b>		
Form used as a checksheet for processing and analyzing FOIA/Privacy Act requests. Previously issued as ROWR 3309 <i>EXAM</i> Internal Use			Form serves as a clearance for final salary payment to employee leaving Internal Revenue Service. On an optional basis may be used for changes between appointing office to account for government property which can- not be taken to new POD. Previously issued as ROWR Form 49 <i>SS:FMP</i> Internal Use			Form is used to request a collateral report Previously issued as ROWR Form 498 <i>COMPLIANCE</i> Internal Use		
<b>10488 A</b>	<i>25635N</i>	Each	<b>10498</b>	<i>65731G</i>	Each	<b>10507</b>	<i>65823H</i>	Each
<i>02/1998 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>			<i>02/1997 No Previous Issue</i>		
<b>Privacy Act Request Analysis Record</b>			<b>Consent Form Preparation</b>			<b>Large Dollar Case Report</b>		
Form is used as a checksheet for processing and analyzing Privacy Act requests. Previously issued as ROWR-3309-A. <i>EXAM</i> Internal Use			Previously issued as ROWR Form 715-A Used between CI and Exam for the purpose of soliciting a consent; and CIs recommendation if the taxpayer refuses to execute the consent. <i>CI</i> Internal Use			Previously issued as ROWR Form 3149 <i>COMPLIANCE</i> Internal Use		
<b>10489</b>	<i>23765I</i>	Each	<b>10499</b>	<i>65735Y</i>	Each	<b>10508</b>	<i>65825D</i>	Each
<i>02/1997 No Previous Issue</i>			<i>05/1997 Destroy Prev Issues Upon Rec</i>			<i>02/1997 No Previous Issue</i>		
<b>CID Report Review Log (CQR)</b>			<b>Informant's Claim Control Record</b>			<b>Classification Review Worksheet</b>		
Form is used to process cases between Centralized Quality Review and Criminal Investigation Previously issued as ROWR 3332 <i>CID</i> Internal Use			Title-Informant's Claim Control Record Form is used to record claims for rewards for information to the IRS Previously issued as ROWR Form 546 <i>COMPLIANCE</i> Internal Use			Previously issued as ROWR Form 3160 Form is used for documenting classification review at the Svc Ctr <i>COMPLIANCE</i> Internal Use		
<b>10490</b>	<i>23766T</i>	Each	<b>10499</b>	<i>65735Y</i>	Each	<b>10509</b>	<i>65827Z</i>	Each
<i>02/1997 No Previous Issue</i>			<i>05/1997 Destroy Prev Issues Upon Rec</i>			<i>02/1997 No Previous Issue</i>		
<b>Appeals Auditor's Daily Time Report</b>			<b>Consent Form Preparation</b>			<b>Currency and Banking Retrieval System (CBRS) Request</b>		
Previously issued as ROWR Form 3335 Form is used for the counting of work-units by Appeals auditors and to perform an analysis of the auditors workload in order to project staffing needs. <i>APPEALS</i> Internal Use			Previously issued as ROWR Form 715-A Used between CI and Exam for the purpose of soliciting a consent; and CIs recommendation if the taxpayer refuses to execute the consent. <i>CI</i> Internal Use			Previously issued as ROWR Form 3339-A Form is used to access data base in Detroit containing information on various kinds of currency transaction reports. <i>COMPLIANCE</i> Internal Use		
<b>10491</b>	<i>65705K</i>	Each	<b>10499</b>	<i>65735Y</i>	Each	<b>10510</b>	<i>65828K</i>	Each
<i>02/1997 No Previous Issue</i>			<i>05/1997 Destroy Prev Issues Upon Rec</i>			<i>02/1997 No Previous Issue</i>		
<b>Cashier Draft Inventory Statement</b>			<b>Informant's Claim Control Record</b>			<b>Appeals Auditor's Daily Time Report</b>		
The Cashier Draft Payment System has not been addressed by the IRM. However, accountability reports are needed to prevent fraud, waste, and abuse. This form ensures greater safeguards against vulnerabilities. Previously issued as ROWR Form 3358. <i>SS:F:A</i> Internal Use			Title-Informant's Claim Control Record Form is used to record claims for rewards for information to the IRS Previously issued as ROWR Form 546 <i>COMPLIANCE</i> Internal Use			Previously issued as ROWR Form 3335-A. Provides additional space for the Appeals auditor's Daily Time Report. <i>APPEALS</i> Internal Use		

## Forms

<p><b>10511</b>            <i>65829V</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Final Discontinued Investigation Report</b>  This form is used when a investigation is discontinued. It contains all the relative information needed on the case. Previously issued as ROWR Form 3226. <i>CI</i> Internal Use</p>	<p><b>10521</b>            <i>65844K</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Instructor Preparation Site Feedback Form</b>  The Instructor Prep Site EDS and the Regional Training Office need feedback on prep site performance in order to provide better service. Previously issued as ROWR Form 3389 <i>SS:EDUCATION BRANCH</i> Internal Use</p>	<p><b>10528</b>            <i>65865N</i>            Each  <i>05/1997 No Previous Issue</i>  <b>Invoice Posting Log</b>  This form is used as a log sheet by Accounts Payable to record invoices against existing purchase orders. Previously issued as ROWR Form 3342 (4-86) <i>SS:F</i> Internal Use</p>
<p><b>10512</b>            <i>65830W</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Group Manager's Review Schedule</b>  Previously issued as ROWR Form 4034 Used to assist Revenue Officer group managers in timely carrying out review,, match, and visitation requirements and to facilitate second- level and higher reviews of group managers. <i>COMPLIANCE</i> Internal Use</p>	<p><b>10522</b>            <i>65846G</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Career Development System Research Request</b>  Previously issued as ROWR Form 3386 This form ensures consistent research request information and provides a means of tracking. <i>SS:EDUCATION BRANCH</i> Internal Use</p>	<p><b>10529</b>            <i>65869F</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Case Evaluation/Visitation</b>  The form combines the evaluation and the on-the-job visitation evaluation into one form and used the job element criteria as a basis for employee evaluation. The form meets the needs of group managers and assists them in the required annual evaluations based on job elements. Previously issued as ROWR Form 3181. <i>COMPLIANCE</i> Internal Use</p>
<p><b>10513</b>            <i>65831H</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Criminal Investigation Documents Transmittal Notification and Receipt</b>  Previously issued as ROWR Form 4027 Used to transmit selected criminal cases to the district for 60-day evaluation, and to transmit criminal cases back to the Service Center. <i>CI</i> Internal Use</p>	<p><b>10523</b>            <i>65848C</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Participant Background</b>  Previously issued as ROWR Form 3385 This form is an input document to a Micro-Computer data base for monitoring the status of career development of employees throughout Western Region. <i>SS:EDUCATION BRANCH</i> Internal Use</p>	<p><b>10530</b>            <i>65875J</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Records Check Request Form</b>  Form is used by streamline clerks to conduct records checks for Revenue Officers. Previously issued as ROWR Form 3178 <i>SS:EDUCATION BRANCH</i> Internal Use</p>
<p><b>10514</b>            <i>65833D</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Temporary Fund Hour Usage Report</b>  Previously issued as ROWR Form 4006 Form used to monitor and better control temporary staff-hour usage at the division level and to reconcile records with those of the Data Center. <i>COMPLIANCE</i> Internal Use</p>	<p><b>10524</b>            <i>65855R</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Security Accreditation For New System</b>  IRM 1(16)00 requires accreditation for all new automated systems to ensure security safeguards are implemented. Previously issued as ROWR Form 3370 <i>CUSTOMER SERVICE</i> Internal Use</p>	<p><b>10531</b>            <i>65874Y</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Analysis of Teaching Exercise</b>  Previously issued as ROWR Form 3172 Used by training evaluators to evaluate instructor-trainees in basic instructor training. <i>SS:EDUCATION BRANCH</i> Internal Use</p>
<p><b>10515</b>            <i>65835Z</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Non-Employee Information Sheet</b>  Previously issued as ROWR Form 3413 <i>CUSTOMER SVCS</i> Internal Use</p>	<p><b>10525</b>            <i>65857N</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Taxpayer Service Account/PRP Facsimile Referral</b>  Previously issued as ROWR Form 3368 Form is used as cover to transmission and to provide SC with requisite data for reporting purposes. <i>CUSTOMER SERVICE</i> Internal Use</p>	<p><b>10532</b>            <i>65878Q</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Instructor Performance Evaluation</b>  Previously issued as ROWR Form 3171 Used to meet requirements of evaluating each instructor teaching at Training Centers. <i>SS:EDUCATION BRANCH</i> Internal Use</p>
<p><b>10516</b>            <i>65836K</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Sole Source Justification (Open Market and GSA Federal Supply Schedule Requirements(2,500-25,000))</b>  Previously issued as ROWR Form 3406 This form improves the use of Federal Acquisition Regulations System requirements. <i>CONTRACTS &amp; PROC</i> Internal Use</p>	<p><b>10526</b>            <i>65859J</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Cashier Draft Payment System Verification Checklist</b>  Previously issued as ROWR Form 3360 Verification procedures are needed to prevent fraud, waste, and abuse. This checklist will be used as a guide to ensure that all necessary steps are completed. <i>SS:F:A</i> Internal Use</p>	<p><b>10533</b>            <i>65889X</i>            Each  <i>02/1997 No Previous Issue</i>  <b>90-Day Letter Reply Consideration Request and Expiration Flag</b>  Previously issued as ROWR 501 Used a routing and control sheet for cases in 90-day status <i>COMPLIANCE</i> Internal Use</p>
<p><b>10517</b>            <i>65837V</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Accident Log</b>  Previously issued as ROWR Form 3405 <i>SS:FACILITIES</i> Internal Use</p>	<p><b>10527</b>            <i>65864C</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Void/Stop Payment Request</b>  Previously issued as ROWR Form 3359 Accountability reports ar need to prevent fraud, waste, and abuse; and maintenance of Rapidraft inventories requires better coordination. <i>SS:F:A</i> Internal Use</p>	<p><b>10535</b>            <i>24376V</i>            Each  <i>01/1998 Destroy Prev Issues Upon Rec</i>  <b>Monthly Mail Usage Report</b>  This form was designed for use while the National Office is working on redesign of their form. Previously issued as SWR-988 and ROWR Form 3409. <i>DFPS</i> Internal Use</p>
<p><b>10520</b>            <i>65843Z</i>            Each  <i>02/1997 No Previous Issue</i>  <b>Host Site Class Support Feedback Form</b>  Previously issued as ROWR Form 3390 This form provides feedback on host site performance in order to furnish better service. <i>SS:FMC</i> Internal Use</p>	<p><b>10537</b>            <i>24479D</i>            Set  <i>07/1997 Destroy Prev Issues Upon Rec</i>  <b>TELEPHONE INQUIRY</b>  Form is used to improve communication between Fiscal and the field offices Previously issued as ROWR Form 3365 <i>RM:FISCAL</i> Internal Use</p>	

## Forms

- 10544**      *24625H*      Set  
*07/1997 Destroy Prev Issues Upon Rec*  
**Employee Performance Folder**  
 Form is designed as tabs that can be inserted into binder to identify sections of employees performance files. Previously issued as MWF 307 (Rev. 1-94) *KANSAS CITY SRV. CTR* Internal Use
- 10546**      *24578T*      Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Case Control Card**  
 Form is used to provide a system of assignment control in the Processing area. Previously issued as MWF-334 (11/79) *FPS* Internal Use
- 10547**      *24564F*      Each  
*06/1997 No Previous Issue*  
**IRS Daily Meter Readings**  
 Title-IRS Daily Meter Readings Form is used to track of meter readings by the contractor and can then be faxed back to the ADC's. *T:M:PS:D* General Admin Public Use
- 10548**      *24704F*      Each  
*08/1997 No Previous Issue*  
**IRS Mail Tally Sheet**  
 Form will be used by mail personnel to record counting of mail pieces. *T:M:PS:D* Internal Use
- 10549**      *24581Q*      Each  
*06/1997 No Previous Issue*  
**Merit Promotion Opportunity-Vacancy Announcement**  
 Previously issued as ROWR Form 260. *FPS* Internal Use
- 10551**      *24494S*      Each  
*01/1998 No Previous Issue*  
**Notice of Visit**  
 Form is used to trace visits for official and unofficial business throughout the different annexes of the service center. It traces reasons for the visit and the person which the visit is made. Previously issued as *KSCS 63 SS:PO* Internal Use
- 10552**      *24615L*      Each  
*02/2002 No Previous Issue*  
**Excess Property Label**  
 This form is needed to control excess property. Considerable time lapses between declaration of excess property and final disposition This sticker identifies each item with the excess list it is on. At the request of the originator the label is printed in a flourescent color that can be read easily, preferably light orange or yellow. *A:RE:P* Internal Use
- 10553**      *24495D*      Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**Duplicate Key/Key Card Envelope**  
 Per IRM, in a situation requiring GSA entry into an IRS secured or restricted space, employees are to be given a key in a sealed envelope signed by the Chief of Disclosure/Security function. This form provides information about the key, room number, address, etc., and has an area for signature by the Chief of the Disclosure/Security function. This form also permits a manager to control unassigned keys within a group. Previously issued as ROWR Form 3255 *A:RE:O:A5:O:SS* Internal Use
- 10554**      *24497Z*      Each  
*06/1998 Destroy Prev Issues Upon Rec*  
**Charge Out Card**  
 When a file is removed the Charge Out card is put in its place to inform anyone looking for that particular file who has it, when it was removed and when it was replaced. Previously issued as ROWR Form 2159 *DFPS* Internal Use
- 10555**      *23827V*      Each  
*02/1997 No Previous Issue*  
**Agreement Form Executed by Designated Agent on IRC 2032A Cases**  
 Previously issued as SWR E Form 2466 *EXAM* Internal Use
- 10557**      *24626S*      Each  
*07/1997 No Previous Issue*  
**Records Disposition Request**  
 Form is used to request disposition of records as well as providing instructions on how to measure records to determine the amount of storage space that is required to house the records. Previously issued as MWF 118 (Rev. 11-69) *KANSAS CITY SVR. CTR* Internal Use
- 10565**      *24922D*      Each  
*04/1999 No Previous Issue*  
**MANAGERS ANNUAL SECURITY REVIEW CHECKSHEET**  
 Form is completed by managers when reviewing the office for security initiatives. *FSC* Internal Use
- 10570**      *25008A*      Each  
*10/1997 Destroy Prev Issues Upon Rec*  
**DAILY CASE/TIME MANAGEMENT RECORD/TELEPHONE LOG SHEET**  
 This form will be utilized to monitor/control taxpayer telephone contact as well as the case movement and individual case management or work in process. *C:EX:EXAM/PROC II* Internal Use
- 10571**      *25023P*      Each  
*12/1997 Destroy Prev Issues Upon Rec*  
**Education Branch Work Request**  
 Form is used by managers and staff of both branches to facilitate the work flow and document assignments. Previously issued as SWR-288 (Rev. 3-75) *SS:ED* Internal Use
- 10574**      *25090G*      Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Corporate Partnership Program Customer Information Sheet**  
 This form is used by IRS and public entities to collect information on the various outlets that may want to participate in the Community Based Outlet Program, or that require additional information concerning the program parameters or services provided. *OP:FS:M:WADC* Internal Use
- 10576**      *25424E*      Each  
*01/1998 No Previous Issue*  
**Appeals Performance Review Memorandum - GS-512-11, 12, or 13 Technical Analyst**  
 Used by Appeals for Performance Review of Technical Analyst. *APPEALS* Internal Use
- 10578**      *25146P*      Each  
*06/1999 No Previous Issue*  
**Penalty Business Reply Mail**  
 Form will be used by the mailroom personnel to track pieces of outgoing mail to determine types and costs on a daily basis and then determine the total amount that has been spent over a monthly period. *T:M:P:DFPS* Internal Use
- 10580 A**      *25208C*      Each  
*11/2001 Destroy Prev Rev. Immediately*  
**Postal Meter Resetting Approval**  
 Form is used to get approval from the controllers office to reset the postal meters. This form allows for each office to insert the name and office of the controller individualizing it for the using office. *W:CAR:MP:M:PS:D* Internal Use
- 10582**      *25203Z*      Pad  
*12/1997 Destroy Prev Issues Upon Rec*  
**Input Edit Sheet**  
 Form is used by telephone assistors when contacting taxpayers and making adjustments to accounts. *CUSTOMER SERVICE* Internal Use
- 10584**      *25209N*      Each  
*03/2001 No Previous Issue*  
**Postage Cost Summary/AFS Input Form**  
 Form allows for monthly summary of postal costs and for input of costs into the AFS accounting system. *T:M:P:DFPS* Internal Use
- 10585**      *25214G*      Each  
*11/1997 Destroy Prev Issues Upon Rec*  
**Hardcore Payment Tracer Research Record**  
 Form is used to request information from former employers of taxpayers who owe taxes. *KCSC* Internal Use
- 10586**      *25226Y*      Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Monthly Business Reply Mail (BRM) Expenditures**  
 Form will be used to alert the Field Office Controllers of monthly Business Mail Expenditures. *W:CAR:MP:M:PS:D* Internal Use

## Forms

- 10589**            *25373Y*            Each  
*01/1998 No Previous Issue*  
**TRANSIT TIME CARD**  
 This card will be used as a means of measurement for time of delivery of shipments to and from WADC. *T:M:P:DFPS* Internal Use
- 10589 A**            *25408E*            Each  
*01/1998 No Previous Issue*  
**Transit Time Card - CADC**  
 This card is used as a means of measurement for time of delivery of shipments to and from the Central Area Distribution Center. *T:M:P:DFPS* Internal Use
- 10589 B**            *25409P*            Each  
*01/1998 No Previous Issue*  
**Transit Time Card - EADC**  
 This card will be used as a means of measurement for time of delivery of shipments to and from the Eastern Area Distribution Center. *T:M:P:DFPS* Internal Use
- 10590**            *25429H*            Each  
*01/1998 Destroy Prev Issues Upon Rec*  
**Leave Request/Credit Hour Request/Shift Change Request**  
 Form is going to be used to record different types of leave requests from employees. *SS:S/R&W* Internal Use
- 10593**            *25509Q*            Each  
*02/1998 No Previous Issue*  
**Unauthorized Disclosure Reports**  
 Form is used as a report to identify unauthorized disclosure and preventative/corrective action to the Disclosure Office. *CP:RAD:D* Internal Use
- 10836**            *65704Z*            Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Daily Receiving Report**  
 Used daily to log incoming shipments of forms, other printed material and laser paper in warehouses. This product was converted to the national numbering system and supersedes RC-C Gen 975-A. *DSS:CHS:F:S:D* Internal Use
- 10837**            *14008U*            Each  
*11/1996 No Previous Issue*  
**Request For Administrative Leave**  
 If inclement weather or an emergency situation prevents you from reporting to work, you may be granted administrative leave for all or part of the day if you report it on this form. This item replaces Dir-Cin 526. This product was converted to the National Numbering System and supersedes CR Form 11 & 599-0-197. *DSS:CSS:P:LR* Internal Use
- 10840**            *23278G*            Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Node/RPD Problem Report**  
 Used by service centers to document unscheduled maintenance problems with the Distributed Input System (DIS). This documentation is a requirement of management for all unscheduled maintenance performed on ADP equipment to ensure all vendor maintenance contracts are fulfilled. An initial distribution was sent to all ten service centers and additional quantities can be order at the ADC's. *P:DC* Internal Use
- 10842**            *20211B*            Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Node Monitoring Log**  
 Monitoring Log is used by Data Conversion Branch to track down time along with various problems encountered with this node. This product converted to the national numbering system and supersedes SC-C 1060. *P:DC* Internal Use
- 10844**            *65404W*            Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**BMF/IMF Daily Tape Balancing Work Sheet**  
 Used to balance daily reports before shipment of tape to NCC, and as a balancing record, by the Cincinnati Service Center. This product was converted to the national numbering system and supersedes SC-C 301. *IS:A* Internal Use
- 10845**            *65373I*            Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Error Correction Volume Control**  
 Used by tax examiners to sign out work and to record corrections as they are completed. Also used to keep record of corrections to be made. This product was converted to the national numbering system and supersedes SC-C 439. *P:DP* Internal Use
- 10846**            *11899Z*            Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Research Control Log**  
 Used by Clerical unit in Output Review as an inventory sheet to keep an accurate count of the number of cases received for the week, which tax examiner has the batch, how long, and how many cases each tax examiner works. This product was converted to the national numbering system and supersedes SC-C 518-A. *QAMS:QA* Internal Use
- 10848**            *65283D*            Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**Improper Disclosure Report**  
 Form used to document and report improper disclosures from tax and nontax records. This product was converted to the national numbering system and supersedes SC-C 606. 12-01-99/st - This product has been added to the local forms directory, and is also available as a pdf fillable form at publish.no.irs.gov. *CL:GLD:A* Internal Use
- 10849**            *65315C*            Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**General Evaluation**  
 Used to evaluate courses/seminars of only 1-2 days duration. Currently being used by the Cincinnati Service Center in conjunction with DSS. This product was converted to the national numbering system and supersedes SC-C 755. *DSS:CSS:T* Internal Use
- 10851**            *12087J*            Each  
*12/1996 Destroy Prev Issues Upon Rec*  
**DCB Miscellaneous Control and Production Record**  
 Form is used on a daily basis to control miscellaneous work received in Data Conversion Branch. This is work NOT assigned to the Pipeline Process. Used by the Cincinnati Service Center. This form REPLACES National Office Form 5962, which is now obsolete. This product was converted to the national numbering system and supersedes SC-C 921. *P:DC* Internal Use
- 10853**            *20033N*            Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Access List to IRS Facilities**  
 Form is used to submit company and personal information from contractors, vendors, and companies to acquire access to IRS facilities, specifically the Cincinnati Service Center. This product was converted to the national numbering system and supersedes SC-C 1053. *DSS:CSS:F:B:S* Internal Use
- 10853 A**            *20034Y*            Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Personal Information for Access List**  
 Form is used to submit company and personal information from contractors, vendors, and companies to acquire access to IRS facilities, specifically the Cincinnati Service Center. This product was converted to the national numbering system and supersedes SC-C 1053-A. *DSS:CSS:F:B:S* Internal Use
- 10854**            *65177Y*            Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Privacy Act Statement**  
 IRM 792.2(11) states: "The case records maintained in connection with the Health Unit Services and Employee Assistance Programs established in accordance with these instructions are subject to the provisions of Public Law 93-579 (Privacy Act of 1974). This form is signed by employees receiving medical treatment at the Cincinnati Service Center health unit. This product was converted to the national numbering system and supersedes SC-C Doc 104. *DSS:CSS:P:ES* Internal Use
- 10855**            *12802U*            Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Requisition Activity Log**  
 This form logs the requisitions filled by the Florence (CSC) warehouse. This product was converted to the national numbering system and supersedes SC-C 962. *DSS:CSS:F:S:D* Internal Use

- 10858**      *15943U*      Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Assessment Sheet For Balance Due/Signed Waivers**  
 This assessment sheet was developed to assist tax examiners in preparing ASFR Assessments at the Cincinnati Service Center Collection Branch. This product was converted to the national numbering system and supersedes SC-C 1043. *CP:C Internal Use*
- 10859**      *21141Y*      Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Employee Performance Folder Record For TPS**  
 Form is used by managers to recordate employee performance using the new criteria elements. This product was converted to the national numbering system and supersedes Dir-Det 387. *TX Internal Use*
- 10860**      *21142J*      Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Taxpayer Service Observation and Monitoring Record**  
 Form is used by managers to recordate employee performance using the new criteria elements. This product was converted to the national numbering system and supersedes Dir-Det 388. *TX Internal Use*
- 10861**      *22048G*      Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Recommendation for a Mandatory Cash Incentive Award for Bargaining Unit Employees Based on Annual Ra**  
 This form is a simplified version of Form 9127, Recommendation for a Cash Incentive Award. This product was converted to the national numbering system and supersedes CR Form 43. *DSS:CSS:P Internal Use*
- 10863**      *22031L*      Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Cincinnati Service Center Process Analysis Needs Assessment**  
 This needs assessment form is used to create process analysis teams at the Cincinnati Service Center. This product was converted to the national numbering system and supersedes CR Form 17. *QAMS:QASS Internal Use*
- 10864**      *13970H*      Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Employee Plans - Returns Processing Instructions (RPI)**  
 This form is used by EP/EO agents in the Ohio District to forward and instruct ESP on preparing the forms needed to process their delinquent/substitute returns. This item has been renumbered and replaces Dir-Cin 638. This product was converted to the national numbering system and supersedes CR Form 12. *EP/EO Internal Use*
- 10866**      *11342P*      Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Form 5311 Spreadsheet**  
 This form was developed for use by the group secretaries to consolidate the group reports. The computer operator inputs to RMIS (Resources Management Information System) using this spreadsheet. This product was converted to the national numbering system and supersedes Dir-Cle 849. *TX:QAS Internal Use*
- 10867**      *12634C*      Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Form 940B Computation**  
 This product is used by the Cleveland District, Automated Collection function and the Cincinnati Service Center, Adjustments Correspondence Branch. It is used to compute the possible abatement of part or all of additional tax assessment for Form 940 taxes. The abatement is based on information received from the state on Form 940B "Request for Verification of Credit Information Shown on Form 940". This product converted to the national numbering system and was previously issued as Dir-Cle 866. *C:ACS Internal Use*
- 10871**      *13959K*      Pad  
*05/2000 Destroy Prev Issues Upon Rec*  
**Case Control Sheet**  
 This form is a consolidation of Dir-Cin 628 and Dir-Cle 911, as Cincinnati and Cleveland Districts are now the consolidated Ohio District. This form is used in all the Exam Division cases to provide case processing instruction for all of Ohio District. It is used in lieu of Form 3198, as more detailed and specific information is needed in this process. This product converted to the national numbering system and prior to 3-97 was identified as Dir-Cin 628 and supersedes Dir-Cle 911. 5-23-2000/Revision required due to tax law changes. *S:C:CP:CS:T:TT:E:6 Internal Use*
- 10873**      *14036M*      Each  
*04/1997 No Previous Issue*  
**Trouble Ticket Worksheet**  
 This form used to log incoming calls at the Cincinnati Service Center, Information Systems, Network Support Branch, Centralized Help Desk. Calls are documented on this form with a specific problem description and is then given to the appropriate specialist for resolution. This product was converted to the national numbering system and prior to 4-97 was identified as CR Form 16. *IS:NS Internal Use*
- 10875**      *13875J*      Each  
*04/1997 No Previous Issue*  
**Record Destruction Notice**  
 This form used by the Cincinnati Service Center to identify records that are to be sent to the records holding area for destruction. Form is generic and can be used by other offices for this purpose. This product was converted to the national numbering system and prior to 4-97 was identified as SC-C 1000. *DSS:CSS:F:C:D Internal Use*
- 10876**      *11622A*      Each  
*09/1997 No Previous Issue*  
**Joint Investigation**  
 This form used by the Examination and Criminal Investigation Divisions of the Ohio District. The form is used to conduct joint investigations between these two divisions and contains the recommendations and approving managers, division chiefs, and District Directors signatures. This form was converted to the national numbering system and prior to 9-97 was identified as Dir-Cle 834. *EX Internal Use*
- 10879**      *65331C*      Pad  
*05/1997 Destroy Prev Issues Upon Rec*  
**IRS Records Container Label**  
 This label is used by the employees/offices serviced by the Covington and Metro Great Lakes Support Sites. The label must be affixed to all boxes being shipped for storage at the records holding areas to efficiently identify the contents and accession numbers on the outside of the boxes. This label is generic and can be used by all offices for this purpose. This product was converted to the national numbering system and prior to 5-97 was identified as SC-C 800. *DSS:CSS:F:S:D Internal Use*
- 10880**      *11130V*      Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Employees Relocation Data Sheet**  
 This form is used to gather data from transferring employees for cost comparisons. Originally RC-C Gen 1033, then cancelled. Obsolete 10-01-95. This product was converted to the national numbering system. Revisions prior to 6-97 were identified as RC-C 638. *DSS:CSS:F:S Internal Use*
- 10882**      *24387C*      Each  
*05/1997 No Previous Issue*  
**Flexiplace Application/Certification - Ohio District**  
 This is the application form that must be completed for an employee of the Ohio District to apply and then be certified by management. The form is then forwarded to the Flexiplace Coordinator for approval or disapproval. The formal agreement is Document 9899. *D:QIP Internal Use*
- 10883**      *24388N*      Each  
*05/1997 No Previous Issue*  
**Ohio District Internal Revenue Service Flexiplace Workplace Agreement**  
 This form is the actual agreement between the Ohio District and the employee who is approved for the Flexiplace Program. Revenue Office Aides (ROAs), Office Collection Representatives (OCRs), Revenue Representatives, Audit Accounting Aides (AAAs), and Determination Specialists will use Form 10883-A for this purpose. *D:QIP Internal Use*

## Forms

- 10883 A**      *24389Y*      Each  
*05/1997 No Previous Issue*  
**Flexiplace Workplace Agreement for ROA/OCR/Rev Reps, AAAs and Determination Specialists-Ohio Dist.**  
This is the actual agreement between the Ohio District and the employee who is approved for the Flexiplace Program. This agreement is for Revenue Office Aides (ROAs) Office Collection Representatives (OCRs), Revenue Representatives, Audit Accounting Aides (AAAs), and Determination Specialists. Other employees will use Form 10883. *D:QIP* Internal Use
- 10885**      *65853V*      Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**Record of International Issue Cases**  
This form is used by Revenue Agents and TA's in Examination of the Ohio District for making referrals to an Economist. Instructions on the use of this form are contained in Document 9902, Referrals to Specialists, procedural guide for Ohio District. An automatic distribution was made to using office, resupply is at the CAD. This product was converted to the national numbering system and prior to 7-97 was identified as RC-C Gen 1083 and also supersedes RC-C 420. *EX* Internal Use
- 10888**      *65894Q*      Each  
*07/1997 No Previous Issue*  
**Request for APD Assistance**  
This form is used by Revenue Agents and Tax Examiners to request ADP assistance. This product was converted to the national numbering system and prior to 7-97 was identified as RC-C Gen 873. *EX* Internal Use
- 10889**      *24541G*      Each  
*07/1997 No Previous Issue*  
**Referral to Economist**  
This form is used by Revenue Agents and TA's in Examination of the Ohio District for making referrals to an Economist. Instructions on the use of this form are contained in Document 9902, Referrals to Specialists, procedural guide for Ohio District. *EX* Internal Use
- 10890**      *24546J*      Each  
*07/1997 No Previous Issue*  
**Information Obtained for Record Evaluation**  
This form is used when Revenue Agents and Tax Auditors to review information received on a computer to a referral specialist. Document 9902, Referrals to Specialist, instructional guide for Ohio District contains instructions for use of this form. *EX* Internal Use
- 10891**      *24548F*      Each  
*07/1997 No Previous Issue*  
**Financial Products and Transaction Assistance Referral**  
This form is used by Revenue Agents and Tax Auditors of the Examination Division in Ohio District to refer financial products issues to a specialist. Document 9902, Referrals to Specialist, a procedural guide for Ohio District, includes instructions on use of this form. *EX* Internal Use
- 10892**      *24550R*      Each  
*07/1997 No Previous Issue*  
**Referral to EP/EO Division on Exempt Organizations**  
This form is used by Revenue Agents and TA's in Examination of the Ohio District for making referrals to an EP/EO Specialist. Instructions on the use of this form are contained in Document 9902, Referrals to Specialists, procedural guide for Ohio District. *EX* Internal Use
- 10893**      *24549Q*      Each  
*07/1997 No Previous Issue*  
**Special Compliance Program Lead for Examination of Employment Taxes**  
This form is used by Revenue Agents and TA's in Examination of the Ohio District for making referrals to an Economist. Instructions on the use of this form are contained in Document 9902, Referrals to Specialists, procedural guide for Ohio District. *EX* Internal Use
- 10896**      *12877V*      Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Request for Overtime / Holiday**  
This form is currently used by the Cincinnati Service Center to request overtime and holiday. It is forwarded to budget along with Form 2787, Authorization and Report of Overtime Worked. This product was converted to the national numbering system and prior to 6-97 was identified as SC-C 959. *QAMS* Internal Use
- 10899**      *24598L*      Each  
*04/1998 Destroy Prev Issues Upon Rec*  
**Refund Case History Sheet**  
This case history sheet is specifically for returned refunds. It is used at the Cincinnati Service Center, Taxpayer Relations Branch to record actions taken to resolve the case and record adjustment actions needed. The 4-98 revision to this form allows it's use for both 3711's and 3713's. *CP:TR* Internal Use
- 10900**      *24988T*      Pad  
*10/1997 No Previous Issue*  
**Exempt Organizations Technical Screening Checksheet**  
Used by the EP/EO Division located at the Ohio District, this checksheet is used to process all determination applications for the entire country. This checklist is used during EO case processing, then purged before the approved case is microfiched. *EP/EO* Internal Use
- 10904**      *23294G*      Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Request for Record Deletion from AIMS**  
Form 10904, Request for Record Deletion from AIMS is used when an account needs to be deleted from AIMS for reasons such as error account, missing return, systemic problem. Superseded F 9946 11152J *S:C:C:EMIS* Internal Use
- 10911**      *24037T*      Each  
*02/1997 No Previous Issue*  
**Alternative Work Schedule (AWS) Request**  
Form 10911 is used by IRS employees who wish to apply for an alternative work schedule. *HQ:HR:MP:T* Internal Use
- 10916 (C)**      *24586T*      Each  
*06/2000 Destroy Prev Issues Upon Rec*  
**Withdrawal of filed notice of federal tax lien**  
Withdrawal of filed field notice of lien is required by TBOR2. *S:C:CP:FP:TI* Tax Related Public Use
- 10930**      *24262G*      Each  
*04/1997 No Previous Issue*  
**Revenue Agent Classification Sheet**  
Form is used to capture revenue agent's classification data. All the information from the form will then be inputted into the system to determine which issues are productive in Revenue Agent examinations. This product was converted to the National Numbering System *CCO:EX:SH* Internal Use
- 10931**      *24291J*      Each  
*04/1997 No Previous Issue*  
**Telephone Contact Report**  
Form is used to transfer messages left by taxpayer on the voice mail to the form and then given to a tax examiner to either return the call or resolve any necessary problem. This product was converted to the National Numbering System and supersedes NAR ANSC Form 12-922 (4-94). *CS:A* Internal Use
- 10931 A**      *24840Y*      Each  
*09/1997 No Previous Issue*  
**Customer Service Branch - IMF/BMF Telephone Message Sheet**  
Item is used to assist Customer Service Branch meet the level of access call volume demand. At certain (peak) hours of the day customer service experiences heavy incoming call volumes. The taxpayer is offered the availability of leaving a message rather waiting in the call queue. This new product was converted to the National Numbering System. *CS:CSBI* Internal Use
- 10932**      *24305M*      Each  
*04/1997 No Previous Issue*  
**Closing Action History Sheet**  
Form is used to annotate when an adjustment or suspense has been done to a case. This form is attached to every case in the Adjustment Branch. This product was converted to the National Numbering System and supersedes NAR ANSC Form 12-921 (8-93). *CS:A* Internal Use
- 10935**      *24268U*      Each  
*04/1997 Use/Issue Prev Issue First*  
**Evidence Label**  
This form is used to identify items confiscated during a criminal investigation seizure. It was converted to a national numbering system. Revisions prior to 4-97 were identified as 500-3-71 (4-86), uncataloged. *CI* Internal Use



## Forms

- 10938**      *24274Y*      Each  
*04/1997 Destroy Prev Issues Upon Rec*  
**Batch Control Log**  
 This form is used by service centers to control the work distributed to tax examiners. It is also used as a record of the type of work processed and time needed to process the work. This product was converted to the National Numbering System. Revisions prior to 4/97 were identified as RC SE SC Form 80, catalog number F57169. *T:D* Internal Use
- 10939**      *92103S*      Each  
*04/1997 No Previous Issue*  
**Authorization for Release of Airline Tickets**  
 This form is used by travellers to document the release of airline tickets from a travel agent. This product was converted to the National Numbering System. Revisions prior to 4/97 were identified as Form 500-1-168 (1/87), catalog number 92103S. *REGIONAL CONTROLLER* Internal Use
- 10941**      *24278Q*      Each  
*04/1997 No Previous Issue*  
**Management Training Program Resume**  
 Candidates for the Management Training Program (MTP) complete this application. This form is used with Forms 10941 (24278Q) and 10941A (24278B). It was converted to the national numbering system. Revisions prior to 4-97 were identified as 599-0-226, uncataloged. *CID* Internal Use
- 10941 A**      *24279B*      Each  
*04/1997 No Previous Issue*  
**Management Training Program - Manager's Assessment of Program**  
 The first level manager of applicants for the Management Training Program (MTP) complete this form, which is reviewed by the second level manager, and concurrence is give by a branch chief. The first line manager uses this form to assess the readiness of MTP applicants for management. It is used with Forms 10941 (24278Q) and Form 10941B (24280C), and was converted to the national numbering system. Revisions prior to 4-97 were identified as 599-0-226, uncataloged. *ISD* Internal Use
- 10941 B**      *24280C*      Each  
*04/1997 No Previous Issue*  
**Management Training Program - Self Assessment**  
 Potential candidates for the Management Training Program use this form to provide a self-assessment of their readiness to become a manager. It is used with forms 10941 (24278Q) and Form 10941A (24279B), and was converted to the national numbering system. Revisions prior to 4-97 were identified as 599-0-266, uncataloged. *ISD* Internal Use
- 10942**      *24281N*      Each  
*04/1997 No Previous Issue*  
**Confidential Report Informant's Claim For Reward**  
 This form is used to gather confidential data on an informant's claim for reward in a criminal investigation. This form was converted to the national numbering system. Revisions prior to 4-97 were identified as 500-1-47, uncataloged. *CI* Internal Use
- 10945**      *24288M*      Each  
*04/1997 No Previous Issue*  
**Project 709 Tracking Sheet**  
 This product was created to target potential schemes for fraudulent EIC claims and Schedule C income. The information gathered on this form will identify potential preparers, occupations and geographical locations. *TC:E:CE* Internal Use
- 10946**      *24290Y*      Each  
*04/1997 No Previous Issue*  
**Follow-up on Acknowledgment of Forms 3210**  
 This form is used by groups and functions at Service Centers to follow-up on acknowledgment of Document Transmittals (Forms 3210). This product was converted to the National Numbering System. Revisions prior to 4/97 were identified as Form 500-4-627 (6-88), catalog number F57047. *C:E:P* Internal Use
- 10947**      *24293F*      Each  
*04/1997 Destroy Prev Issues Upon Rec*  
**Term Appointment**  
 This form is signed by term employees and is their statement of understanding regarding their term appointment. The statement is retained in the employee's official personnel folder. This product was converted to the National Numbering System. Revisions prior to 4/97 were identified as Form 500-5-916 (12-92), catalog number F57086. *DSS:AHS:P* Internal Use
- 10949**      *24323I*      Each  
*04/1997 Use/Issue Prev Issue First*  
**Statute Extension Checksheet**  
 This checksheet is used by the Exam Function in South Florida District to extend a statute. It was converted to the national numbering system. Revisions prior to 4-97 were identified as 508-4-24 (7-94), uncataloged. *EX:GP1522* Internal Use
- 10950**      *24312B*      Each  
*04/1997 No Previous Issue*  
**Telephone Verification / IDRS Research**  
 This internal form is used to verify telephone inquiries and annotate IDRS research data. It was converted to the national numbering system. Revisions prior to 4-97 were identified as 599-1-95 (02-84), catalog number F56086. *C:GI* Internal Use
- 10951**      *24313M*      Each  
*04/1997 No Previous Issue*  
**Referral Report of Civil Fraud Case**  
 This form is completed by Revenue Agents/Auditors, and collects information about the taxpayer's particulars, tax information, and a synopsis of fraud case in question. It was converted to the national numbering system. Revisions prior to 4-97 were identified as 501-4-2(1-96), uncataloged. *EX:4401* Internal Use
- 10954**      *24318P*      Each  
*04/1997 No Previous Issue*  
**Recommendation for Corrective Action**  
 This form is used in conjunction with the IRS Rules of Conduct to recommend corrective actions to an employee. It was converted to the national numbering system. Revisions prior to 4-97 were identified as 599-0-7 (Rev.9-80), catalog number F56037. *DSS:AHS:P* Internal Use
- 10955**      *92215L*      Each  
*04/1997 Use/Issue Prev Issue First*  
**Exam Support Staff (ESS) Checklist**  
 This checksheet is used to transmit various suspense cases to Exam Support staff. It was converted to the national numbering system. Revisions prior to 4-97 were identified as 500-4-602 (2-84), uncataloged. *EX:1522* Internal Use
- 10956**      *24324T*      Each  
*04/1997 No Previous Issue*  
**Examination Closing Instruction**  
 This form is used by the Quality and Exam functions in closing a case, South Florida District. It was converted to the national numbering system. Revisions prior to 4-97 were identified as 508-4-9 (6-93), uncataloged. *EX:1522* Internal Use
- 10963**      *92598P*      Each  
*05/1997 Use/Issue Prev Issue First*  
**Accountable Security Items and Travel Request Record**  
 This envelope is used to record and maintain a history of accountable security items such as pocket commission, keys, travel charge cards, etc. It was converted to the national numbering system. Revisions prior to 5-97 were identified as 500-5-461 (Rev. 1-86), same catalog number. *GCD:DSS:SS:Q* Internal Use
- 10972**      *24418Q*      Each  
*05/1997 No Previous Issue*  
**Desk Audit Check**  
 This product is used by team leaders to perform reviews of current work on a publishing services employee's desk. *T:M:PS:AFP* Internal Use
- 10977**      *24470I*      Each  
*06/1997 No Previous Issue*  
**Problem Resolution History Sheet**  
 This form will be used to record the history of Problem Resolution cases. It was converted to the national numbering system. Revisions prior to 6-97 were identified as 508-1-6(Test), uncataloged. *D:Q* Internal Use

## Forms

- 10978**      *24482A*      Each  
*06/1997 No Previous Issue*  
**IMF Expedite Refiles Release Sheet**  
This form is used to ensure that IMF expedite refiles are received in the Return Files Section in a manner to accomplish timely refiling of the returns. This product was converted to the National Numbering System and supersedes NAR Form BSC 12-584 (6/89). *P:DS:R* Internal Use
- 10978 A**      *24483L*      Each  
*06/1997 No Previous Issue*  
**IMF Refiles Release Sheet**  
This form is used to ensure that IMF refiles are received in the Return Files Section in a manner to accomplish timely refiling of the returns. This product was converted to the National Numbering System and supersedes NAR Form BSC 12-586 (6/89). *P:DS:R* Internal Use
- 10978 B**      *24484W*      Each  
*06/1997 No Previous Issue*  
**BMF Refiles Release Sheet**  
This form is used to ensure that BMF refiles are received in the Return Files Section in a manner to accomplish timely refiling of the returns. This product was converted to the National Numbering System and supersedes NAR Form BSC 12-585 (6/89). *P:DS:R* Internal Use
- 10979**      *24489Z*      Each  
*08/1997 Destroy Prev Issues Upon Rec*  
**Manager's Annual Security Standards Certification**  
This form is used by managers according to IRM Security Standards as referred in 1(16)12. It was converted to the national numbering system. Revisions prior to 6-97 were identified as 500-6-62 (10-93), uncataloged. *DSS:SPAM* Internal Use
- 10979 A**      *25684I*      Each  
*05/2001 Destroy Prev Rev. Immediately*  
**Functional Security Review Checklist**  
Form is used by managers as a guide in conducting functional reviews in their work areas. The Manger's Security Handbook IRM 1(16)12, dated August 26, 1986, requires that all first line managers perform functional security compliance reviews in their unit at least annually. This product was converted to the National Numbering System. Printings prior to 3-98 were identified as an unnumbered product. *A:RE:O:A2:NYI* Internal Use
- 10984**      *24569I*      Each  
*06/1997 No Previous Issue*  
**Document Transmittal**  
This form is a general purpose transmittal form used to send work between branch offices and the Document Retention section. This product was converted to the National Numbering System. Revisions prior to 6/97 were identified as Form 599-0-175 (4-80), catalog number F56008. *C:UR* Internal Use
- 10984 A**      *25483V*      Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Document Transmittal**  
This form is used by Memphis Service Center as a general purpose transmittal form to send work between branch offices and the Document Retention section. This product was converted to the national numbering system. Revisions prior to 2/98 were identified as MSC Form 14 (Rev. 10/94), catalog number F55206. *MSC:P:DO:EP* Internal Use
- 10984 C**      *28990T*      Each  
*06/2000 Destroy Prev Issues Upon Rec*  
**Document Transmittal Nashville CS and Support**  
This product will be used to transmit work between branch offices and the Document Retention Section in Nashville and Memphis. *AWSS:MHS:F:MS* Internal Use
- 10985**      *24575M*      Each  
*06/1997 No Previous Issue*  
**Time Off Option in Lieu of Cash Award Election Form**  
Form is needed for employees to elect the Time Off Option instead of a cash award. This new item was converted to the National Numbering System. *DD:PM* Internal Use
- 10986**      *24587E*      Sheet  
*06/1997 No Previous Issue*  
**Installment Agreement Worksheet**  
This product will be used by on-line assistants to increase their productivity in creating installment agreements for taxpayers. This form is printed 4 up to each sheet (2 up x 2 sides). *CSD:QAO* Internal Use
- 10992**      *24664G*      Each  
*07/1997 Special Handling/See Remarks*  
**Estate Tax Classification Check Sheet**  
This product will be used by service center employees to batch certain tax returns. The check sheet is used to indicate certain information related to the type of audit involved. This form was converted to the National numbering system. Revisions prior to 7-97 were identified as MAR 1395 (Rev. 6-80). *PSC:FMB:W* Internal Use
- 10995**      *24668Y*      Each  
*07/1997 Special Handling/See Remarks*  
**Training Course Attendance Record**  
This product is used by service center employees to record their daily participation in training courses. The form is also used to document and give the employee credit for training courses that they have taken. This product was converted to the National numbering system. Revisions prior to 7-97 were identified as MAR 8736 (Rev. 6-92). *PSC:FMB:W* Internal Use
- 10995 A**      *26586N*      Each  
*02/1999 Destroy Prev Issues Upon Rec*  
**Training Attendance Sheet**  
Form will be used in training classes and filled out by all class participants at Metro East and its client sites. This product was converted to the National Numbering System. *SS:E* Internal Use
- 10996**      *24669J*      Each  
*07/1997 No Previous Issue*  
**Continuing Professional Education (CPE) Credit Form**  
Forms is used by Districts to give to tax practitioners so that they can earn credit for attending Alternative Way of Filing Seminars. This product was converted to the National Numbering System. Printings prior to 7-97 were identified as an unnumbered product. *E:ELF* General Admin Public Use
- 11001**      *24707M*      Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**TransitChek Employee Application Form**  
This form is used to request travel to participate in the TransitChek Program and requires management approval. This form is used with Form 11014, catalog number 24801Z. Both forms will initiate employees into the program. This form was converted to the national numbering system. Revisions prior to 7-97 were identified as MAR 9-533 (Rev. 2-95), uncataloged. *SS:F:I* Internal Use
- 11006**      *24757S*      Pad  
*08/1997 Destroy Prev Issues Upon Rec*  
**Request for Deletion / Interception**  
This product is a form used by Taxpayer Relations and Customer Service employees at Memphis Service Center to request deletion/interception of taxpayer information. This product was converted to the National Numbering System. Revisions prior to 8/97 were identified as MSC Form P-44 (Rev. 1-86), catalog number F55668. *DSS:MHS:FSS* Internal Use
- 11013**      *24782D*      Each  
*08/1997 No Previous Issue*  
**Unpostable History Sheet**  
Item is used to track actions on unpostable cases at the Brookhaven Service Center in the Document Perfection Section. This product was converted to the National Numbering System, and supersedes NAR Form BSC 10-602 (9-86). *DP:US* Internal Use
- 11014**      *24801Z*      Each  
*08/1997 Use/Issue Prev Issue First*  
**Monthly Certification of Eligibility**  
This product is used by employees participating in the TransitChek transportation program. The form keeps an record of TransitCheks that an employee receives and the date they received it. This product was converted to the National numbering system. Revisions prior to 8-97 were identified as NER Form 9-534 (Rev. 2-96) and Form 10206 (2-97), catalog number 24097V. *SS:F:I* Internal Use
- 11015**      *24803V*      Pad  
*08/1997 No Previous Issue*  
**Examination Case Processing**  
This form is attached to each Examination case during processing until the case is closed. It was converted to the national numbering system. Revisions prior to 8-97 were identified as 501-4-1(2-95), uncataloged. *S:C:CP* Internal Use

## Forms

- 11022**      *24838M*      Each  
*09/1997 No Previous Issue*  
**TDI History Sheet**  
 Item is used to notate any activity that has taken place on a taxpayer's record. It is placed as a covert sheet on all correspondence in the Collection Branch. This product was converted to the National Numbering System, and supersedes NAR Form BSC 10-106 (1-93). *C:C:TDI* Internal Use
- 11023**      *24839X*      Each  
*09/1997 No Previous Issue*  
**Taxpayer Education Employee Canvas**  
 Item is used to collect information for employees who volunteers to do educational outreach. This new product was assigned a number under the National Numbering System. *EX:4:TPE* Internal Use
- 11024**      *24841J*      Each  
*09/1997 No Previous Issue*  
**Projection/Actual Production Record**  
 Form is used to let Section Chiefs know what programs are in the unit and the projected/actual volume being worked daily. This product was converted to the National Numbering System and supersedes NAR Form BSC 11-596B (1-81). *P:DC* Internal Use
- 11028**      *24847X*      Each  
*09/1997 No Previous Issue*  
**Restricted Area Access List Change Request & Authorization**  
 Form is used by IRS managers to request ongoing access to restricted areas for employees and outside contractors at Brookhaven Service Center and its off site locations. This product was converted to the National Numbering System and supersedes NAR Form BSC 9-140 (7-89). *SS:F:S* Internal Use
- 11043**      *24866E*      Each  
*09/1997 No Previous Issue*  
**B.I.T.S Release Sheet**  
 Form is used to keep track of the volume of each batch as well as what was and was not released. This product was converted to National Numbering System and supersedes NAR Form BSC 11-647 (1/96). *PD:DC:I* Internal Use
- 11044**      *24868A*      Each  
*09/1997 No Previous Issue*  
**Employee Transit Subsidy Tracking Sheet**  
 This new form is used when an internal audit is conducted regarding the Transit Subsidy Program. It was created to ensure compliance in the program and uniformity of information. All eligible employees and managers complete the form each quarter. It received a national product number through the national numbering system. *DD:C* Internal Use
- 11074**      *24996T*      Each  
*10/1997 No Previous Issue*  
**ID Media Review**  
 Form is used to conduct a 100% validity ID Media records. It will initially be distributed to all employees to be completed. This product converted to the National Numbering System. Printings prior to 10-97 were identified as an unnumbered product. *DSS:SEHS:F:O* Internal Use
- 11075**      *25009L*      Each  
*10/1997 No Previous Issue*  
**PDC Intake Form**  
 This product is a survey used by the Education Branch in Memphis to get information from their customers regarding the Professional Development Center products and services. *DSS:MHS:E:PDS* Internal Use
- 11077**      *25019H*      Each  
*10/1997 No Previous Issue*  
**Equal Employment Opportunity Counselor Application**  
 Item is an application used by employees that are interested in becoming an Equal Employment Opportunity (EEO) Counselor. This new product was converted to the National Numbering System. *D:EEO* Internal Use
- 11084**      *91082Q*      Each  
*10/1997 Destroy Prev Issues Upon Rec*  
**Reviewer's Instructions**  
 Form used by revenue agents and auditors to provide specific instructions to ensure appropriate processing of cases. This product was converted to the national numbering system. Revisions prior to 10/97 were identified as Form MAR-1308 (6-83), catalog number 91082Q. *EX:QAB* Internal Use
- 11092**      *25079J*      Each  
*10/1997 Destroy Prev Issues Upon Rec*  
**Returns Batch Assignment Sheet**  
 This form is used by Memphis Service Center to keep daily production records and to control cases going to the Federal Records Center. This product was converted to the national numbering system. Revisions prior to 10/97 were identified as MSC Form TA-13, catalog number F55926. *W:HR:LE:CSS* Internal Use
- 11093**      *25081V*      Each  
*11/1997 No Previous Issue*  
**Blanket Purchase Agreement (BPA) User Log**  
 Item is used for any function that has BPA's and includes tracking the amount spent during any fiscal year. This product was converted to the National Numbering System, and supersedes NAR Form 9-530 (9-93). Form 500-5-921 (10-94). *SS:F:I* Internal Use
- 11094**      *25084C*      Each  
*12/1998 Use/Issue Prev Issue First*  
**Nomination Request for Diversity and Equal Employment Opportunity (DEEO) Award**  
 Item is used to nominate and ensure that employees who make significant contributions to the goals of DEE are given appropriate recognitions. This product was converted to the National Numbering System. Printings prior to 11-97 were identified as an unnumbered product. *D:EEO* Internal Use
- 11095**      *25085N*      Each  
*11/1997 No Previous Issue*  
**Worksheet for Disposing Personal Property/ADP Equipment**  
 This worksheet is used in conjunction with Form 1334 to provide required information needed to excess ADP Equipment. There are separate instructions for this worksheet. This product was converted to a National Numbering System. Printings prior to 11-97 were identified as an unnumbered product. *SS:F:A* Internal Use
- 11103**      *25121U*      Each  
*11/1997 No Previous Issue*  
**Requests/Refiles Batch Control**  
 Item is used to record batched runs (refiles and requests) for releasing figures on report and assigning work to employees. This product was converted to the National Numbering System and supersedes NAR Form BSC 12-68 (6-74). *P:DS:R:S&S/SOI* Internal Use
- 11105**      *25124B*      Each  
*11/2000 No Previous Issue*  
**Transit Time Card**  
 This product is a card used by the Eastern Area Distribution Center to examine delivery timeframes, condition and quality of service obtained by customers. This is a Business Reply Mail card with a survey on the opposite side. *T:M:EADC:OF* General Admin Public Use
- 11112**      *25157W*      Each  
*12/1997 No Previous Issue*  
**Daily Block and Volume Control Sheet**  
 This form is used to tally the block number and the total number of block on the Form 1040 that warranted a return to the taxpayer. It also counts the production and volume of work processed. This product was converted to the national numbering system. Revisions prior to 12-97 were identified as RC SE SC Form P-33 (1-89), F56158. *P:DC* Internal Use
- 11113**      *92174B*      Each  
*11/1997 Destroy Prev Issues Upon Rec*  
**Examination of Returns not Within Current Examination Cycle**  
 This Examination form is used and associated with each existing file. It contains permission request, permission action, specific reasons for the examination and concurrence signature(s). This forms was converted to the national numbering system. Revisions prior to 11-97 were identified as 500-4-456 (Rev.8-83), same catalog number. *QMS* Internal Use

## Forms

- 11115**            *25197G*            Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Employee Electronic Filing Information Sheet**  
 This form is used to gather employee electronic filing information in the Georgia District. The information is critical for inputting tax returns and is maintained with other records and documents. This form is used with Document 9709. *ELF* Internal Use
- 11116**            *25200S*            Each  
*11/1997 No Previous Issue*  
**Service Center Data Collection Instrument**  
 Form is used in collecting quality review data in Collection at the Brookhaven Service Center. National Office warrants use of form. This product was converted to the National Numbering System. Printings prior to 11-97 were identified as an unnumbered product. *C:C:QS* Internal Use
- 11118**            *25228U*            Each  
*12/1997 No Previous Issue*  
**Electronic Filing Checklist**  
 Form is used as a check off listing for taxpayers to ensure eligibility of using Electronic Filing.  
 This item was converted to the National Numbering System. *T:ETA* Internal Use
- 11138 A**            *26130P*            Each  
*07/1998 No Previous Issue*  
**Application for Ride Sharing Parking Permit**  
 This form is used by service center employees to apply for a permit and parking space for carpools.  
 The space number is assigned on the form as is the decal. This product was converted to the national numbering system and revisions prior to 7-98 were identified as Form 599-0-186 (Rev. 2). *ATS* Internal Use
- 11161**            *25336V*            Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Acknowledgement of Receipt (For Tax Refund)**  
 This form is used to acknowledge receipt of tax return check that was initiated by Electronic Filing in the South Florida District. *COMM* Internal Use
- 11162**            *25337G*            Each  
*12/1998 No Previous Issue*  
**Electronic Return Transmission Information**  
 This form is used to advise the taxpayer the status of their electronic return transmission information. It advises the taxpayer with actions performed if the return was either transmitted or rejected. *COMM* Internal Use
- 11163**            *65409Z*            Each  
*12/1997 Use/Issue Prev Issue First*  
**Inventory Sheet (Review of SCCF)**  
 Used to prepare documentation for forwarding to Returns Files in lieu of missing documents. This product was converted to the national numbering system. Revisions prior to 12-97 were identified as Form 447 SC-C, same catalog number. *DSS:CCS:F:L* Internal Use
- 11166**            *92130Z*            Each  
*12/1997 Destroy Prev Issues Upon Rec*  
**Consent to Enter Private Premises**  
 Form used by Kentucky-Tennessee District to obtain consent from the taxpayer to enter private premises. Product converted to the national numbering system. Revisions prior to 12/97 were identified as Form 500-2-15 (11/79), catalog number 92130Z. *DSS:MHS:F:FO* General Admin Public Use
- 11169**            *25471D*            Each  
*01/1998 Special Handling/See Remarks*  
**Key and Related Field and Office Examination Returns**  
 This product is used by field exam revenue agents to keep related tax returns together. This product was converted to the National numbering system. Revisions prior to 1-98 were identified as NAR Form 3-295. *E:1* Internal Use
- 11173**            *13358T*            Each  
*01/1998 Destroy Prev Issues Upon Rec*  
**QRP Verification Sheet**  
 This product is a telephone verification form used by Criminal Investigation to verify taxpayer wages and withholding. Revisions prior to 01/98 were identified as MSC Form C-22 (Rev. 12/94) and SC-C 749-B (6/91), catalog number 13358T. *TC:CI* Internal Use
- 11180**            *92126R*            Each  
*02/1998 Destroy Prev Issues Upon Rec*  
**Taxpayer Delinquent Account - Continuation Sheet for TY Item 69, Part 2)**  
 This form is a continuation sheet and/or form to be used in posting taxpayers' payments on delinquent accounts. This product was converted to the national numbering system. Revisions prior to 2/98 were identified as Form 500-2-9 (2/79), catalog number 92126R. *DSS:MHS:F:FO* Internal Use
- 11186**            *92172F*            Each  
*02/1998 Destroy Prev Issues Upon Rec*  
**IRS Determination as to Certain Penalties**  
 Form used by Kentucky-Tennessee District to determine penalties when a taxpayer submits a delinquent return. This product was converted to the national numbering system. Revisions prior to 2/98 were identified as Form 500-4-453 (Rev. 7/80), catalog number 92172F. *DSS:MHS:F:FO* Internal Use
- 11192**            *25548P*            Each  
*02/1998 No Previous Issue*  
**Employee Clearance Check List**  
 This form was created as a result of an internal report. It will be used to prevent errors in the clearance process and supplement Form 5389. *DSS:SHS:P:E* Internal Use
- 11194**            *25557A*            Each  
*02/1998 No Previous Issue*  
**Control Sheet Attachment to Form 784**  
 This form is used by Memphis Service Center as a control sheet when transferring documents between the Receipt & Control Branch and the Accounting Branch. The form is attached to Form 784. This product was converted to the national numbering system. Revisions prior to 2/98 were identified as MSC Form CS & A-56 (1/84). *DSS:MHS:F:MS* Internal Use
- 11196**            *25559W*            Each  
*02/1998 No Previous Issue*  
**Account Research History Sheet**  
 This form is used by Memphis Service Center employees in the Accounting Branch as a history sheet for any contact/activity regarding taxpayer accounts. Employees use the form to document payment and research information. This product was converted to the national numbering system. Revisions prior to 2/98 were identified as MSC Form QA-34 (12/91) *DSS:MHS:F:MS* Internal Use
- 11199**            *25562T*            Each  
*02/1998 No Previous Issue*  
**Batch Number Control**  
 This form is used by Memphis Service Center employees to sort work according to batch sequences. This product was converted to the national numbering system. Revisions prior to 2/98 were identified as MSC Form P-189 (Reins. 6/90). *DSS:MHS:F:MS* Internal Use
- 11211**            *24421N*            Each  
*06/1997 No Previous Issue*  
**Metro Farecard Control Log**  
 This form is a control log for documenting the use of Metro Farecards. This form is on the On-Demand program. *T:M:M* Internal Use
- 11213**            *65872C*            Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**Action Required on 30/90 Day Cases**  
 Used to forward and control 30/90 day cases returned to examiners through the supervisors for further action. This product was converted to the national numbering system. Revisions prior to 7-97 were identified as RC-C Gen 4-498. *EX* Internal Use
- 11216**            *65755Q*            Each  
*09/1997 No Previous Issue*  
**Employee Annual Vacation Request**  
 This schedule is used by all employees to request their annual vacation time. This product was converted to the national numbering system and prior to 9-97 was identified as RC-C Gen 592. *DSS:CSS:F* Internal Use

## Forms

- 11218**            *13414S*            Each  
*09/1997 No Previous Issue*  
**Examination Initial Interview History for Collection**  
 This form is completed by Revenue Officers of the Ohio District Examination Branch to facilitate the Collection Division personnel in performing their duties. This product was converted to the national numbering system and prior to 9-97 was identified as Dir-Cin 625. *EX:EB3* Internal Use
- 11221**            *20087L*            Each  
*10/1997 No Previous Issue*  
**Tape Edit Process (TEP) Delete Worksheet**  
 Form is used by employees in the Accounting Section at the Cincinnati Service Center to record computer run totals for daily, weekly, and unit balancing section reports. This product was converted to the national numbering system and prior to 10-97 was identified as SC-C 1056 (12-93). *QAMS:MS:A* Internal Use
- 11222**            *14628S*            Each  
*09/1999 Destroy Prev Issues Upon Rec*  
**Employee Performance Folder Transmittal**  
 This form is used by clients of the Transactional Processing. It is completed as a transmittal for an Employee Performance Folder (EPF) when managers forward to an employees new branch or the TPB, whichever is applicable. This product was revised 9-99 to allow any IRS office to use this form. This product was converted to the national numbering system and prior to 4-98 was identified as SC-C 1013 (6-92). *DSS:C:T* Internal Use
- 11226**            *12878G*            Each  
*11/1997 No Previous Issue*  
**Record of Overtime / Holidays**  
 Form used to check against Time and Attendance Roster to ensure proper reporting of overtime and holidays worked by service center employees. This form supersedes SC-C 550 (4-79). This product was converted to the national numbering system and prior to 11-97 was identified as SC-C 960. *QAMS* Internal Use
- 11227**            *15764V*            Each  
*02/1999 Destroy Prev Issues Upon Rec*  
**Government Travel Account Authorization**  
 This form is used by Ohio District employees who use the corporate account to purchase airline tickets. This product was converted to the national numbering system and prior to 12-97 was identified as Dir-Cle 905 (5-93). *D:DC* Internal Use
- 11230**            *11361W*            Each  
*01/1998 No Previous Issue*  
**Application for Car Pool Parking Permit Michigan District**  
 This form is used by Michigan District employees to apply for a carpool parking permit at the Howard Street Parking Lot. This product was converted to the national numbering system and prior to 1-98 was identified as Dir-Det 169. *DD:DC* Internal Use
- 11267**            *12629J*            Each  
*11/1999 No Previous Issue*  
**Work Order - Building Management Section**  
 Form is used by Facilities Branch of DSS to request work from the Building Management Section such as cabling, electrical wiring, etc. This form was obsoleted in error in 1994 and was converted to the national numbering system and prior to 11-1999 was identified as SC-C 939. Changes to technical content were made on this conversion an all prior issues should be disposed of. This form is available via <http://publish.no.irs.gov> as a PDF/Fillable form. *DSS:CHS:FM:BMS* Internal Use
- 11272**            *66011R*            Pad  
*05/1991 Use/Issue Prev Issue First*  
**Associable IDRS Input Document Label**  
 Used to document adjustments made. This form was converted to the national numbering system 4-19-2002/st. Prior revisions were numbered RC-C Gen 1163. *DP:TX* Internal Use
- 11351**            *24617H*            Each  
*07/1997 No Previous Issue*  
**Request to Order Supplies on a Government Credit Card**  
 This form is used by employees in Multimedia Production Division to request materials on a Government Credit Card. It is used primarily for ADP related procurements. *OP:FS:M:L* Internal Use
- 11357**            *25361G*            Each  
*01/1998 No Previous Issue*  
**Integrated Submission and Remittance Processing Image Retrieval Request**  
 Form 11357 is used by other areas to request a copy of the voucher and to check image. *OP:FS:S* Internal Use
- 11358**            *25384F*            Each  
*01/1998 No Previous Issue*  
**Excess collections**  
 This form will be used to forward unpostable corrections information on a weekly basis to excess collections in each center. *T:S:P:M* Internal Use
- 11359 A**            *25800Y*            Each  
*04/1998 No Previous Issue*  
**Termination of Retention Allowance**  
 This form is used by managers and designated officials to terminate the retention allowance for employees that are no longer eligible. *HQ:HR:W* Internal Use
- 11363**            *25923Y*            Sheet  
*06/1998 No Previous Issue*  
**Run Number Registration Form**  
 A shot form requesting pertinent data relating to programmer's programs. To control the assignment of Run Numbers. To be used by programmers at National Office, MCC, DCC, and the Field Offices. The Form will be used when a new Run Number is being assigned, or when a Run Number is being transferred or deleted. *IS:O:O:F* Internal Use
- 11369**            *24853B*            Each  
*10/1997 No Previous Issue*  
**Confidential Evaluation Report on Claim for Reward**  
 This form is used to evaluate an informants claim for reward to determine if the informants information qualifies for a reward, and to recommend and compute an appropriate reward, under the provisions of Policy Statement P-4-86, "Rewards determined by value of information furnished". *CP:EX:MA* Internal Use
- 11370**            *24947Y*            Set  
*06/2001 Destroy Prev Issues Upon Rec*  
**Certification of Annual UNAX Awareness Briefing**  
 Form 11370 (Certification Form) was shipped with the UNAX Employee Booklets Via the IMDDS All Employee Distribution Pattern. Form 11370 is used by all managers during the annual UNAX briefing. The form certifies that employees have received their Annual UNAX Awareness Briefing. Once the form is signed by the employee it is put in their personnel file. The form must be signed each year. In FY 2002, the form was not automatically distributed to all employees. Any office that needs Form 11370 can download the copy from the Multimedia Website or order it from their servicing distribution center *IS:E* Internal Use
- 11377**            *25123Q*            Each  
*09/1999 Destroy Prev Issues Upon Rec*  
**Inadvertent Taxpayer Data Access**  
 Form 11377 is used by employees Servicewide to document their inadvertent access(es) to taxpayer records. *OP:CO:C:IE* Internal Use
- 11385**            *25423T*            Each  
*01/1998 No Previous Issue*  
**Flexiplace Committee Appeal Form**  
 FORM 11385 The Flexiplace Committee Appeal Form has been place on The On Demand Program for Future Orders *HQ:HR:MP:T* Internal Use
- 11386**            *25425P*            Each  
*01/1998 No Previous Issue*  
**Employee Home Flexiplace (HFP) Work Plan Agreement**  
 Form 11386 The Employee Home Flexiplace (HFP) Work Plan Agreement has been place On the On Demand Program for Future Orders. *HQ:HR:MP:T* Internal Use
- 11387**            *25426A*            Each  
*01/1998 No Previous Issue*  
**Hours Flexiplace Program Qualification Agreement**  
 Form 11387 The Hours Flexiplace Program Qualification Agreement has been place on the On Demand Program for Future Orders. *HQ:HR:MP:T* Internal Use
- 11388**            *25427L*            Each  
*01/1998 No Previous Issue*  
**Flexiplace Self Study Certification and Receipt for Home Study Guide**  
 Form 11388 The Flexiplace Self Study Certification and Receipt for Home Safety Guide has been place on the On Demand Program. *HQ:HR:MP:T* Internal Use

## Forms

- 11389**      *25469R*      Each  
*04/1998 No Previous Issue*  
**Statement of Understanding (Authorized/Unauthorized) for Multimedia Production Division**  
This form is used in conjunction with out-service training requests to advise employees of their responsibilities regarding authorized/ unauthorized attendance in out-service training and provide privacy act notice. *M:CE:PD:GB* Internal Use
- 11394**      *25699H*      Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Master File Activity**  
Form is used to update taxpayer information and any changes to their accounts. Previously issued as KCSC Form 948. *CP:E:CE* Internal Use
- 11395**      *25700X*      Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Travel Authorization Request**  
Form is used by all travelers at the Kansas City Service Center to provide the Controller's Office with the estimated cost of the travel expenses. *O:C* Internal Use
- 11396**      *25712P*      Each  
*07/1998 No Previous Issue*  
**RECOMMENDATION FOR DISCIPLINARY/ADVERSE ACTION**  
Form is completed when Disciplinary/Adverse Action is recommended. Previously issued as KCSC 763. *SS:P:UMR* Internal Use
- 11402**      *25797M*      Each  
*05/1998 Destroy Prev Issues Upon Rec*  
**Monthly Copy Machine Report**  
This form is needed to keep data region-wide on copy machine usage to properly manage cost and placement. The current form used by the service does not provide all of the information that offices in Western Region need. Previously issued as ROWR Form 2838. *T:FS:M:PS:DFP OAK* Internal Use
- 11407**      *25839H*      Each  
*04/1998 Destroy Prev Issues Upon Rec*  
**Daily Register of Employees Treatment**  
Form is used for daily log of employees treated in the health unit of the service center. *SS:P* Internal Use
- 11424**      *26123A*      Each  
*07/1998 Destroy Prev Issues Upon Rec*  
**Deposit Record**  
This form is used by Revenue Officers in BMF cases to track Form 941 employment tax deposits. *COLLECTION* Internal Use
- 11603**      *25571E*      Each  
*02/1998 Destroy Prev Issues Upon Rec*  
**Quality Review Record**  
This form is used by Memphis Service Center as a log sheet for employees in the Data Conversion Branch. This product was converted to the national numbering system. Revisions prior to 2/98 were identified as MSC Form 96 (Rev. 10/81). *DSS:MHS:F:MS* Internal Use
- 11605**      *92064E*      Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Internal Management Documents Annual Index**  
Provides a listing of all current internal management documents. Use of this form is mandatory per RCSE Memo 12-7. This form is used by District offices to prepare their annual index. This product was converted to the national numbering system. Revisions prior to 3/98 were identified as Form 500-1-66 (Rev. 8/83), catalog number 92064E. *DSS:RHS:F:I* Internal Use
- 11609**      *25680Q*      Each  
*03/1998 No Previous Issue*  
**Problem Solving Day (PSD) Master Log**  
This form is used by district offices to record and monitor case assignments for Problem Solving Day. This form allows for one-time input of duplicate information, and is used in partnership with Form 11609 B. *MHS:CO* Internal Use
- 11609 A**      *25681B*      Each  
*03/1998 No Previous Issue*  
**Problem Solving Day (PSD) Functional Log**  
This form is used by district offices to record and monitor case assignments and actions for Problem Solving Day. *MHS:CO* Internal Use
- 11610**      *25746V*      Each  
*03/1998 No Previous Issue*  
**Sexual Harrassment Policy Discussion**  
The form will be used to certify that a particular group held a discussion regarding the Internal Revenue's policy against sexual harrassment. The form is signed and dated by the group manager and employee. *RC:E* Internal Use
- 11614**      *25763G*      Each  
*04/1998 Use/Issue Prev Issue First*  
**Error Register Assignment Sheet**  
This product is used internally to record errors and to assign error rates to batches of work. This product was converted to the National numbering system. Revisions prior to 4-98 were identified as NAR Form 10-2. *SS:FM:OS* Internal Use
- 11616**      *25767Y*      Each  
*04/1998 No Previous Issue*  
**NEW YORK STATE LIEN LAW**  
This product is used by field collection employees to record information related to taxpayer liens.  
This product was converted to the National numbering system. Revisions prior to 4-98 were unidentified. *C:F* Internal Use
- 11622**      *25783Y*      Each  
*04/1998 Special Handling/See Remarks*  
**Financial Information Letter**  
This product is used by field revenue officers as a tracer when searching for certain taxpayer accounts. This product was converted to the National numbering system. Revisions prior to 4-98 were identified as Ltr. 3N81 (Rev. 1-82). *C:F* Internal Use
- 11631**      *25886G*      Each  
*05/1998 No Previous Issue*  
**Problem Solving Day Acknowledgement**  
Item is a standard form to be used at all problem solving days to request additional information to resolve taxpayer cases. Use of this form will ensure continuity nationwide. This product was converted to the National Numbering System. *NER:RTA* General Admin Public Use
- 11631 A**      *25887R*      Each  
*05/1998 No Previous Issue*  
**Problem Solving Day Acknowledgement (Card)**  
Form is a standard form to be used at all problem solving days to ensure all taxpayers' have PSD caseworker name and phone number. Use of this form will ensure nationwide continuity. This product was converted to the National Numbering System. *NER:RTA* General Admin Public Use
- 11634**      *25880S*      Each  
*05/1998 No Previous Issue*  
**Allocation of Decedent's Share of Income tax**  
Form used by IRS Esate Tax Attorneys to calculate toe decedent's share of income tax liability/refund due at death to be reported on estate tax return file jointly. This product was converted to the National Numbering System, and supersedes NAR Form 3-212 (12-67). *E:E:5:1527:MM* Internal Use
- 11635**      *25881D*      Each  
*05/1998 No Previous Issue*  
**Request for Appraisal - Real Property**  
Form is used to request real property appraisal completed by Estate Tax Attorney when making a referral to IRS valuation services. This product was converted to the National Numbering System, and supersedes NAR Form 3-190 (7-73). *E:E:5:1527:MM* Internal Use
- 11636**      *25883Z*      Each  
*05/1998 No Previous Issue*  
**Request for Appraisal Personal Property**  
Form used to request appraisal of personalty included on estate tax return completed by Estate Tax Attorney when making a referral to IRS valuation services. This product was converted to National Numbering System, and supersedes NAR Form 3-287 (10-71). *E:E:5:1527:MM* Internal Use
- 11640**      *25892K*      Each  
*05/1998 No Previous Issue*  
**Reimbursable Work Authorization Record**  
This folder is used to store and record work authorization history information as performed with GSA. It includes the requesting office, type of request, costs, comments, etc. It was converted to the national numbering system. Revisions prior to 5-8-98 were identified as 503-3-182 (8-88), uncataloged. *DSS:SEHS:F:O* Internal Use

## Forms

- 11645**            *25942F*            Each  
*05/1998 Destroy Prev Issues Upon Rec*  
**New / Associate Case Documentation Sheet**  
 This product is used by Memphis Service Center, Examination, to research and request IDRS information on new cases. This product was converted to the national numbering system. Revisions prior to 5/98 were identified as MSC Form C-55 (Reinstated 3/92). *TC:E:C* Internal Use
- 11660**            *26031Z*            Each  
*07/1998 No Previous Issue*  
**Fraud Development Checksheet**  
 Item is used by Fraud Coordinator to provide audit steps needed to prepare case for fraud. This product was converted to the National Numbering System. Printings prior to 7-98 were identified as an unnumbered product. *E:QMS* Internal Use
- 11661**            *26032K*            Each  
*01/2002 No Previous Issue*  
**Request for Fraud Development**  
 This form is completed by Revenue Agent when he/she suspects Taxpayer fraud and then forwarded to the Fraud Coordinator. This product was converted to the National Numbering System. *S:C:CP:RC:F* Internal Use
- 11663**            *26109W*            Each  
*11/1998 Destroy Prev Issues Upon Rec*  
**Public Transportation Subsidy Program Application**  
 Form is completed by IRS employees that would like to receive subsidy for using any public transportation. This program grants employees for regular work commute. It is an incentive to use public transportation. Product was converted to the National Numbering System. *M:S:RE* Internal Use
- 11664**            *26110X*            Each  
*11/1998 Destroy Prev Issues Upon Rec*  
**Monthly Certification of Eligibility**  
 Item is used to certify IRS grant to employees for use of public transportation. Converted to the National Numbering System. *M:S:RE* Internal Use
- 11664 A**            *30817R*            Each  
*11/2001 No Previous Issue*  
**Public Transportation Subsidy Program Application**  
 This form supersedes all previously issued Public Transportation Subsidy applications. *AWSS:CS:TSB* Internal Use
- 11664 C**            *31056S*            Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Public Transportation Subsidy Program Change in Information**  
 This form is used by IRS employees to submit changes relative to the Transit Subsidy program. *AWSS:CS:TSB* Internal Use
- 11664 D**            *31057D*            Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**Public Transportation Subsidy Program Cash Reimbursement Certification**  
 The form is used by transit subsidy users to receive cash reimbursement for public transportation when no other form of fare media is readily available. *A:F:PT* Internal Use
- 11664 E**            *31059Z*            Each  
*10/2000 No Previous Issue*  
**Public Transportation Subsidy Program Authorization for Third Party Pick-up of Transit Subsidy**  
 This form is used by transit subsidy users to authorize a co-worker to pick up transit fare media. *A:F:PT* Internal Use
- 11664 F**            *31067Z*            Each  
*11/2001 No Previous Issue*  
**Public Transportation Subsidy Program Signature Sheet for Upfront Monthly/Quarterly Distribution**  
 This form is used by IRS employees participating in the Public Transportation Subsidy Program to acknowledge receipt of transit fare media. This form is controlled and issued by the the Department of Transportation, and IRS employees should not print or distribute this form. *AWSS:CS:TSB* Internal Use
- 11665**            *26117W*            Each  
*07/1998 No Previous Issue*  
**Mail Submission Certification**  
 This form is used by vendors to certify that they have taken a print request to the United States Postal Service for mailing by the date specified on a print order or purchase order. It is used when permit mailing is not useable for various weight or contractual reasons. *OP:FS:M:PS:AFP* Internal Use
- 11667**            *26132L*            Each  
*07/1998 No Previous Issue*  
**Automated Customer Service (ACS) History Sheet**  
 Form is used by Tax Examiner to compile information on taxpayers. Converted to the National Numbering System. Printings prior to 7-98 were identified as an unnumbered product. *CS:ACS:II* Internal Use
- 11668**            *26133W*            Each  
*07/1998 No Previous Issue*  
**Employee Problem Solving Day Fact Sheet**  
 Item is used by employees to express the different problems and difficulties they have encountered.  
 This product was converted to the National Office Numbering System. *TA* Internal Use
- 11671**            *26156V*            Each  
*08/1998 Destroy Prev Issues Upon Rec*  
**Records Disposition Request and Transmittal**  
 This product is utilized by all records officers in the Northeast Region who will forward the form to regional coordinators and eventually to the Federal Records Center. This product was converted to the National numbering system. Revisions prior to 8-98 were identified as F 11619 (4-98), cat. no. 25770V. *A:RE:O:A1* Internal Use
- 11672**            *26147K*            Each  
*08/1998 No Previous Issue*  
**Customer Service Representative Action Sheet**  
 Form is a double-sided suspense/history sheet containing follow-up actions from taxpayers' calls and requests. The fill-in format enable Customer Service Representative to quickly notate various taxpayer requests, items covered, actions needed, as well as a quality check list for required procedures. This product was converted to the National Numbering System and supersedes BSC CSR Action Sheet (Rev. 1-95). *CS:CSI:I* Internal Use
- 11673**            *26148V*            Each  
*08/1998 No Previous Issue*  
**TELETIN Employee Inventory Report**  
 Daily report on telephone and faxes worked by employees. Each employee is required to complete this report each day in Teletin Unit at the Brookhaven Service Center. This product was converted to the National Numbering System. Printing prior to 8-98 were identified as an unnumbered product. *CS:CSI:I* Internal Use
- 11674**            *26158R*            Each  
*08/1998 No Previous Issue*  
**Metro Atlanta Distribution List**  
 This form is used by distribution analysts and printing specialists when shipping products and printed materials to Metro Atlanta post of duties. Converted to the National Numbering System. *OP:FS:M:PS:AFP* Internal Use
- 12003**            *25618C*            Each  
*02/2000 Destroy Prev Issues Upon Rec*  
**IRS Business Card Production Authorization**  
 Form 12003 should be used by employees when requesting business cards. It can be downloaded from the intranet at <http://publish.no.irs.gov/catlg.html> or ordered through CIDS. Specific guidance on how to obtain a business cards is available at <http://publish.no.irs.gov/pubsys/bcard/bcards.html>. *OP:FS:M:PS* Internal Use
- 12010**            *25633R*            Each  
*03/1999 No Previous Issue*  
**Report of Proposed IRC 6715 Penalty**  
 Form 12010 is used to notify taxpayers of a proposed Section 6715 penalty for dyed fuel and explains the penalty. *OP:EX:ST:E* Tax Related Public Use

## Forms

- 12011**      *25642C*      Each  
*03/1999 No Previous Issue*  
**Report of Proposed 4083(c)(3) Penalty**  
 Form 12011 notifies taxpayers of a proposed penalty for refusing to allow inspection by IRS Dyed Fuel Compliance Officer. It explains penalty options for resolving the matter. *CP:EX:ST:E* Internal Use
- 12037**      *25756R*      Each  
*05/2000 No Previous Issue*  
**Post Secondary Order Form**  
 Form 12037 is ordered by Taxpayer Education Coordinators and furnished to educators who want to order Pub 1647 or Pub 1647 Supplement. Form 12037 contains a Business Reply Card which is filled out for ordering. Form 12037 will print-on-demand at the area distribution centers. *W:CAR:SPEC:PPD:E* Other Public Use
- 12038**      *25782N*      Each  
*06/1998 No Previous Issue*  
**Control for File Transfers Protocol (FTP)**  
 This form is to capture essential memory capacity data and approval signatures for file transfers of taxpayer return information. *IS:O:O:F* Internal Use
- 12046**      *26116L*      Each  
*08/1998 No Previous Issue*  
**Decision Model for Creation/Elimination/Consolidation of Notices and Letters**  
 This Form 12046 must be used when any employee submits a change to a notice or letter. *OP:C:T:F:N* Internal Use
- 12062**      *26236E*      Each  
*08/1998 Destroy Prev Issues Upon Rec*  
**Employment Processing Checklist**  
 This form is used by Personnel employees as a check off list for items that must be completed when an employee is accepted for an appointment. This product was converted to the national numbering system. Revisions prior to 8/98 were identified as MSC Form RM-20 (Rev. 11/80). *DSS:MHS:P:R* Internal Use
- 12069**      *26398D*      Each  
*08/1998 No Previous Issue*  
**Project 606 Telephone Call Sheet**  
 This form will be used in Memphis Service Center to record information obtained from taxpayers on two national office projects; Project 606 and Action 61. Project 606 pertains to EITC related information while Action 61 mandates employees to follow-up on taxpayer calls. *MSC:TC:E:CE* Internal Use
- 12083**      *26453R*      Set  
*09/1998 Use/Issue Prev Issue First*  
**Midstates and Western Region Bomb Threat Card**  
 This form will be used by employees in the Midstates and Western Regions to record information as it is received if someone calls with a bomb threat. This card is designed to be placed under the employees telephone for easy access in case a bomb threat is received. Previously issued as SWR-750,ROWR-2336,MWD-148. *SS:PO* Internal Use
- 12088**      *26483F*      Each  
*09/1998 Destroy Prev Issues Upon Rec*  
**Corporate Education Evaluation of Faculty Competencies**  
 This form will be used to evaluate instructors working in the Corporate Education area. *M&A:PD:CE:GBI* Internal Use
- 12089**      *26487X*      Each  
*09/1998 Destroy Prev Issues Upon Rec*  
**Current Regional Commissioner/RDA Memoranda**  
 Form is to be used as an attachment for the annual listing of current RC memoranda. It will be attached to the RC Circular form. Previously issued as SWR-27 *DSS:MS* Internal Use
- 12092**      *26509A*      Each  
*09/1998 No Previous Issue*  
**Internal Revenue Service Flexiplace Agreement - Manhattan District**  
 Form specifies the terms of the Flexiplace program and constitutes an agreement between the employee participating in the flexiplace program and management. *DD:S:A* Internal Use
- 12110**      *26587Y*      Each  
*09/1999 Destroy Prev Issues Upon Rec*  
**Suitability Review Sheet**  
 This form is used by the Covington Host Site, Personnel Branch, recruitment personnel to determine suitability of an applicant for employment in a government position. *DSS:CHS:P:E1* Internal Use
- 12112**      *26597U*      Each  
*09/1998 No Previous Issue*  
**Atlanta Field Publishing Customer Feedback Survey Form**  
 This product will be used by Publishing Services employees to survey customers who use their services and/or products to determine the level of the customers' satisfaction with the services/product(s) provided. This form was converted to the national numbering system. Revisions prior to 9-98 were unidentified. *OP:FS:M:PS:AFP* Internal Use
- 12114**      *26601R*      Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**Continuation Sheet for Item # 15 (Additional Information) OF-306, Declaration for Federal Employment**  
 This form is used by recruitment personnel of the Covington Host Site. This form is provided to applicants when completing OF 306, Declaration for Federal Employment. It is used as a continuation sheet to clearly define additional information that is requested in item 15 of the OF 306. Due to lack of space on the OF 306 this form can be used in lieu of an additional sheet of paper. *A:PS:P:B:CIN:ES* General Admin Public Use
- 12119**      *26607F*      Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**BMF-IMF Cart Label**  
 These cards will be used to label batch carts with specific work. Previously issued as KCSC 299E. *P:R&C* Internal Use
- 12123**      *26616Q*      Each  
*10/1998 No Previous Issue*  
**ACS Customer Service Performance**  
 Form is used at Brookhaven Service Center, ACS (Automated Customer Service) Customer Service Performance Branch by managers to critique tax examiners on the critical elements. Form was converted to the National Numbering System. Printings prior to 10-98 were identified as an unnumbered product. *ACS:CSB II* Internal Use
- 12123 A**      *26681L*      Each  
*10/1998 No Previous Issue*  
**ACS Customer Service Performance Worksheet**  
 Form is used at Brookhaven Service Center by Managers to monitor tax examiner's phone calls. This product was converted to the National Numbering System. Printings prior to 10-1998 were identified as an unnumbered product. *CS:ACS:II* Internal Use
- 12143**      *26655P*      Each  
*10/1998 No Previous Issue*  
**Current Director Memoranda-Midstates Region**  
 Form is used to list the current director memorandum in each office. *DSS:MS* Internal Use
- 12148**      *26663P*      Each  
*07/2000 No Previous Issue*  
**EP/EO Customer Service Referral**  
 This form is used by the TEGE Customer Service Unit. Customer Service Specialists will gather data about a customer's request that cannot be handled at their level. The information gathered will facilitate the processing of the request at the next level. *T:CAS* Internal Use



## Forms

- 12149**      *26676S*      Set  
*08/2001 No Previous Issue*  
**Functional Security Review for Managers**  
 This form is used by managers to conduct physical security reviews and ID media and access card inventory validations. This form was previously numbered and issued as Document 9843, Catalog Number 24197W. *AWSS:AREA 4:FMB:SS* Internal Use
- 12152**      *26682W*      Each  
*11/1998 No Previous Issue*  
**ACS/CSR (Automated Customer Service/Customer Service Representative) Correspondence Inventory Report**  
 This form is used to keep track of the work flow within Automated Customer Service Section at Brookhaven Service Center. Product was converted to the National Numbering System. *CS:ACS:II* Internal Use
- 12153**      *26685D*      Each  
*01/1999 No Previous Issue*  
**Request for a Collection Due Process Hearing**  
 Form 12153, will be used for the new Collection Appeal Rights under RRA 3401 Final Notice. *C:AP:CSC:AS* Tax Related Public Use
- 12153 A**      *31751W*      Each  
*03/2001 No Previous Issue*  
**Referral Request for Collection Due Process (CDP) Hearing**  
 Form 12153-A is the outgrowth of a joint IRS and NTEU Collection Due Process (CDP) Task Force. The form is designed to assist users prepare a case for referral to the Appeals function. It also helps Appeals personnel when performing the initial screening and processing actions of the received CDP cases. (NOTE: The statutory period of limitations for the collection of a tax liability is suspended during a CDP hearing and any subsequent judicial review of the case.) *S:C:CP:FP:CGP* Internal Use
- 12158**      *26706V*      Each  
*01/1999 No Previous Issue*  
**Individual Income Tax Return/Substitute for Return**  
 The form will be used by both service center and district office exam to have the TC 150 established for taxpayers who are nonfilers and who have been selected for examination. Previously issued as KCSC 1033. *CP:E:CS* Internal Use
- 12167**      *26756B*      Each  
*11/1998 No Previous Issue*  
**Special Processing Required**  
 This cover sheet is used by tax practitioners to identify returns that are often difficult to process correctly due to special circumstances or conditions. Tax Practitioners will attach this form to the front of the individual tax returns requiring special handling. This form should be used for Forms 1040, 1040A and 1040PC only. *QA:M* General Admin Public Use
- 12170**      *26771Q*      Each  
*11/1998 No Previous Issue*  
**Seminar/Workshop Evaluation**  
 Form is used to evaluate the Small Business Seminar/Workshop. This form will be completed by taxpayers that have attended the workshop. This product was converted to the National Numbering System. *TPE* Internal Use
- 12172**      *26774X*      Each  
*11/1998 No Previous Issue*  
**History Sheet**  
 Form developed by Memphis Host Site for Space & Property Section employees to provide a statement of actions taken. The form provides additional space on the reverse side of the form. *DSS:MHS:F:S&P* Internal Use
- 12173**      *26776T*      Each  
*11/1998 No Previous Issue*  
**Reported Allegations of Sexual Harassment**  
 Form is used by management official to report allegation of sexual harassment to EEO & Diversity Office. *DD:EEO* Internal Use
- 12174**      *26790X*      Each  
*11/1998 No Previous Issue*  
**Volunteer Class Registration form**  
 This form is a Volunteer Class Registration Form which used in association with the Taxpayer Education Newsletter packet for volunteers to selection which level of classes they need for VITA/TCE program. *TPE* Internal Use
- 12175**      *26796L*      Each  
*02/2001 Destroy Prev Issues Upon Rec*  
**Third Party Contact Report Form**  
 This form will be used by IRS employees to record all 3rd party contacts when contact is made in regard to the determination or collection of a Taxpayers tax liability. *S:C:CP:FP:CGP* Internal Use
- 12177**      *26863R*      Each  
*11/1998 No Previous Issue*  
**Shelf Card for Stock Control**  
 Form is used to identify publications and tax forms in stockrooms in the walkinoffices. *CS* Internal Use
- 12180**      *26954H*      Each  
*01/1999 No Previous Issue*  
**Third Party Contact Authorization Form**  
 Form used to obtain taxpayers authorization to contact third parties as required by IRC section 7602(c). *OP:CO:C:S* Tax Related Public Use
- 12182**      *26961W*      Each  
*12/1998 No Previous Issue*  
**Fiscal Year Technical Training Plan**  
 The form is completed by Training Coordinators in each Branch of the Cincinnati Service Center to send to the Education Branch of the Covington Host Site. Employee Development Specialists use this plan to document training activity, prepare reporting instructions, and ensure accurate input into the ACES database. *DSS:CHS:E* Internal Use
- 12184 AA**      *28642G*      Each  
*10/1999 Special Handling/See Remarks*  
**IRS Office Visit---Customer Satisfaction Survey (English Version)District Code 11**  
 These optical character recognition (OCR) survey forms are distributed "quarterly" by IRS Field Office personnel (i.e., post-of-duty; POD) to walk-in taxpayers or customers who inquire about specific services available. *M:C:MD* General Admin Public Use
- 12184 BB**      *28643R*      Each  
*10/1999 Special Handling/See Remarks*  
**IRS Office Visit---Customer Satisfaction Survey (English Version)District Code 16**  
 These optical character recognition (OCR) survey forms are distributed "quarterly" by IRS Field Office personnel (i.e., post-of-duty) to walk-in taxpayers or customers who inquire about or receive specific services. *M:C:MD* General Admin Public Use
- 12184 CC**      *28644C*      Each  
*10/1999 Special Handling/See Remarks*  
**IRS Office Visit---Customer Satisfaction Survey (English Version)District Code 13**  
 These optical character recognition (OCR) survey forms are distributed "quarterly" by IRS Field Office personnel (i.e., post-of-duty) to walk-in taxpayers or customers who inquire about specific services available. *M:C:MD* General Admin Public Use
- 12184 DD**      *28645N*      Each  
*10/1999 Special Handling/See Remarks*  
**IRS Office Visit---Customer Satisfaction Survey (English Version)District Code 56**  
 These optical character recognition (OCR) survey forms are distributed "quarterly" by IRS Field Office personnel (i.e., post-of-duty) to walk-in taxpayers or customers who inquire about specific services available. *M:C:MD* General Admin Public Use
- 12184 EE**      *28646Y*      Each  
*10/1999 Special Handling/See Remarks*  
**IRS Office Visit---Customer Satisfaction Survey (English Version)District Code 31**  
 These optical character recognition (OCR) survey forms are distributed "quarterly" by IRS Field Office personnel (i.e., post-of-duty) to walk-in taxpayers or customers who inquire about specific services available. *M:C:MD* General Admin Public Use
- 12184 FF**      *28647J*      Each  
*10/1999 Special Handling/See Remarks*  
**IRS Office Visit---Customer Satisfaction Survey (English Version)District Code 73**  
 These optical character recognition (OCR) survey forms are distributed "quarterly" by IRS Field Office personnel (i.e., post-of-duty) to walk-in taxpayers or customers who inquire about specific services available. *M:C:MD* General Admin Public Use



## Forms

- 12184 U**      *28636C*      Each  
*10/1999 Special Handling/See Remarks*  
**IRS Office Visit--Customer Satisfaction Survey (English Version) District Code 52**  
 These optical character recognition (OCR) survey forms are distributed "quarterly" by IRS Field Office personnel (i.e., post-of-duty) to walk-in taxpayers or customers who inquire about specific services available. *M:C:MD* General Admin Public Use
- 12184 V**      *28637N*      Each  
*10/1999 Special Handling/See Remarks*  
**IRS Office Visit--Customer Satisfaction Survey (English Version) District Code 04**  
 These optical character recognition (OCR) survey forms are distributed "quarterly" by IRS Field Office personnel (i.e., post-of-duty) to walk-in taxpayers or customers who inquire about specific services available. *M:C:MD* General Admin Public Use
- 12184 W**      *28638Y*      Each  
*10/1999 Special Handling/See Remarks*  
**IRS Office Visit--Customer Satisfaction Survey (English Version) District Code 38**  
 these optical character recognition (OCR) survey forms are distributed "quarterly" by IRS Field Office personnel (i.e., post-of-duty; POD) to walk-in taxpayers or customers who inquire about specific services available. *M:C:MD* General Admin Public Use
- 12184 X**      *28639J*      Each  
*10/1999 Special Handling/See Remarks*  
**IRS Office Visit--Customer Satisfaction Survey (English Version) District Code**  
 These optical character recognition (OCR) survey forms are distributed "quarterly" by IRS Field Office personnel (i.e., post-of-duty);POD) to walk-in taxpayers or customers who inquire about specific services available. *M:C:MD* General Admin Public Use
- 12184 Y**      *28640K*      Each  
*10/1999 Special Handling/See Remarks*  
**IRS Office Visit--Customer Satisfaction Survey (English Version) District Code 43**  
 These optical character recognition (OCR) survey forms are distributed "quarterly" by IRS Field Office personnel (i.e., post-of-duty; POD) to walk-in taxpayers or customers who inquire about specific services available. *M:C:MD* General Admin Public Use
- 12196**      *27056E*      Each  
*04/2001 No Previous Issue*  
**Small Business Office order Blank**  
 Form 12196 is used by Small Business Information and Development Centers and One Stop Capital Shops to order Federal tax products for distribution to their Clients. *CL:NPL:B* Other Public Use
- 12201**      *27106Z*      Each  
*04/2000 No Previous Issue*  
**Request for Training History Report**  
 This form will be used servicewide by employees to request a copy of their personal training history report and provide documentation of training not included in the report for input. *SS:T:CSS:ESC* Internal Use
- 12217**      *27349S*      Each  
*05/1999 No Previous Issue*  
**Section 1203 Allegation Referral Form**  
 This form is used by IRS employees to report a complaint of Section 1203 Allegation. This form, when completed, should be routed to their front line manager, or to Treasury Inspector General for Tax Administration (TIGTA). *M:S:L* Internal Use
- 12219**      *27362L*      Each  
*02/1999 No Previous Issue*  
**NTEU Request for Information**  
 This form is to be used by union representatives to request information under 7114(b)(4) of the Federal Service Labor Management Relations Statute. The union representative completes the request and forwards to the agency. This form is available via the intranet (publish.no.irs.gov) as a PDF fillable form. *DSS:CHS:P:LR1* Internal Use
- 12220**      *27363W*      Each  
*02/1999 No Previous Issue*  
**Response to NTEU Request for Information**  
 This form is by Labor Relations to respond to requests for information from NTEU representatives requested on Form 12219. This form was designed based on a model provided by the FLRA Office of the General Counsel to assist agencies in articulating any countervailing anti-disclosure interests or employee privacy interests in information requested by unions under section 7114(b)(4) of the Federal Service Labor Management Relations Statute. This form is available as a fillable PDF via intranet site "publish.no.irs.gov". *DSS:CHS:P:LR* Internal Use
- 12223**      *27369K*      Each  
*02/1999 No Previous Issue*  
**Document Transmittal**  
 Form is used when transmitting documents from area to another. It allows for pertinent information placed on the in order to transmit the documents to the appropriate areas within the office as well as area for details pertaining to the routing of the documents.. Previously issued as OSC-261-A. *OSC* Internal Use
- 12233**      *27428Q*      Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Request for Installment Agreement--Independent Review Prior to Rejection**  
 Form 12233 is an outgrowth of RRA-98 (IRS Restructuring and Reform Act of 1998) legislative changes which, in section 3462, requires Tax Examiners, Customer Service Representatives, and Revenue Officers to complete an independent review of all rejected installment agreement requests. The form is attached to each case sent forward for an independent review. *W:CP:CSU:P:RS* Internal Use
- 12234**      *27429B*      Each  
*05/1999 No Previous Issue*  
**Converted Order Point Number (OPN)**  
 When an office changes an order point number, this form will be completed by the IMDDS Program Coordinator to alert them to what the old number was and what the new number will be. *OP:M:FS:PS:DFPS* Internal Use
- 12234 A**      *73055L*      Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Advance Notification of OPN Change**  
 This form will be used to give offices advance notice that their order point numbers are going to change mainly due to the IRS Reorganization. *OP:FS:M:PS:DFP* Internal Use
- 12235**      *27431N*      Each  
*03/1999 No Previous Issue*  
**Returned SSA CAWR Checklist**  
 This checklist will be used to collect information required for an Internal Audit Report. It was developed as a result of previous Audit Report findings. *DP:C:A:C:I* Internal Use **This product may not be ordered by the general public**
- 12238**      *27476A*      Each  
*05/1999 No Previous Issue*  
**Record Series Inventory Form**  
 This form is used by records managers and information resource coordinators for reporting inventories of records from individual offices for use in preparing records control schedules. *A:RE* Internal Use
- 12239**      *27477L*      Each  
*05/1999 No Previous Issue*  
**Audiovisual Record Series Inventory Form**  
 This form is used by records managers and information resource coordinators for reporting inventories of records from individual offices for use in preparing records control schedules. *M:S:RE:FS* Internal Use
- 12240**      *27478W*      Each  
*05/1999 No Previous Issue*  
**Information System Description Form**  
 This form is used by records managers and information resource coordinators for reporting inventories of records from individual offices for use in preparing records control schedules. *A:RE* Internal Use

## Forms

<p><b>12241</b>            <i>27486W</i>            Each  <i>03/1999 No Previous Issue</i>  <b>Problem Resolution Record Continuation Sheet</b>            This form will be used by caseworkers in the Taxpayer Advocates Office. Its a history sheet to be attached to PRP cases. The form is needed to ensure PRP Quality Standards are met. <i>TA:FSC</i> Internal Use</p>	<p><b>12277</b>            <i>27939C</i>            Each  <i>04/2001 No Previous Issue</i>  <b>Application for Withdrawal of Filed Form 668(Y), Notice of Federal Tax Lien (as based on Internal Revenue Code Section 6323)</b>            Form 12277 is prepared and submitted by the taxpayer who wants to have an already filed Notice of Federal Tax Lien (Form 668(Y), CATNUM 60025X) withdrawn. The form not only contains general instructions for the filer but also, when the Service determines to withdraw the Form 668(Y), serves as the authority for the Service to release the withdrawal information to the filer designated credit reporting agencies or financial institutions. <i>S:C:CP:FP:T1</i> Tax Related Public Use</p>	<p><b>12294 A</b>            <i>28057Z</i>            Each  <i>06/1999 No Previous Issue</i>  <b>Employee Request for Review of Realignment Determination</b>            This form is used by IRS employees who are impacted by the IRS Restructuring. After Placement Notice #2 is delivered via hand delivery or return receipt, an employee requesting management to reconsider the realignment determination should complete this form. They must state the reasons why the determination is wrong and the requested remedy. Employees should submit completed forms to their manager, personnel office; or union official if appropriate. <i>M:S:L</i> Internal Use</p>
<p><b>12247</b>            <i>27649V</i>            Each  <i>04/1999 No Previous Issue</i>  <b>Access Documentation Register</b>            This form is used at Brookhaven Service Center by the guard force at all building entrances to record names of visitors coming into the facility. Item is also used by the access control monitors at the entrance each restricted areas to record access to and from these areas. Product was converted to a National Numbering System, and supersedes NAR Form 9-526 (3-93). <i>SS:F:SAS</i> Internal Use</p>	<p><b>12279</b>            <i>27947C</i>            Each  <i>06/1999 No Previous Issue</i>  <b>Consent to Disclosure of Tax Information</b>            This form is used by individual taxpayers or businesses/organizations to authorize the Citizens' Advocacy Panel to investigate systemic problems within the IRS using the individual's/business' tax returns as evidence of said problems. It also warns the user about the possible issues involved with releasing this information. <i>C:TA</i> Tax Related Public Use</p>	<p><b>12302</b>            <i>28073Z</i>            Each  <i>03/2001 Use/Issue Prev Issue First</i>  <b>Balance Checking Matrix</b>            This product will be used in the training course 9015 Balanced Measurement approach to Leadership course for All Managers attending both Phase I and Phase II sessions. Form 12302, Catalog Number 28073Z was converted to a half sheet on white paper to be make ordering stock simpler. This form will also identify, record data, and measure performance. <i>N:ADC:H:L</i> Internal Use</p>
<p><b>12248</b>            <i>27651H</i>            Each  <i>04/1999 No Previous Issue</i>  <b>Request for Validation of Income</b>            This form is used to record information from taxpayers who want to make payment arrangements for tax liabilities. <i>FSC</i> Internal Use</p>	<p><b>12280</b>            <i>27966J</i>            Each  <i>06/1999 No Previous Issue</i>  <b>Steward Time Log</b>            This form is used by the NTEU stewards to record time devoted to union business <i>IS:S</i> Internal Use</p>	<p><b>12303</b>            <i>28074K</i>            Each  <i>06/1999 No Previous Issue</i>  <b>Leave Share Program Application</b>            This form is used to apply to the leave share program in the Southeast Region. This form is on demand and can be ordered through the EADCs. It is also, affilable 5 part form. <i>DSS:MHS:P:LR</i> Internal Use  <b>This product may not be ordered by the general public</b></p>
<p><b>12253</b>            <i>27712J</i>            Each  <i>04/1999 No Previous Issue</i>  <b>Notice of Visit Log</b>            Form will be used to record persons visiting the service center as well as IRS personnel who visitors at the centers. <i>SS:PO</i> Internal Use</p>	<p><b>12289</b>            <i>28033P</i>            Each  <i>06/1999 No Previous Issue</i>  <b>Contractor Daily Shipping Report</b>            This item is completed by printing contractors. It is used to notify Multimediaemployees of printed products and the quantities shipped by the contractor that day. The form is available electronically on the IRS website. <i>OP:FS:M:T</i> General Admin Public Use</p>	<p><b>12304</b>            <i>28078C</i>            Each  <i>07/1999 No Previous Issue</i>  <b>Computer Output Routing Slip</b>            This form is used at the Memphis S.C., and is attached to computer printouts for delivery to the end user or person requesting the printout. <i>MES:DSS</i> Internal Use</p>
<p><b>12254</b>            <i>27716B</i>            Each  <i>06/1999 No Previous Issue</i>  <b>Proposed Change to Records Disposition</b>            Form 12254 (06-1999) Propped Change to records Disposition has been place on The Print On Demand Program. <i>M:S:RE:FS</i> Internal Use</p>	<p><b>12294</b>            <i>28055D</i>            Each  <i>07/1999 Destroy Prev Issues Upon Rec</i>  <b>Employee Interest for Placement in the Restructured IRS</b>            This form is used by IRS employees who are impacted by the IRS Restructuring. After Placement Notice #1 is issued via New Directions, an employee may volunteer for or request NOT to be considered for placement into a new division by completing this form. Employees should submit completed forms to their manager, designated division official; and, union official if appropriate. <i>M:S:L</i> Internal Use</p>	<p><b>12312</b>            <i>28098U</i>            Each  <i>07/1999 Destroy Prev Issues Upon Rec</i>  <b>Classification Request Notice</b>            Form is used to identify specific documents for classification i.e. type of classification, year and tax form. <i>DSS:F</i> Internal Use</p>
<p><b>12256</b>            <i>27779K</i>            Each  <i>06/1999 No Previous Issue</i>  <b>Withdrawal of Request for collection Due Process Hearing under Section 6320 and or 6330</b>            This form will be used by ACS and Collection to withdraw taxpayer requests for an appeal under Collection Due Process cases under Section 6320 or 6330. This is RRA 98 provision under Section 3401. <i>C:AP:CSC &amp; AS</i> General Admin Public Use</p>	<p><b>12294</b>            <i>28055D</i>            Each  <i>07/1999 Destroy Prev Issues Upon Rec</i>  <b>Employee Interest for Placement in the Restructured IRS</b>            This form is used by IRS employees who are impacted by the IRS Restructuring. After Placement Notice #1 is issued via New Directions, an employee may volunteer for or request NOT to be considered for placement into a new division by completing this form. Employees should submit completed forms to their manager, designated division official; and, union official if appropriate. <i>M:S:L</i> Internal Use</p>	<p><b>12317</b>            <i>28114J</i>            Each  <i>07/1999 Destroy Prev Issues Upon Rec</i>  <b>Special Notice Form 3198</b>            This form is used to alert processors of cases that require Special Handling. It also tracks the changes in AIMS status codes. The form is used by Exam in losing cases. This form has been created to meet the needs of this office. <i>E:PMB</i> Internal Use</p>
<p><b>12260</b>            <i>27820K</i>            Each  <i>04/1999 No Previous Issue</i>  <b>Customer Service Division Work Performance Recordation</b>            This form will be used by group manager's in Customer Service Division to record work performance of customer service representatives. <i>CSD</i> Internal Use</p>		

## Forms

- 12327**      *28276I*      Each  
*08/1999 No Previous Issue*  
**Monthly Mail Report**  
 This form is used by POD's within the servicing area of the Memphis Host Site. The form is used to report information to the Memphis Host Site pertaining to the mail program. The form is a consolidation of the following three previous local products: 500-5-924 Monthly Postage Meter Report; 500-5-924A Postage Meter Refill Notice; and RC-C Gen 1269(CG) Monthly Mail Usage Report. *DSS:MHS:F:MS* Internal Use
- 12328**      *28277T*      Each  
*12/1999 Destroy Prev Issues Upon Rec*  
**Request for Self-Study Library Materials**  
 This form is used by employees of Ohio District who located in offsite POD's to request self-study materials available from the Self-Study Library located at the JWP Federal Building (HQ) at 550 Main Street, Cincinnati, OH 45202. Offsite employees can complete this form and submit to receive the same self-study materials those located in the building. This form is accessible as a PDF/Fillable form at <http://publish.no.irs.gov>. *D:QIP* Internal Use
- 12333**      *28289L*      Each  
*04/2001 No Previous Issue*  
**Consent for Fingerprint Check**  
 The form is used primarily by Personnel Officials who are requesting permission to take fingerprints of job applicants and current employees for employment purposes. This form supersedes Form 9970, Fingerprint Information (9-1999) 21209Z. *A:PS:PSO* Internal Use
- 12337**      *28315W*      Each  
*07/1999 No Previous Issue*  
**Retention Standard: Fair and Equitable Treatment of Taxpayers**  
 This form is used by IRS employees to acknowledge receipt of their retention standards concerning fair and equitable treatment of taxpayers. *M:S:P:P* Internal Use
- 12338**      *28317S*      Each  
*09/2000 No Previous Issue*  
**Educational Outreach**  
 This form is completed by all South Florida employees when conducting any type of Educational Outreach activity with the public. The information is captured by the Taxpayer Education Office. *S:SR:FLORIDA* Internal Use
- 12376**      *27006Y*      Each  
*06/2000 Use/Issue Prev Issue First*  
**Workgroup Plan of Action**  
 Form 12376 is used by workgroup as part of SURVEY99. This form is printed as part of Doc. 10156 and is also available electronically. *M:NC* Internal Use
- 12377**      *27039T*      Each  
*06/2000 No Previous Issue*  
**Worksheet for Workgroup Employee Satisfaction/Balanced Measures Meeting**  
 Form 12377 is used by workgroups as part of SURVEY99. This form is printed as part of Doc. 10156, and is also available electronically. *M:NC* Internal Use
- 12404**      *28456S*      Each  
*08/1999 No Previous Issue*  
**Work Performance Record**  
 This is used to rate interaction between IRS employees and taxpayers. *MES-SCD* Internal Use
- 12408**      *28472S*      Each  
*09/1999 No Previous Issue*  
**Consent for Fingerprint Check**  
 This form is completed by an applicant for a position with the IRS. It authorizes the duly appointed representative of the authorized Federal Agency conducting the background investigation to receive any criminal history record information pertaining to the applicant which may be in the files of any Federal, state or local criminal justice agency. *A:PS:O:B:CIN:ES* Other Public Use
- 12412**      *28485V*      Each  
*11/1999 No Previous Issue*  
**Taxpayer Advocate Service Assistance Request**  
 This form is used by Taxpayer Advocate Service (TAS) Employees to request assistance from another taxpayer advocate office, technical advisor (ROTA/RATA) or operational unit. *C:TA* Internal Use
- 12413**      *28486G*      Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Advocacy Issue Submission Form**  
 This form is to be completed by Taxpayer Advocate Service (TAS) employees to identify potential advocacy issues. This form will replace the need to complete various change request forms. *C:TA:WITE* Internal Use
- 12415**      *73051T*      Each  
*09/1999 Destroy Prev Issues Upon Rec*  
**Group Control Log**  
 Form is used by individual groups of agents to record dates that cases are assigned and status as they are reviewed. *DSS:SS* Internal Use
- 12450**      *28620S*      Each  
*10/2000 Destroy Prev Issues Upon Rec*  
**IRS Performance Management System - Executive Performance Agreement**  
 This form is used by all IRS incumbent executives for their evaluations. The form is available from the Multimedia Production Division website, and is fillable in PDF. *N:ADC:H:P:P* Internal Use
- 12450 A**      *28621D*      Each  
*10/2000 Destroy Prev Issues Upon Rec*  
**IRS Performance Management System - Manager Performance Agreement**  
 This form is used by all managers in the IRS for their performance evaluation. This form is available for the Multimedia Production Division website, and is fillable in PDF. *N:ADC:H:P:P* Internal Use
- 12450 B**      *28775C*      Each  
*12/1999 No Previous Issue*  
**IRS Performance Management System - Management Official Performance Agreement**  
 Form 12450-B is used by management officials who are not managers for their performance evaluation. This form is available on the Multimedia Production website. *PERSONNEL* Internal Use
- 12450 C**      *73125Y*      Each  
*10/2000 No Previous Issue*  
**Amended Rating Form, Summary Evaluation for Minimally Satisfactory Rating, Executives, Managers and Management Officials**  
 This form is used by all managers in the IRS for their performance evaluation. This form is available on the Multimedia Production Division website, and is fillable in PDF. *N:ADC:H:P:P* Internal Use
- 12461**      *73156X*      Each  
*10/1999 Special Handling/See Remarks*  
**Level 1 Evaluation batching and Transmittal Sheet**  
 These optical character recognition (OCR) evaluation forms that are used by Corporate Education personnel to batch and transmit Level 1 training evaluations for both instructors and trainees. *N:ADC:H:E:P:PS* Internal Use
- 12462**      *73157I*      Each  
*10/1999 Special Handling/See Remarks*  
**Level 1 Instructor's Lesson/Module Evaluation**  
 These optical character recognition (OCR) forms are provided to instructors to evaluate the lesson(s) or module(s) they teach --- one form per each instructor per course. *N:ADC:H:E:P:PS* Internal Use
- 12463**      *73158T*      Each  
*10/1999 Special Handling/See Remarks*  
**Level 1 Evaluation of Interactive Video Teletraining (IVT)**  
 These optical character recognition (OCR) evaluation forms are used by participants/trainees who have completed an interactive video teletraining (IVT). Each participant is issued one form per class. *N:ADC:H:E:P:PS* Internal Use
- 12464**      *73159E*      Each  
*10/1999 Special Handling/See Remarks*  
**Level 1 Evaluation of Classroom Computer-Based Training (CBT)**  
 These optical character recognition (OCR) evaluation forms are provided to trainees to evaluate computer-based training (CBT) courses delivered in a classroom setting or classroom training that contains CBT --- one form per trainee per course. *N:ADC:H:E:P:PS* Internal Use

## Forms

<p><b>12465</b>            <i>73160F</i>            Each  <i>10/1999 Special Handling/See Remarks</i>  <b>Level 1 Evaluation of Self-Instruction Training</b>            These optical character recognition (OCR) evaluation forms are provided to trainees to evaluate self-instruction or self-study training (computer-based self-instruction, textbook-based self-instruction, web-based self-instruction, and coached self-instruction) --- one form per trainee per course.  <i>N:ADC:H:E:P:PS Internal Use</i></p>	<p><b>12474</b>            <i>73179W</i>            Each  <i>01/2000 No Previous Issue</i>  <b>Revocation of Certificate of Release of Federal Tax Lien</b>            Form 12474 is used to revoke the certificate of release of Federal Tax Lien and reinstates the lien. The form will be used by Collection Division employees; i.e., Revenue Officers and ALS Unit employees.  <i>S:C:CP:FP:TI Internal Use</i></p>	<p><b>12509</b>            <i>28731A</i>            Each  <i>12/1999 No Previous Issue</i>  <b>Statement of Disagreement</b>            This form is used by taxpayers involved in Innocent Spouse cases to explain why the taxpayer disagrees with the IRS determination concerning relief from joint and several liability for a joint return. <i>W:IS Tax Related Public Use</i></p>
<p><b>12466</b>            <i>73161Q</i>            Each  <i>10/1999 Special Handling/See Remarks</i>  <b>Level 1 Evaluation of Classroom Training</b>            These optical character recognition (OCR) forms are provided to trainees to evaluate traditional classroom training --- one form per trainee per class.  <i>N:ADC:H:E:P:PS Internal Use</i></p>	<p><b>12474 (A)</b>        <i>28891D</i>            Each  <i>01/2000 No Previous Issue</i>  <b>Revocation of Certificate of Release of Federal Tax Lien</b>            Form 12474-A is used to revoke the release when the Notice of Federal Tax Lien is mistakenly allowed to operate as a Certificate of Release. The form will be used by Collection Division employees.  <i>S:C:CP:FP:TI Internal Use</i></p>	<p><b>12537</b>            <i>28794J</i>            Each  <i>02/2001 Destroy Prev Issues Upon Rec</i>  <b>BBS Release Form</b>            This form is for documenting work released - information edited to the form is input to the automated BBS tracking system. Carolyn Abbott says to put on demand program. <i>SP:P:DC:C Internal Use</i></p>
<p><b>12467</b>            <i>73162B</i>            Each  <i>10/1999 Special Handling/See Remarks</i>  <b>Level 1 Instructor's Lesson/Module Evaluation Comments</b>            These forms are provided to instructors to obtain his/her comments and/or concerns about the lesson(s) or module(s) he/she is responsible for --- one form per instructor and per course. <i>N:ADC:H:E:P:PS Internal Use</i></p>	<p><b>12482</b>            <i>73200E</i>            Each  <i>10/1999 Destroy Prev Issues Upon Rec</i>  <b>Examination Case Processing</b>            This form was created and revised to meet the needs of the Examination Division to process cases (returns) more efficiently.  <i>E:PSP Internal Use</i></p>	<p><b>12541</b>            <i>28841X</i>            Pad  <i>01/2000 No Previous Issue</i>  <b>Internal Revenue Service Postal Cost Worksheet</b>            This form will be used by the Multimedia Production Division personnel to report postal expenditures to the mail mgt. unit of MPD for forwarding to appropriate accounting office for entry into the Automated Financial System. <i>OP:FS:M:M Internal Use</i></p>
<p><b>12469</b>            <i>73169A</i>            Each  <i>10/1999 Special Handling/See Remarks</i>  <b>Level 1 Trainee's Course Evaluation Comments</b>            This one-sided form is provided to trainees to obtain comments concerning traditional classroom training, interactive video tele-training, classroom computer-based training, and self-instruction or self-study training --- one form per trainee per class/course. <i>N:ADC:H:E:P:PS Internal Use</i></p>	<p><b>12483</b>            <i>73201P</i>            Each  <i>11/1999 No Previous Issue</i>  <b>Declaration Statement</b>            Designed specifically for the QRP cases, this form is used by the taxpayer if the taxpayer claims that he or she did not file a false return. This waiver form can be signed to curtail the audit process. Please note that this form is used as an enclosure to Letter 566(SC) along with Form 886.  <i>OP:C:A:CP:E Tax Related Public Use</i></p>	<p><b>12555</b>            <i>29896Q</i>            Each  <i>01/2000 Destroy Prev Issues Upon Rec</i>  <b>Employee Orientation Checklist - New Employee - Permanent</b>            This form will be used by managers to track completion of employee orientation for new permanent employees.  <i>AWSS:LN:P:C Internal Use</i></p>
<p><b>12470</b>            <i>73170B</i>            Each  <i>10/1999 Destroy Prev Issues Upon Rec</i>  <b>Request for Information From Creditors</b>            Request is made under the authority of section 7602 of the IRC. Can be generated as part of the ICS system. Associate with letter 1040(DO)and (IO).  <i>OP:CO:C:FP Tax Related Public Use</i></p>	<p><b>12500</b>            <i>28712T</i>            Pad  <i>08/2000 Use/Issue Prev Issue First</i>  <b>"CAP" Post-It-Notes</b>            This product is distributed as a promotional item by Citizen Advocacy Panel at Out-reaches, fairs, speeches, etc. to inform the public of it's liaison role and responsibilities between IRS and Taxpayers.  <i>TA:CAP Other Public Use</i></p>	<p><b>12555 A</b>          <i>29897B</i>            Each  <i>01/2000 Destroy Prev Issues Upon Rec</i>  <b>Employee Orientation Checklist - New Employee - Temporary</b>            This form is used by managers to track completion of employee orientation for new temporary employees. <i>AWSS:LN:P:C Internal Use</i></p>
<p><b>12473</b>            <i>73176P</i>            Each  <i>12/1999 No Previous Issue</i>  <b>Daily Report of Overtime</b>            This form is used in Service Centers as a daily report to record overtime, compensatory time, holiday, FLSA &amp; regular hours worked. It has been revised and converted to the National Office Numbering System. This form was previously issued as NAR Form ANSC 9-967(Rev 12-78).  <i>SS:FM:OS Internal Use</i></p>	<p><b>12507</b>            <i>28728D</i>            Each  <i>12/1999 No Previous Issue</i>  <b>Innocent Spouse Statement</b>            This form is used for a taxpayer to provide additional information to IRS for consideration of relief of jointly filed tax returns and applies to Innocent Spouse cases.  <i>W:IS Tax Related Public Use</i></p>	<p><b>12555 B</b>          <i>29898M</i>            Each  <i>01/2000 Destroy Prev Issues Upon Rec</i>  <b>Employee Orientation Checklist - New Employee - Term</b>            This form is for managers to track completion of employee orientation for new term employees. <i>AWSS:LN:P:C Internal Use</i></p>
<p><b>12474</b>            <i>73179W</i>            Each  <i>01/2000 No Previous Issue</i>  <b>Revocation of Certificate of Release of Federal Tax Lien</b>            Form 12474 is used to revoke the certificate of release of Federal Tax Lien and reinstates the lien. The form will be used by Collection Division employees; i.e., Revenue Officers and ALS Unit employees.  <i>S:C:CP:FP:TI Internal Use</i></p>	<p><b>12508</b>            <i>28730P</i>            Each  <i>12/1999 No Previous Issue</i>  <b>Innocent Spouse Information Request</b>            This form is a tool for taxpayers involved in Innocent Spouse cases can use to provide information to the IRS to aid the Service as it attempts to make a determination about the viability of the case. <i>W:IS Tax Related Public Use</i></p>	<p><b>12555 C</b>          <i>29899X</i>            Each  <i>01/2000 Destroy Prev Issues Upon Rec</i>  <b>Employee Orientation Checklist - Returning Seasonals</b>            This form is used by managers to track completion of employee orientation for returning seasonals. <i>AWSS:LN:P:C Internal Use</i></p> <p><b>12555 D</b>          <i>29900N</i>            Each  <i>01/2000 Destroy Prev Issues Upon Rec</i>  <b>Employee Orientation Checklist - Reinstatements</b>            This form is used by managers to track completion of employee orientation for those employees who are reinstatements.  <i>AWSS:LN:P:C Internal Use</i></p>

## Forms

- 12555 E**      *28898C*      Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Employee Orientation Checklist - New Employee - Seasonal Work Schedule**  
 This form is used by managers to track completion of employee orientation for new employees on seasonal work schedules. *AWSS:LN:P:C* Internal Use
- 12555 F**      *28899N*      Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Employee Orientation Checklist - Transfer - Internal**  
 This form is form managers to track completion of employee orientation for internal transfers. *AWSS:LN:P:C* Internal Use
- 12555 G**      *28900D*      Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Employee Orientation Checklist - Transfer - External**  
 This for is used by managers to track completion of employee orientation for external transfers. *AWSS:LN:P:C* Internal Use
- 12555 H**      *28902Z*      Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Employee Orientation Checklist - Intermittent Work Schedule**  
 This form is for managers to track completion of employee orientation for new employees on intermittent work schedules. *AWSS:LN:P:C* Internal Use
- 12595**      *29046C*      Each  
*02/2000 No Previous Issue*  
**Facilitator Request**  
 This form is used by managers at the Cincinnati IRS Centers for facilitator meetings. A facilitator should be requested at least two weeks in advance. This form is on the local forms directory as well as publish.no.irs.gov. *SP:S:Q* Internal Use
- 12626**      *29116P*      Each  
*06/2001 Destroy Prev Issues Upon Rec*  
**Training Course Attendance Record**  
 This form is used to record and validate employee attendance and completion of formal IRS training. *A:C:P:ACES* Internal Use
- 12653**      *29255P*      Each  
*03/2000 No Previous Issue*  
**Qualifications and Availability (Form A)**  
 Optical Mark Read Scannable Form - This is a scannable form that is used by IRS for external recruitment hiring. *A:PS:PM* Internal Use
- 12654**      *29259H*      Each  
*07/2000 Destroy Prev Rev. Immediately*  
**Authorization for Long-Term Travel**  
 This form is used by employees who will be on long term travel (for periods of one year or more). The form informs employees that their reimbursements will be added to their W-2. *M:CFO:S:T* Internal Use
- 12661**      *29360J*      Each  
*09/2000 No Previous Issue*  
**Disputed Issue Verification**  
 This item provides an opportunity for taxpayers to state why they disagree with decisions made by the IRS as a result of an audit. It has entries for the disputed item, why the item is in dispute, and a comparison of the amount claimed on a return versus the amount allowed on the audit report. *OP:C:A:CP:E* Tax Related Public Use
- 12667**      *29379A*      Each  
*10/2000 Destroy Prev Issues Upon Rec*  
**Why 2001 Survey- Promote -Inspire-Encourage**  
 This Form is in pdf format only. It is to be downloaded from Publishing Services web site, publish.no.irs.gov. It should be used to promote/inform employees about Survey 2001 and where to go for survey administration time and location. It is a fillable form and the name, location, date and time can be entered on-line before printing. *M* Internal Use
- 12694**      *29570H*      Each  
*04/2000 No Previous Issue*  
**Notification of Move/Organizational Change**  
 Form is used by transiting office to notify IMDDS personnel of organizational changes and office moves during IRS restructuring. *OP:FS:M:PS:AFP* Internal Use
- 12697**      *29579C*      Each  
*04/2000 No Previous Issue*  
**Pre-Appointment Certification Statement for Selective Service Registration**  
 This form is used by the Recruitment Section to determine and document the Selective Service registration status of new hires. *A:PS:O:B* Internal Use
- 12711**      *29736N*      Each  
*08/2001 No Previous Issue*  
**Employee Address**  
 The form is used by all employees for updates and changes to personnel records. This form had been previously obsoleted but was at the request of the originating office the form was reinstated. *A:PS:TP:AUS* Internal Use
- 12743**      *29916X*      Each  
*06/2000 No Previous Issue*  
**Building Maintenance Report Work Order Request - IRS Gateway Center**  
 Form is used by managers to report building maintenance required at the IRS Gateway Center in Covington, KY. It also serves as a reporting mechanism for the building manager (contracted) to report back on services performed as a result of the report of required maintenance. Form is available in PDF fillable format via the intranet at publish.no.irs.gov. *DSS:CHS:F:R* Internal Use
- 12798**      *30289F*      Each  
*07/2000 No Previous Issue*  
**Employee satisfaction Meeting Planner Form**  
 This form is used by meeting facilitators, NTEU union stewards, and managers to plan the Employee Satisfaction meeting. *M:NC* Internal Use
- 12808**      *30502P*      Each  
*07/2000 No Previous Issue*  
**Self-Study Student Enrollment Form**  
 A trainee completes this form to be nominated, enrolled or after completing a course. It is used primarily for self-study programs delivered via a variety of media, books, CBT, CD-Rom, Intranet, Internet, or National Learning Center. Security handling is required for completed forms, which contain social security numbers and must be kept in a locked cabinet. *F:CE:PRD* Internal Use
- 12810**      *30566J*      Pad  
*03/2001 Destroy Prev Issues Upon Rec*  
**Transfer request checklist**  
 This form will be used as the "official" transfer request form when requesting a transfer of an account from master file to master file, master file to non-master file and/or non-master file to non-master file. The users are Customer Service, Exam, Collection, and Field Operations. Form 4502 is automated through the ERCS program and will no longer be stocked at the Area Distribution Centers. *OP:FS:S:A:A* Internal Use
- 12827**      *30671D*      Each  
*11/2000 No Previous Issue*  
**Report of Incident at the Detroit Computing Center**  
 Form to be used by contract guards to provide specific and detailed documentation of activity at the Detroit Computing Center. *SS:GL:FM:SA* Internal Use
- 12832**      *30697J*      Each  
*07/2000 No Previous Issue*  
**Coverpage for Compliance Taxpayer Letters**  
 This form is used by compliance as a coverpage for letters being generated from the RGS application. *EXAM* Tax Related Public Use
- 12847 A**      *30834C*      Each  
*09/2000 No Previous Issue*  
**E-19 Envelope Specification Sheet**  
 This form is a specification sheet for E-19, catalog number 41017P. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and india. *W:CAR:MP:PS:AFP* Internal Use

## Forms

**12847 B**      *30835N*      Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**E-20 Envelope Specification Sheet**  
This form is a specification sheet for E-20, catalog number 41018A. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:M:PS:AFP* Internal Use

**12847 C**      *30836Y*      Each  
*09/2000 No Previous Issue*  
**E-25BR Envelope Specification Sheet**  
This form is a specification sheet for E-25BR, catalog number 22383Q. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *OP:FS:M:PS:AFP* Internal Use

**12847 D**      *30837J*      Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**E-25 CR Envelope Specification Sheet**  
This form is a specification sheet for E-25CR, catalog number 22384B. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use

**12847 E**      *30838U*      Each  
*09/2000 No Previous Issue*  
**E-44 Envelope Specification Sheet**  
This form is a specification sheet for E-44, catalog number 41029H. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use

**12847 F**      *30839F*      Each  
*09/2000 No Previous Issue*  
**E-44B Envelope Specification Sheet**  
This form is a specification sheet for E-44B, catalog number 20470U. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. This 9-2000 issue of the specification sheet corresponds to the 10-2000 issue of the E-44B. *W:CAR:MP:PS:AFP* Internal Use

**12847 G**      *30840G*      Each  
*09/2000 No Previous Issue*  
**E-47 Envelope Specification Sheet**  
This form is a specification sheet for E-47, catalog number 41031T. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use

**12847 H**      *30841R*      Each  
*09/2000 No Previous Issue*  
**E-61T Envelope Specification Sheet**  
This form is a specification sheet for E-61T, catalog number 26100B. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. This spec sheet is currently being revised to remove the bar code at the bottom right due to USPS/SCAMPS requirements. Anyone needing info on this envelope should contact the printing specialist listed. 1-2-01. *W:CAR:MP:PS:AFP* Internal Use

**12847 I**      *30842C*      Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**E-73 Envelope Specification Sheet**  
This form is a specification sheet for E-73, catalog number 63328L. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use

**12847 J**      *30843N*      Each  
*09/2000 No Previous Issue*  
**E-119 Envelope Specification Sheet**  
This form is a specification sheet for E-119, catalog number 26190R. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use

**12847 K**      *30844Y*      Each  
*09/2000 No Previous Issue*  
**E-125L Envelope Specification Sheet**  
This form is a specification sheet for E-125L, catalog number 26210Y. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:M:PS:AFP* Internal Use

**12847 L**      *30845J*      Each  
*09/2000 No Previous Issue*  
**E-125 R Envelope Specification Sheet**  
This form is a specification sheet for E-125R, catalog number 26215B. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use

**12847 M**      *30846U*      Each  
*09/2000 No Previous Issue*  
**E-130 Envelope Specification Sheet**  
This form is a specification sheet for E-130, catalog number 41089J. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use

**12847 N**      *30847F*      Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**E-142 Envelope Specification Sheet**  
This form is a specification sheet for E-142, catalog number 26223B. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. The revision date on this specification sheet corresponds to the current revision date of the envelope. *W:CAR:MP:PS:AFP* Internal Use

**12847 O**      *30848Q*      Each  
*04/2001 Destroy Prev Rev. Immediately*  
**E-142 B Envelope Specification Sheet**  
This form is a specification sheet for E-142B, catalog number 27026Q. It lists all specifications for the GPO Program 2551-S, Field Envelope Contract to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use

**12847 P**      *30849B*      Each  
*09/2000 No Previous Issue*  
**E-163 Envelope Specification Sheet**  
This form is a specification sheet for E-163, catalog number 62772X. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use

**12847 Q**      *30850C*      Each  
*09/2000 No Previous Issue*  
**E-177 Envelope Specification Sheet**  
This form is a specification sheet for E-177, catalog number 62248S. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use



## Forms

- 12847 R**      **30851N**      Each  
*09/2000 No Previous Issue*  
**E-178 (Rev. 10-2000) Envelope Specification Sheet**  
 This form is a specification sheet for E-178, catalog number 62249D. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. The 9-2000 issue corresponds to the 10-2000 issue of the E 178. *W:CAR:MP:PS:AFP* Internal Use
- 12847 S**      **30852Y**      Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**E-190 Envelope Specification Sheet**  
 This form is a specification sheet for E-190, catalog number 10221B. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use
- 12847 T**      **30853J**      Each  
*09/2000 No Previous Issue*  
**E-199 Envelope Specification Sheet**  
 This form is a specification sheet for E-199, catalog number 12519M. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use
- 12847 U**      **30854U**      Each  
*09/2000 No Previous Issue*  
**E-200A Envelope Specification Sheet**  
 This form is a specification sheet for E-200A catalog number 20494E. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use
- 12847 V**      **30855F**      Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**E-205 Envelope Specification Sheet**  
 This form is a specification sheet for E-205 catalog number 22976H. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for return and mailing addresses, and indicia. *W:CAR:MP:PS:AFP* Internal Use
- 12847 W**      **31205D**      Each  
*09/2000 No Previous Issue*  
**E-182 W Envelope Specification Sheet**  
 This form is a specification sheet for E-182W catalog number 64288W. It lists all specifications for the GPO Program 2554-S contractor to produce the envelope. The electronic pdf form is fillable and allows users to fill in info for the copy change areas for print order number and Sheet \_\_\_ of \_\_\_\_\_. *W:CAR:MP:PS:AFP* Internal Use
- 12853**      **30775W**      Each  
*09/2000 No Previous Issue*  
**WELFARE TO WORK PROGRAM**  
 This product is used to verify if applicant is on welfare when applying for employment. This information is needed and used to compile statistical for reporting purposes. The form is printed in Pub 3468-B, Catalog Number 30771E. *A:PS:O:A:AND* General Admin Public Use
- 12854**      **30776H**      Each  
*09/2000 No Previous Issue*  
**Prior Government Service Information**  
 This product is used to identifies applicants who have had prior government services in order to request the OPF from federal records and to identify possible pay setting issues. The form is printed in Pub 3468-B, catalog Number 30771E. *A:PS:O:A:AND* General Admin Public Use
- 12868**      **30810S**      Each  
*08/2000 No Previous Issue*  
**Purchase/Delivery Order BPA Record**  
 Form 12868 supercedes TDF 76-01.1 (62131W) (Rev. 8-96). This form will be used to store and document data from small business purchases, open market and electronic composition delivery orders. *M:P:P:Q* Internal Use
- 12869**      **30815V**      Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**New Employee Tax Verification Completion Instructions**  
 This product serve as an instructional guide for completing the Form 5012(New Employee Tax Verification Form) to ensure completeness and accuracy.This productis printed in Pub 3468-B. *A:PS:O:A:AND* General Admin Public Use
- 12878**      **30918D**      Each  
*09/2000 No Previous Issue*  
**Office of Chief Counsel Self-Certification of Premiums Paid for Professional Liability Insurance**  
 This form is used by Chief Counsel to certify that they have paid the premium on professional liability insurance, and are now asking for a reimbursement of the policy premium. *CC:FM:P:E* Internal Use
- 12883**      **30942D**      Each  
*09/2000 No Previous Issue*  
**SF-87 INPUT WORKSHEET**  
 This product identifies and give consent to information needed to fingerprint applicants. Also, has RNO information and provide necessary information to inputinto SETS. This product is printed in Pub 3468-B. *A:PS:O:A:AND* Other Public Use
- 12884**      **30944Z**      Each  
*09/2000 No Previous Issue*  
**ANDOVER CAMPUS EMPLOYMENT SURVEY QUESTIONNAIRE FORM**  
 This product is used to collect statistical data,information and identify where advertisement was viewed about job oportunities at IRS Andover Center. This information is also used to evaluate recruitment programs and planning advertising campaigns. This product is printed in Pub 3468-B. *A:PS:O:A:AND* Other Public Use
- 12885**      **30945K**      Each  
*09/2000 No Previous Issue*  
**SUPPLEMENT TO OF-612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT**  
 This product is use to provide the applicant with additional space when completing the OF-612 for describing experiences gained when applying for a federal position.This product is printed in Pub 3468-B. *A:PS:O:A:AND* Other Public Use
- 12892**      **31069V**      Each  
*10/2000 No Previous Issue*  
**New Hire Suitability Determination**  
 Form is used by recruitment staff to determine if a new employee is suitable for employment. *AWSS:P:ESII* Internal Use
- 12893**      **31070W**      Each  
*10/2000 No Previous Issue*  
**Telephone Contact Form**  
 Form is used by Recruitment staff to record rescheduled processing dates and orientation dates. *AWSS:P:ESII* Internal Use
- 12894**      **31071H**      Each  
*10/2000 No Previous Issue*  
**Prohibited Activities**  
 Form is used by Recruitment staff to be filled out by applicant during processing to determine if outside employment is a conflict of interest. *AWSS:P:ESII* Internal Use
- 12895**      **31072S**      Each  
*10/2000 No Previous Issue*  
**Student Educational Employment Program - High School**  
 Form is used with a packet including OF 612 to high school students during job fairs so they can apply for the high school employment program. *AWSS:P:ESII* Internal Use
- 12896**      **31073D**      Each  
*10/2000 No Previous Issue*  
**Student Educational Employment Program - College**  
 Form is used with a packet including OF 612 to college students during job fairs so they can apply for the college employment program. *AWSS:P:ESII* Internal Use

## Forms

- 12902**            *31098Y*            Each  
*10/2000 No Previous Issue*  
**LMSB Quality Assurance Industry Case Review Input Form (General)**  
 This LMSB form was created for use with Doc 11360, catalog number 31102V as a result of IRS restructure. It is used as an input form in the Quality Assurance Industry Case Review Process. *LM:Q* Internal Use
- 12903**            *31099J*            Each  
*10/2000 No Previous Issue*  
**LMSB Quality Assurance Industry Case Review Input Form (Standards)**  
 This LMSB form was created as a result of the IRS restructure and is used as a too to train in the Industry Quality Assurance Program. *LM:Q* Internal Use
- 12904**            *31100Z*            Each  
*10/2000 No Previous Issue*  
**LMSB Quality Assurance Industry Case Review Input Form (Specialist)**  
 This form was created in conducting the Industry Program Quality Assurance Reviewer's Guide in LMSB. *LM:Q* Internal Use
- 12907**            *31105C*            Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Human Resources Investment Fund (HRIF) FY 2002 Application**  
 This form is used by IRS employees who wish to apply to have the IRS pay all or part of their tuition for various work related courses. The open season for the FY 2002 Human Resources Investment Fund (HRIF) begins September 4 and continues through September 28, 2001. For more information, visit the HRIF web site, [http://www.dss.swro.swr.irs.gov/acss/web/corped/hrinv\\_2002.htm](http://www.dss.swro.swr.irs.gov/acss/web/corped/hrinv_2002.htm). *N:ADC:H:E* Internal Use
- 12911**            *31112R*            Pad  
*03/2001 Special Handling/See Remarks*  
**WARNING--- United States Government Seizure (Hang tag with reinforced eyelet and wire)**  
 Form 12911, which replaces and supersedes Publication 180 (CATNUM 46253H), is a reinforced eyelet manila tag with a (tie/twist-on) wire attached. It is affixed to property that has been U.S. Government seized for nonpayment of internal revenue taxes. NOTE: Form 12911 is packaged in clear, resealable plastic bags with 25 tags per bag. Therefore, requesters are order their total requirements in multiples of 25. This status notice is reissued to update the status notice files. *S:C:CP:FP:E* Tax Related Public Use
- 12912**            *31113C*            Sheet  
*03/2001 Destroy Prev Rev. Immediately*  
**WARNING--- United States Government Seizure (Peel-off label)**  
 Form 12912, which replaces and supersedes Publication 787 (CATNUM 46758P), is a peel-off, dull-coated white label printed in red (PMS-214) ink and positioned 3-up on a 4-1/8" x 6-3/8" carrier sheet (with 1/8" space between each label). The label is applied to the lock of a safety deposit box that has been U.S. Government seized for nonpayment of internal revenue taxes. This status notice is reissued to update the status notice files. *S:C:CP:FP:E* Tax Related Public Use
- 12913**            *31114N*            Each  
*03/2001 Special Handling/See Remarks*  
**WARNING--- United States Government Seizure (Card)**  
 Form 12913, which replaces and supersedes Publication 34 (CATNUM 61539A), is used interchangeably with Form 12911 (CATNUM 31112R) to identify property that has been U.S. Government seized for nonpayment of internal revenue taxes. This status notice is reissued to update the status notice files. *S:C:CP:FP:E* Tax Related Public Use
- 12913 (SP)**        *32758F*            Each  
*09/2001 Special Handling/See Remarks*  
**WARNING--- United States Government Seizure (Card) (Spanish version)**  
 Form 12913SP, which replaces and supersedes Publication 34SP (CATNUM 46107S), is the spanish equivalent of Form 12913 (CATNUM 31114N). The form is used to identify property that has been U.S. Government seized for nonpayment of internal revenue taxes in areas populated predominantly by spanish-speaking people. *S:C:CP:FP:E* Tax Related Public Use
- 12929**            *31135Q*            Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**Application for Voluntary Separation Incentive Payment (VSIP)**  
 The IRS application for VSIP is used by transition employees who wish to apply for a buyout. *AWSS:PS:PMI* Internal Use
- 12933**            *31141U*            Each  
*10/2000 No Previous Issue*  
**Employee's Current Home Address**  
 This form is used to obtain an employee's home address, mailing address and phone number. THIS FORM IS PRINTED WITH A 1/2" TOP BORDER TO ALLOW 2 HOLES AT TOP FOR FILING IN THE OPF. *AWSS:P:ESII* Internal Use
- 12956**            *31221D*            Each  
*11/2000 No Previous Issue*  
**Staff Summary Sheet**  
 This form will be used by all IRS personnel who create and process outgoing correspondence. It will serve as documentation of the correspondence review process and will be attached to the official file copy of outgoing correspondence. *C:CS* Internal Use
- 12971**            *31248U*            Each  
*03/2001 No Previous Issue*  
**Memorandum for Bulletin Unit Coordinator**  
 This form is used to forward items to be published in the Internal Revenue Bulletin. *W:CAR:MP:FP* Internal Use
- 12972**            *31249F*            Each  
*05/2001 No Previous Issue*  
**Internal Revenue Bulletin Submission Record**  
 This form is used by the Bulletin Unit in connection with the preparation, review, and approval of materials to be published in the Internal Revenue Bulletin. *W:CAR:MP:FP* Internal Use
- 12973**            *31250G*            Each  
*11/2000 No Previous Issue*  
**Tour Temperature and Humidity Check - Detroit Computing Center**  
 Form to be used by contract guards to provide specific and detailed documentation of activity at the Detroit Computing Center. *A:GL:FM:SA* Internal Use
- 12974**            *31251R*            Each  
*11/2000 No Previous Issue*  
**Activity Log - Detroit Computing Center**  
 Form to be used by contract guards to provide specific and detailed documentation of activity at the Detroit Computing Center. *A:GL:FM:SA* Internal Use
- 12975**            *31252C*            Each  
*11/2000 No Previous Issue*  
**Non-Registered Vehicle Parking Log - Detroit Computing Center**  
 Form to be used by contract guards to provide specific and detailed documentation of activity at the Detroit Computing Center. *A:GL:FM:SA* Internal Use
- 12976**            *31253N*            Each  
*11/2000 No Previous Issue*  
**Key Log - Detroit Computing Center**  
 Form to be used by contract guards to provide specific and detailed documentation of activity at the Detroit Computing Center. *A:GL:M:SA* Internal Use
- 12977**            *31254Y*            Each  
*11/2000 No Previous Issue*  
**Visitor Property Log**  
 Form to be used by contract guards to provide specific and detailed documentation of activity at the Detroit Computing Center. *A:GL:FM:SA* Internal Use
- 12978**            *31255J*            Each  
*11/2000 No Previous Issue*  
**Visitor Registration - DCC**  
 Form to be used by contract guards to provide specific and detailed documentation of activity at the Detroit Computing Center. *A:GL:FM:SA* Internal Use
- 12979**            *31256U*            Each  
*03/2001 No Previous Issue*  
**Guard Report - Detroit Computing Center**  
 This form is used by contract guards to provide specific and detailed documentation occurring on Detroit Computing Center Property. *A:FM4:SA* Internal Use

## Forms

- 12984**      **31274Q**      Each  
*10/2001 Use/Issue Prev Issue First*  
**IDRS Manager's Quarterly Certification**  
 IDRS Manager's Quarterly Certification is used to review proper computer procedures. *IS:SC:AT:S* Internal Use **This product may not be ordered by the general public**
- 12984 A**      **32942X**      Each  
*10/2001 Use/Issue Prev Issue First*  
**Manager's Quarterly Certification**  
 This form is to be issued with form 12984. *M:IS:SC:AT:S* Internal Use **This product may not be ordered by the general public**
- 12986**      **31288E**      Each  
*12/2000 No Previous Issue*  
**Contact Sheet**  
 This form used at processing to offer the applicant a position. *AWSS:P:ES:II* Internal Use
- 12987**      **31289P**      Each  
*04/2001 Use/Issue Prev Issue First*  
**Verification Form**  
 This form is used to verify documents of applicants when not at a group processing session. *AWSS:P:ES:II* Internal Use
- 12988**      **31291B**      Each  
*12/2000 No Previous Issue*  
**OID Sheet**  
 This form is used daily to send mail from Machine Service to SCAMPS. *M:I:F:BROOKHAVEN* Internal Use
- 12989**      **31292M**      Each  
*12/2000 No Previous Issue*  
**Test Forms Instructions**  
 This form is given out to applicants to be used as directions in filling out documents for testing. *AWSS:P:ES:II* Internal Use
- 12990**      **31293X**      Each  
*12/2000 No Previous Issue*  
**Interview Data**  
 This form will be used to record interview data during the interview. *CC:FM:PPO:W* Internal Use
- 13014**      **31542J**      Each  
*02/2001 No Previous Issue*  
**Letterhead Stationery - Seal with Washington Address**  
 This stationery can be used by all IRS employees Servicewide. It has the IRS seal, agency names, and the Washington address. ORDER IN QUANTITIES OF 100. *N:DC* Internal Use
- 13015**      **31543U**      Each  
*02/2001 No Previous Issue*  
**Letterhead Stationery - Commissioner (Seal with Washington Address)**  
 This stationery can be used for Correspondence written on behalf of the Commissioner. It has the new seal, the agency names, the Washington DC address, and the title "Commissioner" under the seal. ORDER IN QUANTITIES OF 100. *N:DC* Internal Use
- 13016**      **31544F**      Each  
*02/2001 No Previous Issue*  
**Letterhead Stationery - Deputy Commissioner (Seal with Washington Address)**  
 This stationery is used for correspondence written on behalf of the IRS Deputy Commissioner. This has the IRS seal, Washington DC address, agency names, and the title "Deputy Commissioner" under the seal. ORDER IN QUANTITIES OF 100. *N:DC* Internal Use
- 13028**      **31654C**      Each  
*02/2001 No Previous Issue*  
**Wage & Investment Division Commissioner's Award**  
 This award will be used by W & I Commissioner. *W* Internal Use
- 13030**      **31662C**      Each  
*01/2001 No Previous Issue*  
**Electronic Filing Worksheet**  
 This form is needed for field assistance personnel when electronically preparing tax returns for walk-ins. *W&I* Internal Use
- 13032**      **31669B**      Each  
*02/2001 No Previous Issue*  
**Terms of 30 Day Temporary Appointment**  
 This form is given to new hires at orientation for signature of acknowledgement of terms of 30 day temporary appointment. *AWSS:P:ES:II* Internal Use
- 13038**      **31694M**      Each  
*02/2001 No Previous Issue*  
**SB/SE Letterhead Stationery (Seal with the Washington DC Address)**  
 This stationery is used for correspondence by employees in the Small Business/Self-Employed Division. This letterhead prints in green ink and has the Washington, DC address and the new IRS seal. ORDER IN QUANTITIES OF 100 SHEETS. *S* Internal Use
- 13039**      **31695X**      Each  
*02/2001 No Previous Issue*  
**Letterhead Stationery - SB/SE Commissioner Stationery (Seal With Washington DC Address)**  
 This stationery is to be used for correspondence being written on behalf of the Commissioner, Small Business/Self-Employed Division. The stationery is printed in green ink and has the new IRS seal and a Washington, DC address. ORDER IN QUANTITIES OF 100 SHEETS. *S* Internal Use
- 13040**      **31697T**      Each  
*02/2001 No Previous Issue*  
**W&I Letterhead Stationery (Seal with the Atlanta Address)**  
 This stationery is used for correspondence by employees in the Wage and Investment Division. This is printed in green ink and has the new IRS seal and an Atlanta, Georgia address. Form 13040 is shrink wrapped in packages of 100. Order the number of sheets needed (in multiples of 100). *W* Internal Use
- 13041**      **31698E**      Each  
*02/2001 No Previous Issue*  
**W&I Commissioner Letterhead Stationery (Seal with the Atlanta Address)**  
 This stationery can be used by the employees in the Wage and Investment Division for correspondence from the Wage and Investment Commissioner. It prints in green ink and has the new IRS seal and the Atlanta, Georgia address. ORDER IN UNITS OF 100 SHEETS. *W* Internal Use
- 13042**      **31699P**      Each  
*02/2001 No Previous Issue*  
**Letterhead Stationery - LMSB Stationery (Seal With the Washington Address)**  
 This stationery can be used by employees in the LMSB Division. It has the new seal, the agency names, and the Washington, DC address as well as the LMSB name under the seal. Form 13042 is shrink wrapped in packages of 100. Please order in multiples of 100. *LMSB* Internal Use
- 13043**      **31701Q**      Each  
*02/2001 No Previous Issue*  
**Letterhead Stationery - LMSB Commissioner Stationery (Seal With the Washington Address)**  
 This stationery can be used by the Commissioner for the LMSB Division. It has the new seal, the agency names, and the Washington, DC address as well as the LMSB Commissioner Title under the seal. *LMSB* Internal Use
- 13044**      **31702B**      Each  
*02/2001 No Previous Issue*  
**Letterhead Stationery - TE/GE Stationery (Seal with Washington Address)**  
 This stationery is used for correspondence by employees in the Tax Exempt/Government Entities Division. This letterhead prints in green ink and has the Washington, DC address and the new IRS seal. ORDER IN QUANTITIES OF 100 SHEETS. *T* Internal Use
- 13045**      **31703M**      Each  
*02/2001 No Previous Issue*  
**Letterhead Stationery - TE/GE Commissioner Stationery (Seal with Washington Address)**  
 This stationery is to be used for correspondence being written on behalf of the Commissioner, Tax Exempt/Government Entities Division. The stationery is printed in green ink and has the new IRS seal and a Washington, DC address. ORDER IN QUANTITIES OF 100 SHEETS. *T* Internal Use
- 13046**      **31709A**      Each  
*02/2001 No Previous Issue*  
**Employee e-file Information**  
 This form is included in the IRS E-File Employee Information Kit for Tax Year 2000. This form must be filled out by anyone using the Employee e-file program. *W:ETA:IEF:EFILE* Internal Use

## Forms

- 13046 A**      *31710B*      Each  
*02/2001 No Previous Issue*  
**Disclosure Authorization**  
This form is include in the IRS E-File Employee Information Kit for Tax Year 2000. This form must be filled out by anyone using the Employee e-file program.  
*W:ETA:IEF:EFILE Internal Use*
- 13054**      *31783G*      Each  
*02/2001 No Previous Issue*  
**Letterhead Stationery - AWSS Stationery (Seal with Washington Address)**  
This stationery can be used by employees in Agency-Wide Shared Services. It has the new seal, the agency names, and the Washington DC address as well as the AWSS name under the seal. ORDER IN QUANTITIES OF 100. *A Internal Use*
- 13055**      *31787Y*      Each  
*02/2001 No Previous Issue*  
**Letterhead Stationery - Chief, AWSS Stationery (Seal with Washington Address)**  
This stationery can be used by employees in Agency-Wide Shared Services when they are writing correspondence on behalf of the Chief, AWSS. It has the new seal, the agency names, and the Washington, DC address as well as the AWSS name and the Chief's title under the seal *A Internal Use*
- 13058**      *31795Y*      Each  
*03/2001 No Previous Issue*  
**Request for Handicapped Parking Space - Detroit Computing Center**  
This form is used by AWSS for purpose of obtaining the required information from employees who request a handciap parking space. This formis generic and could by used at any location. *A:GL:FM4 Internal Use*
- 13061**      *31812Y*      Each  
*03/2001 No Previous Issue*  
**Commissioner Representative Wall Commissions**  
Form 13061, will be used by the originating office. It will be printed face only on 47# Parchment stock in PMS 301 Blue and Black ink. Trim size: 11" x 8 1/2".  
*A:CS Internal Use* **This product may not be ordered by the general public**
- 13062**      *31827X*      Pad  
*04/2002 Special Handling/See Remarks*  
**Taxpayer Advocate Service Notecards**  
This product is used to respond to internal and external customers on a more personal level which are non-case/non-account related. It will serve as a "informal thank you" correspondence only. Form 13062 is shrink-wrapped in packages of 25,which include the notecard and envelope. It is listed as pads to ensure the software processes the requests correctly. Please order the number of packages/pads that are needed.  
*C:TA Internal Use*
- 13063**      *31833B*      Each  
*03/2001 No Previous Issue*  
**Letterhead Stationery - C&L Stationery (Seal with Washington Address)**  
This stationery can be used by employees in the Communications and Liaison Business Unit. It has the new seal, the agency names, and the Washington DC address as well as the C&L Unit name under the seal. PLEASE ORDER THIS IN QUANTITIES OF 100. *CL Internal Use*
- 13064**      *31834M*      Each  
*03/2001 No Previous Issue*  
**Letterhead Stationery - C&L Chief Stationery (Seal with Washington Address)**  
This stationery is used by employees in the Communications and Liaison Office when writing correspondence on behalf of the Chief, CL. It has the new seal, the agency names, and the Washington DC address as well as the CL Unit name and the Chief's title centered under the seal. ORDER IN QUANTITIES OF 100. *CL Internal Use*
- 13065**      *31835X*      Each  
*07/2001 No Previous Issue*  
**Letterhead Stationery - Information Technology Services Stationery (Seal with Washington Address)**  
This stationery is used for correspondence by employees in the Information Technology Services function. This is printed in green ink and has the new IRS seal and a Washington DC address. ORDER IN QUANTITIES OF 100 SHEETS. *M Internal Use*
- 13066**      *31837T*      Each  
*03/2001 No Previous Issue*  
**Letterhead Stationery - CI Stationery (Seal with Washington Address)**  
This stationery can be used by employees in Criminal Investigation. It has the new IRS seal, the agency names, and the Washington, DC address. as well as the CI name centered under the seal. PLEASE ORDER THIS PRODUCT IN QUANTITIES OF 100. *CI Internal Use*
- 13067**      *31839P*      Each  
*03/2001 No Previous Issue*  
**Letterhead Stationery - CI Chief Stationery (Seal with Washington Address)**  
This stationery can be used by employees in Criminal Investigation when writing correspondence for the signature of the Chief, CI. It has the new IRS seal, the agency names, and the Washington, DC address as well as the Chief's title and the CI name centered under the seal. PLEASE ORDER IN QUANTITIES OF 100. *CI Internal Use*
- 13069**      *31858W*      Each  
*03/2001 No Previous Issue*  
**Employee Benefit Plan Worksheet #13 401 (h)**  
Form 13069 is a worksheet used by employee plans specialists when reviewing retirement plans that allow for retiree medical benefits. *T:EP Internal Use*
- 13070**      *31859H*      Each  
*03/2001 No Previous Issue*  
**Employee Plan Deficiency Checklist Attachment #13 401 (h)**  
Form 13070 is a checklist that provides acceptable language that plan sponsors may use to enable their plan to meet the form requirements to comply with Section 401(h) concerning retiree medical benefits. *T:EP Internal Use*
- 13072**      *31901S*      Each  
*05/2001 No Previous Issue*  
**Criminal Investigation Victim Witness Assistance**  
Form 13072 is a tri-fold brochure which provides information to assist victims and witnesses of crime deal with the problems and questions that often surface during an investigation. Included in the brochure are (1) a description of victims' rights under federal law; (2) information and services that are available to the victim and/or witness; and (3) blank space areas for entering the name and telephone number of the local IRS-Criminal Investigation Victim/Witness Coordinator. *CI:OPS:FC General Admin Public Use*
- 13073**      *31915G*      Each  
*03/2001 No Previous Issue*  
**Customer Satisfaction Survey - Security and Safety Branch**  
This form is used by the Security and Safety Branch in Headquarters, to survey their customers. Information gathered will be used to make adjustments to policies and procedures used in their offices. *A:RE:O:A3:HQ:SS:MB Internal Use*
- 13074**      *31958X*      Each  
*03/2001 No Previous Issue*  
**Production Control Report**  
This form is used by employees of the Philadelphia IRS Center for proficient control of work and to establish releases under the direct data entry system.  
*W:CAS:SP:P:P:BC Internal Use*
- 13077**      *31984T*      Each  
*04/2001 No Previous Issue*  
**Special Occasion Consideration Request**  
This form is used as listed in DCC Directive 1(14)-10 Revision 3 Issued 2-27-01, IMD Regarding Housekeeping Program. It is used by DCC to help ensure that the Center is clean, safe, and appealing office building in which to work. It will assist in preventing falls and other injuries, infestations by rodents and insects, and damage to government property or documents.  
*A:FM4:DET Internal Use*
- 13079**      *32006W*      Each  
*05/2001 No Previous Issue*  
**Letterhead Stationery - Appeals Stationery (Seal with the Washington Address)**  
This stationery can be used by employees in the Appeals Business Unit. I has the new seal, the agency names, and the Washington, DC address as well as the Appeals Unit Name under the seal. ORDER IN QUANTITIES OF 100. *C:AP Internal Use*

- 13080**      *32007H*      Each  
*05/2001 No Previous Issue*  
**Letterhead Stationery - National Chief, Appeals Stationery (Seal with the Washington Address)**  
This stationery will be used by employees in the Appeals Business Unit when writing correspondence on behalf of the Chief, Appeals. It has the new IRS seal, the agency names, and the Washington DC address as well as the Appeals Business Unit name and the Chief's title under the seal. ORDER IN QUANTITIES OF 100. *C:AP* Internal Use
- 13081**      *32014W*      Each  
*05/2001 No Previous Issue*  
**Letterhead Stationery - Taxpayer Advocate Stationery (Logo with Washington Address)**  
This stationery can be used by all Taxpayer Advocate Service employees when sending out correspondence. This stationery has the Washington DC address and the new Taxpayer Advocate Service Logo. ORDER IN QUANTITIES OF 100. *C:TA* Internal Use
- 13082**      *32016S*      Each  
*05/2001 No Previous Issue*  
**Letterhead Stationery - National Taxpayer Advocate Stationery (Logo with Washington Address)**  
This stationery can be used by all Taxpayer Advocate Service employees when writing correspondence on behalf of the National Taxpayer Advocate. This stationery has the new Taxpayer Advocate Service logo and the Washington DC address. ORDER IN QUANTITIES OF 100. *C:TA* Internal Use
- 13085**      *32022W*      Each  
*04/2000 No Previous Issue*  
**Housekeeping Inspection Report**  
This form is used as listed in DCC Directive 1(14)-10 Revision 3 Issued 2-27-01, IMD Regarding Housekeeping Program. It is used by DCC to help ensure that the Center is clean, safe, and appealing office building in which to work. It will assist in preventing falls and other injuries, infestations by rodents and insects, and damage to government property or documents. *A:FM4:DET* Internal Use
- 13087**      *32060K*      Each  
*05/2001 No Previous Issue*  
**Special Case Unit History Sheet**  
This form is used as a history sheet for high dollar Collection cases. It is a help aid to ensure that the proper command codes are accessed and appropriate action are taken. *S:C:COLL:TDA* Internal Use
- 13089**      *32073N*      Each  
*05/2001 No Previous Issue*  
**Hardware - Software Configuration**  
Employees of the Multimedia Publishing Division are required to complete this form. It is used to provide information to our systems support professionals to facilitate the better understanding of our computer requirements. *W:CAR:MP:M:L* Internal Use
- 13090**      *32076U*      Each  
*05/2001 No Previous Issue*  
**Caution Indicator Referral Report**  
This form will be used by IRS employees to report incidents of taxpayers that should be approached with caution. *S:C:A6:OEP* Internal Use
- 13092**      *32092U*      Each  
*05/2001 No Previous Issue*  
**Identification of Previous IRS Employment**  
The form is to be used by IRS employees who have had a break in service so that a new Enter-On-Duty date can be calculated. This form must be submitted to the employees Transactional Processing Center (TPC) on or before September 15, 2001. No forms will be accepted after that date. For additional information, employees may contact the Employee Connection at (700) 372-1603 or 1-800-829-6007. *OGDEN* Internal Use
- 13094**      *32129W*      Each  
*05/2001 No Previous Issue*  
**Recommendation for Juvenile Employment with the IRS**  
This form will be used for juveniles seeking employment with the IRS. This position is one of public trust that requires receiving taxpayer returns, correspondence and documents, sorting envelopes, removing taxpayer remittances, routing returns and documents with remittances for processing. *N:ADC:H:P:S* Internal Use
- 13096**      *32162H*      Each  
*06/2001 No Previous Issue*  
**Automated Mail Returns**  
This form is used for undelivered mail package procedures (automated mail returns) by the ADC's. Multimedia Procedures #177. *W:CAR:MP:M:M* Internal Use
- 13097**      *32163S*      Each  
*06/2001 No Previous Issue*  
**FedEx Express Returns**  
This form is used for undelivered mail package procedures (FedEx Express returns) by the ADC's. Multimedia Procedure #177. *W:CAR:MP:M:M* Internal Use
- 13098**      *32164D*      Each  
*06/2001 No Previous Issue*  
**UPS Returns**  
This form is used for undelivered mail package procedures (UPS returns) by the ADC's. Multimedia Procedures #177. *W:CAR:MP:M:M* Internal Use
- 13099**      *32166Z*      Each  
*06/2001 No Previous Issue*  
**USPS Returns**  
THIS FORM IS USED FOR UNDELIVERED MAIL PACKAGE (USPS RETURNS) FOR TH ADC'S MULTIMEDIA PROCEDURE #177 *W:CAR:MP:M:M* Internal Use
- 13100**      *32167K*      Each  
*06/2001 No Previous Issue*  
**FedEx Ground Returns**  
This form is used for undelivered mail package procedures (FedEx Ground Returns) for the ADC's. Multimedia Procedure #177. *W:CAR:MP:M:M* Internal Use
- 13102**      *32180D*      Each  
*06/2001 No Previous Issue*  
**IRS Daily Entry Register for Visiting IRS Employees**  
This form is used by the National Office Security team to quickly sign in Non-National Office IRS employees into the Main IRS building, 1111 Constitution Ave. *A:RE:O:A3:HQ:SS:MB* Internal Use
- 13103**      *32185G*      Each  
*06/2001 No Previous Issue*  
**Control Log for IMDDS List and Labels**  
This form will be used to control all IMDDS List and Label requests that are generated by IMDDS National Office Coordinators. *W:CAR:MP:M:PS:O* Internal Use
- 13111**      *32222Y*      Each  
*06/2001 No Previous Issue*  
**Address Change Request Economic Growth & Tax Relief Reconciliation Act of 2001**  
Form 13111 has been developed to assist taxpayers in making an address change request due to the recently passed Economic Growth and Tax Relief Reconciliation Form 13111 is to be used only by Internal Revenue Service employees to record address changes under the temporary waiver granted by the Commissioner of the Internal Revenue Service. *AMD1:AMBII:SIII* Internal Use
- 13114**      *32232U*      Each  
*05/2001 No Previous Issue*  
**Letterhead Stationery - Chief, Information Technology Services (Seal with Washington Address)**  
This stationery is used for correspondence by employees in the Information Technology Services (ITS) function when they write correspondence for the Chief, ITS. This is printed in green ink and has the Washington DC address and the new IRS seal. ORDER IN QUANTITIES OF 100. *M* Internal Use
- 13118**      *32334R*      Each  
*07/2001 No Previous Issue*  
**Letterhead Stationery - Business Systems Modernization Stationery (Seal with Washington Address)**  
This stationery is used for correspondence by employees in the Business Systems Modernization function. This is printed in green ink and has the new IRS seal and a Washington DC address. ORDER IN QUANTITIES OF 100. *M* Internal Use

## Forms

- 13119**      *32335C*      Each  
*07/2001 No Previous Issue*  
**Letterhead Stationery - Associate Commissioner, Business Systems Modernization Stationery (Seal with Washington Address)**  
 This stationery is used by employees in the Business Systems Modernization function when writing correspondence on behalf of the Chief, Business Systems Modernization. This is printed in green ink and has the new IRS seal and a Washington DC address. PLEASE ORDER IN QUANTITIES OF 100. *M* Internal Use
- 13125**      *32356F*      Each  
*07/2001 No Previous Issue*  
**Information Technology Deviation Request**  
 This is a deviation form to be used by Information Technology personnel to request deviations from the UNISYS, RACF, and/or UNIX Security Standards, LEMs and/or Access Matrix. The form provides a vehicle to obtain approval and authorization to initiate corrective action on UNISYS, RACF, and/or UNIX systems or user profiles when compliance with Security Standards creates a work stoppage or disruption in production work flow. *M:S:S* Internal Use
- 13133**      *32396P*      Pad  
*08/2001 Destroy Prev Issues Upon Rec*  
**Expedite Processing Cycle**  
 This form is used to flag special returns so that they will be processed on an expedite basis. Form 13133 replaces Doc 6469 45206Y. *S:C:CP:S:EMIS* Internal Use
- 13134**      *32404E*      Each  
*07/2001 No Previous Issue*  
**IRS US Government Bill of Lading Correction Notice**  
 IRS Bill of Lading Correction Notice is for use by all IRS GBL issuing officers to amend instructions to transportation company vendors to assure proper services are provided at correct pricing. *W:CAR:M:MP:DP* Internal Use
- 13135**      *32408W*      Each  
*07/2001 No Previous Issue*  
**IRS Government Bill of Lading Privately Owned Property**  
 Bill of Lading for transportation of IRS Household Goods shipments for employees being relocated. *W:CAR:M:MP:DP* Internal Use
- 13139**      *32478U*      Each  
*08/2001 No Previous Issue*  
**Barred Assessment Control**  
 This form is used to control barred assessment reports within the service center and record the resolution of the report. *A:RE:O:AI:F:RE* Internal Use
- 13142**      *32535E*      Each  
*08/2001 No Previous Issue*  
**Customer Service Representative Employment Information 2001 (CSR)**  
 This product provides answers to questions frequently asked by new CSR hires in the Seattle area. It will be provided to those new hires before their final interview. *SEATTLE* Internal Use
- 13143**      *32536P*      Each  
*08/2001 No Previous Issue*  
**Seattle CSR Fact Sheet 21**  
 Product will be used as a fact sheet for recruiting new employees. *SEATTLE* Internal Use
- 13145**      *32594V*      Each  
*08/2001 No Previous Issue*  
**Security Officer Observation Checklist**  
 This form will be maintained and used by the Physical Security staff. The form will be used during security officers inspections. It will ensure and maintain a tracking record that the security officers are complying to IRS rules and regulations while they are on duty. *A:RE:O:AI:F:SP* Internal Use
- 13146**      *32598N*      Each  
*08/2001 No Previous Issue*  
**CPR VOLUNTEER TRAINING REGISTRATION**  
 This product is used to register volunteers for CPR training. *S:C:A3* Internal Use
- 13147**      *32603V*      Each  
*08/2001 No Previous Issue*  
**Personnel Notification of Separation from the Internal Revenue Service**  
 This form is completed and sent out by the Austin Transactional Processing branch when an employee separates from the Service. This form provides information to the former employee about FEHB temporary continuation of coverage. *A:P:TP:AUS* Internal Use
- 13164**      *32696S*      Each  
*09/2001 Use/Issue Prev Issue First*  
**Letterhead Stationery - Equal Employment Opportunity (Seal with Washington DC Address)**  
 This stationery can be used by IRS employees in the EEO Business Unit when writing correspondence for the EEO. It has the seal, the agency names, and the Washington DC address as well as the EEO Unit Name under the Seal. Form 13164 is shrink wrapped in packages of 100. Please order in multiples of 100. *N:EEO* Internal Use
- 13165**      *32697D*      Each  
*09/2001 No Previous Issue*  
**Letterhead Stationery - Chief, Equal Employment Opportunity (Seal with Washington DC Address)**  
 This stationery can be used by IRS employees in the EEO Business Unit when writing correspondence for the Chief, EEO. It has the seal, the agency names, and the Washington DC address as well as the Chief's title and the EEO Unit Name under the Seal. Form 13165 is shrink wrapped in packages of 100. Please order in multiples of 100. *N:EEO* Internal Use
- 13166**      *32699Z*      Each  
*09/2001 No Previous Issue*  
**Letterhead Stationery - Chief Financial Officer (Seal with Washington Address)**  
 This stationery can be used by IRS employees in the CFO Business Unit when writing correspondence for the CFO. It has the seal, the agency names, and the Washington DC address as well as the Chief's title and the Unit Name under the Seal. Form 13166 is shrink wrapped in packages of 100. Please order in multiples of 100. *N:CFO* Internal Use
- 13167**      *32703W*      Each  
*02/2002 No Previous Issue*  
**Classroom Supplies and Equipment**  
 This form is used by the embedded Learning organization to request student and instructor supplies for classroom training events held in Career Management and Learning (CMLC) classrooms or other off-site classrooms. *AWSS:CMLC:P* Internal Use
- 13170**      *32706D*      Each  
*09/2001 No Previous Issue*  
**Taxpayer Inquiry History Sheet**  
 Form is used to document actions taken on bank adjustment cases in response to a taxpayer inquiry. *OCS* Internal Use
- 13181**      *32814E*      Each  
*10/2001 No Previous Issue*  
**Examination Report Generation Software (RGS) Closing Information Cover Sheet**  
 This "cover sheet" can be used to transmit closings to the Files Management and services area. The RGS system maintains an electronic file of information for cases established and worked in RGS by service center exam employees. In lieu of printing a case file or closing package this sheet can be used. *W:CP:EX:P:RE* Internal Use
- 13183**      *32837D*      Each  
*10/2001 No Previous Issue*  
**Campus-District Customer Contact Sheet**  
 This form will be kept as a log to record calls incoming from office employees, issues concerning campus processing and assistance to resolve cases and issues. *W:CP:CS:F:C:QS* Internal Use
- 13184**      *32861D*      Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**Field Assistance - NTEU Functional National Partnering Council Issue Summary Form**  
 The Issue Summary Form is used by employees and managers to submit issues, concerns, and ideas having nation-wide Field Assistance impact to the Partnering Council for consideration and appropriate action(s). *WI:CAR:FA:RPM* General Admin Public Use
- 13200**      *33091T*      Each  
*11/2001 No Previous Issue*  
**Authorized Signature For Approving Official Designation**  
 This form is used to obtain authorized signatures of approving official designations. *W:CAR:M:MP:AFP* Internal Use

## Forms

**13204**                    **33163C**                    Each  
*03/2002 Destroy Prev Rev. Immediately*  
**Director's Certificate of Recognition**  
The Director's Certificate of Recognition is used to recognize employee's achievements. It is issued by the Director of Wage and Investment. *W:HR:WR* Internal Use

**13206**                    **33190J**                    Pad  
*12/2001 No Previous Issue*  
**Volunteer Assistance Report formerly, Volunteer Assistance Worksheet**  
Used in conjunction with Form 6522 to report weekly SPEC program activities nationwide over 18,000 sites.  
*W:CAR:SPEC:PPD:EC* Tax Related Public Use

**13217**                    **33302R**                    Each  
*2001 No Previous Issue*  
**Volunteer Assistance Earned Income Credit Job Aid & Table**  
Form 13217 supersedes Document 6656 which is obsolete. Form 13217 is used by volunteers to determine if taxpayers are eligible for EITC. *W:CAR:SPEC:PP* Tax Related Public Use

**13236**                    **33724J**                    Each  
*03/2002 No Previous Issue*

**Evaluation of Managerial Potential**  
Form 13236 will be used by managers and management officials during performance appraisal discussions to evaluate managerial potential to a managerial position or the next managerial level. The form will be used by employees interested in applying for managerial positions with the IRS. It is available in a paper format or on-line as a fillable form. *N:ADC:H:P:S* Internal Use

**13241**                    **33794H**                    Each  
*03/2002 No Previous Issue*

**Daily Mail Activity Reporting Worksheet**  
This form is designed to assist mail clerks in gathering the information necessary to fulfill postage accounting and expenditures reporting requirements.  
*W:CAR:MP:PS:D* Internal Use

**13245**                    **33985Y**                    Each  
*03/2002 No Previous Issue*

**"I Suggest" Transmittal Form**  
This form is to be attached to Treasury Form 64-51.1 "I Suggest" to transmit suggestions to the site coordinator(s) in Wage and Investment. *W&I:SF:PI* Internal Use  
**This product may not be ordered by the general public**

**13261**                    **34122R**                    Each  
*04/2002 No Previous Issue*

**FY 2002 Bargaining Unit Employee Time-Off Election**  
The supervisor will use this form to record the employee's election for either time-off or a monetary award if the employee is granted a performance award. The supervisor will follow the instructions which are listed on the form and file as indicated.  
*N:ADC:H:P:P* Internal Use

- Packages
- Instructions



## Tax Packages

**W-4**                    *10599M*                    Each  
*1989 Min Supply For Late Filers*

**Form W-4 Package For Employers**

Help the IRS alert employees to the important provision of the Tax Reform Act of 1986 that requires all employees to complete a new Form W-4, Employee's Withholding Allowance Certificate. *T:FP:F* Tax Form or Instruction

**X VOL 1**                    *10232I*                    Each

*2001 Destroy Prev Issues Upon Rec*

**Informational Copies of Federal Tax Forms**

Package X Volume 1 contains, Informational copies of Federal Income Tax Forms. It is produced annually in two volumes so that we could have as many forms as possible available to practitioners and IRS offices. *W:CAR:MP:M:T:S* Tax Related Public Use

**X VOL 2**                    *63514Z*                    Each

*2001 Destroy Prev Issues Upon Rec*

**Informational Copies of Federal Tax Forms**

This is the second volume of Package X, which contains forms and instructions that were not available for Package X Volume One. *W:CAR:MP:M:T:S* Tax Related Public Use

**940**                    *10823D*                    Each

*2000 Min Supply For Late Filers*

**Employer's Annual Federal Unemployment (FUTA) Tax Return**

This annual mailout contains Form 940 and Instructions for Form 940. Mailings to the Virgin Islands are excluded from this mailing. Philadelphia Service Center is responsible for mailing tax packages to the international filers. *T:FP:F:M* Tax Form or Instruction

**940 EZ**                    *12673B*                    Each

*2001 Destroy Prev Issues Upon Rec*

**Employer's Annual Federal Unemployment (FUTA) Tax Return**

The Federal Unemployment Tax Act (FUTA), together with state unemployment systems, provides for payments of unemployment compensation to workers who have lost their jobs. Most employers pay both a federal and state unemployment tax. Use this form for your annual FUTA tax report. **ONLY THE EMPLOYER PAYS THIS TAX.** *T:FP:F:M* Tax Form or Instruction

**990 -1**                    *50002C*                    Each

*2001 Destroy Prev Issues Upon Rec*

**Returns for Organizations Exempt From Income Tax Under Section 501(c) (other than ...**

Contains one copy each of the instructions for Forms 990, 990EZ, 990-T and 990-w; two copies each of Forms 990, 990 EZ and 990-T are included. *T:FP:F:D* Tax Form or Instruction

**990 -2**                    *50003N*                    Each

*2001 Destroy Prev Issues Upon Rec*

**Returns for Organizations Exempt From Income Tax**

Contains 2 copies each of the instructions for Forms 990, 990 EZ, Schedule A (Form 990), and 990-T; and one copy of supplemental instructions and sample filled in Form 990 and Schedule A (Form 990). *W:CAR:MP:FP:F* Tax Form or Instruction

**990 -3**                    *50004Y*                    Each

*2001 Min Supply For Late Filers*

**Returns for Organizations Exempt From Income Tax Under Section 501(c)(4) of The IRC**

Contains one copy each of the instructions for Forms 990, 990-EZ, and 990-T; Two copies each of Forms 990, 990-EZ and 990-T; one copy of supplemental instructions and sample filled-in Form 990. *W:CAR:MP:FP:F* Tax Form or Instruction

**990 PF**                    *47192P*                    Each

*2001 Destroy Prev Issues Upon Rec*

**Returns for Private Foundations or Section 4947(a)(1) Trusts Treated as Private Foundations**

Pamphlet containing Forms 990PF, 990-T, and Form 4720. This package also includes supplemental instructions and completed examples of Form 990-PF. *W:CAR:MP:FP:F* Tax Form or Instruction

**990 POL**                    *32127A*                    Each

*2001 No Previous Issue*

**Returns for Organizations Exempt From Income Tax (Under Section 527 of the Internal Revenue Code)**

Contains one copy of the instructions for Form 990 and Form 990-EZ two copies each of Forms 990, 990-EZ, 1120-POL, 8868 and one copy of Schedule B (Form 990 or 990-EZ). *W:CAR:MP:MF:F:CD* Tax Form or Instruction

**1023**                    *47194L*                    Each

*09/1998 Destroy Prev Issues Upon Rec*

**Application for Recognition of Exemption Under Sec. 501(c)(3) of the Internal Revenue Code**

This Package contains: Instructions for Form 1023, two copies of Form 1023 and three copies of Form 872-C. It is used to apply for a ruling or determination in recognition of an organization's exempt status under section 501(c)(3) of the IRC. *OP:FS:FP:F:CD* Tax Form or Instruction

**1024**                    *47201P*                    Each

*09/1998 Destroy Prev Issues Upon Rec*

**Application for Recognition of Exemption Under Section 501 (a)**

Used by organizations applying for exemption under section 501(c)(2), (4), (5), (6), (7), (8), (9), (10), (12), (13), (15), (17), and (19) of the Internal Revenue Code of 1954. *OP:FS:FP:F:CD* Tax Form or Instruction

**1040 -1**                    *12115Q*                    Each

*2001 Destroy Prev Issues Upon Rec*

**Individual Tax Package 1040-1**

This package contains Forms 1040, 1040-V, Schedule A & B, and Schedule EIC. *W:CAR:MP:FP:F* Tax Form or Instruction

**1040 -2**                    *12114F*                    Each

*2001 Destroy Prev Issues Upon Rec*

**Individual Tax Package 1040-2**

This package contains Forms 1040, 1040 Schedule A & B, Form 1040 EIC, Form 1040-V (voucher), Form 2106, Form 2106 EZ and Form 2441. *W:CAR:MP:FP:F* Tax Form or Instruction

**1040 -3**                    *12116B*                    Each

*2001 Destroy Prev Issues Upon Rec*

**Individual Tax Package 1040-3**

The 1040-3 individual tax package contains Form 1040, 1040 Schedule A and B, Schedule D, Schedule E, Form 1040-V,(voucher) and Form 2441. *W:CAR:MP:FP:F* Tax Form or Instruction

**1040 -4**                    *12119I*                    Each

*2001 Destroy Prev Issues Upon Rec*

**Individual Tax Package 1040-4**

Package 1040-4 contains Form 1040, Form 1040-V (voucher), 1040 Schedule A & B, Schedule D, Schedule E, Schedule EIC, and Schedule R. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 -5**                    *12117M*                    Each

*2001 Destroy Prev Issues Upon Rec*

**Individual Tax Package 1040-5**

Package 1040-5 is an individual tax package which contains the following forms and instructions: 1040, 1040 V, Sch A & B, Sch C, Sch C-EZ, Sch D, Sch E, Sch EIC, Sch SE, 2441, and 4562. In addition to the forms and instructions, the package also contains the tax tables and the tax rate schedules. *W:CAR:MP:FP:F* Tax Form or Instruction

**1040 -6**                    *47183E*                    Each

*2001 Min Supply For Late Filers*

**Individual Tax Package 1040-6**

A package of income tax forms for farm Taxpayers. Contains 1 copy instructions for Form 1040 and 2 copies each of the following: Form 1040, Sch. A&B, Sch. C, Sch. D, Sch. F, Sch. SE, Form 8606, Form 2441, Form 4136, Form 4562, Instructions for Form 4562, Form 4797 and Instructions for Form 4797. *W:CAR:MP:FP:I* Tax Form or Instruction

**1040 -6V**                    *12118X*                    Each

*2001 Destroy Prev Issues Upon Rec*

**Individual Tax Package 1040-6V**

Contains Forms 1040, 1040 Schedules A & B, D, E, C, SE,F,& J Forms 2441, 4136, 4562, and 4747. Form 8812 is added for tax year 2001. *W:CAR:MP:FP* Tax Form or Instruction

## Tax Packages

**1040 -7**      *12337G*      Each  
*2001 Min Supply For Late Filers*  
**Individual Tax Package 1040-7**  
 This tax package is used by International taxpayers. It is a mailout sent to overseas, Mexico, Canada, stateside and US possessions (Virgin Islands, Puerto Rico, etc). This item contains Forms: 1040, 2106, 2441, 4562, 4797, Schedules A&B, C, D, E, SE, F, and R. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 -8**      *13343U*      Each  
*2001 Min Supply For Late Filers*  
**Individual Tax Package 1040-8**  
 Contains Forms 1040, Schedule A&B, Schedule EIC and Schedule D. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 -9**      *13342J*      Each  
*2001 Min Supply For Late Filers*  
**Individual Tax Package 1040-9**  
 Contains Form 1040, Schedule A&B, Schedule EIC and Schedule E. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 -10**      *14690G*      Each  
*2001 Destroy Prev Issues Upon Rec*  
**Individual tax package 1040-10**  
 Package 1040-10 is a tax package, which contains the following forms and instructions: 1040, 1040-V, Sch A & B, Sch C, Sch C-EZ, Sch D, Sch EIC, Sch SE and 4562. This package also contains the tax tables and tax rate schedule. *W:CAR:MP:F:I* Tax Form or Instruction

**1040 A (SP)**      *16213J*      Each  
*1993 No Previous Issue*  
**Individual tax package 1040A Spanish**  
 This is a special test tax package for tax payers in Ft. Lauderdale, Los Angeles, and Laguna Niguel Districts. The districts will order from their area distribution center to supply their office and their PODs banks, post offices, or libraries the ad will stock. Phone orders are limited to tax payers in these districts. *T:FP:F:I* Tax Form or Instruction

**1040 A-1**      *12086Y*      Each  
*2001 Destroy Prev Issues Upon Rec*  
**1040A Forms and Instructions**  
 This package contains 2001 Forms 1040A, Schedule 1 (Form 1040A), and Schedule EIC. *W:CAR:FS:FP:F:I* Tax Form or Instruction

**1040 A-2**      *12085N*      Each  
*2001 Destroy Prev Issues Upon Rec*  
**1040A Forms and Instructions**  
 The 2001 Package 1040A-2 contains the forms and instructions for Form 1040A, Schedule 1 (Form 1040A), Schedule 2 (Form 1040A), Schedule 3 (Form 1040A), and Schedule EIC. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 EZ**      *12113U*      Each  
*2001 Destroy Prev Issues Upon Rec*  
**individual tax package 1040 EZ**  
 Contains Form 1040 EZ. *T:FP:F:I* Tax Form or Instruction

**1040 NR-EZ/1040 NR**      *22153A*      Each  
*2001 Min Supply For Late Filers*  
**Forms and Instructions for 1040NR-EZ and 1040NR**  
 This package contains: Form 1040NR-EZ, Form 1040NR, Form 1040ES(NR), Schedule D (Form 1040), Schedule E (Form 1040), Form W-7, Form 6251, Form 8843 and a revision envelope E-156. *T:FP:F:I* Tax Form or Instruction

**1040 SCH H**      *21514V*      Each  
*1997 No Previous Issue*  
**Forms and Instructions for People with Household Employees**  
 This annual package mailout is to be used by household employers. This package is not available from the distribution centers. Orders will be filled with K 1040 Sch H (OTC) along with the applicable forms. *OP:FS:FP* Tax Form or Instruction

**1065**      *47202A*      Each  
*2001 Min Supply For Late Filers*  
**US Partnership Return of Income**  
 The 2001 Tax Package 1065 contains the following forms and related instructions: Form 1065, Schedule D (Form 1065), Schedule K-1 (Form 1065), Form 4562, Form 4797, and Form 8825. *W:CAR:FP:F:CD* Tax Form or Instruction

**1120**      *47204W*      Each  
*2001 Min Supply For Late Filers*  
**US Corporation Income Tax Package**  
 This package contains the following forms and related instructions- Form 1120, Form 1120-A, Schedule D (Form 1120), Schedule N (Form 1120), Form 1120-W, Form 4562, Form 4797, and Form 7004. *W:CAR:FP:F* Tax Form or Instruction

**1120 S**      *47207D*      Each  
*2001 Min Supply For Late Filers*  
**S Corporation Income Tax Package**  
 This package contains the following forms and related instructions- Form 1120S, Schedule D (Form 1120S), Schedule K-1 (Form 1120S), Form 4562, Form 4797, Form 8825, and Schedule N (Form 1120). *W:CAR:P:F:CD* Tax Form or Instruction

**1120 W (FY)**      *14848M*      Each  
*1992 No Previous Issue*  
**Fiscal Year Corporation Estimated Tax (Worksheet)**  
 Package 1120 W (FY) will be mailed out to all affected corporations notifying them of the new tax law change and their tax liability. *T:FP:F* Tax Form or Instruction

**5500**      *47211L*      Each  
*2001 Destroy Prev Issues Upon Rec*  
**Form 5500 Annual Return/Report of Employee Benefit Plan (With 100 or more Participants)**  
 This package contains the following forms and related instructions: Form 5500, Schedule A (Form 5500), Schedule B (Form 5500), Schedule C (Form 5500), Schedule F (Form 5500), Schedule G (Form 5500), Schedule P (Form 5500), and Schedule SSA (Form 5500). *W:CAR:MP:FP:F:C* Tax Form or Instruction

**5500 C/R**      *11781S*      Each  
*1998 No Previous Issue*  
**Form 5500C/R Return/Report of Employee Benefit Plan**  
 This package contains the following forms and related instructions: Form 5500-C/R, Schedule A (Form 5500), Schedule B (Form 5500), Schedule F (Form 5500), Schedule P (Form 5500), and Schedule SSA (Form 5500). *OP:FS:F:C* Tax Related Public Use

**5500 EZ**      *63262G*      Each  
*2001 Destroy Prev Issues Upon Rec*  
**Form 5500-EZ Annual Return of One-Participant (Owners and Their Spouses) Retirement Plan**  
 This package contains: Form 5500-EZ, Form 5500-EZ Instructions, Schedule B (Form 5500), and Schedule P (Form 5500). *W:CAR:MP:F:P:F:C* Tax Form or Instruction

## Instruction Packages

**CT-1**                    *16005H*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form CT-1**  
 Contains helpful information to aid taxpayer in preparation of Form CT-1. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**SS-4**                    *62736F*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form SS-4**  
 Contains useful information used to complete Form SS-4. Instructions for SS-4 are included as a part of the Form SS-4. This status notice is being reissued to correct the status notice files. *W:CAR:MP:FP:F:R* Tax Form or Instruction

**SS-4PR**                *32588R*                    Each  
*12/2001 No Previous Issue*  
**Instrucciones para la Forma SS-4PR**  
 Use SS 4-PR to apply for an employer identification number (EIN). An EIN is a nine-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. the information you provide on this form will establish your business tax account. *W:CAR:MP:FP:F:M* Tax Related Public Use

**W-2 & W-3**            *25979S*                    Each  
*2002 Min Supply For Late Filers*  
**Instructions for Forms W-2 & W-3**  
 Instructions for Forms W-2 and W-3, 1999, Wage and Tax Statement and transmittal of Wages and Tax Statement. This is a new product for 1999. The catalog number has changed because it was combined with W-3 to make a new product for 1999. The previous products will be used for Prior Year Program. *W:CAR:MP:FP:F:M* Tax Related Public Use

**W-2 C & W-3 C** *25978H*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Instructions for Forms W-2C and W-3C**  
 Combined Instructions for Forms W-2C and W-3C. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**W-2 CM**                *10101I*                    Each  
*1988 No Previous Issue*  
**Supplemental Instructions for Completing 1988 Form W-2NMI**  
*T:FP:F:M* Tax Form or Instruction

**W-2G & 5754**        *27989I*                    Each  
*2002 Min Supply For Late Filers*  
**Instructions for Forms W-2G and 5754**  
 Certain Gambling Winnings, to report gambling winnings and any Federal Income tax withheld on those winnings. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**W-3C (PR)**            *26401P*                    Each  
*12/2001 No Previous Issue*  
**Instructions for Form W-3c PR**  
 Instructions for preparing Form W-3c PR. *W:CAR:MP:FP:F:M* Tax Related Public Use

**W 8**                    *26698G*                    Each  
*08/2001 No Previous Issue*  
**Instructions for the Requester of Forms W-8BEN, w-8ECI, w-8EXP, and w-8IMY**  
 Instructions for Requesters of Form W-8. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**W-8 BEN**             *25576H*                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Instructions Form W-8 BEN**  
 The instructions are to be used with 2000 revision of Forms W-8 BEN, W-8 ECI, W-8EXP and W-8 IMY. *W:CAR:MP:FP:F:I* Tax Related Public Use

**W-8 ECI**             *25902V*                    Each  
*08/2001 No Previous Issue*  
**Instructions for Form W-8 ECI**  
 Instructions for Form W-8 ECI. *OP:FS:FP:F:I* Tax Related Public Use

**W-8 EXP**             *25903G*                    Each  
*08/2001 No Previous Issue*  
**Instructions for Form W-8EXP**  
 Instructions for Form W 8EXP. *OP:FS:FP:F:I* Tax Related Public Use

**W-8 IMY**             *25904R*                    Each  
*08/2001 No Previous Issue*  
**Instructions for Form W-8 IMY**  
 instructions for F W-8IMY. *OP:FS:FP:F:I* Tax Related Public Use

**W-9**                    *20479P*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Instructions for the Requester of Form W-9**  
 These instruction supplement the instructions on Form W-9. *W:CAR:MP:F:M* Tax Form or Instruction

**W3 (PR)**             *26400E*                    Each  
*2002 No Previous Issue*  
**Instructions for Form W-3PR**  
 Separate instructions for FORM W-3PR. *OP:FS:F:F:M* Tax Related Public Use

**706**                    *16779E*                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 706**  
 This item is used to assist in filing Form 706. Form 706 is used by the executor of a decedent's estate to figure the estate tax imposed by Chapter 11 of the Internal Revenue Code. *W:CAR:MP:FP:F:R* Tax Form or Instruction

**706 A**                *10142D*                    Each  
*08/1999 Min Supply For Late Filers*  
**Instructions for 706-A**  
 These are the instructions that are used with Form 706-A. *OP:FS:FP:F:CD* Tax Form or Instruction

**706 D**                *28479R*                    Each  
*10/2000 Min Supply For Late Filers*  
**Instructions for Form 706 D, United States Additional I Estate Tax Return Under Code Section 2057**  
 A qualified heir uses form 706-d to report and to pay the additional estatetax imposed by section 2057 for an early disposition of certain qualified family-owned business interests(QFOBIs)or the early cessation of the qualified use of such interest. *OP:FS:FP:F:CD* Tax Form or Instruction

**706 GS (D)**          *10828G*                    Each  
*06/1999 Min Supply For Late Filers*  
**Instructions (Generation-Skipping Transfer Tax Return for Distributions)**  
 Form 706GS(D) is used by a skip person distributee to calculate and report the tax due on distributions from a trust that are subject to the generation-skipping transfer (GST) tax. *OP:FS:FP:F:CD* Tax Form or Instruction

**706 GS (D-1)**      *10926L*                    Each  
*06/1999 Min Supply For Late Filers*  
**Instructions (Notification of Distribution From a Generation-Skipping Trust)**  
 Helpful instruction for filling Form 706GS (D-1). *OP:FS:FP:F:CD* Tax Form or Instruction

**706 GS (T)**          *10829R*                    Each  
*07/1999 Min Supply For Late Filers*  
**Instructions (Generation-Skipping Transfer Tax Return For Terminations)**  
 Form 706GS(T) is used by a trustee to calculate and report the tax due from certain trust terminations that are subject to the generation skipping transfer (GST) tax. *OP:FS:FP:F:D* Tax Form or Instruction

**706 NA**                *63118N*                    Each  
*09/1999 Destroy Prev Issues Upon Rec*  
**United States Estate of nonresident not a citizen of the United States**  
 Form 706-NA is used to compute estate and generation-skipping transfer (GST) tax liability for nonresident alien decedents. *T:FP:F:CD* Tax Form or Instruction

**706 QDT**             *12384F*                    Each  
*04/2000 Min Supply For Late Filers*  
**Instructions for Form 706 QDT**  
 Instructions for Form 706 QDT *OP:FS:FP:F:CD* Tax Form or Instruction

**709**                    *16784X*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 709**  
 This item contains helpful information to be used by the taxpayer in preparation of Form 709, U.S. Gift Tax Return. *OP:FS:FP:F:CD* Tax Form or Instruction

**720**                    *64240C*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Instructions For Form 720**  
 This item is used to instruct filers of the quarterly Form 720. Form 720 is used to report and pay the excise taxes listed on the form. *W:CARMP:FP:F:M* Tax Form or Instruction

## Instruction Packages

**720 TO & CS 28663J** Each  
*03/2001 No Previous Issue*  
**Instructions for Forms 720 TO and 720 CS**  
 New information reporting form to be used by the IRS to track taxable fuel through the bulk transfer/terminal system. Completed by bulk transport carriers (barges, vessels, and pipeline) who deliver (fuel) product to the terminals.  
*OP:FS:FP:F:M* Tax Form or Instruction

**843 112001** Each  
*01/1997 Destroy Prev Issues Upon Rec*  
**Instructions for Form 843**  
 This item instructs the taxpayer to file Form 843 for a claim of refund of overpaid taxes, interest, penalties and additions to tax.  
*W:CAR:MP:M* Tax Form or Instruction

**926 27037X** Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**Instructions for Form 926**  
 Instructions to go with Form 926.  
*OP:FS:FP:F:C* Tax Form or Instruction

**940 136601** Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 940**  
 This item is used to instruct filers of Form 940 to report annual Federal Unemployment Tax Act (FUTA) payments.  
*W:CAR:MP:M:T:M* Tax Form or Instruction

**940 (PR) 21105G** Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 940 (PR)**  
 Instructions that are used by employers in Puerto Rico.  
*W:CAR:MP:M:T:M* Tax Form or Instruction

**940 EZ 259471** Each  
*2001 File IRM per transmittal*  
**Instructions for Form 940 EZ**  
 Instructions for Form 940-EZ  
*OP:FS:FP:F:M* Tax Form or Instruction

**941 14625L** Each  
*01/2002 Min Supply For Late Filers*  
**Instructions for Form 941**  
 To report income tax you withheld from wages, tips, annuities, supplemental unemployment compensation benefits, certain gambling winnings, and third-party payments of sick pay. Income tax withheld as backup withholding and Social Security and Medicare taxes.  
*W:CAR:MP:FP:F:M* Tax Form or Instruction

**942 15723A** Each  
*11/1994 Destroy Prev Rev. Immediately*  
**Instructions for Form 942**  
 Instruction to be used Form 942 Rev 01-94.  
*PC:FP:F:M* Tax Form or Instruction

**942 (PR) 12133M** Each  
*11/1994 No Previous Issue*  
**Instructions for Form 942 (PR)**  
 Instructions for Form 942-PR, which is used by household employers in Puerto Rico.  
*PC:FP:F* Tax Form or Instruction

**943 25976L** Each  
*2001 Min Supply For Late Filers*  
**Instructions to Form 943 Employers Annual Tax Return for Agricultural Employees**  
 Instructions for Form 943. The Form 943 is used to report income tax withheld and employer and employee social security and Medicare taxes on wages paid to farm workers.  
*OP:FS:FP:F:M* Tax Form or Instruction

**945 20534D** Each  
*2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 945**  
 This item is used to instruct filers of the annual Form 945. Form 945 is used to report income tax withheld from nonpayroll payments.  
*OP:FS:FP:F:M* Tax Form or Instruction

**990 11283J** Each  
*1995 Destroy Prev Issues Upon Rec*  
**Instructions for Form 990**  
 Contains helpful information to aid taxpayer in the preparation of Form 990. The form is used by tax-exempt organizations and non-exempt charitable trusts to provide the IRS with the information required by section 6033. This product is now combined with the Instructions for Form 990 EZ. Any revision after 1995 will need to be accessed through catalog number 22386X.  
*PC:FP:F:CD* Tax Form or Instruction

**990 & 990 EZ 22386X** Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 990 and Form 990 EZ**  
 The general instructions apply to both Form 990 and 990-EZ. See also the specific instructions for each of these forms.  
*OP:FS:FP:F:CD* Tax Form or Instruction

**990 BL 10316J** Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Instructions for 990BL**  
 Instructions to fill out Form 990 BL, regarding tax exempt black lung benefit trusts.  
*OP:FS:FP:F:CD* Tax Form or Instruction

**990 C 11288M** Each  
*2001 Min Supply For Late Filers*  
**Instruction for Form 990-C**  
 Contains helpful information to aid taxpayer in the preparation of Form 990-C.  
*W:CAR:MP:FP:F:C* Tax Form or Instruction

**990 PF 11290Y** Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 990-PF**  
 Provides helpful information for the filing of Form 990-PF.  
*OP:FS:FP:F:CD* Tax Form or Instruction

**990 SCH A 11294Q** Each  
*2001 Destroy Prev Issues Upon Rec*  
**Instructions for Schedule A (Form 990)**  
 Contains helpful information to aid taxpayer in preparation of Schedule A (Form 990) Organization Exempt Under 501(c)(3).  
*OP:FS:FP:F:CD* Tax Form or Instruction

**990 T 11292U** Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 990-T**  
 Contains helpful information to aid taxpayer in the preparation of Form 990-T.  
*W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1028 17139Y** Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Applications for Recognition of Exemption Under Section 521 of the Internal Revenue Code**  
 Information to aid the taxpayer in completing Form 1028.  
*OP:FS:FP:F:CP* Tax Form or Instruction

**1040 24811V** Each  
*2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 1040 (Base)**  
 Contains helpful information to aid taxpayer in the preparation of Form 1040.  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 (PR) 31798F** Each  
*2001 Min Supply For Late Filers*  
**Instrucciones para la Forma 1040-pr**  
 Used in Puerto Rico to compute self-employment tax in accordance with Chapter 2 of Subtitle A, IRC of 1954, and to provide proper credit to taxpayer's social security account. The prescribing instructions are IRC Secs. 6017 and 7651; Regs. Sec. 1.6017-1; Circular PR.  
*W:CAR:MP:FP:F:M* Tax Form or Instruction

**1040 A SCH 2 30139Y** Each  
*2001 No Previous Issue*  
**Instructions for Form 1040A Schedule 2**  
 Instructions for Form 1040A Sch a  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 A SCH 3 12059R** Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1040 A Sch 3**  
 Credit for the Elderly or the Disabled for Form 1040A Filers.  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 A 12088U** Each  
*2001 Min Supply For Late Filers*  
**1040A Instructions**  
 This booklet is designed to help filers of the Form 1040A. It tells what you need to know prior to filing, instructs for most of the lines on Form 1040A and Schedules 1 and 2, and it contains the tax tables and earned income credit table for the Form 1040A as well as describes how to get Forms and send them in for filing.  
*W:CAR:MP:FP:F* Tax Form or Instruction

**1040 ALL 11325E** Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1040**  
 Contains helpful information to aid taxpayer in the preparation of Form 1040 and Schedules A and B, C, D, E, F, R, and SE.  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

## Instruction Packages

**1040 C**      *11311Q*      Each  
*2002 Destroy Prev Issues Upon Rec*  
**Instructions for Form 1040C**  
 Information to help the taxpayer in preparation of Form 1040C, U.S. Departing Alien Income Tax Return. The form is used by aliens who intend to leave the United States to report income they received or expect to receive for the entire year.  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 EZ**      *12063Z*      Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1040 EZ**  
 Instructions for Form 1040EZ filers single with no dependents.  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 NR-EZ**    *21718P*      Each  
*2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 1040 NR-EZ**  
 File Form 1040NR-EZ (or Form 1040NR) if you were a nonresident alien engaged in, or considered to be engaged in a trade or business in the United States during 1996.  
*W:CAR:MP:FP:F:R* Tax Form or Instruction

**1040 NR**      *11368V*      Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1040-NR**  
 Contains helpful information to aid taxpayer in the preparation of Form 1040-NR.  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 SCH A & B**      *24328L*      Each  
*2001 Min Supply For Late Filers*  
**Instructions for Schedule A & B, Itemized Deductions and Interest and Dividend Income**  
 Contains helpful information to aid taxpayer in the preparation of Form 1040 and Schedule D.  
*W:CAR:MP:M:T:M* Tax Form or Instruction

**1040 SCH C**    *24329W*      Each  
*01/2001 Min Supply For Late Filers*  
**Instructions for Schedule C (Form 1040)**  
 Contains helpful information to aid taxpayer in the preparation of Form 1040 and Schedules C.  
*W:CAR:MP:M:T:M* Tax Form or Instruction

**1040 SCH D**    *24331I*      Each  
*01/2001 No Previous Issue*  
**Instructions for Schedule D, Capital Gains and Losses**  
 Contains helpful information to aid taxpayer in the preparation of Form 1040 and Schedule D.  
*W:CAR:MP:M:T:M* Tax Form or Instruction

**1040 SCH E**    *24332T*      Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Instructions for Schedule E, Supplemental Income and Loss**  
 Instructions for Form 1040 Sch E.  
*W:CAR:MP:M:T:MI* Tax Form or Instruction

**1040 SCH F**    *17152R*      Each  
*01/2001 Min Supply For Late Filers*  
**Instructions for Schedule F**  
 Contains helpful information to aid taxpayer in the preparation of Form 1040 and Schedule F.  
*W:CAR:MP:T:M* Tax Form or Instruction

**1040 SCH F INST**      *24333E*      Each  
*2001 No Previous Issue*  
**Instructions for Schedule F (Form 1040)**  
 u Instructions for Form 1040 Sch F.  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 SCH H**    *21451X*      Each  
*2001 Min Supply For Late Filers*  
**Instructions for 1040 Schedule H**  
 Schedule H is for figuring your household employment taxes.  
*OP:FS:FP:F:M* Tax Form or Instruction

**1040 SCH H (PR)**    *22119E*      Each  
*2001 No Previous Issue*  
**Instructions for Form 1040 Schedule H-PR (SP)**  
 Instructions 1040 Sch H-Pr are used with Form 1040 Sch H-PR. Schedule H-PR and Inst. are used by employers in Puerto Rico to report Federal employment taxes on wages paid in 1995 to household employees.  
*W:CAR:MP:FP:F:M* Tax Form or Instruction

**1040 SCH J**    *25514J*      Each  
*2001 Min Supply For Late Filers*  
**Instructions For Form 1040 Sch J**  
 Instructions for Form 1040 Sch J  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 SCH R**    *11357O*      Each  
*2001 Min Supply For Late Filers*  
**Instructions for Schedule R (Form 1040)**  
 Schedule R (Form 1040) is filed to receive credit for the elderly or disabled. The instructions are a separate item which assist the filers of Schedule R (Form 1040).  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 SCH SE**    *24334P*      Each  
*01/2001 No Previous Issue*  
**Instructions for Schedule SE, Self-Employment Tax**  
 Contains helpful information to aid taxpayer in the preparation of Form 1040 and Schedules SE.  
*W:CAR:MP:M:T:M* Tax Form or Instruction

**1040 SS**      *26341Y*      Each  
*2001 Min Supply For Late Filers*  
**U.S. Self-Employment Tax Return (Including the Additional Child Tax Credit for Bona Fide Residents of Puerto Rico)**  
 Special Instruction for Filing form 1040SS for Persons Self-Employed in the Northern Mariana Islands.  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1040 X**      *11362H*      Each  
*11/2001 Min Supply For Late Filers*  
**Instructions for Form 1040 X**  
 Contains information to aid taxpayer in preparation of Form 1040 X. This item also has an attached voucher to be used in conjunction with Form 1040 X if the filer has payments due to the IRS.  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1041**      *11372D*      Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1041 and Schedules A, B, D, J and K-1, U.S. Fiduciary Income Tax Return**  
 Contains information to aid taxpayer in the preparation of Form 1041, Form 1041 Sch. D, Form 1041 Sch K-1, U.S. Fiduciary Income Tax Return.  
*W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1042 S**      *64278A*      Each  
*2002 Min Supply For Late Filers*  
**Instructions for Form 1042S**  
 Contains helpful information used to fill out Form 1042 and 1042S. The catnum for Form 1042 S is 11386r.  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1045**      *13666W*      Each  
*2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 1045**  
 This item is used to instruct individuals, estates, and trusts that are filing Form 1045 to apply for a quick refund of taxes from carryback of a net operating loss or an unused general business credit, or to apply for a refund of taxes from an overpayment of tax due to a claim of right adjustment under section 1341(b)(1).  
*W:CAR:MP:FP:F:I* Tax Form or Instruction

**1065**      *11392V*      Each  
*2001 Min Supply For Late Filers*  
**Instructions For Form 1065**  
 Contains helpful information to aid taxpayers in the preparation of form 1065.  
*W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1065 B SCH K-1**      *26141W*      Each  
*2001 Min Supply For Late Filers*  
**Partner's Share of Income (Loss) From an Electing Large Partnership - Instructions Sch K-1**  
 This item is the accompanying instructions to Form 1065-B Schedule K-1, Partner's Share of Income (Loss) From An Electing Large Partnership.  
*W:CAR:MP:FP:F:CD* Tax Form or Instruction

## Instruction Packages

**1065 B**      *25982P*      Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1065B (U.S. Return of Income for Electing Large Partnerships)**

This item is the accompanying instructions to Form 1065-B, U.S. Return of Income for Electing Large Partnerships. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1065 SCH K-1**    *11396N*      Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1065 Schedule K-1**  
 Instructions for Form 1065 Schedule K-1. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1065 SUPP**      *17190F*      Each  
*01/1978 Min Supply For Late Filers*  
**Instructions for Schedule J (Form 1041)**  
 Supplemental Instructions for Form 1065 - Partnership Return. *OP:FS:M:T* Tax Form or Instruction

**1066**            *64231R*      Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1066**  
 These instructions assist filers of form 1066 to report the income, deductions, and gains and losses from the operation of a real estate mortgage investment conduit (REMIC). *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1098**            *27977Q*      Each  
*2002 No Previous Issue*  
**Instructions for Form 1098**  
 Instructions for form 1098 *W:CAR:MP:FP:F:M* Tax Form or Instruction

**1098 E & T**      *27990J*      Each  
*2001 No Previous Issue*  
**Instructions for forms 1098 E and 1098 T**  
 Instructions for Form 1098-E & 1098 -T *OP:FS:FP:F:M* Tax Form or Instruction

**1099 A & C**      *27991U*      Each  
*2002 No Previous Issue*  
**Instructions for Forms 1099 A and C**  
 Instructions for forms 1099-A & 1099-C *W:CAR:MP:FP:F:PM* Tax Form or Instruction

**1099 ALL**        *11409F*      Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1099 Series, 1098, 5498, 1096, and W-2G**  
 Contains helpful information to help in the preparation of the Form 1099 Series, 1098, 5498, 1096, and W-2G. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**1099 B**            *64171A*      Each  
*2002 Destroy Prev Rev. Immediately*  
**Instructions for Form 1099 B**  
 These are general instructions for reporting Real Estate transactions on Form 1099-B (Catnum 14411V). *W:CAR:MP:FP:F:M* Tax Form or Instruction

**1099 DIV**        *27978B*      Each  
*2002 No Previous Issue*  
**Instructions for Form 1099 DIV**  
 Instructions for form 1099-DIV *W:CAR:MP:FP:F:M* Tax Form or Instruction

**1099 G**            *27979M*      Each  
*2002 No Previous Issue*  
**Instructions for Form 1099 G**  
 Instructions for form 1099-G *W:CAR:MP:FP:F:M* Tax Form or Instruction

**1099 GEN-ERAL**    *27976F*      Each  
*2001 No Previous Issue*  
**General Instructions for Forms 1099, 1098, 5498 and W-2G**  
 This product contains general instructions concerning Forms 1099,1098,5498, andW2-G and separate specific instructions are available for each item. *OP:FS:FP:F* Tax Form or Instruction

**1099 INT & OID** *27980N*      Each  
*2002 No Previous Issue*  
**Instructions for Forms 1099 INT and OID**  
 General Instructions used by the public. *OP:FS:FP:F:M* Tax Form or Instruction

**1099 LTC**        *27981Y*      Each  
*2002 No Previous Issue*  
**Instructions for Form 1099 LTC**  
 Instructions for form 1099-LTC *W:CAR:MP:FP:F:M* Tax Related Public Use

**1099 MISC**       *27982J*      Each  
*2002 No Previous Issue*  
**Instructions for Form 1099 MISC**  
 Instructions for 1099 Misc (2000) *W:CAR:MP:FP:F:M* Tax Form or Instruction

**1099 MSA & 5498 MSA**      *27983U*      Each  
*2002 No Previous Issue*  
**Instructions for Form 1099 MSA and 5498 MSA**  
 Instructions for form 1099-MSA and 5498-MSA (2000) *W:CAR:MP:FP:F:PM* Tax Form or Instruction

**1099 OID SUPP**    *27888W*      Each  
*1971 Min Supply For Late Filers*  
**Supplemental Instructions for Holders of Certificates of Deposits, Bonus Saving Plans, and other Deposit Arrangements**  
*OP:FS:M:WADC* Tax Form or Instruction

**1099 PATR**       *27984F*      Each  
*2002 No Previous Issue*  
**Instructions for Form 1099 PATR**  
 Instructions for form 1099 PATR *W:CAR:MP:FP:F:M* Tax Form or Instruction

**1099 Q**            *32260M*      Each  
*2002 No Previous Issue*  
**Instructions for form 1099 q**  
 Whats New for 2002 - Recent legislation expanded the definition of a qualified tuition program to include programs established and maintained by private eligible educational institutions. Consequently, the reporting of earnings from qualified state tuition programs was moved from Box 5 of the 2002 Form 1099-G, Certain Government Payments, to a new form, Form 1099-Q, Qualified Tuition Program Payments (Under Section 529). *W:CAR:MP:M:T:M* Tax Form or Instruction

**1099 R & 5498** *27987M*      Each  
*2002 No Previous Issue*  
**Instructions for Form 1099 R and 5498**  
 Instructions for 1099R & 5498 *W:CAR:MP:FP:F:PM* Tax Form or Instruction

**1099 S**            *27988X*      Each  
*2002 No Previous Issue*  
**Instructions for Form 1099 S**  
 Instructions for form 1099 S *W:CAR:MP:FP:F:M* Tax Form or Instruction

**1116**            *11441F*      Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1116**  
 Instructions for the use and filing of Form 1116, Computation of Foreign Tax Credit. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**1118**            *10905I*      Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Instructions for Form 1118**  
 Contains helpful information to aid taxpayer in the preparation of Form 1118. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 & 1120A** *11455T*      Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1120 and 1120A**  
 Contains helpful information to aid taxpayers in the preparation of Form 1120 & 1120A. Catnum for Form 1120 A is 11456E. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1120 F**            *11475L*      Each  
*2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 1120-F**  
 Contains helpful information for the preparation of Form 1120-F. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 FSC SCH P**    *28470W*      Each  
*2001 No Previous Issue*  
**Instructions for Schedule P (Form 1120-FSC)**  
 Instructions for Form Schedule P Form 1120-FSC.The instructions for for Form 1120-fsc Sch P for 2001 have been combined with the form. The result is a 4-page product. *OP:FS:FP:F:C* Tax Form or Instruction

## Instruction Packages

**1120 FSC** 11532V Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1120-FSC**  
 This is an instruction for preparing Form 1120-FSC For Reporting any U.S. Income of a Foreign Sales Corporation. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 IC DISC** 11476W Each  
*2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 1120-IC-DISC**  
 This item is used to assist and instruct filers of Form 1120-IC-DISC. Form 1120-IC-DISC is an information return filed by interest charge domestic international sales coporations (IC-DISCs), former DISCs and former IC-DISCs. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 L** 11485H Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1120-L**  
 Contains helpful information for taxpayers in preparing Form 1120L. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 ND** 11508V Each  
*12/2001 Min Supply For Late Filers*  
**Instructions For Form 1120-ND**  
 This item is used to complete Form 1120 ND Return for Nuclear Decommissioning Funds and Certain Related Persons. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 PC** 64537I Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1120-PC**  
 Instructions for filling out Form 1120-PC. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 REIT** 64243J Each  
*2001 Min Supply For Late Filers*  
**Instructions For Form 1120 REIT**  
 Form 1120-REIT, U.S. Income Tax Return for Real Estate Investment Trusts, is used to report the income, gains, losses, deductions credits, and to figure the income tax liability of real estate investment trusts (REIT) as defined in section 856. *W:CAR:MP:FP:F* Tax Form or Instruction

**1120 RIC** 64251J Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1120-RIC**  
 Instructions for filling out form 1120-RIC (US Income Tax Return for Regulated Investment Companies). This status notice is reissued to correct the Disposal Instructions. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 S SCH D** 64419L Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1120S Schedule D**  
 Contains helpful information used to fill out Form 1120 Sch D. *OP:FS:FP:F:CD* Tax Form or Instruction

**1120 S SCH K-1** 11521O Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1120 S Sch K-1**  
 Instructions to help filers in filling out Form 1120S Sch K-1. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1120 S** 11515K Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1120-S**  
 This instructions provide helpful information to those people who file Form 1120-S. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**1120 SCH PH** 10826K Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 1120 Schedule PH**  
 This schedule is used to figure personal holding company tax. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1120 SF** 14988X Each  
*12/2001 Min Supply For Late Filers*  
**Instructions for Form 1120-SF**  
 Separate instruction for Form 1120-SF *W:CAR:MP:FP:F:C* Tax Form or Instruction

**1128** 61752V Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Instructions for Form 1128**  
 Instructions to Form 1128 is to clarify who must file Form 1128 to request a change in their annual accounting period. These instructions also give more specifice information concerning code section regulations. *OP:FS:FP:F:C* Tax Form or Instruction

**1139** 20631X Each  
*09/2000 Min Supply For Late Filers*  
**Instructions for Form 1139**  
 These instructions have become a separate item and not part of the base form. Give instructions on completing Form 1139 for requesting quick refund by corporations (other than S corporations). *OP:FS:FP:F:C* Tax Form or Instruction

**2106** 64188V Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 2106**  
 Instructions for filing Form 2106, Employee Business Expenses. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**2119** 18038W Each  
*1997 Min Supply For Late Filers*  
**Instructions for Form 2119**  
 These instructions are used to assist filers of Form 2119. Use Form 2119 to report the sale of your main home. If you replaced YOUR MAIN HOME, USE Form 2119 to postpone all or part of the gain. Form 2119 is also used by people who were age 55 or older on the date of sale to elect a one-time exclusion of the gain on the sale. *T:FP:F:I* Tax Form or Instruction

**2210** 63610I Each  
*2001 Min Supply For Late Filers*  
**Instructions for form 2210**  
 Helpful instructions used to assist taxpayers in filling out form 2210. *OP:FS:FP:F:I* Tax Form or Instruction

**2220** 64293P Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 2220**  
 This item is used by corporations, tax-exempt organizations, and private foundations to assist in filing Form 2220. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**2290** 27231L Each  
*07/2001 Min Supply For Late Filers*  
**Instructions to Form 2290**  
 Item is used to instruct filers of Form 2290. Form 2290 is used to report and pay the tax imposed on heavy highway vehicles. *W:CAR:FP:MP:F:M* Tax Form or Instruction

**2290 SP** 30489H Each  
*07/2001 Min Supply For Late Filers*  
**Instrucciones para la Forma 2290sp**  
 Item is used to instruct filers of form 2290 sp. Form 2290 SP is used to report and pay the tax imposed on heavy highway vehicles. *OP:FS:FP:F:M* Tax Form or Instruction

**2441** 10842K Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 2441**  
 Instructions for Form 2441 is used to assist filers of the Form 2441 to claim child and dependent care credit. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**2553** 49978N Each  
*10/2001 Min Supply For Late Filers*  
**Instructions for Form 2553**  
 To be filed by qualifying small business corporations to make the election prescribed by Sec. 1372. Prescribing instructions are IT-IRC 1372, Regs. Sec. 1.372-2 *OP:FS:FP:F:D* Tax Form or Instruction

**2555** 11901A Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 2555**  
 These instructions assist filers of Form 2555 to exclude a limited amount of foreign earned income and to claim the housing exclusion or deduction. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**2555 EZ** 14623P Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 2555EZ**  
 Helpful instructions for fillers using Form 2555EZ *W:CAR:MP:FP:F:I* Tax Form or Instruction

## Instruction Packages

- 2848**                    *11981U*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Instructions for Forms 2848**  
 This item contains general instructions for using and preparing Form 2848. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 3115**                    *63215H*                    Each  
*05/1999 Min Supply For Late Filers*  
**Instructions for Form 3115**  
 These instructions are needed to assist the public in filling out Form 3115. *OP:FS:FP:F:C* Tax Form or Instruction
- 3468**                    *12277P*                    Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 3468**  
 Contains helpful information to aid taxpayer in preparation of Form 3468. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 3520**                    *23068I*                    Each  
*2001 Min Supply For Late Filers*  
**Amended Return to Report Transactions with Foreign Trusts and Receipt of Certain Foreign Gifts**  
 To report transactions to and from foreign trusts and also large gifts or bequest from a foreign source. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 3520 A**                    *25096U*                    Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 3520-A**  
 Form 3520-A is filed by the trustee of the foreign trust. Form 3520-A is the annual information return of a foreign trust with at least one U.S. owner. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 3800**                    *10622Q*                    Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 3800**  
 New, separate instructions for Form 3800 (General Business Credit). *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 4562**                    *12907Y*                    Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 4562**  
 The instructions provide helpful information to taxpayers filing Form 4562. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 4626**                    *64443L*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 4626**  
 This item contains instructions for filers of Form 4626. Corporations must file it if their taxable income or (loss) before the net operating loss (NOL) deduction when combined with your adjustments and tax preference items (including the ACE adjustment) totals more than the lesser of: (a) \$40,000, or (b) your allowable exemption amount. *OP:FS:FP:F:C* Tax Form or Instruction
- 4684**                    *12998Z*                    Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 4684**  
 This item instructs filers of form 4684 to report gains and losses from casualties and thefts. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 4720**                    *13023Z*                    Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 4720**  
 Contains helpful information to aid taxpayer in preparation of Form 4720. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 4797**                    *13087T*                    Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 4797**  
 Contains helpful information to aid taxpayers in preparing Form 4797, which is used to report the sale or exchange of trade or business property; depreciable and amortizable property; oil, gas, geothermal, or other mineral properties; section 126 property, and the involuntary conversion of trade or business property and capital assets held in connection with a trade or business or a transaction entered into for profit. The Form is also used to report the disposition of other non- capital assets, the recapture of section 179 expense deductions for partners and S corporation shareholders from pr *W:CAR:MP:M:T:M* Tax Form or Instruction
- 5227**                    *13228E*                    Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 5227**  
 Contains helpful information to aid taxpayer in preparation of Form 5227. *W:CAR:MP:FP:F:CD* Tax Form or Instruction
- 5300**                    *10932P*                    Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 5300**  
 General information to request a determination letter from the IRS for the qualification of a defined benefit or a defined contribution plan, and the exempt status of any related trust. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5300 SCH Q**                    *22189C*                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Instructions for Schedule Q (form 5300)**  
 The information requested on Schedule Q (Form 5500) relates to the manner in which your plan satisfies certain qualification requirements relating to minimum participation, coverage and nondiscrimination. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5303**                    *11795G*                    Each  
*07/1998 Destroy Prev Issues Upon Rec*  
**Instructions for Form 5303**  
 Item contains helpful information to be used by the taxpayer in the preparation of Form 5303, Application for Determination for Collectively-Bargained Plans. *OP:FS:FP:F:C* Tax Form or Instruction
- 5307**                    *11833J*                    Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 5307**  
 Instructions for Form 5307 for a sponsor adopting a master or prototype Employee Benefit Plan. The form must be approved by the National Office or a key District Office which has approved the use of Form 5307 for a particular plan. (It is NOT to be used for collectively bargained plans.) *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5310**                    *49984R*                    Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Instructions for Form 5310**  
 Contains helpful information used to fill out Form 5310. *T:FP:F:C* Tax Form or Instruction
- 5310 A**                    *12899J*                    Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**Instructions for Form 5310-A**  
 Instructions for Form 5310-A. *PC:FP:F:C* Tax Form or Instruction
- 5329**                    *13330R*                    Each  
*2001 Min Supply For Late Filers*  
**Instructions for Form 5329**  
 Contains helpful information for filling out form 5329. Prescribing instructions: Sec. 6058, 219, 408 and 409 of the IR code. *W:CAR:MP:FP:F:I* Tax Form or Instruction
- 5330**                    *11871X*                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Instructions for Form 5330**  
 Instructions for Form 5330, Return of Initial Excise Taxes Related to Employee Benefit Plans. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5471**                    *49959G*                    Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 5471**  
 These instructions are to assist anyone filling out Form 5471. *OP:FS:FP:F:C* Tax Form or Instruction
- 5500**                    *13502B*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Instructions for Form 5500**  
 Contains helpful information for filling out and filing Form 5500. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5500 EZ**                    *63264C*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Instructions for form 5500-EZ**  
 Helpful instructions used by one-participant pension benefit plans when filing out form 5500-EZ. *W:CAR:MP:FP:F:C* Tax Form or Instruction
- 5500 SCH B**                    *13513I*                    Each  
*2001 Min Supply For Late Filers*  
**Instruction for Form 5500 Sch B**  
 Schedule B (Form 5500) must be filed in conjunction with employee benefit plans which are subject to minimum funding standards. *W:CAR:MP:FP:F:C* Tax Form or Instruction



## Instruction Packages

**5713** 12040A Each  
11/2001 Destroy Prev Issues Upon Rec  
**Instructions for Form 5713**  
Instructions to help tax payers filing Form 5713. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**5735** 20920T Each  
10/2000 Min Supply For Late Filers  
**Instructions for Form 5735**  
Product use by taxpayers filing Form 5735. *OP:FS:FP:F:C* Tax Form or Instruction

**6198** 50013J Each  
2001 Min Supply For Late Filers  
**Instructions for Form 6198**  
Instructions for completion of Form 6198. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**6251** 64277P Each  
2001 Min Supply For Late Filers  
**Instructions for Form 6251**  
Instructions for filling Form 6251 (alternative Minimum Tax on individuals. Additional information for more details in Pub 909. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**6251 SUPP** 27884E Each  
1980 Min Supply For Late Filers  
**Supplemental Instructions for 1980 Alternative Minimum Tax Computation**  
*OP:FS:M:WADC* Tax Form or Instruction

**6406** 24501W Each  
09/2001 Destroy Prev Issues Upon Rec  
**Instructions for Form 6406**  
The purpose of this form is to provide a short form for amending a plan on which a favorable determination letter has been issued under the Employee Retirement Income Security Act of 1974 (ERISA). The determination letter issued in response to requests submitted on this form will address only the effect of the amendment on the qualification of the plan and not the qualification of the entire plan after amendment. See Rev. Proc. 81-19, 1981-1 C.B. 689. *W:CAR:MP:FP:F:C* Tax Form or Instruction

**6765** 13701S Each  
2001 Min Supply For Late Filers  
**Instructions for Form 6765**  
Use Form 6765 to figure and claim the general business credit for increasing the research activities of a trade or business and to claim the orphan drug credit *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**8023** 24987I Each  
09/1997 No Previous Issue  
**Instructions for Form 8023, Elections Under Section 338 for Corporations Making Qualified Stock**  
The purpose of Form 8023 is to permit elections to be made under section 338 for a corporation (the target corporation) if the purchasing corporation has made a qualified stock purchase (QSP) of the target corporation. *T:FP:F:C* Tax Form or Instruction

**8027** 61013P Each  
2001 Min Supply For Late Filers  
**Instructions for Form 8027**  
These are instructions for Form 8027. *OP:FS:FP:F:M* Tax Form or Instruction

**8038** 49974V Each  
01/2002 Destroy Prev Issues Upon Rec  
**Instructions for Form 8038**  
These instructions are used by the public when filling out form 8038. The form provides information about tax exempt bond issues. The form is required due to the new TEFRA Law. *OP:FS:FP:F:CD* Tax Form or Instruction

**8038 G** 63774D Each  
11/2000 Destroy Prev Issues Upon Rec  
**Instructions for Form 8038G**  
Instructions for filing Form 8038-G, Information Return for Tax-Exempt Governmental Bond Issues, Under Section 149(e). *OP:FS:FP:F:CD* Tax Form or Instruction

**8038 T** 30066E Each  
01/2002 Min Supply For Late Filers  
**Instructions for Form 8038 t**  
Under section 148(F), interest on a state or local bond is not tax exempt unless the issuer of the bond rebates to the United States on Form 8038-T arbitrage profits earned from investing proceeds of the bond in higher yielding nonpurpose investments. *W:CAR:MP:FP:F:CD* Tax Form or Instruction

**8082** 62051N Each  
01/2000 Destroy Prev Issues Upon Rec  
**Instructions For Form 8082**  
This is a separate Instruction for Form 8082. *T:FP:F:CD* Tax Form or Instruction

**8233** 22663B Each  
12/2001 No Previous Issue  
**Instructions for Form 8233**  
General Instructions on compensation for dependent personal services paid to non-resident alien students, professors, teachers, and researchers. *OP:FS:FP:F* Tax Form or Instruction

**8264** 61960X Each  
09/2001 Destroy Prev Issues Upon Rec  
**Instructions for Form 8264**  
This Item gives taxpayers instructions on how to use the corresponding form. *W:CAR:MP:FP:F:CB* Tax Related Public Use

**8275** 62063F Each  
05/2001 Min Supply For Late Filers  
**Instructions for Form 8275**  
Instructions for filers of Form 8275, which is used to disclose items or positions, except those taken contrary to a regulation, that are not otherwise adequately disclosed on a tax return for purposes of avoiding certain penalties. It can also be used for disclosures relating to the preparer penalties for understatements due to unrealistic positions or disregard of rules. *W:CAR:MP:M:T:M* Tax Form or Instruction

**8275 R** 14317I Each  
02/2002 Min Supply For Late Filers  
**Instructions for Form 8275-R**  
Filing instructions for Form 8275-R *W:CAR:MP:FP:F:I* Tax Form or Instruction

**8283** 62730R Each  
10/1998 Destroy Prev Issues Upon Rec  
**Instructions for Form 8283**  
Contains helpful information used to fill out Form 8283. *OP:FS:FP:F:I* Tax Form or Instruction

**8390** 13861V Each  
2001 Min Supply For Late Filers  
**Instructions for Form 8390**  
Instructions for Filing Form 8390. *OP:FS:FP:F:C* Tax Form or Instruction

**8582** 64294A Each  
2001 Destroy Prev Issues Upon Rec  
**Instructions for Form 8582**  
Instructions to help taxpayers file Form 8582-Passive Activity Loss Limitations *OP:FS:FP:F:I* Tax Form or Instruction

**8582 CR** 64649B Each  
2001 Min Supply For Late Filers  
**Instructions for Form 8582 CR**  
Contains essential information needed in the preparation of Form 8582-CR. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**8606** 25399E Each  
2001 Min Supply For Late Filers  
**Instructions for Form 8606**  
The information in this item is helpful in completing Form 8606, regarding IRA contributions. *W:CAR:MP:FP:F:I* Tax Form or Instruction

**8615** 28914R Each  
2001 Min Supply For Late Filers  
**Instructions for Form 8615**  
Instructions for Form 8615 Tax for Children under age 14 Who Have Investment Income of More Than \$ 1,400 *OP:FS:FP:F:I* Tax Form or Instruction

**8621** 10784P Each  
12/2000 Destroy Prev Issues Upon Rec  
**Instructions For Form 8621**  
Instructions For Form 8621. In general, a U.S. person must file Form 8621 for each tax year in which the U.S. person owns stock in a PFIC. *OP:FS:FP:F:C* Tax Form or Instruction

**8697** 10703K Each  
03/1998 Destroy Prev Issues Upon Rec  
**Instructions for Form 8697**  
Form 8697 is used to figure the interest due or to be refunded under the look-back method of section 460 (b) (3) certain long-term contracts entered into after February 28, 1986. *T:FP:F:I* Tax Form or Instruction

## Instruction Packages

<b>8804</b>	<b>8805</b>		
<b>8813</b>	<i>10393W</i>	Each	
<i>2001 Min Supply For Late Filers</i>			
<b>Instructions for Forms 8804, 8805, and 8813</b>			
This item gives instructions to filers of Forms 8804, 8805, and 8813 to pay and report section 1446 withholding tax based on effectively connected taxable income allocable to foreign partners. Related Catalog numbers are: (Form 8804) 10077T, (Form 8805) 10078E, and (Form 8813) 10681H. <i>W:CAR:MP:FP:F:C</i> Tax Form or Instruction			
<b>8810</b>	<i>10357E</i>	Each	
<i>2001 Min Supply For Late Filers</i>			
<b>Instructions for Form 8810</b>			
Form 8810 is used by closely held corporations and personal service corporations to figure the amount of any passive activity loss or credit for the current tax year and the amount of losses and credits from passive activities allowed on the corporation's tax return. <i>W:CAR:MP:FP:F</i> Tax Form or Instruction			
<b>8828</b>	<i>14075L</i>	Each	
<i>11/1998 Min Supply For Late Filers</i>			
<b>Instructions for Form 8828</b>			
This item is used to instruct filers of Form 8828 to report and figure the recapture of the Federal subsidy if a home was either sold or otherwise disposed of. <i>OP:FS:FP:F:CD</i> Tax Form or Instruction			
<b>8829</b>	<i>15683B</i>	Each	
<i>2001 Min Supply For Late Filers</i>			
<b>Instructions for Form 8829</b>			
These are new separate instructions to be used with Form 8829. <i>W:CAR:MP:FP:F:I</i> Tax Form or Instruction			
<b>8839</b>	<i>23077T</i>	Each	
<i>2001 Min Supply For Late Filers</i>			
<b>Instructions for Form 8839</b>			
If you paid qualified adoption expenses you may be able to claim the adoption credit. Use Form 8839 to figure the amount of your credit. <i>W:CAR:MP:FP:F:I</i> Tax Form or Instruction			
<b>8849</b>	<i>20468I</i>	Each	
<i>04/1997 Destroy Prev Issues Upon Rec</i>			
<b>Instructions for Form 8849</b>			
Instructions for Form 8849. <i>T:FP:F:M</i> Tax Form or Instruction			
<b>8850</b>	<i>24833J</i>	Each	
<i>11/1998 Min Supply For Late Filers</i>			
<b>Instructions for F-8850, Work Opportunity and Welfare-to-Work Credits</b>			
Employers use Form 8850 to pre-screen and to make a written request to a SESA to certify an individual as a member of a targeted group for purposes of qualifying for the work opportunity credit. For the work opportunity credit, use this form only for individuals who begin work for the employer after September 30, 1997, and before July 1, 1998. <i>OP:FS:FP:F:CD</i> Tax Form or Instruction			
<b>8853</b>	<i>24188L</i>	Each	
<i>2001 Min Supply For Late Filers</i>			
<b>Instructions for Form 8853</b>			
Use Form 8853 to report general information about your medical savings accounts (MSAs), to figure your MSA deduction, and to figure your taxable distributions from MSAs. <i>OP:FS:FP:F:I</i> Tax Form or Instruction			
<b>8854</b>	<i>24874E</i>	Each	
<i>02/2002 Destroy Prev Issues Upon Rec</i>			
<b>Instructions for Form 8854 (Expatriation Information Statement)</b>			
Instructions for Form 8854. <i>W:CAR:MP:FP:F:I</i> Tax Form or Instruction			
<b>8862</b>	<i>25343K</i>	Each	
<i>11/2000 Destroy Prev Issues Upon Rec</i>			
<b>Instructions for Form 8862</b>			
Instructions for Form 8862. <i>OP:FS:FP:F:I</i> Tax Form or Instruction			
<b>8865</b>	<i>26053N</i>	Each	
<i>2001 No Previous Issue</i>			
<b>Information Return for Certain Foreign Partnerships, Transfers to Foreign Persons, and Interests in</b>			
Use Form 8865 to report the information required under section 6038 (reporting with respect to controlled foreign partnerships). <i>W:CAR:FP:F:CD</i> Tax Related Public Use			
<b>8866</b>	<i>26332N</i>	Each	
<i>01/1999 No Previous Issue</i>			
<b>Instructions for Form 8866</b>			
This item is the accompanying instructions to Form 8866, Interest Computation Under the Look-Back Method for Property Depreciated Under the Income Forecast Method. <i>OP:FS:FP:F:CD</i> Tax Form or Instruction			
<b>8872</b>	<i>30584F</i>	Each	
<i>07/2000 Min Supply For Late Filers</i>			
<b>Instructions for Form 8872</b>			
Separate Instructions to be used when filing Form 8872. <i>OP:FS:FP:F:C</i> Tax Form or Instruction			
<b>8873</b>	<i>31661R</i>	Each	
<i>2001 No Previous Issue</i>			
<b>Instructions for Form 8873</b>			
Instructions for Form 8873. <i>W:CAR:MP:FP:F:I</i> Tax Form or Instruction			
<b>9779 (SP)</b>	<i>22198N</i>	Each	
<i>06/1997 No Previous Issue</i>			
<b>Business Enrollment Form Completion Instructions (Spanish)</b>			
Business instructions on how to enroll in the Electronic Federal Tax Payment System (EFTPS) in spanish. <i>OP:ETA:O:F</i> Tax Form or Instruction			
<b>9783 (SP)</b>	<i>22199Y</i>	Each	
<i>06/1997 No Previous Issue</i>			
<b>Individual Taxpayer Enrollment Form Completion Instructions (Spanish)</b>			
Individual instructions on how to enroll in the Electronic Federal Tax Payment System (EFTPS) in spanish. <i>T:S:C:F</i> Tax Form or Instruction			

**Form Letters/  
Electronic Overlays**

## Letters

- 19 (SC/SP) 40004C** Each  
*03/1982 Destroy Prev Issues Upon Rec*  
**Acknowledge receipt of payment with explanation (Spanish Version)**  
Letter 19(SC/SP) requests the taxpayer to complete the furnished forms, since a separate return is required for each quarter. *D:R:R:E Tax Related Public Use*
- 21 (SC/SP) 40006Y** Each  
*01/1982 Destroy Prev Issues Upon Rec*  
**Form Letter-Total Taxable wages paid during quarter omitted on Form 941 (Spanish)**  
Letter 21 (SC/SP) requests information from the employer to determine total wages taxable under FICA paid to employees during quarter. (Repros stock at EADC). *D:R:R:E Tax Related Public Use*
- 29 (SC/SP) 40011R** Each  
*12/1981 Destroy Prev Issues Upon Rec*  
**No Response to Previous Correspondence (Spanish)**  
Letter 29(SC/SP), follow-up letter to taxpayer asking to reply to previous inquiry. (Repros stock in EADC) *D:R:R:E Tax Related Public Use*
- 31 (SC/SP) 40013N** Each  
*01/1982 Destroy Prev Issues Upon Rec*  
**Two Returns Filed-Explanation Requested (Spanish)**  
Choice of facsimile, hand or stamped signature and choice of title to be determined by service center. Region will strip in title and facsimile signature if requested. Letter 31 (SC/SP) requests and explanation for two returns being filed and is the Spanish version of Letter 31 (SC). *D:R:R:I Tax Related Public Use*
- 41 (SC/SP) 40014Y** Each  
*01/1982 Destroy Prev Issues Upon Rec*  
**Form Letter - more than one return for same period with same E. I. number (Spanish)**  
Choice of facsimile hand or stamped signature and choice of title to be determined by Service Center. Region will strip in title and facsimile signature if requested. Letter 41 (SC/SP) is the Spanish version of Letter 41(SC) and requests and explanation for more than one return for same period with the same employer identification no. *D:R:R:I Tax Related Public Use*
- 47 (SC/SP) 40020C** Each  
*02/1988 Destroy Prev Issues Upon Rec*  
**Letter Requesting info in order to locate missing tax return or verify liability for taxes (Spanish)**  
Letter requesting a taxpayer to recheck records and send us correct information to identify the business return filed, or to explain if a return was not required. (Repros stocked at EADC) *R:R:T Tax Related Public Use*
- 64 (SC/SP) 40034Q** Each  
*01/1988 Destroy Prev Issues Upon Rec*  
**Penalties and Interest Explained (Spanish)**  
Letter responding to taxpayer's letter about bill, explaining that it represents a penalty or interest charge provided by law. *R:R:Q Tax Related Public Use*
- 86 (SC/SP) 40044M** Each  
*03/1984 Destroy Prev Issues Upon Rec*  
**Item Referred To Another Jurisdiction-T/P And Receiving Office Advised. (Spanish)**  
Space provided for signature of Chief, Taxpayer Assistance Section; hand or stamped signature to be determined by using office. Region will strip in facsimile signature, if requested. Letter 86(SC/SP) is the Spanish version of Letter 86(SC). *R:R:E General Admin Public Use*
- 95 (SC/SP) 40052M** Each  
*01/1982 Destroy Prev Issues Upon Rec*  
**Inquiry Received-Return cannot be located (Spanish version)**  
Choice of facsimile, hand or stamped signature and choice of title to be determined by service center. Region will strip in title and facsimile signature if requested. Letter 95 (SC/SP) is the Spanish version of letter 95(SC) and requests the taxpayer for more information to locate a return. *D:R:R:I Tax Related Public Use*
- 96 (SC/SP) 61927M** Each  
*06/1984 Destroy Prev Issues Upon Rec*  
**Letter acknowledging receipt of taxpayer inquiry**  
Letter 96(SC/SP) is the Spanish version of Letter 96(SC). Space provided for signature of the Chief, Taxpayer Assistance Section. *D:R:R:E Tax Related Public Use*
- 99 (SC/SP) 40058A** Each  
*03/1984 Destroy Prev Issues Upon Rec*  
**Request for Wage Info. from Employer after Report to IRS F7010 from SSA (Spanish)**  
Facsimile signature required. Region will strip in Letter 99 requests Employee Wage Information, Form 5039 and is the Spanish version of Letter 99(SC). *D:R:R:E Tax Related Public Use*
- 100 (SC/SP) 40059L** Each  
*02/1982 Destroy Prev Issues Upon Rec*  
**Incomplete Form 941c. Returned for correction (Spanish)**  
Choice of facsimile, hand or stamped signature and choice of title to be determined by service center. Region will strip in title and facsimile signature, if requested. This letter is the Spanish version of Letter 100(SC) and requests information to process or incomplete Form 941c. *D:R:R:E Tax Related Public Use*
- 101 (SC/SP) 40061X** Each  
*02/1982 Destroy Prev Issues Upon Rec*  
**Notice of Discrepancy found by State Unemployment Insurance Agency on Form 940 (Spanish)**  
Choice of facsimile, hand or stamped signature and choice of title to be determined by service center. Region will strip in title and facsimile signature if requested. Letter 101 (SC/SP) is the Spanish version of letter 101(SC) and informs the taxpayer of a discrepancy found on Form 940 PR. *D:R:R:E Tax Related Public Use*
- 105 (SC/SP) 62191Y** Each  
*08/1984 Destroy Prev Issues Upon Rec*  
**Taxpayer Disallowance of Claim Letter**  
Letter serving as legal notification to T/P that adjustment claim has been disallowed. *D:R:R Tax Related Public Use*
- 106 (SC/SP) 40066A** Each  
*10/1982 Destroy Prev Issues Upon Rec*  
**Legal Notice - Partial Rejection of Claim**  
Letter 106 (SC/SP) is the Spanish version of Letter 106(SC). *D:R:R:I Tax Related Public Use*
- 136 (SC/SP) 40081P** Each  
*03/1984 Destroy Prev Issues Upon Rec*  
**Notification to taxpayer that FICA (social security) tax was possibly reported and paid in error**  
Space provided for service center choice of facsimile, hand, or stamped signature of the Chief, Taxpayer Assistance Section. Region will strip in facsimile signature, if requested. This letter explains to the taxpayer that an agency of the government of the Commonwealth of Puerto Rico should not report and pay social security tax to the IRS. *R:R:E Tax Related Public Use*
- 138 (SC/SP) 40085H** Each  
*04/1982 Destroy Prev Issues Upon Rec*  
**Request for more information because of discrepancy in Form 941 (Spanish)**  
Facsimile signature required. Region will strip in Letter 138 requests verification of Form 941, Employee Quantity Federal tax return because it disagrees with Schedule A, Form 941. This is the Spanish version of Letter 138(SC) *R:R Tax Related Public Use*
- 143 (SC/SP) 40092W** Each  
*03/1984 Destroy Prev Issues Upon Rec*  
**T/P Advised Return Incomplete-Signature, Improper Forms, Schedules Incomplete (Spanish)**  
Letter advising taxpayer that we have received tax form and need additional information in order to complete action on it. *R:R:E Tax Related Public Use*
- 147 (SC/SP) 40094S** Each  
*04/1981 Destroy Prev Issues Upon Rec*  
**Spanish form letter Notifying taxpayer that only one E.I. Number is permitted (Spanish)**  
Space provided for appropriate salutation. Choice of facsimile hand, or stamped signature, and choice of title to be determined by the Service Center. Region will strip in title, and facsimile signature if one is required. *R:R:E Tax Related Public Use*

## Letters

**153 (SC/SP) 40101W** Each  
*06/1982 Destroy Prev Issues Upon Rec*  
**Claim for Refund, Credit, or Abatement of FICA Tax Incomplete**  
Choice of facsimile, hand or stamped signature and choice of title to be determined by service center. Region will strip in title and facsimile signature if requested. Letter 153 (SC/SP) is the Spanish version of letter 153(SC). It is a request to taxpayer, for additional information to support a request for an adjustment in tax. *D:R:R:E* Tax Related Public Use

**168 (SC/SP) 40104D** Each  
*04/1988 Destroy Prev Issues Upon Rec*  
**Penalty Eliminated or Decreased**  
Letter thanking taxpayer for telling us why return was filed late, or estimated tax was underpaid. Repros issued to EADC. *R:R:Q* Tax Related Public Use

**178 (SC/SP) 40113O** Each  
*05/1988 Destroy Prev Issues Upon Rec*  
**Request for Additional Information Re: Claim Form 843 (Spanish)**  
Letter 178 (SC/SP) requests additional information before processing the claim for the specified tax and period and is the spanish version of Letter 178(SC). (Repro stock at EADC) *R:R:T* Tax Related Public Use

**239 (SC/SP) 40138J** Each  
*01/1982 Destroy Prev Issues Upon Rec*  
**Scrambled SSN Clarification (Spanish)**  
Choice of facsimile, hand or stamped signature and choice of title to be determined by service center. Region will strip in title and facsimile signature if request. Letter 239 (SC/SP) is the spanish version of Letter 239(SC) and ask the taxpayer to complete Form SS-5. *D:R:R:I* Tax Related Public Use

**252 (SC/SP) 61477N** Each  
*04/1984 Destroy Prev Issues Upon Rec*  
**Requesting Verification of Names on Business Tax Returns**  
Space provided for appropriate salutation. Choice of facsimile, hand or stamped signature and choice of title to be determined by service center. Region will strip in title and facsimile signature if requested. *D:R:R:E* Tax Related Public Use

**313 (SC/SP) 40171U** Each  
*04/1982 Destroy Prev Issues Upon Rec*  
**Letter notifying taxpayer of proposed late Federal Tax deposit penalty**  
Letter 313(SC/SP) is the spanish version of letter 313(SC). Space provided for service center's choice of signature. Region will strip in facsimile signature, if requested. The letter is sent to the taxpayer who may not have made Federal Tax deposits in sufficient amounts when due. *D:R:R* Tax Related Public Use

**509 (DO) 40212E** Each  
*10/1989 Destroy Prev Issues Upon Rec*  
**Form Letter - Balance Due Letter After Adjustment**  
Letter to taxpayer requesting balance of tax liability after an adjustment is made. *CP:CO:C* Tax Related Public Use

**525 A (SC) 28389M** Each  
*09/1999 No Previous Issue*  
**30 Day Letter (Test in PSC of Appeals Form 12203)**

This is a 30 day letter to notify taxpayers of the resolution of their case. The taxpayer may offer new information, appeal, or pay the taxes owed. *OP:C:A:C:E* Tax Related Public Use

**531 (DO) 40222A** Each  
*03/1999 Destroy Prev Issues Upon Rec*  
**Notice of Deficiency**

Notice to taxpayer of a deficiency in tax. Commissioner's name should be stripped in by regions before printing. District Director's signature should be stamped in after printing. *OP:EX:CS:M* Tax Related Public Use

**555 (DO) 40234S** Each  
*06/1988 Destroy Prev Issues Upon Rec*  
**Reconsideration After Statutory Notice**  
Letter used to inform taxpayer that information submitted after issuance of statutory notice was not sufficient to change tax liability, or information resulted in supplemental report. *CP:CO:SC:E* Tax Related Public Use

**556 (DO) 40238K** Each  
*09/1984 Destroy Prev Issues Upon Rec*  
**Acknowledgement of Protests, Correspondence and Requests for Interviews**  
Letter used to acknowledge protests, correspondence, and requests for interview or hearing which are received by the District Director. This revision is the result of the one level of appeal announced in the Deputy Commissioner's teletype of August 24, 1978, to be effective October 1, 1978. *CP:CO:SC:E* Tax Related Public Use

**565 (DO) 40241H** Each  
*03/1990 Destroy Prev Issues Upon Rec*  
**Request for Additional Information**  
Letter 565(DO) requests additional information from the taxpayer to enable IRS to complete the examination of his return. *CP:CO:SC:E* Tax Related Public Use

**566 (SC/CG) 27225H** Each  
*03/1999 No Previous Issue*  
**Service Center ICL Letter**  
This letter is sent to taxpayer who are having a particular tax return examined. It is requesting additional documentation from the taxpayer. *OP:C:A:C:E* Tax Related Public Use

**566 F (SC) 29101Q** Each  
*03/2000 No Previous Issue*  
**Initial Contact Letter**  
This letter is sent to a taxpayer, because they claimed the same child or children that some other taxpayer did when applying for the Earned Income Credit. *W:CP:RC:EX* Tax Related Public Use

**569 (DO) 40248G** Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Claim Disallowance Letter**  
This letter advises taxpayer of full or partial disallowance, and how to justify it if they do not agree with the findings. Form letter issued to notify taxpayer of Service determination on their claim for refund. The 9-2000 revision updates the letter to reflect the new Publication 3498, The Examination Process. *OP:EX:CS:SCP* Tax Related Public Use

**570 (DO) 40252O** Each  
*03/1994 Destroy Prev Issues Upon Rec*  
**Examination Report (Claim Allowed in Full)**  
This letter notifies taxpayer that his claim for refund has been allowed. *CP:CO:SC:E* Tax Related Public Use

**590 (DO) 40261Z** Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**No change Letter (Without Complimentary Paragraph)**  
This form was revise to add Social Security and Employer Identification Number. This letter informs taxpayers that IRS has completed their examination of his or her tax return(s) and that no changes are necessary. *OP:EX:CS:SCP* Tax Related Public Use

**621 (DO) 40279F** Each  
*11/1986 Destroy Prev Issues Upon Rec*  
**Selective Response to Request for Prompt Assessment**  
This letter is used in reply to taxpayer's request for Prompt Assessment after it has been determined that the return or returns be accepted without examination or contact with the taxpayer. This letter is now a fillable pdf. *S:C:CP:RC* Tax Related Public Use

**622 (DO) 63336L** Each  
*07/1977 Destroy Prev Issues Upon Rec*  
**Reply to Request for prompt audit**  
To be used in instances where taxpayers other than fiduciaries of estates of decedents and corporations contemplating dissolution request prompt audit. Fillable pdf at [publish.no.irs.gov](http://publish.no.irs.gov). *S:C:CP:RC* Tax Related Public Use

**626 (DO) 40281R** Each  
*06/1977 Destroy Prev Issues Upon Rec*  
**Release Executor of Personal Liability - Estate Tax**  
Letter 626(DO) (6-77) replaces form L-118 (Rev. 10-74). This form revised to clear up language and convert to new numbering system. *OP:EX* Tax Related Public Use

**630 (DO) 40289B** Each  
*10/1977 Destroy Prev Issues Upon Rec*  
**Follow-up on a Tentatively Allowed Credit**  
Revised to cover situation where no evidence of credit or where partial payment received. *OP:EX* Tax Related Public Use

## Letters

**645 (DO)** 40293J Each  
04/1992 Destroy Prev Issues Upon Rec  
**No Change - After Statutory Notice Issued**  
This letter issued to advise a taxpayer that his return has been accepted as filed as a result of additional information submitted after a statutory notice has been issued. This revision is to provide a TP's SSN/EIN. Available and fillable at publish.no.irs.gov. S:C:CP:S:T Tax Related Public Use

**686 (DO)** 40303U Each  
07/2001 Destroy Prev Issues Upon Rec  
**Extension of Time for Certain Actions**  
Letter used in field offices to grant the taxpayer an extension of time to submit information requested for Examination of Tax Return. This letter is has been reinstated 7-2001 and is now a fillable PDF. S:C:CP:PS:EMIS Tax Related Public Use

**691 (DO)** 40305Q Each  
07/1977 No Previous Issue  
**Payment Inquiry Letter**  
This form will be used in situations where a taxpayer contacts the Audit Division after receipt of an examination report and inquires about the method of payment. (Facsimile signature and title required. Each District to determine whose signature to be used for that District. CP:CO:SC:E Tax Related Public Use

**692 (DO)** 40307M Each  
02/2001 Destroy Prev Issues Upon Rec  
**Request for Consideration of Additional Findings**  
Used to reply to taxpayer upon consideration of additional information submitted after issuance of examination report. This revision is the result of changes recommended to improve the collection of advance payments of deficiencies. OP:EX:CS:SCP Tax Related Public Use

**692 (SC/SP)** 28922R Each  
04/2000 No Previous Issue  
**Additional Information (Spanish Version)**  
Letter 692(SP)(SC) is being produced to allow our spanish speaking Taxpayers the opportunity to receive Tax information in their own language. CP:C:A:CP:E@BSC Tax Related Public Use

**693 (DO)** 40310J Each  
07/1987 Destroy Prev Issues Upon Rec  
**Reply to Request for Reconsideration of Assessment**  
Letter used to notify the taxpayer that his/her submitted information is being considered. CP:CO:SC:E Tax Related Public Use

**725 (DO)** 40324X Each  
10/1982 Destroy Prev Issues Upon Rec  
**Meeting Scheduled with Taxpayer**  
This letter describes the meeting's purpose and identifies the specific records the taxpayer is to bring to the meeting. This letter can be electronically generated from the ICS system. CP:CO:C:FP Tax Related Public Use

**728 (DO)** 10738B Each  
05/1999 No Previous Issue  
**accounts outstanding - payment request**  
This letter can be generated using the Integrated Collection System. This letter supports the Delinquent Return Investigation Program. OP:CO:C:FP Tax Related Public Use

**729 (DO)** 40327E Each  
09/1986 Destroy Prev Issues Upon Rec  
**Requesting Delinquent Return**  
Letter sent to T/P prior to issuing a Courtesy Investigation. This letter can be generated from the ICS system. CP:CO:C:FP Tax Related Public Use

**751 (DO)** 40330B Each  
11/1989 Destroy Prev Issues Upon Rec  
**Additional Information RE: Corporation**  
Used to request current name and address of corporate taxpayer, date of incorporation, names and addresses of registered agent, whether or not the franchise has been revoked and any other information that is relevant to a proper disposition of a TDA. CP:CO Tax Related Public Use

**894 (RO)** 40356H Each  
03/1999 Destroy Prev Issues Upon Rec  
**Notice of Deficiency**  
Letter 894(RO) is used to notify the taxpayer and his representatives of deficiencies in his income tax as required by law. Replaces Letter 893 (RO). A handwritten signature is required. C:AP:FS Tax Related Public Use

**895 (DO)** 40357S Each  
05/1992 Destroy Prev Issues Upon Rec  
**Notice of Deficiency**  
Notice to taxpayer of a deficiency in tax. Commissioner's name and issuing official's signatures should not be stripped in by regions before printing but should be affixed when letter is being prepared for issuance. See IRM 4463.3 for signing instructions. In this revision a paragraph has been added to explain possible additional interest per IRC 6621(c) S:C:CP:RC:F Tax Related Public Use

**896 (DO)** 40358D Each  
05/1992 Destroy Prev Issues Upon Rec  
**Notice of Deficiency**  
Notice to taxpayer of a deficiency in tax. Commissioner's name and issuing official's signatures should not be stripped in by regions before printing but should be affixed when letter is being prepared for issuance. See IRM 4463.3 for signing instructions. This revision is because a paragraph has been added to explain possible additional interest per IRC 6621(c) CP:EX Tax Related Public Use

**897 (DO)** 40359O Each  
05/1981 Use/Issue Prev Issue First  
**Claim Invitation Letter**  
Taxpayer is notified that our preliminary review of his return shows he may have paid more tax than he owes. It is suggested to the taxpayer that he file a claim on Form 843 by the date shown on the letter. Supports the Exam-Excise tax program. CP:EX:ST:E Tax Related Public Use

**898 (DO)** 40345A Each  
04/1980 Destroy Prev Rev. Immediately  
**15-30 Day Letter-Statement of Proposed Adjustments**  
This letter informs the taxpayer that an adjustment of his tax liability may be necessary. The taxpayer is informed what to do if he does accept or does not accept our findings. The revision is made to include minor language changes. This letter supports the Examination-Excise Tax Program CP:EX:ST:E Tax Related Public Use

**900 (RO)** 62219P Each  
07/1985 Destroy Prev Issues Upon Rec  
**Letter-Statutory Notice**  
Letter notifies taxpayer of a deficiency determination for an estate and gift tax case. Simplified procedures provided by the Tax Court may be used if the disputed amount is not more than \$10,000 in any one year. 19. A handwritten signature is required. C:AP:PT Tax Related Public Use

**902 (DO)** 61976H Each  
06/1986 Destroy Prev Issues Upon Rec  
**Notice of Deficiency**  
Notice to taxpayer of a deficiency in tax. Commissioner's name and issuing official's signatures should not be stripped in by regions before printing but should be affixed when letter is being prepared for issuance. See IRM 4463.3 for signing instructions. EX:Q:Q Tax Related Public Use

**903 (DO)** 10737Q Each  
06/1997 No Previous Issue  
**letter to employer who has not complied with the law to deposit social security ...**  
Letter 903 explains more fully the alternatives that can be taken if the taxpayer does not comply. It also further emphasizes the seriousness of noncompliance. A handwritten signature is required. CP:CO:C:FP Tax Related Public Use

**905 (DO)** 11011N Each  
07/1977 No Previous Issue  
**Letter Notifying Taxpayer of Partial Refund Claim Disallowance**  
This is a form letter used if a certified notice of disallowance is to be issued to a taxpayer. CP:EX:LS:SCP Tax Related Public Use

**906 (DO)** 14978B Each  
06/2000 Destroy Prev Issues Upon Rec  
**Certified Claim Disallowance Letter**  
This letter explains an examination claim disallowance. OP:EX:CS Tax Related Public Use

**907** 30915W Each  
08/2000 Destroy Prev Issues Upon Rec  
**Request to Extend Statute(EO)**  
Letter 907 is sent to request the taxpayers consent to extend the statute of limitation period. This letter is for Exempt Organization use only. T:EO:E:PR:P Tax Related Public Use

## Letters

**907 (DO)** 12650C Each  
02/2000 Destroy Prev Issues Upon Rec  
**Request to Extend Statute**  
Letter 907 is used as a cover letter when requesting a consent. This letter must be sent with all consents.  
OP:EX:CS:SCP Tax Related Public Use

**909 (DO)** 63552N Each  
06/1986 Destroy Prev Issues Upon Rec  
**Inquiry as to How Valuation of Corporation Stock was Determined**  
Letter to estate or donor asking for specific information on how valuation of corporate stock was determined, reported on estate, gift tax return. OP:EX:E:D Tax Related Public Use

**910 (DO)** 63537Y Each  
06/1986 Destroy Prev Issues Upon Rec  
**Letter to Secure Information Regarding Valuation of Partnership**  
Letter is used to request information to help determine if the valuation of the partnership interest reported is acceptable. Supports the Exam Estate Tax Program  
CP:EX:ST:E&G Tax Related Public Use

**913 (RO)** 15858S Each  
09/1995 Destroy Prev Issues Upon Rec  
**Closing Letter - Agreed Cases**  
This Form Letter is used to notify a taxpayer that their case is being closed. A handwritten signature is required. C:AP:FS General Admin Public Use

**914 (RO)** 21855T Each  
09/1995 Destroy Prev Issues Upon Rec  
**Closing Letter - Agreed Cases**  
This Form Letter is used to notify a taxpayer that their case is being closed. A handwritten signature is required. C:AP:FS Tax Related Public Use

**915 (DO)** 62712V Each  
09/2000 Destroy Prev Issues Upon Rec  
**Letter to Transmit Examination Report**  
This letter explains adjustments in amount of tax. This revision reflects change in excess penalty amount as reflected in IRM Code Section 6673(a)(1)(c). The 4-2000 revision adds language requiring both signatures to indicate agreement for joint returns. The 9-2000 revision updates to reflect the New Publication 3498, The Examination Process. OP:EX:CS:SCP Tax Related Public Use

**915 B (DO)** 12052S Each  
12/1994 No Previous Issue  
**30-Day Bankruptcy letter**  
This letter is needed to provide specific information which would not violate the automatic stay when a taxpayer is in bankruptcy. CP:EX:CS:MI Tax Related Public Use

**916 (DO)** 62367A Each  
04/1999 Destroy Prev Issues Upon Rec  
**No Consideration of Claim**  
This letter is used to tell taxpayer why their claim for a refund has been denied, and how to further pursue the matter.  
CP:EX Tax Related Public Use

**917 (DO)** 61979O Each  
07/1977 Destroy Prev Issues Upon Rec  
**Reply to taxpayers Request for Reconsideration of Claim**  
Letter 917 (DO) notifies the taxpayer that we have received his request for reconsideration of his claim and that we cannot take further action on it for the reason give.  
CP:EX Tax Related Public Use

**921 (DO)** 40364H Each  
04/1999 Destroy Prev Issues Upon Rec  
**Form Letter - Report Transmittal Unagreed Case, Partnership, Fiduciary, & Small Business Corporation**  
This form letter is used to transmit unagreed cases by Examination. The Restructuring Act, Section 3504 requires explanation of entire Exam process on any first audit report. OP:EX:CS:M Tax Related Public Use

**922 (DO)** 40365S Each  
01/1979 Destroy Prev Issues Upon Rec  
**Combination Examination/Report Transmittal Letter**  
This transmittal letter is used by the District Office to notify the taxpayer of the examination report which shows adjustments agreed to for estate tax cases. Supports the Examination Estate and Gift Tax Program  
CP:EX:ST:E&G Tax Related Public Use

**923 (DO)** 40366D Each  
04/1999 Destroy Prev Issues Upon Rec  
**Letter Extending Time to File Protest**  
Taxpayer is notified that the 30-day period has elapsed for filing a protest to the tax adjustment proposed by our examiner. The 05-92 revision has not been ok'd continue to use previous issue. CP:EX Tax Related Public Use

**924 (DO)** 40367O Each  
01/1979 Destroy Prev Issues Upon Rec  
**No Consideration Letter on Abatement Claim-Excise and Employment Taxes**  
Letter informs taxpayer(s) of reason(s) why abatement claim was disallowed and tax was assessed. This revision also reflects new appeals procedure. Supports the Examination Employment Tax Program.  
CP:EX:ST:ET Tax Related Public Use

**925 (DO)** 40368Z Each  
07/1977 Use/Issue Prev Issue First  
**Notification that Letter Requesting Prompt Assessment of Income Tax has been received**  
Facsimile signature of District Director required. Fiduciary informed that (1) our file contains no returns for decedent that would be subject to prompt assessment, or (2) we have no record of receiving the returns referred to. CP:EX Tax Related Public Use

**928** 30757A Each  
08/2000 Destroy Prev Issues Upon Rec  
**Request to Extend Statute(EO)**  
Letter 928 is sent as a follow-up to Letter 907 requesting return of executed consent. Letter 928 will be programmed for inclusion into System 990 DOS and ROSWorkenters. This letter is for Exempt Organization use only. T:EO:E Tax Related Public Use

**928 (DO)** 40371W Each  
08/1987 Destroy Prev Issues Upon Rec  
**Follow-up Letter to Form Letter 907(DO) Requesting Return of Executed Consent**  
This is a follow-up letter to Letter 907 (DO).  
CP:CO:SC:E Tax Related Public Use

**929** 30759W Each  
08/2000 Destroy Prev Issues Upon Rec  
**Transmittal to Taxpayer of Copy of Signed Consent Forms(EO)**  
Letter 929 is sent as a transmittal letter to provide the taxpayer with a copy of signed consent forms. This letter is for Exempt Organization use only. T:EO:E:PR:P Tax Related Public Use

**929 (DO)** 40373S Each  
07/1977 Destroy Prev Issues Upon Rec  
**Transmittal to Taxpayer of Copy of Signed Consent Forms (872 or 872-G)**  
Enclosed with Letter 929 (DO) (7/77) is a copy of the indicated consent form for the taxpayers records. CP:EX Tax Related Public Use

**930 (DO)** 40376Z Each  
08/1984 Destroy Prev Issues Upon Rec  
**Form Letter advising Taxpayer there is not Liability for Tax Indicated**  
This letter will be used by Examination and Collection personnel during an examination of a Federal tax return which results in the taxpayer not being liable for the stated tax. Supports the Examination Excise Tax Program. CP:EX:ST:E Tax Related Public Use

**937** 30760X Each  
08/2000 Destroy Prev Issues Upon Rec  
**Transmittal Letter For Power of Attorney**  
Letter 937 transmits copies of correspondence addressed to taxpayers to representatives when a Power of Attorney is on file. T:EO:E Tax Related Public Use

**937 (DO)** 40383O Each  
11/1992 Destroy Prev Issues Upon Rec  
**Transmittal Letter for Power of Attorney**  
Letter transmitting to representative a copy of correspondence addressed to taxpayer when Power of Attorney is on file. Revised in accordance with recommended changes from Notice Clarity. (i.e., K 937(DO) CG(Rev. 9-92) CP:EX Tax Related Public Use

## Letters

- 939 (DO)** 26861V Each  
12/1999 No Previous Issue  
**Reopening Letter**  
This letter is used to notify the taxpayer of the examination of their books and records. Information that has been developed since the last examination may affect their tax liability. *OP:EX:CS:AP* Tax Related Public Use
- 941 (DO)** 62467B Each  
11/1989 Destroy Prev Issues Upon Rec  
**Letter, Returns Remittance to Taxpayer**  
Letter 941(DO) is used by District Offices to return an unacceptable or unnecessary remittance to taxpayers. It is being revised to incorporate recommendations of the correspondence study. *CP:CO:C:FP* Tax Related Public Use
- 950 (DO)** 40390D Each  
09/2000 Destroy Prev Issues Upon Rec  
**30 Day Letter-Straight Deficiency or Over-Assessment Type 1 Conference Case**  
This letter is sent on unagreed field examination cases for changes in procedural rules for filing written protests. This letter is used for various types of tax, some of which (employment excise) are not under Tax Court jurisdiction. The 4-2000 revision adds language requiring both signatures to indicate agreement for joint returns. The 9-2000 revision updates this letter to reflect the new Publication 3498, The Examination Process. *OP:EX:CS:SCP* Tax Related Public Use
- 950 B (DO)** 12053D Each  
09/2000 Destroy Prev Issues Upon Rec  
**30-Day Bankruptcy Letter**  
This letter is needed to provide specific information which would not violate the automatic stay when a taxpayer is in bankruptcy. This letter is used to transmit unagreed examination reports. The 4-2000 revision adds language requiring both signatures to indicate agreement for joint returns. The 9-2000 revision updates the letter to reflect the new Publication 3498, The Examination Process. *OP:EX:CS:SCP* Tax Related Public Use
- 955 (DO)** 40392Z Each  
08/1989 Destroy Prev Issues Upon Rec  
**30 Day Letter - Straight Deficiencies of Both Deficiencies and Overpayments**  
Type I Conference Cases - Income, Estate and Gift Tax. *CP:EX* Tax Related Public Use
- 962 (DO)** 40396R Each  
04/1999 Destroy Prev Issues Upon Rec  
**Thirty-Day Letter (Fiduciary)**  
Used to notify the taxpayer after examination of fiduciary tax returns of belief that an adjustment of tax liability is necessary and informs the taxpayer of options available. This revision is the result of the one level of appeal announced in the Deputy Commissioner's teletype of August 24, 1978, to be effective October 1, 1978. Protest procedures outlined in the third paragraph are changed in accordance with tax law IRC #601.105(d). Remaining text is identical to that in the previous L-962. *CP:EX* Tax Related Public Use
- 964 (DO)** 40397C Each  
07/2000 Destroy Prev Issues Upon Rec  
**Income Tax Filing Requirements**  
This letter is used in the returns compliance program for individual income tax. This letter has been revised to reflect RRA'98 and use in nonfiler strategy. *OP:EX:CS* Tax Related Public Use
- 965 (RO)** 17052Q Each  
07/1993 Destroy Prev Issues Upon Rec  
**Conference Letter Nondocketed Case**  
To inform the taxpayer that an informal Conference has been scheduled as per their request. Also, what they should do if they plan to introduce new evidence, or be represented. This revision updates letter and changes "hearing" to "conference". A handwritten signature is required. *C:AP:FS* Tax Related Public Use
- 966 (RO)** 61981A Each  
07/1993 Destroy Prev Issues Upon Rec  
**Conference Letter Nondocketed Case**  
Notifies taxpayers of scheduled conference date on tax cases used by circuit riding conferees for cases in cities where there is not an Appeals Office. This revision updates letter and changes word "hearing" to "conference". A handwritten signature is required. *C:AP:FS* Tax Related Public Use
- 967 (RO)** 40400O Each  
07/1993 Destroy Prev Issues Upon Rec  
**Letter Transmitting Consent Extending Period of Limitation**  
This letter is mailed to taxpayers with consent form to sign. This revision updates letter to reflect current changes. A handwritten signature is required. *C:AP:FS* Tax Related Public Use
- 968 (RO)** 40401Z Each  
09/1979 Destroy Prev Issues Upon Rec  
**Letter Transmitting Executed Copy of Consent to Taxpayer**  
This letter is used to return copies of consents to taxpayers after acceptance for the Commissioner. This letter is typed the same time as Letter 967(RO). This Revision reflects current editorial changes. Handwritten signature is required. *C:AP:FS* Tax Related Public Use
- 969 (RO)** 40402K Each  
07/1982 Destroy Prev Issues Upon Rec  
**Letter Transmitting Agreement Form Non-Docketed Case**  
Used to send agreement form to taxpayer or his representative for signature. A handwritten signature is required. *C:AP:PT* Tax Related Public Use
- 970 (RO)** 40403V Each  
09/1982 No Previous Issue  
**Form Letter - Conference Invitation Docketed Case**  
Letter offers taxpayer a hearing to discuss the possibility of settling docketed case without trial. Letter 970(RO) reinstated with 9/82 revision and to be used instead of 970-A (RO) now obsolete. A handwritten signature is required. *C:AP:PT* Tax Related Public Use
- 971 (RO)** 40405R Each  
07/1993 Destroy Prev Rev. Immediately  
**Letter Advising No Settlement Reached - Docketed Case**  
This letter is used to notify a petitioner that no settlement has been reached and that the case has been referred to Counsel for trial preparation. Letter 971-A (RO) (Rev. 12-80) has been obsolete and Letter 971 (RO) (Rev. 7-93) should be used in its place. A handwritten signature is required. *C:AP:FS* Tax Related Public Use
- 972 (RO)** 63060I Each  
11/1985 Destroy Prev Issues Upon Rec  
**Letter Informing Taxpayer Their Case Has Been Referred to Appeals Office**  
This letter acknowledges receipt of taxpayers request for a conference and informs them that a mutually satisfactory conference date can be arranged. A handwritten signature is required. *C:AP:PT* Tax Related Public Use
- 977 (DO)** 40411V Each  
10/1984 Destroy Prev Issues Upon Rec  
**Questionnaire on Alimony & for Exemptions**  
Letter 977(DO) is a letter to a third party to determine whether or not a dependency claim is shown on another person's return. *CP:EX* Tax Related Public Use
- 978 (DO)** 40412G Each  
02/1987 Destroy Prev Issues Upon Rec  
**Notice of Inadequate Records**  
Letter serving as inadequate records notice which includes description of exact records required and penalties for failure to keep records. *CP:EX* Tax Related Public Use
- 979 (DO)** 40413R Each  
02/1987 Destroy Prev Issues Upon Rec  
**Inadequate Record Notice**  
Letter serving as inadequate records notice, requesting follow-up statement of corrective action from taxpayer within 6 months. *CP:EX* Tax Related Public Use



## Letters

**980 (DO)** 40414C Each  
11/1989 Destroy Prev Issues Upon Rec  
**Notice of Levy Against Insurance Cash Loan Value**

Letter 980 (DO) is mailed to insurance companies as a follow up to a levy on the cash loan value of a taxpayer's life insurance policy. A handwritten signature is required. CP:CO:C:FP Tax Related Public Use

**987 (DO)** 40421R Each  
07/2001 Destroy Prev Issues Upon Rec  
**Notification Letter - Agreed Income Tax Change Cases**

Letter notifying taxpayer that revenue agent's report on income tax audit changes has been reviewed and accepted. This revision was made to include TP's SSN/EIN. S:C:CP:PS:EMIS Tax Related Public Use

**992 (DO)** 40427F Each  
08/1997 Destroy Prev Issues Upon Rec  
**No-Change Letter**

Form letter used to inform the taxpayer that recent examination of returns have been accepted as filed. CP:EX:CS Tax Related Public Use

**1001 (DO)** 40436Q Each  
07/1977 Destroy Prev Issues Upon Rec  
**Motor Vehicle Registration Information**

Used by RO's to secure third party information to locate, verify title or place a valuation on taxpayer equity in motor vehicles. CP:CO:C:FP General Admin Public Use

**1002 (DO)** 40437B Each  
07/1991 Destroy Prev Issues Upon Rec  
**Notification Letter Agreed Audit Changes**

This form is issued to the taxpayer after administrative action by Audit on agreed change cases involving partnerships, fiduciaries, and small business corporations. This form has been reinstated with Revision date (Rev. 07-91) Supports general examination programs. CP:EX:CS:WMS Tax Related Public Use

**1004 (DO)** 40438M Each  
07/1977 Destroy Prev Issues Upon Rec  
**Transmittal of Proof of Claim to Taxpayer**

This letter is used to retransmit copy of proof of claim filed in judicial proceedings when immediate or jeopardy assessment is included. CP:CO:C:SP Tax Related Public Use

**1005 (DO)** 40439X Each  
05/1992 Destroy Prev Issues Upon Rec  
**Deficiency Letter in Bankruptcy & Receivership Cases**

This letter is used in cases involving proceedings under the Bankruptcy Act or other type of proceedings under State Laws involving debtors and decedents. Signed by District Director, name of Commissioner is typed or stamped. For this revision paragraphs have been eliminated and wording has been changed for clarity. CP:EX Tax Related Public Use

**1008 (DO)** 40442U Each  
06/1984 Destroy Prev Issues Upon Rec  
**Appointment Letter After Notice of Deficiency**

This letter is used to schedule appointments after Notice of Deficiency. CP:EX Tax Related Public Use

**1010 (DO)** 40444Q Each  
07/1977 Destroy Prev Issues Upon Rec  
**Informants' Claim Rejection Letter**

This letter is used to reject informants' claim for reward giving specific reasons for our decision. Letter revised to provide more meaningful information to the informant and, therefore, reduce the amount of additional correspondence necessitated by using the previous revision. CP:EX General Admin Public Use

**1014 (DO)** 40447X Each  
07/1977 No Previous Issue  
**Letter to Taxpayer Advising him of the reasons for Suspended Action on his tax Return Examination**

Letter advising taxpayer of suspended action on return. CP:EX Tax Related Public Use

**1020 (DO)** 40453B Each  
04/1999 Destroy Prev Issues Upon Rec  
**Correspondence and Interview Examination**

Letter advising taxpayer of status of the examination, or necessary action needed to complete examination. CP:EX Tax Related Public Use

**1022 (DO)** 40456I Each  
05/1992 No Previous Issue  
**Inadequate Records Notice Follow-up**

This form letter is needed to follow-up inadequate records notices in the field. CP:EX Tax Related Public Use

**1024 (DO)** 40458E Each  
07/1989 Destroy Prev Issues Upon Rec  
**Letter 1024 (DO)**

This letter is to notify taxpayers that their returns, after further consideration, were accepted as filed. CP:EX:CS:SCP Tax Related Public Use

**1025 (DO)** 64410Q Each  
11/1989 Destroy Prev Issues Upon Rec  
**Letter of Protest**

Letter 1025 is sent to Protesting Taxpayer so it can be completed as indicated. The signature of only one spouse does not make a protest inadequate therefore the block to request both signatures is deleted. Remaining text is identical to that in the previous L-1025. CP:EX Tax Related Public Use

**1029 (DO)** 12496Y Each  
08/1990 Destroy Prev Issues Upon Rec  
**Letter requesting information on a property lien**

Letter can be generated by the Integrated Collection System. This letter is used to support the Seizure and Sale program. CP:CO:C:FP Tax Related Public Use

**1031 (DO)** 40466E Each  
03/1986 Destroy Prev Issues Upon Rec  
**Third Party Inquiry - Alimony**

Letter is to be used to request information for a third party regarding the receipt of alimony. CP:EX Tax Related Public Use

**1038 (DO)** 40470M Each  
01/1985 Destroy Prev Issues Upon Rec  
**Response to Inquiries About Release of Federal Tax Lien**

This letter responds to inquiries concerning release of notices of Federal tax lien when the person has established a proper interest. CP:CO Tax Related Public Use

**1039 (DO)** 40472I Each  
05/1992 Destroy Prev Issues Upon Rec  
**Extension Granted to Replace**

**Unvoluntarily Converted Property**

This letter is used to notify the taxpayer that he has been granted an extension of time to replace involuntarily converted property. Revised to clarify the form so that taxpayers will not misconstrue the granting of an extension as qualification of the involuntary conversion under IRC Article 1033. More explicit instructions to the taxpayer may allow for fewer follow-up by the Internal Revenue Service. This revision was written to provide clearer instructions to the taxpayers. CP:EX Tax Related Public Use

**1040 (DO)** 62420S Each  
07/1999 Destroy Prev Issues Upon Rec  
**Letter Requesting Creditor to verify information supplied by Taxpayer**

Request is made under the authority of section 7602 of the IRC. Can be generated as part of the ICS system. Also request form 12470, which is also authority under section 7602 of the IRC. OP:CO:C:FP Tax Related Public Use

**1052 (DO)** 40483P Each  
10/2001 Destroy Prev Issues Upon Rec  
**Notification of Possible IRS Check to Verify Maintenance of Required Records and Filing Reports**

This letter apprises the taxpayer of the Financial Recordkeeping and Currency and Foreign Transactions Reporting Act of 1970. It also lists the categories of taxpayers under IRS jurisdiction with respect to the administrative provisions of the regulations. S:C:CP:RC:F Tax Related Public Use

**1057 (DO)** 40487H Each  
01/1978 Destroy Prev Issues Upon Rec  
**Form Letter Requesting Form 940 and Other Delinquent Form(s)**

Letter to employer requesting information regarding Form 940. Choice of facsimile, hand, or stamped signature and title to be determined by the District. CP:CO Tax Related Public Use

## Letters

- 1058 (DO) 40488S** Each  
*01/1999 Destroy Prev Issues Upon Rec*  
**Form Letter-Final Notice Reply Within 30 Days**  
Letter 1058(DO) is mailed to taxpayer by certified mail to notify them of their unpaid taxes and that the Service intends to levy to collect the amount owed, if it is not paid within 30 days. This letter is required by IRC 6331 before we levy, unless collection is in jeopardy. Will be generated as part of the ICS system. *OP:CO:C:FP* Tax Related Public Use
- 1055 (DO) (C) 61096Q** Each  
*01/1991 Destroy Prev Issues Upon Rec*  
**30-Day Letter Proposed 6020 (B) Assessment**  
Notifies a taxpayer of a proposed 6020(B) assessment, and is a continuous version of Letter 1085(SC). *CP:CO:C:FP* Tax Related Public Use
- 1085 (DO) 40505S** Each  
*04/1988 Destroy Prev Issues Upon Rec*  
**30 Day Letter Proposed 6020(b) Assessment**  
This letter notifies a taxpayer of a proposed 6020(b) employment tax assessment and is sent to taxpayers required to file Forms 940 and 941. *CP:CO:I:FP* Tax Related Public Use
- 1095 (RO) 40516Z** Each  
*09/1982 Destroy Prev Issues Upon Rec*  
**Conference Invitation Letter**  
Offers taxpayer a hearing to explore possibility of settling docketed case without a trial. Supersedes Letter 1095(RO) (Rev. 09/78) and Letter 1095-A(RO) (Rev. 12/80) which is now obsolete. A handwritten signature is required. *C:AP:PT* Tax Related Public Use
- 1096 (DO) 23207X** Each  
*07/1977 No Previous Issue*  
**Follow-up to Form 668-W**  
This letter is used to support the balance due account program. *CP:CO:C:FP* Tax Related Public Use
- 1112 (DO) 40525K** Each  
*07/1999 Destroy Prev Issues Upon Rec*  
**Title 31 Violation Notification Letter**  
Letter advising taxpayer that our inspection of records shows violations of financial recordkeeping and reporting requirements of Public Law 91-508 and its regulations, giving 30 days in which to respond to letter. *S:C:CP:RC:F* Tax Related Public Use
- 1120 (DO) 40526V** Each  
*03/1977 No Previous Issue*  
**No Change Letter - Preparer's Penalty**  
The Taxpayer is informed that the preparer's penalties, under section 6694 and 6695 of the Internal Revenue Code, do not apply to the preparation of the tax return. *CP:EX:CS:SCP* Tax Related Public Use
- 1125 (DO) 13620Y** Each  
*04/1999 Destroy Prev Issues Upon Rec*  
**Transmittal of Examination Report**  
To inform preparer about proposed penalty, and transmitting a waiver form and instructions. Supports an Exam preparer penalty. *CP:EX:CS:SCP* Tax Related Public Use
- 1130 (DO) 40530D** Each  
*10/1989 Destroy Prev Issues Upon Rec*  
**Contact Letter for TCMP Returns**  
This is a contact letter for office examination returns in Phase III, Cycle 6 (Individual Returns) or TCMP. This letter is revised so that it can be used by office audit concerning the examination of all tax returns. *CP:EX:CS:SCP* Tax Related Public Use
- 1153 (DO) 40545C** Each  
*03/1993 Destroy Prev Issues Upon Rec*  
**10-Day Notification Letter, 100% Penalty Proposed Against Filer for Corporation**  
This letter requests the filer to return Part 1 of the enclosed Form 2751, Proposed Assessment of 100% Penalty, if the assessment is agreed to; otherwise, IRS is to be contacted within 30 days. This revision was needed due to 100 % penalty name change mandated by executive task force on 100 % penalty. Change was approved by the executive committee in 1/21/93. This letter can be generated by the Automated Trust Fund Recovery Penalty Program. *CP:CO:C:FP* Tax Related Public Use
- 1154 (DO) 40547Y** Each  
*03/1993 No Previous Issue*  
**Notice of Protest of Trust Fund Recovery Penalty to be Forwarded to Appeals**  
Letter 1154 DO is used to notify taxpayer that protest was received, considered, and found inadequate, and is being forwarded to Appeals. NOTE: Letter reinstated with a 4-89 Rev. date. The revision to incorporate name change of 100-percent penalty was mandated by executive task force on 100-percent penalty and was approved by the executive committee on 1/21/93 but was never executed. *CO:O:SP* Tax Related Public Use
- 1155 (DO) 40551G** Each  
*03/1993 Destroy Prev Issues Upon Rec*  
**Notice of Agreed Trust Fund Recovery Penalty**  
This letter confirms the taxpayers agreement of penalty assessment and advises the taxpayer of billing soon. Revision to incorporate name change of 100-percent penalty. Change was mandated by executive task force on 100-percent penalty and approved by executive committee on 01-21-93. This letter supports the Balance Due Accounts Program. *CP:CO:C:FP* Tax Related Public Use
- 1156 (DO) 40553C** Each  
*07/1981 Destroy Prev Issues Upon Rec*  
**Letter to Transmit "Change, No-Change" Office Audit Examination Result**  
Letter 1156 is used on Examinations that Resulted in Adjustments, but no change to the reported tax liability. *CP:EX:E* Tax Related Public Use
- 1175 (DO) 40565U** Each  
*12/1990 Destroy Prev Issues Upon Rec*  
**Form Letter and Request for Deferment of Collection of Income Tax**  
Letter is used when taxpayer, in response to a request for payment of tax, indicates he is in Military Service and requests an extension of time for payment under a Military deferment. *CP:CO* Tax Related Public Use
- 1176 (SC) 40566F** Each  
*03/1988 Destroy Prev Issues Upon Rec*  
**Requesting Additional Information From Exempt Organizations.**  
This letter advises the filer that a \$10 a day penalty will be charged unless and explanation of reasonable cause and the requested forms are returned within 30 days of date of the letter. NOTE: Repros not issued to ANSC, MSC, and OSC. *T:R:R:R* Tax Related Public Use
- 1195 (DO) 40586X** Each  
*03/1978 No Previous Issue*  
**Acceptance Letter - Agreed Preparer Penalty Case**  
Used to notify return preparer that penalties apply in agreed case examined. Facsimile, hand or stamped signature to be determined by the District. *CP:EX:CS:SCP* Tax Related Public Use
- 1204 (DO) 40592B** Each  
*06/1978 No Previous Issue*  
**No-Change Letter - Amendment**  
This form letter relays to the taxpayer the fact of our no-change examination and the employer's agreement to amend. The 06/78 date is correct. Choice of facsimile, hand, or stamped signature to be determined by the district. *CP:E:EP* Tax Related Public Use
- 1216 (DO) 40601B** Each  
*10/1989 Destroy Prev Issues Upon Rec*  
**Contact Letter for TCMP Corporation**  
This is a notification letter of appointment for TCMP returns which are randomly selected. This letter is revised so that it can be used by Field Audit concerning the examination of all tax returns. *CP:EX:CS:CIA* Tax Related Public Use
- 1220 (RO) 40602M** Each  
*11/1986 Destroy Prev Issues Upon Rec*  
**Letter Sending Stipulation to Taxpayer for Signature/Docketed Case**  
Letter sending proposed stipulation - decision to taxpayer for review and return. A handwritten signature is required. *C:AP:PT* Tax Related Public Use
- 1277 (RO) 40626W** Each  
*06/1980 Destroy Prev Issues Upon Rec*  
**Penalty Appeal Decision Letter**  
This letter informs taxpayer that his/her request for penalty adjustment is either partially accepted or fully denied. Letter may be used on both prepayment and postpayment cases. A handwritten signature is required. *C:AP:PT* Tax Related Public Use

## Letters

**1278 (RO)** 40627H Each  
02/1979 No Previous Issue

### Penalty Appeal Abatement Letter

This new letter notifies the taxpayer that his/her penalty abatement request has been accepted and his/her account will be adjusted as a result of the decision to abate the penalty. A handwritten signature is required. C:AP Tax Related Public Use

**1285** 22476C Each  
06/2000 Destroy Prev Issues Upon Rec

### Taxpayer Advocate Service Closing Letter

This letter is sent to taxpayers from Taxpayer Advocate Service(TAS)to inform them that TAS has handled their case and states the action taken to resolve the problem. This letter also closes out the TAS action. This letter should be signed by the Taxpayer Advocate Service (TAS).This letter does not have a suffix designation and is for servicewide use. C:TA Tax Related Public Use

**1289 (DO)** 62322N Each  
10/1984 Destroy Prev Issues Upon Rec

### Follow-up Appointment Letter

Letter used as a follow-up to Letter 890(DO). CP:EX Tax Related Public Use

**1342 (RO)** 40660S Each  
10/1995 Destroy Prev Issues Upon Rec

### Denial Letter for IRC 6694(a) Preparer penalties

This letter informs the tax return preparer that his/her appeal is denied, and states what recourse is open to him/her. A handwritten signature is required. C:AP:FS Tax Related Public Use

**1343** 30762T Each  
08/2000 Destroy Prev Issues Upon Rec

### Transmittal Letter - Form 872-A (EO)

Letter 1343 transmits signed copy of Form 872-A to taxpayer and explains its use and options. This letter is for Exempt Organization use only. T:EO:E:PR:P Tax Related Public Use

**1343 (DO)** 40661D Each  
10/1979 No Previous Issue

### Transmittal Letter - Form 872-A

This new letter transmits form 872-A "Special Consent to Extend the Time to Assess Tax" to taxpayer and explains its use and options. CP:EX Tax Related Public Use

**1344 (DO)** 40662O Each  
10/1979 No Previous Issue

### Transmittal Letter - Form 872-T

This new letter transmit form 872-T "Notice of Termination of Special Consent to Extend the Time to Assess Tax," to taxpayer and explains its use and options. CP:EX Tax Related Public Use

**1346 (DO)** 40663Z Each  
08/1991 Destroy Prev Issues Upon Rec

### Examination Confirmation Letter and Examination Requirements.

Form used to notify taxpayers of scheduled appointments and indicate items that should be available when the examination is conducted. CP:E:EP Tax Related Public Use

**1363 (RO)** 40674G Each  
09/1991 Destroy Prev Issues Upon Rec

### Notification of Partial Claim Disallowance

This letter informs taxpayer that only part of his/her claim for refund has been allowed. An explanation of the taxpayer's appeal rights and relating procedures is also included. A handwritten signature is required. C:AP:FS Tax Related Public Use

**1364 (RO)** 40675R Each  
09/1991 Destroy Prev Issues Upon Rec

### Notification of Full Claim Disallowance

This letter informs taxpayer his/her claim for an adjustment, to his/her tax has been disallowed in full. The appeals procedures open to the taxpayer are briefly explained. A handwritten signature is required. C:AP:FS Tax Related Public Use

**1365 (RO)** 40676C Each  
04/1984 Destroy Prev Issues Upon Rec

### Letter-Determination of IRC 501(c)(3) Exemption

This new letter notifies an organization of a favorable IRC 501(c)(3) determination by Appeals and informs it that its file is being returned to the key district for its foundation classification. Handwritten signature required. Title to be determined by using office. C:AP:FS Tax Related Public Use

**1366 (RO)** 40678Y Each  
04/1984 Destroy Prev Issues Upon Rec

### Letter-Favorable Exemption Determination other than Under IRC 501(c)(3) & 521

This new letter notifies an organization of a favorable exemption determination by appeals other than under IRC (c)(3) and 521. Handwritten signature required. Title to be determined by using office. C:AP:PT Tax Related Public Use

**1367 (RO)** 40679J Each  
04/1984 Destroy Prev Issues Upon Rec

### Letter-Favorable IRC 521 Determination

This new letter notifies an organization of a favorable IRC 521 determination by Appeals Division. Handwritten signature required. Title to be determined by using office. C:AP:PT Tax Related Public Use

**1368 (RO)** 40680K Each  
04/1984 Destroy Prev Issues Upon Rec

### Letter-Definitive Determination that an Organization is not a Private Foundation

This new letter notifies an IRC 501(c)(3) organization of an Appeals determination that it is not a private foundation. Handwritten signature required. Title to be determined by using office. C:AP:PT Tax Related Public Use

**1369 (RO)** 40681V Each  
04/1984 Destroy Prev Issues Upon Rec

### Letter-Determination that an Organization is not a Private Foundation

This letter provides an IRC 501(c)(3) organization with an advance determination by Appeals that it will be treated as a publicly supported organization during an advance ruling period. Handwritten signature required. Title to be determined by using office. C:AP:FS Tax Related Public Use

**1370 (RO)** 40682G Each  
01/1980 No Previous Issue

### Notification By Appeals on various EO Matters

This letter provides taxpayer with a notification of an Appeals decision on certain exempt organization issues. Handwritten signature required. Title to be determined by using office. C:AP:FS Tax Related Public Use

**1371 (RO)** 40683R Each  
01/1980 No Previous Issue

### Final Adverse Determination on IRC 501(c)(3) Exempt Status

This new letter is a final adverse determination issued by Appeals in accordance with IRC 7428 to deny or revoke exempt status under IRC 501(c)(3). Handwritten signature required. Title to be determined by using office. CC:AP Tax Related Public Use

**1372 (RO)** 40684C Each  
04/1984 Destroy Prev Issues Upon Rec

### Final Adverse Determination on Foundation Classification

This letter is a final adverse determination issued by Appeals where the IRC 501(c)(3) exemption status of an organization is affected by IRC 5008. Handwritten signature required. Title to be determined by using office. C:AP:PT Tax Related Public Use

**1373 (RO)** 40685N Each  
01/1980 No Previous Issue

### Final Adverse Determination of IRC 508

This new letter is a final adverse determination letter issued by Appeals where the IRC 501(c)(3) exempt status of an organization is affected by IRC 508. A handwritten signature is required. Title to be determined by using office. CC:AP Tax Related Public Use

**1384 (DO)** 40693N Each  
09/2000 Destroy Prev Issues Upon Rec

### Notice of Deficiency-Bankruptcy

This letter is a notification to taxpayer that a deficiency (increase) in tax exists even though the taxpayer is in a state of bankruptcy. The 9-2000 revision includes changes due to RRA 98. OP:EX:CS:SCP Tax Related Public Use

## Letters

- 1389 (DO) 40698Q** Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**Special 30-Day Letter**  
 Letter notifying taxpayer that return has been adjusted because of tax shelter activity, explaining appeal rights (30-day letter). Supports the Examination - Tax Shelters. *T:C:L:E* Tax Related Public Use
- 1399 (DO) 40703Y** Each  
*07/1980 No Previous Issue*  
**Letter to Inform Taxpayer of Technical Advice Request**  
 To assure uniformity, the field agents will use this letter to advise and request information from the taxpayer as required in the CFR. Choice of facsimile, hand, or stamped signature to be determined by the District. *CP:E:EP* Tax Related Public Use
- 1410 (DO) 40710N** Each  
*04/1987 Destroy Prev Issues Upon Rec*  
**(W-4 Program) Letter telling the employee his/her Form W-4 has been accepted**  
 This letter informs employees that their Forms W-4 have been accepted without change. This revision reflects changes made to Section 31.3402(f)(2)-1(g) of the E.T. Regs. Supports the questionable W-4 program. *CP:EX:CS:SCP* Tax Related Public Use
- 1474 (DO) 40739A** Each  
*10/1984 Destroy Prev Issues Upon Rec*  
**Letter Requesting Additional Information**  
 Letter initiates a correspondence examination and will implement an official correspondence examination program. *CP:E:EP* Tax Related Public Use
- 1475 (DO) 40740B** Each  
*05/1985 Destroy Prev Issues Upon Rec*  
**Letter Converting Correspondence Exam. to Office Interview**  
 This letter will be used to convert a correspondence examination to an office interview under the EP Division office/correspondence examination program. Choice of facsimile, hand or stamped signature to be determined by the district. Region will strip in facsimile signature if one is requested. *CP:E:PC* Tax Related Public Use
- 1476 (DO) 40741M** Each  
*05/1985 Destroy Prev Issues Upon Rec*  
**EP/EO Additional Information Letter**  
 Letter used by EP/EO to implement an office/correspondence Examination Program as a followup request for information. *CP:E:EP* Tax Related Public Use
- 1477 (DO) 40742X** Each  
*11/1984 Destroy Prev Issues Upon Rec*  
**EP/EO Follow Up for No Response**  
 Followup appointment letter used to implement an office/correspondence Examination Program. *CP:E:FC* Tax Related Public Use
- 1478 (DO) 40743I** Each  
*11/1984 Destroy Prev Issues Upon Rec*  
**Letter Transmitting Examination Results**  
 Letter will be used to implement an office/correspondence Examination Program. It will transmit examination results to the plan/trust. *CP:E:EP* Tax Related Public Use
- 1510 (DO) 40747A** Each  
*09/1984 Destroy Prev Issues Upon Rec*  
**15 Day Information Letter**  
 Letter 1510(DO) notifies taxpayer that additional information he/she was to provide has not been received by IRS. *CP:EX* Tax Related Public Use
- 1624 (DO) 60069Z** Each  
*10/1989 Destroy Prev Issues Upon Rec*  
**Contact Letter for TCMP Examination**  
 Letter notifies taxpayer that his/her Federal Income Tax Return has been selected on a random basis for examination. *CP:EX* Tax Related Public Use
- 1640 (DO) 60070A** Each  
*06/1982 No Previous Issue*  
**Letter of Suspending Action**  
 Letter to notify taxpayers that his/her return will be suspended pending an Appeals determination of the Key tax shelter entity. Supports the SC Exam TEFRA procedures. *T:C:O:L:E* Tax Related Public Use
- 1645 (RO) 40817N** Each  
*10/1995 Destroy Prev Issues Upon Rec*  
**Letter Informing Taxpayer of Approval of Settlement/Docketed Case**  
 This letter will notify the taxpayer of approval in those cases where the proposed stipulation-decision settlement had not been approved by Letter 1220(RO). A handwritten signature is required. *C:AP:FS* Tax Related Public Use
- 1671 22477N** Each  
*03/2000 Destroy Prev Issues Upon Rec*  
**Taxpayer Advocate Service Second Request for Information**  
 This letter is a second request for information when to the Taxpayer Advocate Service (TAS). It also explains to the taxpayer the consequences of not providing the information requested. This letter should be signed by TAS employees. This letter should be signed by the Taxpayer Advocate Service(TAS).This letter does not have a suffix and is for servicerwide use. *C:TA* Tax Related Public Use
- 1686 25805B** Each  
*03/2000 No Previous Issue*  
**Taxpayer Advocate Service Letter-Does not meet Taxpayer Advocate Criteria**  
 This letter notifies taxpayers that their inquiry does not meet Taxpayer Advocate criteria and that the Taxpayer Advocate Service is forwarding their tax matter to the appropriate Operations function to assist and respond to the taxpayer. This letter should be signed by TAS employees. *C:TA* Tax Related Public Use
- 1721 (DO) 60098C** Each  
*10/1993 Destroy Prev Issues Upon Rec*  
**Taxpayer Account Information**  
 This transmittal form is used by front line personnel in Taxpayer Service to record taxpayer identifying information relevant to refund inquiries. The signature title line is for Taxpayer Service Division. This letter should only be ordered with electronic overlay styles 0001 or 0004.Originator has requested this product be obsolete. In January, 1999 it will be available through the IDRS Correspondex System.Gay Losman 202-622-6602This product has been obsolete and is superceded by L1721(c) idrs correspondex. Per the Procedures Notice Chief itis not to be reinstated. Losman 2/4/99.THIS lette *T:CO:O:A* Tax Related Public Use
- 1722 (DO) 60099N** Each  
*08/1996 Destroy Prev Issues Upon Rec*  
**Taxpayer Account Information Form Letter**  
 This letter is used to respond to written request for return information needed by taxpayers for student loans, home loans social services requirements, etc. The signature title line is for Taxpayer Service Division. This letter should only be ordered with electronic overlay styles 0001 or 0004. *T:T:C* Tax Related Public Use
- 1723 (DO) 60100D** Each  
*01/1989 Destroy Prev Issues Upon Rec*  
**Taxpayer Service - Interim Response**  
 This letter will be used to provide the taxpayer with an interim response whenever the required time frame for resolution cannot be met. The signature title line is for Taxpayer Service Division. This letter should only be ordered with electronic overlay styles 0001 or 0005. *TR:T:F* Tax Related Public Use
- 1744 (DO) 60103K** Each  
*12/1982 No Previous Issue*  
**EP No Change with Adjustment Letter**  
 This letter is to be used as a notice to taxpayers who have been the subject of an EP Examination. *CP:E:EP* Tax Related Public Use
- 1753 (DO) 60373K** Each  
*12/1984 Destroy Prev Issues Upon Rec*  
**Notice of Deficiency - Chapter 42 or 43 Excise Tax**  
 Notice of deficiency letter sent to taxpayer for chapter 42 or 43. *CP:E:EO:T* Tax Related Public Use
- 1763 (DO) 60107C** Each  
*05/1983 No Previous Issue*  
**Notice of Claim Disallowance**  
 This Letter is a Notice of claim disallowance. Needed to implement penalties under TEFRA. *CP:EX* Tax Related Public Use

## Letters

**1765 (DO)** 60109Y Each  
05/1983 No Previous Issue

### No Consideration Letter

Letter advising taxpayer that a refund of penalty paid cannot be considered at this time. Letter needed to implement penalties under TEFRA. CP:EX Tax Related Public Use

**1774 (RO)** 60368R Each  
06/1983 No Previous Issue

### Letter Disallowing IRC 6703 Claim for Refund

Choice of facsimile, hand or stamped signature and choice of title to be determined by the district. Region will strip in facsimile signature if one is requested. Letter sent to taxpayer disallowing a claim for refund under IRC 6703. A handwritten signature is required. C:AP:PT Tax Related Public Use

**1787 (DO)** 61147W Each  
03/2001 Destroy Prev Issues Upon Rec

### Notice of Beginning of Administrative Proceeding

This letter is used to implement TEFRA provisions at the partnership level with respect to partnership items. All S corporation and partnership TEFRA letters are being revised. OP:C:A:CP:E Tax Related Public Use

**1798 (DO)** 60381K Each  
07/1983 No Previous Issue

### Cover Letter--Installment Agreement

Space provided for appropriate salutation. Choice of facsimile, hand or stamped signature and choice of title to be determined by District office. Letter to accompany installment agreement with boxes for appropriate payment methods. CP:CO:C Tax Related Public Use

**1799 (DO)** 61146L Each  
10/1989 Destroy Prev Issues Upon Rec

### Contact Letter For TCMP Field Examination

This letter is similar to letter 1216(DO); except some districts contact taxpayers by letter to arrange appointments rather than send confirmation letters. CP:EX Tax Related Public Use

**1807 (DO)** 61142T Each  
09/1983 No Previous Issue

### TEFRA Partnership Cover Letter for Summary Report

Space provided for appropriate salutation. Choice of facsimile, hand or stamped signature to be determined by the District Office. Letter is required to implement the TEFRA provisions for partnerships. Letter is needed to implement the TEFRA provisions for partnerships. CP:CO:SC:E Tax Related Public Use

**1817 (DO)** 61239X Each  
01/1984 No Previous Issue

### Letter to T/P Regarding Consents

This letter is in response to T/P's request for extension of statute of limitations for assessment of Fed. Tax return, with appropriate check-off paragraphs. Letter has been made a fillable pdf. CP:EX Tax Related Public Use

**1827 (DO)** 10107W Each  
03/2001 Destroy Prev Issues Upon Rec

### TEFRA Partnership 60 Day Letter

Letter proposes adjustments to return, and allows 60 Days for any partner to file a written protest. Changes made to clarify Form 870-P instructions and Appeals procedures to taxpayers for adjustments made by examination to a TEFRA Partnership. OP:C:A:CP:E Tax Related Public Use

**1828 (DO)** 61241J Each  
10/1993 Destroy Prev Issues Upon Rec

### Notice of Final S corporation

#### Administrative Adjustment

Space provided for appropriate salutation. Choice of facsimile hand or stamped signature to be determined by District Office. This letter is the Notice of Final S Corporation Administrative Adjustments which allows 90 days to file petition for a readjustment. Revised letter to conform with revision to Form 870-S CP:CO:SC:E Tax Related Public Use

**1829 (DO)** 10105A Each  
03/2001 Destroy Prev Issues Upon Rec

### TEFRA Partnership 60-Day Letter For Penalties and Adjustments

Letter 1829 (DO) was developed to give instructions and appeal procedures to taxpayers for adjustments and penalties made by Exam on Form 870-L to a TEFRA Partnership. This letter is sent to the tax matters partner and all notice partners of a TEFRA partnership examination. OP:C:A:CP:E Tax Related Public Use

**1830 (DO)** 61242U Each  
03/2001 Destroy Prev Issues Upon Rec

### Notice of Final Partnership

#### Administrative Adjustment

Revised letter to conform with revision of Form 870-S All versions of all TEFRA forms and letters are being corrected. This letter is sent to the tax matter partner of a TEFRA partnership examination to request an agreement to proposed partnership adjustments and to advise of petition requirements if no agreement is provided. OP:C:A:CP:E Tax Related Public Use

**1831 (DO)** 61243F Each  
07/1984 Destroy Prev Issues Upon Rec

### Request for Administrative Adjustment (1065)

Letter disallows a request for administrative adjustment and allows 30 days for written protest. Supports the SC Examination TEFRA procedures. T:C:O:L:E Tax Related Public Use

**1833 (DO)** 61244Q Each  
07/1984 Destroy Prev Issues Upon Rec

### Request for Administrative Adjustment (1120S)

Letter disallows request for administrative adjustment and allows 30 days for written protest. Supports the SC Examination TEFRA procedures. T:C:O:L:E Tax Related Public Use

**1834 (DO)** 10256S Each  
10/1993 Destroy Prev Issues Upon Rec

### Agreement to Assessment and Collection

Corresponding Title Change to Form 870-S All versions of all TEFRA forms and letters are being corrected. Supports the examination related tax shelters. CP:CO:SC:E Tax Related Public Use

**1840 (DO)** 61248I Each  
07/1984 Destroy Prev Issues Upon Rec

### Notification of Inadequacy of Nonjudicial Sale Notice

Letter 1840 is used to provide notification required by Internal Revenue Regulation 301.7425.3(d)(2). CP:CO Tax Related Public Use

**1842 (DO)** 61131M Each  
07/1984 Destroy Prev Issues Upon Rec

### TEFRA Partner Notification Letter

This letter is used for Pre-filing Notification of IRS 7408 and IRC 6700 penalty examinations. This letter is sent to partners of partnerships involved in tax shelter activities. CP:EX:CS:SCP Tax Related Public Use

**1843 (DO)** 61130B Each  
04/1986 Destroy Prev Issues Upon Rec

### Investor Pre-Filing Notification Letter

This letter is sent to investors of tax shelters which have been disallowed by IRS. CP:EX:CS:SCP Tax Related Public Use

**1845 (DO)** 61128P Each  
09/1983 No Previous Issue

### TEFRA Partnerships Pre-Filing Notification Letter

This letter is used for Pre-filing Notification of IRC 7408 and IRC 6700 penalty examinations and is sent to partnerships involved in tax shelter activities. CP:EX:CS:SCP Tax Related Public Use

**1846 (DO)** 61249T Each  
11/1984 Destroy Prev Issues Upon Rec

### Transmit executed Form 872-O to taxpayer

Letter required to transmit 872-0 -- 872-0 required as result of TEFRA legislation. T:C:O:L:E General Admin Public Use

**1847 (DO)** 61250U Each  
01/1984 No Previous Issue

### Letter Transmitting Form 872-N to Taxpayer

Letter required to transmit 872-N -- required as result of TEFRA legislation. T:C:O:L:E Tax Related Public Use

**1848 (DO)** 61251F Each  
12/1984 Destroy Prev Issues Upon Rec

### Transmit Executed 872-R to Taxpayer

Letter required to transmit 872-R to T/P--872-R required as result of TEFRA legislation. T:C:O:L:E Tax Related Public Use

## Letters

- 1849 (DO)** 61252Q Each  
01/1984 No Previous Issue  
**Letter Transmitting Form 872-Q to Taxpayer**  
Letter required to transmit 872-Q to taxpayer--872-Q required as result of Sub. S Revision Act of 1982. T:C:O:L:E Tax Related Public Use
- 1855 (DO)** 61480K Each  
11/1989 Destroy Prev Issues Upon Rec  
**Notice of Beginning of Administrative Proceeding at the S Corporation Level**  
Letter 1855 is used to implement the Subchapter S Revision Act of 1982 S Corporations. CP:CO:SC:E Tax Related Public Use
- 1856 (DO)** 61254M Each  
10/1983 No Previous Issue  
**Cover Letter for S Corporation Summary Report**  
Space provided for appropriate salutation. Choice of facsimile, hand or stamped signature to be determined by using office. Letter accompanies summary report of S corporation named in letter. CP:CO:SC:E Tax Related Public Use
- 1862 (SC)** 61258E Each  
04/1999 Destroy Prev Issues Upon Rec  
**Initial Contact Letter - SFR Program**  
Initial contact letter to taxpayer furnishing computed tax due & proposed penalties. Update information and language in regard to Taxpayer Bill of Rights. W:CP:RC:EX Tax Related Public Use
- 1864 (DO)** 61260Q Each  
11/1989 No Previous Issue  
**TEFRA Entity No Change Letter**  
Space provided for appropriate salutation. Choice of facsimile, hand or stamped signature to be determined by district office. Letter used to advise tax matters person that the TEFRA entity examination results are a no change. The language of the current form does not follow the regulations. CP:CO:SC:E Tax Related Public Use
- 1866 (DO)** 61481V Each  
06/1984 Destroy Prev Rev. Immediately  
**Termination of IRC 6700 and IRC 7408 Examination**  
Letter is needed to complete these TEFRA penalty/injunction procedures. Used to conclude IRC 6700/7408 examinations. OP:EX:D Tax Related Public Use
- 1869 (DO)** 61261B Each  
02/1984 No Previous Issue  
**Notification of Delay in Processing Claim(s)**  
The Service has never had a method to notify persons who file claims on their personal returns and who are partners in a partnership that is being examined that the claim cannot be acted on until such-time as the partnership examination is completed. This has caused many Problem Resolution inquiries and bad public relations. CP:CO:SC:E Tax Related Public Use
- 1912 (DO)** 62096A Each  
03/1999 Destroy Prev Issues Upon Rec  
**Letter to offer Group Manager Conference to Taxpayer**  
New form developed, based on recommendation of Western Region, to offer a group manager conference to taxpayer. CP:EX:CS:C Tax Related Public Use
- 1954 (DO)** 62435R Each  
11/1984 No Previous Issue  
**Involuntary Conversion Follow-up Letter**  
This letter may be used should follow-up measures regarding letter 1039(c/DO) become appropriate. CP:EX Tax Related Public Use
- 1963 (DO)** 62387S Each  
01/1985 No Previous Issue  
**Frivolous filer examination report transmittal**  
Letter 1963(DO) is used to transmit examination report in cases where taxpayer appeal rights are nonapplicable. The title has been changed to comply with RRA 98 provisions on the use of Illegal Tax Protesters (ITP). CP:EX Tax Related Public Use
- 1967 (DO)** 63337W Each  
09/1996 No Previous Issue  
**Partially Agreed Case Letter**  
This form letter will provide tax auditors a vehicle for transmitting the various examination reports required for a partially agreed case as well as provide a good explanation to the taxpayer for this type of case. CP:EX:CS:MI Tax Related Public Use
- 1976 (DO)** 62686K Each  
02/1985 No Previous Issue  
**S Corporation Shareholder Pre-Filing Letter--TEFRA**  
Letter is used for pre-filing notification to TEFRA S Corporation Shareholders. CP:EX:CS:SCP Tax Related Public Use
- 1977 (DO)** 62687V Each  
02/1985 No Previous Issue  
**S Corporation Pre-Filing Letter-TEFRA**  
Letter is used for pre-filing notification to TEFRA S Corporations. CP:EX:CS:SCP Tax Related Public Use
- 1991 (DO)** 62688G Each  
02/1985 No Previous Issue  
**Taxpayer Case Transfer Notification**  
This letter used by districts to notify taxpayers that a case has been transferred and received by the new office. Instructs taxpayer to call in to schedule an appointment, and provides new phone number. CP:EX Tax Related Public Use
- 1995 (DO)** 62794L Each  
07/1985 No Previous Issue  
**Third Party Contact Letter to Request Information**  
Letter is used in Office Examination to contact third parties for necessary information. CP:EX Tax Related Public Use
- 2062 (DO)** 11550R Each  
11/1989 No Previous Issue  
**Notice of Final S Corporation Administrative Adjustment**  
This letter is the notice of final S corporation administrative adjustment. CP:CO:SC:E Tax Related Public Use
- 2064 (DO)** 11556F Each  
11/1989 No Previous Issue  
**Notice of Final Partnership Administrative Adjustment**  
Letter used as notice of final partnership administrative adjustment. CP:CP:SC:E Tax Related Public Use
- 2166 (DO)** 63545Y Each  
07/1986 No Previous Issue  
**Letter to Deny Abatement of Penalty**  
Letter advises taxpayers of their right or appeal if a request for abatements of a tax shelter registration penalty is not abated by the district office. CP:EX:CS:SCP Tax Related Public Use
- 2185 (DO)** 63631L Each  
10/1986 No Previous Issue  
**Appointment Confirmation Letter**  
Optional use letter for use in confirming appointments with taxpayers. To be used primarily for appointments with TP's in outlying areas to help reduce the number of "no show" appointments particularly when tax auditors have traveled to the audit site. OBSOLETE 3-2001 and replaced by Letter 2206(DO) for Tax Auditors, and Letters 3253(DO) and 3254(DO) for Revenue Agents. CP:EX Tax Related Public Use
- 2201 (DO)** 63748H Each  
12/1999 Destroy Prev Issues Upon Rec  
**Initial Contact Letter**  
Contact letter advises taxpayer of Examination, requesting him or her to call to arrange for interview, specifying items in question, and requesting substantiating records. OP:EX:CS:SCP Tax Related Public Use
- 2201 A (DO)** 29553W Each  
09/2000 No Previous Issue  
**Office Examination Callback Test Appointment Letter**  
This letter was created to be used in the extended hours test. The appointment letter is the same as Letter 2201 (DO) except it includes two sentences referencing extended hour appointment time slots. OP:EX:CS:SCP Tax Related Public Use

## Letters

**2202 (DO)** 63747W Each  
09/2000 Destroy Prev Issues Upon Rec  
**Initial Contact Letter - DO Firm Set Appointment Letter**  
Contact letter to be used in Office Examination to advise taxpayer of examination, schedule and appointment, request records, list items in question and require taxpayer presence at interview. This letter should no longer be used, it requires the taxpayers presence at the initial interview. 9-11-2000/st Reinstated - RThis revision invites the taxpayer to an appointment, but does not require they attend. *OP:EX:CS:SCP* Tax Related Public Use

**2203 (DO)** 63746L Each  
12/1999 Destroy Prev Issues Upon Rec  
**Initial Contact Letter**  
Contact letter to be used by Office Examination to advise taxpayer of examination. It also advises taxpayer to call to schedule an appointment, and to bring certain records needed. This revision incorporates GAO language on Pub. 1, emphasizes and deletes Form 2848-D and replaces it with Form 8821. Form 2848-D is obsolete. *OP:EX:CS:SCP* Tax Related Public Use

**2205 (DO)** 63744P Each  
10/1999 Destroy Prev Issues Upon Rec  
**Initial Contact Letter**  
This letter is used by Revenue Agents to schedule the initial appointment for an examination. It is appropriate for individual, corporate, partnership or other return types examined by Revenue Agents. *CP:EX:CS:SCP* Tax Related Public Use

**2206 (DO)** 63743E Each  
12/1999 Destroy Prev Issues Upon Rec  
**Initial Contact Letter**  
Contact letter to be used by tax auditors on business returns. It schedules an interview and requires taxpayer presence. This revision incorporates GAO language on Pub. 1, emphasizes and deletes Form 2848-D and replaces it with Form 8821. Form 2848-D is obsolete. *OP:EX:CS:SCP* Tax Related Public Use

**2262 (DO)** 64329G Each  
05/1992 Destroy Prev Issues Upon Rec  
**Cover Letter for Transmitting Signed Rescission**  
Letter 2262 (DO) is required to transmit the signed rescission notice to the taxpayer. In this revision format and wording have been changed so "Effective date" is more readily identifiable. *CP:EX:CS:R* Tax Related Public Use

**2263 (DO)** 64177O Each  
05/1992 No Previous Issue  
**Exception Letter to Notice of Deficiency Rescission**  
Letter 2263(DO) is needed to provide the taxpayer with an explanation for the Government's rejection to rescind the Notice of Deficiency. In this newest revision reasons for denial have been clarified. *CP:EX* Tax Related Public Use

**2264 (DO)** 64358J Each  
05/1992 Destroy Prev Issues Upon Rec  
**Cover Letter for Rescission of Notice of Deficiency**  
Letter 2264 (DO) is needed to transmit the rescission form requesting the taxpayer's signature. This letter is being revised to clarify the instructions for the taxpayer. *S:C:CP:RC:SCC* Tax Related Public Use

**2276 (DO)** 64248M Each  
06/1987 No Previous Issue  
**EP Letter for Limited Relief under Notice 86-3**  
Notice 86-3 and delegation order 96 require EP/EO key district offices to grant IRC 7805(b) relief if the conditions in Notice 86-3 are satisfied. This letter advises the public that this relief has been granted. *CP:E:FC* Tax Related Public Use

**2277 (DO)** 64274I Each  
10/2001 Destroy Prev Issues Upon Rec  
**Section 6050I Appointment Letter**  
Manual Section 4234.752 states that an appointment letter, should be sent to all identified business taxpayers who will be a part of the 6050I compliance review. This supports the examination of currency and banking transactions. *S:C:CP:RC:F* Tax Related Public Use

**2278 (DO)** 64272M Each  
07/1987 No Previous Issue  
**Notification to Taxpayer Regarding Abatement of Premature Assessment**  
Letter 2278 (DO) is sent to taxpayer informing them that action to rescind any assessment has been initiated. *CP:EX* Tax Related Public Use

**2280 (DO)** 64350Z Each  
07/1987 Destroy Prev Issues Upon Rec  
**Letter 2280 (DO)**  
In response to a GAO Report, we have developed a letter that will be used to notify taxpayers when their case is transferred to appeals. *CP:EX* Tax Related Public Use

**2289 (DO)** 64453H Each  
03/1999 No Previous Issue  
**Full Disallowance on Interest Abatement Claims**  
To be used by district offices in replying to claims (Form 843) filed by taxpayers for abatement of interest. This letter is used for full disallowance on accounts not fully paid. *OP:EX* Internal Use

**2290 (DO)** 64454S Each  
03/1999 No Previous Issue  
**Partial or Full Allowance on Interest Abatement Claims**  
To be used by district offices in replying to Claims (Form 843) filed by taxpayers for abatement of interest. This letter is used for 1.) partial allowance on accounts not full paid, 2.) full allowance for full paid accounts, 3.) part or full allowance for unassessed accounts. *OP:EX* Internal Use

**2295 (DO)** 64681B Each  
11/1987 No Previous Issue  
**Initial Contact Letter**  
Optional use letter requested by Mid-Atlantic Region to contact taxpayers who have not responded to the initial contact letter. *CP:EX:CS:SCP* Tax Related Public Use

**2304 (DO)** 64551M Each  
11/2000 Destroy Prev Issues Upon Rec  
**Follow-Up Letter Transmitting Examination Reports**  
Letter 2304(DO) used as 15-day Follow-Up to the 30-day letter (915 DO) used to send examination reports to taxpayers. *OP:EX:CS:SCP* Tax Related Public Use

**2336 (DO)** 64997O Each  
04/1994 Destroy Prev Issues Upon Rec  
**EP/EO Letter for User Fee Imperfections**  
This form will be generated on Zilog letter; generation software as a (DO/CG) letter. Informs taxpayer that improper user fee or application received. User fees are payable for determination letter requests pursuant to section 10511 of Public Law 100-203 enacted 12/22/87. *CP:E:EP* Tax Related Public Use

**2348 (DO)** 10198X Each  
07/1988 No Previous Issue  
**Declaration (2) letter**  
There presently is no letter to be used by the Districts if the TP has not signed his/her return. Letter 1041 was made obsolete in 1984. This new letter is worded similar to Letter 12C used by the Service Centers in a similar situation. There would not be a large number of these letters needed as the situation does not occur frequently in the field. *CP:EX* Internal Use

**2398 (DO)** 10633X Each  
11/1988 No Previous Issue  
**Tax Matters - Partners Settlement Notice Letter**  
To comply with disclosure rules under IRC 6103 and IRC 6223(g) *CP:CO:SC:E* Tax Related Public Use

**2460 (DO)** 11643D Each  
03/1993 Destroy Prev Issues Upon Rec  
**100 Percent Penalty Appeal Rights Letter**  
Letter 2460 is used to notify taxpayers of appeal rights in 100 percent penalty quick assessment cases. *S:C:CP:FP:E* Tax Related Public Use

**2472 (DO)** 11202E Each  
10/1989 No Previous Issue  
**Letter for TCMP Individual Examinations**  
Need letter advising taxpayer that TCMP examination resulted in no change to tax reported. Also, to commend taxpayer for high level of compliance. *CP:EX* Tax Related Public Use

**2511** 30763E Each  
08/2000 Destroy Prev Issues Upon Rec  
**Agreed Examination Changes(EO)**  
Letter 2511 is sent as a cover letter for agreed examination changes. *T:EO:E* Tax Related Public Use

## Letters

- 2684 (DO)** 13739Q Each  
10/1991 No Previous Issue  
**Repetitive Exam Letter**  
This letter notifies taxpayer that we will stop the examination due to repetitive audit. CP:EX:CS:SCP Tax Related Public Use
- 2685 (DO)** 13738F Each  
02/1992 Destroy Prev Issues Upon Rec  
**Repetitive Exam Letter**  
This letter is to notify taxpayer that we will continue the examination. CP:EX Tax Form or Instruction
- 2700 (DO)** 14371W Each  
04/1992 No Previous Issue  
**Designation of Tax Matters Partner - Request**  
This letter is needed to ensure that standard TEFRA language is being used nationally. Per Asst. Chief Counsel memorandum dated March 11, 1991. CP:CO:SC:E Tax Related Public Use
- 2701 (DO)** 14372H Each  
04/1992 No Previous Issue  
**Designation of Tax Matters Partner - Follow-Up**  
This letter is needed to ensure that standard TEFRA language is being used nationally. Per Asst. Chief Counsel memorandum dated March 11, 1991. CP:CO:SC:E Tax Related Public Use
- 2722 (DO)** 15346V Each  
04/2002 Destroy Prev Issues Upon Rec  
**Transfer Request Letter**  
By providing this letter to taxpayers it will reduce cycle time on cases and provide quality service to taxpayers. S:C:CP:RC:EGP Tax Related Public Use
- 2726 (DO)** 30802S Each  
09/2000 No Previous Issue  
**Audit Reconsideration-No Change to the Assessment**  
This letter is sent to taxpayers who had their audit reconsidered, and were found to owe no more tax. OP:EX:CS Tax Related Public Use
- 2737 (DO)** 30801H Each  
09/2000 No Previous Issue  
**Audit Reconsideration-Partial Abatement**  
This letter is sent to taxpayers who after an audit reconsideration, had some of their taxes abated. OP:EX:CS Tax Related Public Use
- 2738 (DO)** 30803D Each  
09/2000 No Previous Issue  
**Audit Reconsideration-Complete Abatement**  
This letter is sent to taxpayers informing them that after a reconsideration of their audit, all taxes and penalties will no longer be assessed. OP:EX:CS Tax Related Public Use
- 2769 (DO)** 15710X Each  
10/1993 Destroy Prev Issues Upon Rec  
**NO change letter**  
A no change letter for Nonfiler's. CP:EX Tax Related Public Use
- 2770 (DO)** 15733W Each  
07/2000 Destroy Prev Issues Upon Rec  
**Nonfiler Refund Invitation Letter**  
This letter states you may be entitled to a refund if you file the return. This letter is updated to conform with RRA'98. OP:EX:CS Tax Related Public Use
- 2777 (DO)** 16628M Each  
07/2000 Destroy Prev Issues Upon Rec  
**Pre-Assessment appeals letter for the fraudulent failure to file penalty.**  
New Letter for proposing the fraudulent failure to file penalty. This letter has been revised to conform with RRA'98. OP:EX:CS Tax Related Public Use
- 2778 (DO)** 15809X Each  
08/1997 No Previous Issue  
**Non-filer No change letter--Penalty waived**  
Letter 2778 (do) is for Non-filer or delinquent income tax return. CP:EX:CS Tax Related Public Use
- 2877 (DO)** 21008M Each  
07/2000 Destroy Prev Issues Upon Rec  
**Refund Statute Expiration Claim Case**  
New 30 day letter to allow taxpayers appeal rights on refund statute expiration nonfiler cases. This letter has been updated to conform with RRA'98. OP:EX:CS Tax Related Public Use
- 2902** 22482G Each  
03/2000 Destroy Prev Issues Upon Rec  
**Taxpayer Advocate Service Transfer Letter**  
This letter informs taxpayers that the Taxpayer Advocate Service (TAS) is transferring their case to another TAS office for resolution. This letter should be signed by TAS employees. This letter does not have a suffix designation and is for servicewide use. C:TA Tax Related Public Use
- 2935** 22491R Each  
04/1998 Destroy Prev Issues Upon Rec  
**Taxpayer Advocate Service No Record of POA - PRP**  
This letter is sent directly to a taxpayer as the result of an inquiry by an unauthorized 3rd party. This letter should be signed by the Taxpayer Advocate Services letter does not have a suffix designation and is for servicewide use. C:TA Tax Related Public Use
- 2945 (DO)** 15714P Each  
02/1997 Destroy Prev Issues Upon Rec  
**Collection Response Letter**  
This letter is needed by the Ohio District office when unsuccessful in contacting the taxpayer by phone. This product was converted to the national numbering system and supersedes Dir-Cin Letter 7. CS:III Tax Related Public Use
- 2975 (DO)** 27101W Each  
03/1999 Destroy Prev Issues Upon Rec  
**Notice of Defaulted Installment Agreement Under IRC6159(b)**  
Letter is used to alert taxpayers of IRS' intent to terminate a manually monitored installment agreement. This will be used by Collection Field Function for agreements being monitored by them. OP:CO:C:FP Tax Related Public Use
- 3016** 26631F Each  
03/1999 No Previous Issue  
**IRC Section 6015 Preliminary Determination Letter (30 Day)**  
Letter 3016 is a preliminary letter giving 30 days to appeal the determination for innocent spouse relief under IRC Section 6015. OP:EX:CS:SCP Tax Related Public Use
- 3035 (DO)** 25975A Each  
06/1998 No Previous Issue  
**Dear Financial Payroll Officer**  
This is a Broad Outreach Letter used in conjunction with the State/Local Government Employer National Strategy. CP:EX:ST:ET Tax Related Public Use
- 3036 (DO)** 28556T Each  
06/1998 No Previous Issue  
**Letter for State/Local Government Employer**  
This is a focused outreach letter used in conjunction with the State/Local Government Employer National Strategy. OP:EX:ST:ET Tax Related Public Use
- 3073 SC** 25460W Each  
02/1998 Destroy Prev Issues Upon Rec  
**Examination Messaging Quick Note**  
Letter 3073 (SC) is used to by tax auditors and revenue agents to notify the taxpayer of the Service's efforts to return their message. CP:EX:CS:SCP Tax Related Public Use
- 3094 (DO)** 26170Z Each  
04/1998 No Previous Issue  
**EIC Recertification Letter**  
This letter is sent to individuals who have had their Earned Income Credit claim denied. OP:C:A:C:E Tax Related Public Use
- 3094 (SC)** 29585G Each  
04/2000 No Previous Issue  
**EITC Recertification Letter**  
This letter is sent to taxpayers who are denied the Earned Income Tax Credit (EITC) because they did not verify that they were entitled to receive it. OP:C:A:C:@BSC Tax Related Public Use
- 3094 (SC/CG)** 73165I Each  
11/1999 No Previous Issue  
**Earned Income Credit**  
This letter is sent to taxpayers informing them that their Earned Income Credit was disallowed because they did not verify that they were entitled to all or part of the credit. W:CP:EX Tax Related Public Use



## Letters

**3142**            *26182R*            Each  
*03/1999 No Previous Issue*  
**Dyed Duel Penalty Case to Appeals**  
x S:C:CP:RC Internal Use

**3143**            *26183C*            Each  
*03/1999 No Previous Issue*  
**Non-violation IRC 6715 Inspection Letter**  
Letter 3143 notifies taxpayers of results of non-violation inspection. This product is on the on demand program.  
*OP:EX:ST:E* Internal Use

**3144**            *26184N*            Each  
*03/1999 No Previous Issue*  
**Dyed fuel Terminal Inspection Letter**  
Letter 3144 notifies taxpayers of results of non-violation inspection. This product is on the on demand program. S:C:CP:RC Internal Use

**3145**            *26186J*            Each  
*03/1999 No Previous Issue*  
**Dyed Fuel Penalty 30 day Letter**  
Letter 3145 notifies taxpayers of a proposed Section 6715 penalty for dyedfuel. It explains the penalty and options for resolving the matter. S:C:CP:RC Internal Use

**3160**            *26632Q*            Each  
*03/1999 No Previous Issue*  
**IRC Section 6015 Final Determination Letter (90 day)**  
Letter 3160 is a final determination letter allowing 90 days to petition Tax Court for innocent spouse relief IRC Section 6015.  
*OP:EX:CS:SCP* Tax Related Public Use

**3164 A (DO)**    *73226K*            Each  
*01/2000 No Previous Issue*  
**(Coll - 1) Third Party Contact Letter**  
This (DO)letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(c).  
*OP:CO:C:S* Tax Related Public Use

**3164 A (SP)**  
**(DO)**            *73249J*            Each  
*04/2000 No Previous Issue*  
**(COLL-1) Third Party Contact Letter Spanish version**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(C).  
*CP:CO:C:S* Tax Related Public Use

**3164 B (DO)**    *73227V*            Each  
*01/2000 No Previous Issue*  
**(Coll-2-TDA) Third Party Contact Letter**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(c).  
*OP:CO:C:S* Tax Related Public Use

**3164 B (SP)**  
**(DO)**            *73250K*            Each  
*04/2000 No Previous Issue*  
**(COLL-2-TDA) Third Party Contact Letter Spanish version**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(C).  
*CP:CO:C:S* Tax Related Public Use

**3164 C (DO)**    *73228G*            Each  
*01/2000 No Previous Issue*  
**(Coll-3-TDI) Third Party Contact Letter**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(c).  
*OP:CO:C:S* Tax Related Public Use

**3164 C (SP)**  
**(DO)**            *73251V*            Each  
*04/2000 No Previous Issue*  
**(Coll-3-TDI) Third Party Contact Letter Spanish version**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(C).  
*CP:CO:C:S* Tax Related Public Use

**3164 D (DO)**    *28790R*            Each  
*01/2000 No Previous Issue*  
**3rd Party Contact (CustServ-1)**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(c).  
*OP:CO:C:S* Tax Related Public Use

**3164 D (SP)**  
**(DO)**            *73252G*            Each  
*04/2000 No Previous Issue*  
**(CustServ-1) Third Party Contact Letter Spanish version**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(C).  
*CP:CO:C:S* Tax Related Public Use

**3164 E (DO)**    *73229R*            Each  
*01/2000 No Previous Issue*  
**(Exam-1) Third Party Contact Letter**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(c).  
*OP:CO:C:S* Tax Related Public Use

**3164 E (SP)**  
**(DO)**            *73253R*            Each  
*04/2000 No Previous Issue*  
**(EXAM-1) Third Party Contact Letter Spanish version**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(C).  
*CP:CO:C:S* Tax Related Public Use

**3164 F (DO)**    *73230S*            Each  
*01/2000 No Previous Issue*  
**(Exam-2) Third Party Contact Letter**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their liability in accordance with IRC 7602(c).  
*OP:CO:C:S* Tax Related Public Use

**3164 F (SP)**  
**(DO)**            *73254C*            Each  
*04/2000 No Previous Issue*  
**(EXAM-2) Third Party Contact Letter Spanish version**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(C).  
*CP:CO:C:S* Tax Related Public Use

**3164 G (DO)**    *73231D*            Each  
*01/2000 No Previous Issue*  
**(Exam-3) Third Party Contact Letter**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(c).  
*OP:CO:C:S* Tax Related Public Use

**3164 G (SP)**  
**(DO)**            *73255N*            Each  
*04/2000 No Previous Issue*  
**(EXAM-3) Third Party Contact Letter Spanish version**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(C).  
*CP:CO:C:S* Tax Related Public Use

**3164 H (DO)**    *73232O*            Each  
*01/2000 No Previous Issue*  
**(Exam-4) Third Party Contact Letter**  
This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(c).  
*OP:CO:C:S* Internal Use

## Letters

**3164 H (SP)** 73256Y Each  
**(DO)** 73256Y Each  
*04/2000 No Previous Issue*

**(EXAM-4) Third Party Contact Letter Spanish version**

This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(C).  
*CP:CO:C:S Tax Related Public Use*

**3164 I (DO)** 73233Z Each  
*01/2000 No Previous Issue*

**(Cust Serv-3-TDI) Third Party Contact Letter**

This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(c).  
*OP:CO:C:S Tax Related Public Use*

**3164 I (SP)** 73257J Each  
**(DO)** 73257J Each  
*04/2000 No Previous Issue*

**(CustServ-3-TDI) Third Party Contact Letter Spanish version**

This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(C).  
*CP:CO:C:S Tax Related Public Use*

**3164 J (DO)** 73234K Each  
*01/2000 No Previous Issue*

**(Taxpayer Advocate) Third Party Contact Letter**

This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(c).  
*OP:CO:C:S Tax Related Public Use*

**3164 J (SP)** 73258U Each  
**(DO)** 73258U Each  
*04/2000 No Previous Issue*

**(Taxpayer Advocate) Third Party Contact Letter Spanish version**

This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(C).  
*CP:CO:C:S Tax Related Public Use*

**3164 K (DO)** 73235V Each  
*01/2000 No Previous Issue*

**(TEGE) Third Party Contact Letter**

This (DO) letter is a advance notification to taxpayers notifying then that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with 7602(c).  
*OP:CO:C:S Tax Related Public Use*

**3164 K (SP)** 73259F Each  
**(DO)** 73259F Each  
*04/2000 No Previous Issue*

**(TEGE) Third Party Contact Letter Spanish version**

This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(C).  
*CP:CO:C:S Tax Related Public Use*

**3164 L (DO)** 73236G Each  
*01/2000 No Previous Issue*

**(Appeals) Third Party Contact Letter**

This (DO) letter is a advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination of collection of their tax liability in accordance with 7602(c).  
*OP:CO:C:S Tax Related Public Use*

**3164 L (SP)** 73260G Each  
**(DO)** 73260G Each  
*04/2000 No Previous Issue*

**(Appeals) Third Party Contact Letter Spanish version**

This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602 (C).  
*CP:CO:C:S Tax Related Public Use*

**3164 M (DO)** 73244G Each  
*01/2000 No Previous Issue*

**(CustServ-2-TDA) Third Party Contact Letter**

This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with IRC 7602(c).  
*OP:CO:C:S Tax Related Public Use*

**3164 M (SP)** 73261R Each  
**(DO)** 73261R Each  
*04/2000 No Previous Issue*

**(CustServ-2-TDA) Third Party Contact Letter Spanish version**

This (DO) letter is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination of collection of their tax liability in accordance with IRC 7602(C).  
*CP:CO:C:S Tax Related Public Use*

**3164 N (DO)** 29262E Each  
*03/2000 Destroy Prev Issues Upon Rec*

**Third Party Contact to Preparers**

This letter is used by district examination employees to provide third party notification to return preparers before beginning program action audits. *S:C:CP:RC:P Tax Related Public Use*

**3164 O (DO)** 29586R Each  
*04/2000 No Previous Issue*

**Letter 3164 (FCO) Third Party Contact Letter**

This (DO) letter is a third party contact letter for Fuel Compliance Officers. It is advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability. *OP:EX:ST:E Tax Related Public Use*

**3164 P (DO)** 73199O Each  
*01/2001 No Previous Issue*

**Third party notification for IRC 6700/6701 investigations**

Letter 3164 P (DO) is used by district examination employees to provide third party notification to persons investigated for promoting abusive tax shelters or aiding and abetting the understatement of tax. *OP:EX:ST:1&P Tax Related Public Use*

**3165** 26684S Each  
*03/1999 No Previous Issue*

**Results of Dyed Fuel or Refusal Penalty Informal Conference**

Letter 3165 notifies taxpayers of result of informal conference with IRSmanager and resolution of case. *S:C:CP:RC Internal Use*

**3171 (DO)** 26766X Each  
*01/1999 No Previous Issue*

**notice of federal tax lie filing**

Document will be created on the Automated Lien System. In the interim districts will be given authority to use word processors. *OP:CO:C:SP Internal Use*

**3172 (DO)** 26767I Each  
*01/1999 No Previous Issue*

**Notice of Federal Tax Lien filing and your Right to a hearing under IRC 6320**

Notice will be mailed to taxpayers and their representatives after a lienhas been filed. *OP:CO:C:SP Tax Related Public Use*

**3173** 26821L Each  
*01/1999 No Previous Issue*

**Third Party Contacts**

This letter will be mailed to taxpayers annually. It contains the listing of third parties that IRS contacted in regards to the determination or collection of the taxpayer's tax liability.It was distributed to all exam and coll employees. *OP:CO:C:FP Tax Related Public Use*

**3177 (DO)** 26921M Each  
*01/1999 No Previous Issue*

**Ltr notifying of Federal Tax Lien filing -- Nominee or Transferee**

Notice will be issued to persons identified as a nominee or alter-ego in lienfiling determinations. *OP:CO:C:SP Tax Related Public Use*

## Letters

<b>3180 (DO)</b> 26952L Each 03/1999 No Previous Issue <b>Final Determination Letter for Fully Disallowing an interest abatement claim</b> This letter is used by interest abatement coordinators to notify taxpayers of determination and their right to petition a tax court. OP:EX:CS:SCP Internal Use	<b>3236 (C)(SP)</b> 73265J Each 01/2000 No Previous Issue <b>(Exam-1) Third Party Contact Letter Spanish Correspondex version</b> Advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination of collection of their tax liability in accordance with 7602(c). CP:CO:C:S Tax Related Public Use	<b>3265 (DO)</b> 28339G Each 01/2000 No Previous Issue <b>Follow Up Letter</b> This letter is used in administering the Tip Rate Determination and Education Program. This program emphasizes customer outreach to increase voluntary compliance with the statutory provisions related to the reporting of tip income. S:T Tax Related Public Use
<b>3181 (DO)</b> 26953W Each 03/1999 Destroy Prev Rev. Immediately <b>Final Determination for Partially Disallowing an Interest Abatement Claim</b> This letter is used by interest abatement coordinators to notify taxpayers of determination and their right to petition a tax court. OP:EX:CS:SCP Internal Use	<b>3238 (C)(SP)</b> 73266U Each 01/2000 No Previous Issue <b>(CustServ-3-TDI) Third Party Contact Letter Spanish Correspondex version</b> Advance notification to taxpayers notifying them that IRS may contact third parties regarding the determination or collection of their tax liability in accordance with 7602(c). OP:CO:C:S Tax Related Public Use	<b>3266 (DO)</b> 28340H Each 01/2000 No Previous Issue <b>Employee Tip Adjustment</b> This letter is used in administering the Tip Rate Determination and Education Program. This program emphasizes customer outreach to increase voluntary compliance with the statutory provisions related to the reporting of tip income. S:T Tax Related Public Use
<b>3205 (DO)</b> 27274C Each 06/2000 No Previous Issue <b>Letter Regarding Notice of Change in Tax Matters Partner</b> This letter will be used by Customer Service Center Compliance in the Examination Support Units to notify the partners of a TEFRA partnership when a Tax Matters Partner has been appointed by Field Exam. OP:C:A:CP:E Tax Related Public Use	<b>3253 (DO)</b> 28278E Each 10/1999 No Previous Issue <b>Taxpayer Appointment Confirmation Letter</b> This letter is used by Revenue Agents to confirm the initial appointment for an examination with the taxpayer. It is appropriate for individual, corporate, partnership or other return types examined by Revenue Agents. OP:EX:CS:SCP Tax Related Public Use	<b>3267 (DO)</b> 28341S Each 01/2000 No Previous Issue <b>Delinquent 8027 Letter</b> This letter is used in administering the Tip Rate Determination and Education Program. This program emphasizes customer outreach to increase voluntary compliance with the statutory provisions related to the reporting of tip income. S:T Tax Related Public Use
<b>3205 (SC)</b> 27273R Each 06/2000 No Previous Issue <b>Letter Regarding Notice of Change in Tax Matters Partner</b> This letter is used by Customer Service Center Compliance in the Examination Support Units to notify the partners of a TEFRA partnership when a Tax Matters Partner has been appointed by Field Exam. OP:C:A:CP:E Tax Related Public Use	<b>3254 (DO)</b> 28279P Each 10/1999 No Previous Issue <b>Representative Appointment Confirmation Letter</b> This letter is used by Revenue Agents to confirm the initial appointment for an examination with a representative. It is appropriate for individual, corporate, partnership or other return types examined by Revenue Agents. OP:EX:CS:SCP Tax Related Public Use	<b>3268 (DO)</b> 28342D Each 01/2000 No Previous Issue <b>Compliance Review Letter</b> This letter is used in administering the Tip Rate Determination and Education Program. This program emphasizes customer outreach to increase voluntary compliance with the statutory provisions related to the reporting of tip income. S:T Tax Related Public Use
<b>3219 (SC/CG/SP)</b> 28923C Each 04/2000 No Previous Issue <b>90 day letter (Spanish Version)</b> Letter(SP)(SC/CG) is being produced to allow our spanish speaking Taxpayer the opportunity to receive Tax information in their own language. OP:C:A:CP:E@BSC Tax Related Public Use	<b>3262 (DO)</b> 28334D Each 10/1999 No Previous Issue <b>POA Lien Notification</b> This letter notifies the taxpayer's representative that a lien has been filed against his/her clients and that the taxpayer has been provided appeal rights. Collection and Exam employees complete this form. OP:CO:C:SP Internal Use	<b>3269 (DO)</b> 28344Z Each 01/2000 No Previous Issue <b>Acknowledgement Letter</b> This letter is used in administering the Tip Rate Determination and Education Program. This program emphasizes customer outreach to increase voluntary compliance with the statutory provisions related to the reporting of tip income. S:T Tax Related Public Use
<b>3220 (DO)</b> 27647Z Each 05/1999 No Previous Issue <b>Your payment did not cover entire tax liability</b> Letter is used by collection field function to supply a payoff figure after a receipt of a partial payment. OP:CO:C:FP General Admin Public Use	<b>3263 (DO)</b> 28337K Each 01/2000 No Previous Issue <b>Notice and Demand</b> This letter is used in administering the Tip Rate Determination and Education Program. This program emphasizes customer outreach to increase voluntary compliance with the statutory provisions related to the reporting of tip income. S:T Tax Related Public Use	<b>3271 (DO)</b> 28271F Each 10/1999 No Previous Issue <b>Power of Attorney (POA) Notification of Additional Lien Filing</b> This Letter notifies the taxpayers representative that an additional lien has been filed in another location. Collection and exam employee complete form. Also generated from the automated lien system. OP:CO:C:SP Internal Use
<b>3221 (DO)</b> 27648K Each 05/1999 No Previous Issue <b>We received your inquiry about the amount due on your account</b> Letter is used by Collection Field function to supply a payoff figure after a request for a payoff amount is received. OP:CO:C:FP Tax Related Public Use	<b>3264 (DO)</b> 28338V Each 01/2000 No Previous Issue <b>Employer Tip Adjustment</b> This letter is used in administering the Tip Rate Determination and Education Program. This program emphasizes customer outreach to increase voluntary compliance with the statutory provisions related to the reporting of tip income. S:T Tax Related Public Use	<b>3274 (DO)</b> 28521C Each 10/2000 Destroy Prev Issues Upon Rec <b>Preliminary Determination Letter</b> Preliminary determination letter advising taxpayer their request for innocent spouse relief under IRC 6015(b)(c) and (f) could not be considered. Letter is fillable at <a href="http://publ-ish.no.irs.gov">publ-ish.no.irs.gov</a> . W:ISP Tax Related Public Use

## Letters

- 3276 (DO)** 28523Y Each  
01/2001 Destroy Prev Issues Upon Rec  
**Final Determination Letter**  
Final determination letter advising taxpayer that request could not be considered IRC 6015(b)(c). Letter is fillable at publish.no.irs.gov. W:ISP Tax Related Public Use
- 3277 (DO)** 28524J Each  
10/2000 Destroy Prev Issues Upon Rec  
**Preliminary Determination Letter**  
Preliminary determination letter advising taxpayer their request for innocent spouse relief under IRC 6015(b)(c) and/or (f) was denied. Letter is fillable at publish.no.irs.gov. W:ISP Tax Related Public Use
- 3278 (DO)** 28525U Each  
10/2000 Destroy Prev Issues Upon Rec  
**Preliminary Determination Letter**  
Preliminary letter granting a portion of the tax liability under IRC 6015(b),(c) or (f). Letter is fillable at publish.no.irs.gov. W:ISP Tax Related Public Use
- 3279 (DO)** 28526F Each  
01/2001 Destroy Prev Issues Upon Rec  
**Preliminary Determination Letter**  
Final determination letter advising taxpayer that request was denied under IRC 6015(b)(c). Letter is fillable at publish.no.irs.gov. W:ISP Tax Related Public Use
- 3280 (DO)** 28527Q Each  
01/2001 Destroy Prev Issues Upon Rec  
**Final Determination Letter**  
Final letter advising taxpayer that a portion of the tax liability was granted under IRC 6015. Letter is fillable at publish.no.irs.gov. W:ISP Tax Related Public Use
- 3283 (DO)** 28530N Each  
10/2000 Destroy Prev Issues Upon Rec  
**Final Determination Letter Granting Relief**  
Final Determination letter granting relief under IRC 6015(b) or (c), 6013(e) or 6015(f). Letter is fillable at publish.no.irs.gov. W:ISP Tax Related Public Use
- 3284 (DO)** 28531Y Each  
10/2000 Destroy Prev Issues Upon Rec  
**Letter to Non-requesting Spouse**  
Notice to the non-requesting spouse and an opportunity to participate in administrative proceedings for innocent spouse claim. Letter is fillable at publish.no.irs.gov. W:ISP Tax Related Public Use
- 3323 (DO)** 73203L Each  
10/2000 No Previous Issue  
**Notice to non-electing Spouse of Final Determination on Innocent Spouse Claim**  
RRA'98 Section 3201(d) notice sent to non-electing spouse of the taxpayer who requested relief under IRC 6015 advising them of the final determination of the claim. Letter is fillable at publish.no.irs.gov. OP:EX:IS Tax Related Public Use
- 3381 (DO)** 29641F Each  
06/2000 No Previous Issue  
**No Change Letter for Employment Taxes**  
This letter will be used to notify the taxpayer of a No Change Employment Tax examination determination. OP:EX:ST:ET Tax Related Public Use
- 3382 (DO)** 29642Q Each  
06/2000 No Previous Issue  
**Notification letter - Agreed Employment Tax Change Cases**  
This letter notifies the taxpayer that the Revenue Agent's report of employment tax audit changes has been reviewed and accepted. OP:EX:ST:ET Tax Related Public Use
- 3386 (DO)** 29768X Each  
06/2000 No Previous Issue  
**Letter to Taxpayers who Claim they are a Personal Service Corporation yet Failed to Calculate their Tax Liability at 35% Rat**  
This letter is to be used as part of an Alternative Treatment Revenue Compliance Initiative project. E:PMB Tax Related Public Use
- 3388 (DO)** 29808W Each  
10/2000 No Previous Issue  
**Closing Letter for Withdrawal of Relief from Liability Request**  
Acknowledgement that the request to withdraw claim for innocent spouse relief has been received and remains jointly and severally liable for any tax, penalty and interest due for the joint return. Collection activity will resume. OP:EX:IS Tax Related Public Use
- 3390 (DO)** 29972H Each  
07/2000 No Previous Issue  
**Nonfiler Appointment Letter**  
This letter is a confirmation letter used in the nonfiler program. OP:EX:CS Tax Related Public Use
- 3391 (DO)** 29973S Each  
07/2000 No Previous Issue  
**30-Day Nonfiler Letter**  
This letter is a 30-day letter used in the nonfiler program. OP:EX:CS Tax Related Public Use
- 3396 (DO)** 30699F Each  
10/2000 No Previous Issue  
**Used Auto/Boat Dealers CIP Taxpayer Contact-Personal Visit**  
This letter is used by revenue agents as part of the Automotive Outreach Program to contact taxpayers and offer assistance in helping them comply with the tax laws. E:PMB Tax Related Public Use
- 3397 (DO)** 30701G Each  
10/2000 No Previous Issue  
**Used Auto/Boat Dealers CIP Taxpayer Contact-Seminar**  
This letter is used by revenue agents as part of the Automotive Outreach Program to contact taxpayers and offer a seminar to help them comply with the tax laws. E:PMB Tax Related Public Use
- 3398 (DO)** 30702R Each  
10/2000 No Previous Issue  
**Used Auto/Boat Dealers CIP Taxpayer Contact-Mailing of Information**  
This letter is used by revenue agents as part of the Automotive Outreach Program to mail information to taxpayers to help them comply with the tax laws. E:PMB Tax Related Public Use
- 3399 (DO)** 30805Z Each  
09/2000 No Previous Issue  
**Audit Reconsideration-Request for Further Documentation**  
This letter is sent to taxpayers after an audit reconsideration asking them for additional information. OP:EX:CS Tax Related Public Use
- 3400 (DO)** 30806K Each  
09/2000 No Previous Issue  
**Audit Reconsideration-Acknowledgement Letter**  
This letter is a contact letter regarding disputed issues by the taxpayer and gives important information regarding the steps to be taken to resolve the issues. OP:EX:CS Tax Related Public Use
- 3405 (DO)** 57327S Each  
10/2000 No Previous Issue  
**Audit Reconsideration Acknowledgement letter**  
This letter is sent to taxpayers acknowledging receipt of their request for an audit reconsideration. It requests further information from the taxpayer in order to process their request. OP:EX:CS Tax Related Public Use
- 3407 (DO)** 31047H Each  
10/2001 No Previous Issue  
**Letter requesting copy of Trust instruments under regulation 1.6012**  
This letter is used by Area Offices to request Trust instruments under regulation 1.6012. S:C:CP:RC:T Tax Related Public Use
- 3409 (DO)** 31097N Each  
10/2000 No Previous Issue  
**Outreach letter**  
This letter offers education and assistance to participants in "gifting" pyramid clubs or similar activities who may have failed to report proceeds. OP:EX:CS:W Tax Related Public Use
- 3410 (DO)** 31129M Each  
10/2000 No Previous Issue  
**Sports Official CIP Contact letter - Underreporter**  
This is an outreach letter offering education and assistance to Sports Officials who have received income from officiating and/or assigning games and who may have incorrectly reported income on their federal return. LM:RFP:FO:CT Tax Related Public Use

## Letters

**3411 (DO)** 31130N Each  
 10/2000 No Previous Issue  
**Sports Official CIP Contact letter - Nonfiler**

This letter is a non-filer letter offering education and assistance to Sports Officials who have received income from officiating and/or assigning games and may be required to file income tax returns for 1998 and 1999. *LM:RFP:FO:CT* Tax Related Public Use

**3451 (DO)** 31674U Each  
 01/2001 No Previous Issue

**Soft Letter - Keogh and Simple Plans**

This letter will be sent to taxpayers who claimed a contribution to their own retirement plan, but who did not report a profit from self-employment. *E:EBVII:1701* Internal Use

**3452 (DO)** 31676Q Each  
 02/2001 No Previous Issue

**Outreach Letter: Sale of Water Rights**

This outreach letter will be sent to taxpayers who sold water rights in the Chin Valley District (Arizona). *S:C* Internal Use

**3453 (DO)** 31692Q Each  
 05/2001 No Previous Issue

**Outreach Letter: Early Taxable Retirement Distributions**

This outreach letter will be sent to taxpayers who received a premature taxable distribution for a qualified pension or annuity plan or IRA and who may be liable for the 10% additional tax. *S:C:CP:RC:ES:P* Internal Use

**3457 (DO)** 31819X Each  
 10/2001 No Previous Issue  
**Notification of beginning of partnership Audit (Non-TEFRA)**

This is an opening letter to a partner informing the partner of the beginning of an audit of the partnership. *S:C:SC:O:C:E:T:T* Tax Related Public Use

**3458 (DO)** 31822U Each  
 10/2001 No Previous Issue

**Notification of S-Corporation Audit (Non-TEFRA)**

This is an opening letter to a shareholder informing the shareholder of the beginning of an audit of the S Corporation. *S:C:SC:O:C:E:T:T* Tax Related Public Use

**3459 (DO)** 31825B Each  
 10/2001 No Previous Issue

**Notification of Beginning of Trust Audit (Non-TEFRA)**

This is an opening letter to a beneficiary informing the beneficiary of the beginning of an audit of the Trust return. *S:C:SC:RCO:E:T:T* Tax Related Public Use

**3473 (DO)** 32116T Each  
 11/2001 No Previous Issue

**Initial Contact Letter For Corporations**

This letter notifies the taxpayer of an examination (initial contact letter) and requests specific information involving the use of the taxpayer's electronic records. It is more applicable to larger corporate audits that the existing letters 2205, 3253 or 3254. *LM:MCT* Tax Related Public Use

**3474 (DO)** 32117E Each  
 11/2001 No Previous Issue  
**Confirmation Letter For Corporate Audits**

This letter confirms the initial contact with a taxpayer of an examination and emphasizes the need for their books and records that are in electronic format. It is more applicable to larger corporate audits that the existing letters 2205, 3253 or 3254. *LM:MCT* Tax Related Public Use

**3493 (DO)** 32363U Each  
 10/2001 No Previous Issue

**Bank Secrecy Act (Title 31) Appointment Letter**

This appointment letter is to be sent to financial institutions under IRS jurisdiction to schedule a Bank Secrecy Act (Title 31) compliance examination. *S:C:CP:RC:F* Tax Related Public Use

**3494 (DO)** 32364F Each  
 10/2001 No Previous Issue

**Bank Secrecy Act (Title 31) Casino Appointment Letter**

This appointment letter will be sent to casinos under IRS jurisdiction to schedule a Bank Secrecy Act (Title 31) compliance examination. *S:C:CP:RC:F* Tax Related Public Use

**3523** 33170R Each  
 01/2002 No Previous Issue

**Notice of Determination of Worker Classification**

Letter 3523 is used to notify a taxpayer of a proposed assessment of employment tax and how it was figured. Service Centers, Appeals or other issuing offices will order the letter from the Print-on-Demand system. *CC:TEGE:EOEG:ET2* Internal Use

## Electronic Overlay

**10100 0001 23056Q** Each  
*11/1996 No Previous Issue*  
**No signature, Los Angeles District**  
This overlay inserts the address of 300 N. Los Angeles Street, Los Angeles, CA 90012 in the lower left corner of any IRS Letter. *T:M:M* Internal Use

**10100 0002 23423Z** Each  
*01/1997 No Previous Issue*  
**Steven A. Jensen, Los Angeles District**  
This overlay inserts the signature of the District Director, Steven A. Jensen on any IRS RO/DO form letter along with the address 300 N. Los Angeles Street, Los Angeles, CA 90012 in the lower left corner of the letter. *T:M:M* Internal Use

**10100 0003 24043X** Each  
*02/1997 No Previous Issue*  
**Los Angeles, CA - With D.D. Signature no address**  
This overlay inserts the signature of the District Director, Steven A. Jensen, without an address, on any IRS RO/DO form letter. *T:M:M* Internal Use

**10100 0004 24044I** Each  
*02/1997 No Previous Issue*  
**Los Angeles, CA - No signature**  
This overlay inserts the address P.O. Box 391, Los Angeles, CA 90053 in the upper left corner of any IRS RO/DO form letter. This overlay contains no District Director signature, and is intended to be used with Envelope 178 (double-window). *T:M:T* Internal Use

**10100 0005 24045T** Each  
*02/1997 No Previous Issue*  
**Los Angeles, CA - With D.D. Signature**  
This overlay inserts the signature of the District Director, Steven A. Jensen on any IRS RO/DO form letter along with the address P.O. Box 391, Los Angeles, CA 90053 in the upper left corner of the overlay. This overlay is intended to be used with Envelope 178 (double-window), Cat. No. 62249D. *T:M:M* Internal Use

**10200 0001 23057B** Each  
*11/1996 No Previous Issue*  
**No signature, Northern California District**  
This overlay inserts the address of 1301 Clay St., Oakland, CA 94612 in the lower left corner of any IRS letter. *T:M:M* Internal Use

**10200 0002 23424K** Each  
*01/1997 No Previous Issue*  
**Robert D. AhNee, Northern California District**  
This overlay inserts the signature of the District Director, Robert D. AhNee on any IRS RO/DO form letter along with the address 1301 Clay Street, Oakland, CA 94612 in the lower left corner of the letter. *T:M:M* Internal Use

**10200 0003 24046E** Each  
*02/1997 No Previous Issue*  
**Oakland, CA - No address**  
This overlay inserts the signature of the District Director, Robert D. AhNee, without an address, on any IRS RO/DO form letter. *T:M:M* Internal Use

**10200 0004 24047P** Each  
*02/1997 No Previous Issue*  
**Oakland, CA - No signature**  
This overlay inserts the address 1301 Clay Street, Suite 1600 S, Oakland, CA 94612 in the upper left corner of any IRS RO/DO form letter. This overlay contains no district director signature, and is intended to be used with Envelope 178 (double-window). *T:M:T* Internal Use

**10200 0005 24048A** Each  
*02/1997 No Previous Issue*  
**Oakland, CA - With D.D. Signature**  
This overlay inserts the signature of the District Director, Robert D. AhNee on any IRS RO/DO form letter along with the address 1301 Clay Street, Suite 1600 S, Oakland, CA 94612. *T:M:M* Internal Use

**10300 0001 23058M** Each  
*11/1996 No Previous Issue*  
**No signature, Pacific-Northwest District**  
This overlay inserts the address of 915 Second Avenue, Seattle, WA, 98174 in the lower left corner of any IRS Letter. *T:M:M* Internal Use

**10300 0002 23425V** Each  
*08/1999 No Previous Issue*  
**Rebecca McElwee, Pacific Northwest District**  
This overlay inserts the signature of the District Director, Rebecca McElwee on any IRS RO/DO form letter along with the address 915 Second Avenue, Seattle, Washington 98174 in the lower left corner of the letter. *T:M:M* Internal Use

**10300 0003 24055P** Each  
*08/1999 No Previous Issue*  
**Seattle, WA - With D.D. signature**  
This overlay inserts the signature of the District Director, Rebecca McElwee, without an address on any IRS RO/DO form letter. *T:M:M* Internal Use

**10300 0004 24069D** Each  
*02/1997 No Previous Issue*  
**Seattle, WA - Without signature**  
This overlay inserts the address 915 Second Avenue, Seattle, WA 98174 in the upper left corner of any IRS RO/DO form letter. This overlay is intended to be used with Envelope 178 (double-window). *T:M:M* Internal Use

**10300 0005 24070E** Each  
*08/1999 No Previous Issue*  
**Seattle, WA - With D.D. signature**  
This overlay inserts the signature of the District Director, Rebecca McElwee, on any IRS RO/NO form letter along with the address 915 Second Avenue, Seattle, WA 98174 in the upper left corner of the overlay. This overlay is intended to be used with Envelope 178 (double-window). *T:M:M* Internal Use

**10400 0001 23055F** Each  
*11/1996 No Previous Issue*  
**No signature, Central California District**  
This overlay inserts the address of 55 S. Market Street, San Jose, CA, 95113, in the lower left corner of any IRS Letter. *T:M:M* Internal Use

**10400 0002 23426G** Each  
*07/1999 No Previous Issue*  
**Peggy C. Rule, Central California District**  
This overlay inserts the signature of the District Director, Peggy C. Rule, on any IRS RO/DO form letter along with the address 55 S. Market Street, San Jose, CA 95113 in the lower left corner of the letter. *T:M:M* Internal Use

**10400 0003 24054E** Each  
*07/1999 No Previous Issue*  
**San Jose, CA - With D.D. signature**  
This overlay inserts the signature of the District Director, Peggy C. Rule, without an address on any IRS RO/DO letter. *T:M:M* Internal Use

**10400 0004 24067H** Each  
*02/1997 No Previous Issue*  
**San Jose, CA - Without signature**  
This overlay inserts the address P.O. Box 100, San Jose, CA 95103 in the upper left corner of any IRS RO/DO form letter. This overlay contains no district director signature, and is intended to be used with Envelope 178 (double-window). *T:M:M* Internal Use

**10400 0005 24068S** Each  
*07/1999 No Previous Issue*  
**San Jose, CA - With D.D. signature**  
This overlay inserts the signature of the District Director, Peggy C Rule on any IRS RO/DO form letter along with the address P.O. Box 100, San Jose, CA 95103 in the upper left corner of the overlay. This overlay is intended to be used with Envelope 178 (double-window). *T:M:M* Internal Use

**10500 0001 23060Y** Each  
*11/1996 No Previous Issue*  
**No signature, Southern California District**  
This overlay inserts the address of 24000 Avila Road, Laguna Niguel, CA, 92677, in the lower left corner of any IRS Letter. *T:M:M* Internal Use

**10500 0004 24025B** Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**Laguna Niguel, CA - No Signature**  
This overlay inserts the address 24000 Avila Laguna Niguel, CA 92677 in the upper left corner of any IRS RO/DO form letter. This overlay contains no District Director signature, and is intended to be used with Envelope 178 (double-window). *T:M:M* Internal Use

## Electronic Overlay

**10500 0102 31325W** Each  
*12/2000 No Previous Issue*  
**Frank P. Nixon, Southern California SB/SE**

This overlay inserts the signature of the Area 14 Director for SB/SE, Frank P. Nixon on any IRS form letter along with the address 24000 Avila Road, Laguna Niguel, CA 92677 in the lower left corner of the letter. *S:C:14:D:SA Internal Use*

**10500 0103 31327S** Each  
*12/2000 No Previous Issue*  
**Laguna Niguel, CA - Signature**

This overlay inserts the signature of the Area 14 Director for SB/SE, Frank P. Nixon, without an address, on any IRS RO/DO form letter. *S:C:14:D:SA Internal Use*

**10500 0105 31326H** Each  
*12/2000 No Previous Issue*  
**Laguna Niguel, CA - With Area Manager Signature**

This overlay inserts the signature of the Area 14 Director for SB/SE, Frank P. Nixon on any IRS form letter along with the address 24000 Avila Road, Laguna Niguel, CA 92677-0207 in the upper left corner of the overlay. This overlay is intended to be used with Envelope 178 (double window), Cat. No. 62249D. *S:C:14:D:SA Internal Use*

**10600 0001 23059X** Each  
*11/1996 No Previous Issue*  
**No signature, Rocky Mountain District**  
This overlay inserts the address of 600 17th Street, Denver, CO, 80202 in the lower left corner of any IRS Letter. *T:M:M Internal Use*

**10600 0002 23428C** Each  
*03/1999 No Previous Issue*  
**Jack B. Cheskaty, Rocky Mountain District**

This overlay inserts the signature of the District Director, Jack B. Cheskaty on any IRS RO/DO form letter along with the address 600 17th Street, Denver, CO 80202-2490 in the lower left corner of the letter. *T:M:M Internal Use*

**10600 0003 24021J** Each  
*03/1999 No Previous Issue*  
**Denver, CO - Signature**  
This overlay inserts the signature of the District Director, Jack B. Cheskaty, without an address, on any IRS RO/DO form letter. *RMD:DEN:SS Internal Use*

**10600 0004 24022U** Each  
*02/1997 No Previous Issue*  
**Denver, CO - No Signature**  
This overlay inserts the address 600 17th Street, Stop 1000 DEN, Denver, CO 80202-2490 in the upper left corner of any IRS RO/DO form letter. This overlay contains no District Director signature, and is intended to be used with Envelope 178 (double-window). *RMD:DEN:SS Internal Use*

**10600 0005 24023F** Each  
*03/1999 No Previous Issue*  
**Denver, CO - With D.D. Signature**  
This overlay inserts the the signature of the District Director, Jack B. Cheskaty on any IRS RO/DO form letter along with the address 600 17th Street, Stop 1000 DEN, 80202-2490 in the upper left corner of the overlay. This overlay is intended to be used with Envelope 178 (double window), Cat. No. 62249D. *RMD:DEN:SS Internal Use*

**10612 0003 24019X** Each  
*03/1999 No Previous Issue*  
**Cheyenne - Signature**  
This overlay inserts the signature of the District Director, Jack B. Cheskaty, without an address, on any IRS RO/DO form letter. *RMD:DEN:SS Internal Use*

**10612 0004 23450G** Each  
*01/1997 No Previous Issue*  
**Cheyenne, WY - No Signature**  
This overlay inserts the address 5353 Yellowstone Road, Cheyenne, WY 82009 in the upper left corner of any IRS RO/DO form letter. This overlay contains no District Director signature, and is intended to be used with Envelope 178 (double-window), Cat. No. 62249D. *RMD:DEN:SS Internal Use*

**10612 0005 23451R** Each  
*03/1999 No Previous Issue*  
**Cheyenne, WY - With D.D. Signature**  
This overlay inserts the signature of the District Director, Jack B. Cheskaty on any IRS RO/DO form letter along with the address 5353 Yellowstone Road, Cheyenne, WY 82009 in the upper left corner of the overlay. This overlay is intended to be used with Envelope 178 (double window), Cat. No. 62249D. *RMD:DEN:SS Internal Use*

**10618 0003 24020Y** Each  
*03/1999 No Previous Issue*  
**Salt Lake City - Signature**  
This overlay inserts the signature of the District Director, Jack B. Cheskaty , without an address, on any IRS RO/DO form letter. *RMD:DEN:SS Internal Use*

**10618 0004 23447J** Each  
*01/1997 No Previous Issue*  
**Salt Lake City, UT - No Signature**  
This overlay inserts the address 50 South 200 East, Salt Lake City, UT 84111 in the upper left corner of any IRS RO/DO form letter. This overlay contains no District Director signature, and is intended to be used with Envelope 178 (double-window), Cat. No. 62249D. *RMD:DEN:SS Internal Use*

**10618 0005 23448U** Each  
*03/1999 No Previous Issue*  
**Salt Lake City, UT - With D.D. Signature**  
This overlay inserts the signature of the District Director, Jack B. Cheskaty on any IRS RO/DO form letter along with the address 50 South 200 East, Salt Lake City, UT 84111 in the upper left corner of the overlay. This overlay is intended to be used with Envelope 178 (double window), Cat. No. 62249D. *RMD:DEN:SS Internal Use*

**10622 0003 24014U** Each  
*03/1999 No Previous Issue*  
**Helena, ID - Signature**  
This overlay inserts the signature of the District Director, Jack B. Cheskaty without an address, on any IRS RO/DO form letter. *RMD:DEN:SS Internal Use*

**10622 0004 23444C** Each  
*01/1997 No Previous Issue*  
**Helena, MT - No Signature**  
This overlay inserts the address 301 S. Park Avenue, Helena, MT 59626-0016 in the upper left corner of any IRS RO/DO form letter. This overlay contains no District Director signature, and is intended to be used with Envelope 178 (double-window). *RMD:DEN:SS Internal Use*

**10622 0005 23446Y** Each  
*03/1999 No Previous Issue*  
**Helena, MT - With D.D. Signature**  
This overlay inserts the signature of the District Director, Jack B. Cheskaty on any IRS RO/DO form letter along with the address 301 S. Park Avenue, Helena, MT 59626-0016 in the upper left corner of the overlay. This overlay is intended to be used with Envelope 178 (double window), Cat. No. 62249D. *RMD:DEN:SS Internal Use*

**10628 0003 24013J** Each  
*03/1999 No Previous Issue*  
**Boise, ID - Signature**  
This overlay inserts the signature of the District Director, Jack B. Cheskaty, without an address, on any IRS RO/DO form letter. *RMD:DEN:SS Internal Use*

**10628 0004 23441V** Each  
*01/1997 No Previous Issue*  
**Boise, ID - No Signature**  
This overlay inserts the address 550 W. Fort Street, Boise, ID 83724-0041 in the upper left corner of any IRS RO/DO form letter. This overlay contains no District Director signature, and is intended to be used with Envelope 178 (double-window). *RMD:DEN:SS Internal Use*

**10628 0005 23442G** Each  
*03/1999 No Previous Issue*  
**Boise, ID - With D.D. Signature**  
This overlay inserts the signature of the District Director, Jack B. Cheskaty, on any IRS RO/DO form letter along with the address 550 W. Fort Street, Boise, ID 83724-0041 in the upper left corner of the overlay. This overlay is intended to be used with Envelope 178 (double window), Cat. No. 62249D. *RMD:DEN:SS Internal Use*

## Electronic Overlay

- 10700 0001 23061J** Each  
*11/1996 No Previous Issue*  
**No signature, Southwest District**  
This overlay inserts the address of 210 E. Earll St., Phoenix, Arizona 85012 in the lower left corner of any IRS letter. *T:M:M Internal Use*
- 10700 0004 24052I** Each  
*02/1997 No Previous Issue*  
**Phoenix, AZ - Without D.D. signature**  
This overlay inserts the address 210 E. Earll Drive, Phoenix, AZ 85012 in the upper left corner of any IRS RO/DO form letter. This overlay contains no District Director signature, and is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*
- 10700 0402 31583E** Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**James J. Walsh, Area Director Wage and Investment**  
This overlay inserts the signature of the Area Director, Wage and Investment, James J. Walsh on any IRS RO/DO form letter along with the address 210 E. Earll Drive, Phoenix, AZ 85012 in the lower left corner of the letter. *W:CAR:FA:P Internal Use*
- 10700 0403 31584P** Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Phoenix, AZ - With Wage and Investment Area Director**  
This overlay inserts the signature of the Area Director for Wage and Investment, James J. Walsh without an address on any IRS RO/DO form letter. *W:CAR:FA:P Internal Use*
- 10700 0405 31587W** Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Phoenix, AZ - With Area Director signature**  
This overlay inserts the signature of the Area Director for Wage and Investment, James J. Walsh on any IRS form letter along with the address 210 E. Earll Drive, Phoenix, AZ 85012 in the upper left corner of the overlay. This overlay is intended to be used with envelope 178 (double-window), Cat. No. 62249D. *W:CAR:RA:P Internal Use*
- 20000 0001 23027N** Each  
*11/1996 No Previous Issue*  
**No signature, Midstates Regional Commissioner**  
This overlay inserts the address of 4050 Alpha Road, Dallas, TX 75244 in the lower left corner of any IRS form letter. *T:M:M Internal Use*
- 20000 0004 24075H** Each  
*02/1997 No Previous Issue*  
**Midstates Region - Without R.C. signature**  
This overlay inserts the address 4050 Alpha Rd, 12th Floor, Mail Code 1000 MSRO, Dallas, TX 75244-4203 in the upper left corner of any IRS RO/DO form letter. This overlay contains no regional commissioner signature, and is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*
- 20800 0001 23054U** Each  
*11/1996 No Previous Issue*  
**No signature, South Texas District**  
This overlay inserts the address of 300 E. Eighth Street, Austin, Texas 78701 in the lower left corner of any IRS letter. *T:M:M Internal Use*
- 20800 0004 24071P** Each  
*02/1997 No Previous Issue*  
**Austin, TX - Without D.D. signature**  
This overlay inserts the address 300 E. Eighth Street, Mail Code 1000 AUS, Austin, TX 78701 in the upper corner of any IRS RO/DO form letter. This overlay contains no district director signature, and is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*
- 20900 0001 23053J** Each  
*11/1996 No Previous Issue*  
**No signature, North Texas District**  
This overlay inserts the address of 1100 Commerce St., Dallas, TX 75242, in the lower left corner of any IRS letter. *T:M:M Internal Use*
- 20900 0004 24079Z** Each  
*02/1997 No Previous Issue*  
**North Texas District - Without D.D. signature**  
This overlay inserts the address 1100 Commerce Street, Mail Code 1000 DAL, Dallas, TX 75242 in the upper left corner of any IRS RO/DO form letter. This overlay is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*
- 21000 0001 23047F** Each  
*11/1996 No Previous Issue*  
**No signature, Houston District**  
This overlay inserts the address of 1919 Smith Street, Houston, TX 77002 in the lower left corner of any IRS Letter. *T:M:M Internal Use*
- 21000 0004 24081L** Each  
*02/1997 No Previous Issue*  
**Houston, TX - Without D.D. signature**  
This overlay inserts the address 1919 Smith Street, Mail Code 1000 HOU, Houston, TX 77002 in the upper left corner of any IRS RO/DO form letter. This overlay contains no district director signature and is intended to be used with Envelope 178 (double-window) *T:M:M Internal Use*
- 21100 0001 23046U** Each  
*11/1996 No Previous Issue*  
**No signature, Arkansas-Oklahoma District**  
This overlay inserts the address of 55 N. Robinson, Oklahoma City, Oklahoma 73102, in the lower left corner of any IRS Letter. *T:M:M Internal Use*
- 21100 0002 23417V** Each  
*05/1998 No Previous Issue*  
**Richard R. Auby, Arkansas-Oklahoma District**  
This overlay inserts the signature of the District Director, Richard R. Auby on any IRS RO/DO form letter along with the address 55 N. Robinson Street, Oklahoma City, OK 73102 in the lower left corner of the letter. *T:M:M Internal Use*
- 21100 0003 24064A** Each  
*05/1998 No Previous Issue*  
**Oklahoma City, OK - With D.D. signature**  
This overlay inserts the signature of the District Director, Richard R. Auby without an address on any IRS RO/DO form letter. This overlay was intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*
- 21100 0004 24084S** Each  
*02/1997 No Previous Issue*  
**Oklahoma City, OK - Without D.D. signature**  
This overlay inserts the address 55 N. Robinson Street, Mail Code 1000 OKC, Oklahoma City, OK 73102 in the upper left corner of any IRS RO/DO form letter. This overlay contains no district director signature, and is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*
- 21100 0005 24085D** Each  
*05/1998 No Previous Issue*  
**Oklahoma City, OK - With D.D. signature**  
This overlay inserts signature or the District Director, Richard R. Auby on any IRS RO/DO form letter along with the address 55 N. Robinson Street, Mail Code 1000 OKC, Oklahoma City, OK 73102 in the upper corner of the overlay. This overlay is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*
- 21200 0001 23048Q** Each  
*11/1996 No Previous Issue*  
**No signature, Kansas-Missouri District**  
This overlay inserts the address of 1222 Spruce Street, St. Louis, Missouri, 63103, in the lower left corner of any IRS Letter. *T:M:M Internal Use*
- 21200 0002 23418G** Each  
*07/1997 No Previous Issue*  
**David B. Palmer, Kansas-Missouri District**  
This overlay inserts the signature of the District Director, David B. Palmer on any IRS RO/DO form letter along with the address 1222 Spruce Street, St. Louis, MO 63103 in the lower left corner of the letter. *T:M:M Internal Use*
- 21200 0003 24065L** Each  
*07/1997 No Previous Issue*  
**David Palmer - Signature Only**  
This overlay inserts the signature of the District Director, David Palmer on any IRS RO/DO form letter. No address will be printed on the letter. *T:M:M Internal Use*
- 21200 0004 24087Z** Each  
*02/1997 No Previous Issue*  
**St. Louis, MO - Without D.D. signature**  
This overlay inserts the address P.O.Box 66776, St. Louis, MO 63166 in the upper left corner of any IRS RO/DO form letter. This overlay contains no district director signature, and is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*



## Electronic Overlay

**21200 0005 24088K** Each  
*07/1997 No Previous Issue*

**Kansas-Missouri District Office - David Palmer**

This overlay inserts the signature of the District Director, David Palmer on any IRS RO/DO form letter along with the return address P.O. Box 66776, St. Louis, MO 63166 printed in the upper left corner of the letter. *T:M:M Internal Use*

**21300 0001 23049B** Each  
*11/1996 No Previous Issue*

**No signature, Illinois District**

This overlay inserts the address of 230 S. Dearborn Street, Chicago, Illinois, 60604, in the lower left corner of any IRS Letter. *T:M:M Internal Use*

**21300 0004 24073L** Each  
*09/1998 No Previous Issue*

**Chicago, IL - Without D.D. signature**

This overlay inserts the address 230 S. Dearborn, Chicago, IL 60604 in the upper left corner of any IRS RO/DO form letter. This overlay contains no district director signature, and is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*

**21300 0102 31354Z** Each  
*12/2000 No Previous Issue*

**William L. Thompson, Area Director for SB/SE Compliance Area 7**

This overlay inserts the signature of the Area 7 SB/SE Director, William L. Thompson on any IRS form letter along with the address 230 S. Dearborn Street, Chicago, IL 60604 in the lower left corner of the letter. *S:C:7 Internal Use*

**21300 0103 31355K** Each  
*12/2000 No Previous Issue*

**Chicago, IL - With Area 7 SB/SE Director**

This overlay inserts the signature of the Area 7 SB/SE Director, William L. Thompson without an address on any IRS form letter. This overlay is intended to be used with Envelope 178 (double-window). *S:C:7 Internal Use*

**21300 0105 31356V** Each  
*12/2000 No Previous Issue*

**Chicago, IL - Area 7 SB/SE Compliance Director**

This overlay inserts the signature of the Area 7 SB/SE Compliance Director, William L. Thompson on any IRS form letter along with the address 230 S. Dearborn, Chicago, IL 60604 in the upper left corner of the overlay. This overlay is intended to be used with Envelope 178 (double-window). *S:C:7 Internal Use*

**21400 0001 23051N** Each  
*11/1996 No Previous Issue*

**No signature, Midwest District**

This overlay inserts the address of 310 W. Wisconsin Avenue, Milwaukee, WI, 53203 in the lower left corner of any IRS Letter. *T:M:M Internal Use*

**21400 0002 23420S** Each  
*11/1998 No Previous Issue*

**Glenda M. Pappillion, Director, Midwest District**

This overlay inserts the signature of the District Director, Glenda M. Pappillion on any IRS RO/DO form letter along with the address 310 W. Wisconsin Avenue, Milwaukee, WI 53203 in the lower left corner of the letter. *T:M:M Internal Use*

**21400 0003 24063P** Each  
*11/1998 No Previous Issue*

**Milwaukee, WI - With D.D. signature**

This overlay inserts the signature of the District Director, Glenda M. Pappillion without an address on any IRS RO/DO letter. This overlay is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*

**21400 0004 24082W** Each  
*02/1997 No Previous Issue*

**Milwaukee, WI - Without D.D. signature**

This overlay inserts the address Reuss Federal Plaza, 310 W. Wisconsin Avenue, Mail Code 1000 MIL, Milwaukee, WI 53203-2221 in the upper left corner of any IRS RO/DO form letter. This overlay contains no district director signature, and is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*

**21400 0005 24083H** Each  
*11/1998 No Previous Issue*

**Milwaukee, WI - With D.D. signature**

This overlay inserts the signature of the District Director, Glenda M. Pappillion on any IRS RO/DO form letter along with the address Reuss Federal Plaza, 310 W. Wisconsin Avenue, Mail Code 1000 MIL, in the upper left corner of the overlay. This overlay is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*

**21500 0001 23052Y** Each  
*11/1996 No Previous Issue*

**No signature, North Central District**

This overlay inserts the address of 316 N. Robert Street, St. Paul, MN 55101 in the lower left corner of any IRS Letter. *T:M:M Internal Use*

**21500 0002 23421D** Each  
*12/1999 No Previous Issue*

**John E. Binnion II, North-Central District**

This overlay inserts the signature of the District Director, John E. Binnion II on any IRS RO/DO form letter along with the address 316 N. Robert Street, St. Paul, MN 55101 in the lower left corner of the letter. *T:M:M Internal Use*

**21500 0003 25147A** Each  
*12/1999 No Previous Issue*

**St. Paul, MN - With D.D. Signature**

This overlay inserts the signature of the District Director John E. Binnion II without an address on any IRS RO/DO form letter. *T:M:M Internal Use*

**21500 0004 25148L** Each  
*11/1997 No Previous Issue*

**St. Paul, MN - Without Signature**

This overlay inserts the address of 316 N. Robert Street, St. Paul, MN 55101 in the upper left corner of any IRS RO/DO form letter. This overlay is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*

**21500 0005 25149W** Each  
*12/1999 No Previous Issue*

**St. Paul, MN - With D.D. Signature**

This overlay inserts the signature of the District Director, John E. Binnion II on any IRS RO/DO form letter along with the address 316 North Robert Street, St. Paul, MN 55101 in the upper left corner of the overlay. This overlay is intended to be used with Envelope 178 (double-window). *T:M:M Internal Use*

**31600 0001 23028Y** Each  
*11/1996 No Previous Issue*

**No signature, Georgia District**

This overlay inserts the address of 401 W Peachtree Street, Atlanta, GA 30365, in the lower left corner of any IRS letter. No signature will be printed on the letter. *T:M:M Internal Use*

**31600 0002 23040G** Each  
*11/1996 No Previous Issue*

**Nelson A. Brooke, Georgia District**

This overlay inserts the signature of the District Director, Nelson A. Brooke, on any IRS letter along with the address 401 W. Peachtree Street, Atlanta GA 30365 in the lower left corner of the letter. *T:M:M Internal Use*

**31600 0003 23726J** Each  
*01/1997 No Previous Issue*

**Nelson A. Brooke - No Address**

This overlay inserts the signature of the District Director, Nelson A. Brooke on any IRS (DO) form letter. No address appears on the overlay. *T:M:M Internal Use*

**31600 0004 23728F** Each  
*01/1997 No Previous Issue*

**Georgia District Office- No Signature**

This overlay inserts the return address 401 W. Peachtree Street, Atlanta, GA 30365 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. *T:M:M Internal Use*

**31600 0005 23729Q** Each  
*01/1997 No Previous Issue*

**Georgia District Office - Nelson A. Brooke**

This overlay inserts the signature of the District Director, Nelson A. Brooke on any IRS (DO) form letter along with the return address 401 W. Peachtree Street, Atlanta, GA 30365 in the upper left corner of the letter. *T:M:M Internal Use*

## Electronic Overlay

**31700 0001 22700T** Each  
*09/1996 No Previous Issue*

**No Signature, North Florida District**

This overlay inserts the address 400 W. Bay Street, Suite 35045 Jacksonville, FL 32202-4437 in the lower left corner of any IRS letter. No signature will be printed on the letter. *T:M:M* Internal Use

**31700 0004 23337M** Each  
*11/2000 No Previous Issue*

**North Florida Office - No Signature**

This overlay inserts the return address of Stop 6190A, 400 W. Bay Street, Ste. 35045 Jacksonville, FL 32202-4437 in the upper left corner of any IRS form letter. No signature appears on the overlay. *W:CAS:AM:AT* Internal Use

**31800 0001 23043N** Each  
*12/1999 Destroy Prev Issues Upon Rec*

**No signature, South Florida District**

This overlay inserts the address 7850 S. W. 6th Court, Plantation, FL 33324, in the lower left corner of any IRS letter. No signature will be preprinted on the letter. *S:TSS:4040* Internal Use

**31800 0004 23769A** Each  
*12/1999 Destroy Prev Issues Upon Rec*

**South Florida District Office - No Signature**

This overlay inserts the return address 7850 S. W. 6th Court, Plantation, FL 33324 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. *S:TSS:4040* Internal Use

**31800 0102 31395U** Each  
*12/2000 No Previous Issue*

**Electronic Overlay, Area Director SB/SE Area 5**

This overlay inserts the signature of the Area Director SB/SE Area 5, Ted F. Brown, on any IRS letter along with the address of 7850 S. W. 6th Court, Plantation, FL 33324 in the lower left corner of the letter. *S:TSS:4040* Internal Use

**31800 0103 31396F** Each  
*12/2000 No Previous Issue*

**Electronic Overlay, Area Director SB/SE Area 5**

This overlay inserts the signature of the Area Director SB/SE Area 5, Ted F. Brown, on any IRS letter. *S:TSS:4040* Internal Use

**31800 0105 31397Q** Each  
*12/2000 No Previous Issue*

**Electronic Overlay, Area Director SB/SE Area 5**

This overlay inserts the signature of the Area Director SB/SE Area 5, Ted F. Brown, on any IRS letter along with the address of 7850 S. W. 6th Court, Plantation, FL 33324 in the lower left corner of the letter. *S:TSS:4040* Internal Use

**31900 0001 23042C** Each  
*11/1996 No Previous Issue*

**No signature, North-South Carolina District**

This overlay inserts the address 320 Federal Place, Greensboro, NC, 27401 in the lower left corner of any IRS letter. No signature will be printed on the letter. *W:CAR:FA-2* Internal Use

**31900 0004 23772X** Each  
*01/1997 No Previous Issue*

**Field Assistance Area 2, Wage & Investment-No signature**

This overlay inserts the return address 320 Federal Place, Greensboro, NC 27401 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. *W:CAR:FA-2* Internal Use

**31900 0402 31387U** Each  
*12/2000 No Previous Issue*

**Electronic Overlay, Director, Field Assistance-Area 2, W&I**

This overlay inserts the signature of the Director, Field Assistance-Area 2, Wage & Investment, Ellie Cimaglia, on any IRS letter along with the address of 320 Federal Place, Greensboro, NC 277401 in the lower left corner of the letter. *W:CAR:FA-2* Internal Use

**31900 0403 31386J** Each  
*12/2000 No Previous Issue*

**Electronic Overlay, Director, Field Assistance-Area 2, W&I**

This overlay inserts the signature of the Director, Field Assistance-Area 2, Wage & Investment, Ellie Cimaglia, on any IRS letter. *W:CAR:FA-2* Internal Use

**31900 0405 31385Y** Each  
*12/2000 No Previous Issue*

**Electronic Overlay, Director, Field Assistance-Area 2, W&I**

This overlay inserts the signature of the Director, Field Assistance-Area 2 Wage & Investment, Ellie Cimaglia, on any IRS letter along with the address of 320 Federal Place, Greensboro, NC 277401 in the upper left corner of the letter. *W:CAR:FA-2* Internal Use

**31911 0004 24162F** Each  
*03/1997 No Previous Issue*

**Winston-Salem, NC - No Signature**

This overlay inserts the return address 251 N. Main Street, Room 118 Winston-Salem, NC 27101 in the upper left corner of any IRS (DO) form letter. No signature will be printed on the letter. *W:CAR:FA-2* Internal Use

**32000 0001 22698S** Each  
*09/1996 No Previous Issue*

**No Signature, Gulf Coast District**

This overlay inserts the address 600 S. Maestri Place, New Orleans, LA, 70130 in the lower left corner of any IRS letter. No signature will be pre-printed on the letter. *T:M:M* Internal Use

**32000 0002 22695L** Each  
*04/2000 No Previous Issue*

**Richard J. Morgante, Gulf Coast District**

This overlay inserts the signature of the District Director, Richard J. Morgante, on any IRS letter along with the address 600 S. Maestri Place, New Orleans, LA 70130 in the lower left corner of the letter. *T:M:M* Internal Use

**32000 0003 23730R** Each  
*04/2000 No Previous Issue*

**Richard J. Morgante - Gulf Coast District**

This overlay inserts the signature of the District Director, Richard J. Morgante on any IRS (DO) form letter. No address appears on the overlay. *T:M:M* Internal Use

**32000 0004 23731C** Each  
*01/1997 No Previous Issue*

**Gulf Coast District Office - No Signature**

This overlay inserts the return address 600 S. Maestri Place, New Orleans, LA 70130 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. *T:M:M* Internal Use

**32000 0005 23732N** Each  
*04/2000 No Previous Issue*

**Gulf Coast District Office - Richard J. Morgante**

This overlay inserts the signature of the District Director, Richard J. Morgante on any IRS (DO) form letter along with the return address 600 S. Maestri Place, New Orleans, LA 70130 in the upper left corner of the letter. *T:M:M* Internal Use

**32008 0004 24449P** Each  
*05/1997 No Previous Issue*

**Birmingham, AL - No Signature**

This overlay inserts the return address 801 Tom Martin Drive, Birmingham, AL 35211 in the upper left corner of any IRS (DO) form letter. No signature will be printed on the letter. *LM:* Internal Use

**32200 0001 23041R** Each  
*11/1996 No Previous Issue*

**No signature, Indiana District**

This overlay inserts the address 575 N. Pennsylvania Street, Indianapolis, IN 46204, in the lower left corner of any IRS letter. No signature will be preprinted on the letter. *T:M:M* Internal Use

**32200 0004 23778L** Each  
*01/1997 No Previous Issue*

**Indiana District Office - No Signature**

This overlay inserts the return address 575 N. Pennsylvania Street, Indianapolis, IN 46204 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. *T:M:M* Internal Use

## Electronic Overlay

**32205 0004 24003N** Each  
*02/1997 No Previous Issue*  
**Fort Wayne, IN - No Signature**  
This overlay inserts the return address 1415 Director's Row, Fort Wayne, IN 46808-1287 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. This overlay is designed to be used with Envelope 178 (double window), catalog number 62249D. *SER:IND* Internal Use

**32205 0005 24004Y** Each  
*10/1997 Destroy Prev Issues Upon Rec*  
**Fort Wayne, IN - James E. Rogers, Jr.**  
This overlay inserts the signature of the District Director, James E. Rogers, Jr., along with the return address 1415 Director's Row, Fort Wayne, IN 46808-1287 in the upper left corner of any IRS (DO) form letter. This overlay is designed to be used with Envelope 178 (double window), catalog number 62249D. *SER:IND* Internal Use

**32300 0001 23039F** Each  
*11/1996 No Previous Issue*  
**No signature, Delaware-Maryland District**  
This overlay inserts the address 31 Hopkins Plaza, Baltimore, MD 21201 in the lower left corner of any IRS letter. No signature will be preprinted on the letter. *T:M:M* Internal Use

**32300 0002 23104P** Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**J.J.Jennings, Baltimore, MD**  
This overlay inserts the signature of the District Director, J.J.Jennings on any IRS (DO) letter along with the address 31 Hopkins Plaza, Baltimore, MD 21201 in the lower left corner of the letter. *T:M:M* Internal Use

**32300 0003 23780X** Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**J.J.Jennings - Signature Only**  
This overlay inserts the signature of the District Director, J.J.Jennings on any IRS (DO) form letter. No address appears on the overlay. *T:M:M* Internal Use

**32300 0004 23781I** Each  
*01/1997 No Previous Issue*  
**Delaware-Maryland District Office - No Signature**  
This overlay inserts the return address 31 Hopkins Plaza, Baltimore, MD 21201 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. *T:M:M* Internal Use

**32300 0005 23782T** Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Delaware-Maryland District Office - J.J.Jennings**  
This overlay inserts the signature of the District Director, J.J.Jennings on any IRS (DO) form letter along with the return address 120 W. Lombard Street, Baltimore, MD 21201 in the upper left corner of the letter. *T:M:M* Internal Use

**32400 0001 23044Y** Each  
*11/1996 No Previous Issue*  
**No signature, Virginia-West Virginia District**  
This overlay inserts the address 400 N. Eighth Street, Richmond, VA 23240 in the lower left corner of any IRS letter. No signature will be preprinted on the letter. *T:M:M* Internal Use

**32400 0004 23338X** Each  
*12/1996 No Previous Issue*  
**Virginia-West Virginia District Office - No Signature**  
This overlay inserts the return address 400 N. Eighth Street, Richmond, VA, 23240 in the upper left corner of any IRS RO/DO form letter. No signature appears on the overlay. *T:M:M* Internal Use

**40000 0002 23288C** Each  
*12/1996 No Previous Issue*  
**Signature, Northeast Regional Commissioner**  
This overlay inserts the signature of the District Director, on any IRS letter along with the address 90 Church Street, New York NY 10007. *T:M:M* Internal Use

**42500 0001 23038U** Each  
*11/1996 No Previous Issue*  
**No signature, Upstate New York District**  
This overlay inserts the address 111 W. Huron Street, Buffalo, NY 14202 in the lower left corner of any IRS RO/DO form letter. No signature appears on the overlay. *C&L:DO* Internal Use

**42500 0004 23784P** Each  
*01/1997 No Previous Issue*  
**Upstate New York District Office - No Signature**  
This overlay inserts the return address 111 W. Huron Street, Buffalo, NY 14202 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. *C&L:DO* Internal Use

**42600 0001 23035N** Each  
*11/1996 No Previous Issue*  
**No signature, New England District**  
This overlay inserts the address JFK Federal Building, Boston, MA 02203 in the lower left corner of any IRS (DO) form letter. No signature will be printed on the letter. *T:M:M* Internal Use

**42600 0002 23314N** Each  
*12/1996 No Previous Issue*  
**Stephen L. Daige - New England District**  
This overlay inserts the signature of the District Director, Stephen L. Daige on any IRS (DO) form letter along with the address JFK Federal Building, Boston, MA 02203 placed in the lower left corner of the letter. *T:M:M* Internal Use

**42600 0003 24005J** Each  
*02/1997 No Previous Issue*  
**Stephen L. Daige - Signature Only**  
This overlay inserts the signature of the District Director, Stephen L. Daige on any IRS (DO) form letter. No address appears on the overlay. *T:M:M* Internal Use

**42600 0004 24006U** Each  
*02/1997 No Previous Issue*  
**New England District Office - No signature**  
This overlay inserts the return address JFK Federal Building, Boston, MA 02203 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. *T:M:M* Internal Use

**42600 0005 24007F** Each  
*02/1997 No Previous Issue*  
**New England District Office - Stephen L. Daige**  
This overlay inserts the signature of the District Director, Stephen L. Daige on any IRS (DO) form letter along with the return address JFK Federal Building, Boston, MA 02203 in the upper left corner of the letter. *T:M:M* Internal Use

**42700 0001 23037J** Each  
*11/1996 No Previous Issue*  
**No signature, Pennsylvania District**  
This overlay inserts the address 600 Arch Street, Philadelphia, PA 19106 in the lower left corner of any IRS (DO) form letter. No signature will be printed on the letter. *SBSE:C:A3:T2* Internal Use

**42700 0004 24017B** Each  
*02/1997 No Previous Issue*  
**Pennsylvania District Office - No Signature**  
This overlay inserts the return address 600 Arch Street, Philadelphia, PA 19106 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. *SBSE:C:A3:T2* Internal Use

**42700 0102 31409X** Each  
*12/2000 No Previous Issue*  
**Director, SBSE Compliance Area 3 - B. F. Rogers**  
This overlay inserts the signature of the Director SBSE Compliance Area 3, B. F. Rogers on any IRS (DO) form letter along with the return address 600 Arch Street, Philadelphia, PA 19106 in the lower left corner of the letter. *SBSE:C:A3:T2* Internal Use

**42700 0103 31411J** Each  
*12/2000 No Previous Issue*  
**Director, SBSE Compliance Area 3 - B. F. Rogers**  
This overlay inserts the signature of the Director SBSE Compliance Area 3, B. F. Rogers on any IRS (DO) form letter. *SBSE:C:A3:T2* Internal Use

**42700 0105 31412U** Each  
*12/2000 No Previous Issue*  
**Director, SBSE Compliance Area 3 - B. F. Rogers**  
This overlay inserts the signature of the Director SBSE Compliance Area 3, B. F. Rogers on any IRS (DO) form letter along with the return address 600 Arch Street, Philadelphia, PA 19106 in the upper left corner of the letter. *SBSE:C:A3:T2* Internal Use

## Electronic Overlay

- 42800 0001 23031V** Each  
*11/1996 No Previous Issue*  
**No signature, Connecticut-Rhode Island District**  
This overlay inserts the address 135 High Street, Hartford, CT 06103-1185 in the lower left corner of any IRS (DO) form letter. No signature will be printed on the letter. *T:M:M Internal Use*
- 42800 0004 23787W** Each  
*01/1997 No Previous Issue*  
**Connecticut-Rhode Island District Office - No Signature**  
This overlay inserts the return address 135 High Street, Hartford, CT 06103-1185 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. *T:M:M Internal Use*
- 42808 0004 24174X** Each  
*03/1997 No Previous Issue*  
**Providence, RI - No Signature**  
This overlay inserts the return address 380 Westminster Street, Providence, RI 02903 in the upper left corner of any IRS (DO) form letter. No signature will be printed on the letter. *CRI:DDO Internal Use*
- 42900 0001 23032G** Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**No signature, Manhattan District**  
This overlay inserts the address 290 Broadway, New York NY 10007 in the lower left corner of any IRS (DO) form letter. No signature will be printed on the letter. *T:M:M Internal Use*
- 42900 0002 23306N** Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**C. R. Baugh, Manhattan District**  
This overlay inserts the signature of the District Director, C. R. Baugh on any IRS (DO) form letter along with the address 290 Broadway, New York, NY 10007 in the lower left corner of the letter. *T:M:M Internal Use*
- 42900 0003 23789S** Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**C. R. Baugh - Signature Only**  
This overlay inserts the signature of the District Director, C. R. Baugh on any IRS (DO) form letter. No address appears on the overlay. *T:M:M Internal Use*
- 42900 0004 23790T** Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**Manhattan District Office - No Signature**  
This overlay inserts the return address 290 Broadway, New York, NY 10007 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. *T:M:M Internal Use*
- 42900 0005 23791E** Each  
*07/1997 Destroy Prev Issues Upon Rec*  
**Manhattan District Office - C. R. Baugh**  
This overlay inserts the signature of the District Director, C. R. Baugh on any IRS (DO) form letter along with the return address 290 Broadway, New York, NY 10007 in the upper left corner of the letter. *T:M:M Internal Use*
- 43100 0001 23033R** Each  
*11/1996 No Previous Issue*  
**No signature, Michigan District**  
This overlay inserts the address P.O. Box 330500, Detroit, MI 48232-6500 in the lower left corner of any IRS (DO) form letter. No signature will be printed on the letter. *T:M:M Internal Use*
- 43100 0002 23308J** Each  
*12/1996 No Previous Issue*  
**Arlene Kay, Michigan District**  
This overlay inserts the signature of the District Director, Arlene Kay on any IRS (DO) form letter along with the address P.O. Box 330500, Detroit, MI 48232-6500 in the lower left corner of the letter. *T:M:M Internal Use*
- 43100 0003 23795W** Each  
*01/1997 No Previous Issue*  
**Arlene Kay - Signature Only**  
This letter inserts the signature of the District Director, Arlene Kay on any IRS (DO) form letter.  
No address appears on the overlay. *T:M:M Internal Use*
- 43100 0004 23796H** Each  
*01/1997 No Previous Issue*  
**Michigan District Office - No Signature**  
This overlay inserts the return address P.O. Box 330500, Detroit, MI 48232-6500 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. *T:M:M Internal Use*
- 43100 0005 23797S** Each  
*01/1997 No Previous Issue*  
**Michigan District Office - Arlene Kay**  
This overlay inserts the signature of the District Director, Arlene Kay on any IRS (DO) form letter along with the return address P.O. Box 330500, Detroit, MI 48232-6500 in the upper left corner of the letter. *T:M:M Internal Use*
- 43200 0001 23030K** Each  
*11/1996 No Previous Issue*  
**No signature, Brooklyn District**  
This overlay inserts the address 10 Metro Tech Center, 625 Fulton Street, Brooklyn, NY 11201 in the lower left corner of any IRS (DO) form letter. No signature will be printed on the letter. *T:M:M Internal Use*
- 43200 0002 23309U** Each  
*06/1998 No Previous Issue*  
**Ellen Murphy - Brooklyn District**  
This overlay inserts the signature of the District Director, Ellen Murphy on any IRS (DO) form letter along with the address 10 Metro Tech Center, 625 Fulton Street, Brooklyn, NY 11201 in the lower left corner of the letter. *T:M:T Internal Use*
- 43200 0003 23798D** Each  
*06/1998 No Previous Issue*  
**Ellen Murphy - Signature Only**  
This overlay inserts the signature of the District Director, Ellen Murphy on any IRS (DO) form letter. No address appears on the overlay. *T:M:M Internal Use*
- 43200 0004 23800E** Each  
*01/1997 No Previous Issue*  
**Brooklyn District Office - No Signature**  
This overlay inserts the return address 10 Metro Tech Center, 625 Fulton Street, Brooklyn, NY 11201 in the upper left corner of any IRS (DO) form letter. No signature will be printed on the letter. *T:M:M Internal Use*
- 43200 0005 23801P** Each  
*06/1998 No Previous Issue*  
**Brooklyn District Office - Ellen Murphy**  
This overlay inserts the signature of the District Director, Ellen Murphy on any IRS (DO) form letter along with the return address 10 Metro Tech Center, 625 Fulton Street, Brooklyn, NY 11201 in the upper left corner of the letter. *T:M:M Internal Use*
- 43201 0004 24028I** Each  
*02/1997 No Previous Issue*  
**Hauppauge, NY - No Signature**  
This overlay inserts the return address 1180 Veterans Memorial Highway, Hauppauge, NY 11788 in the upper left corner of any IRS (DO) form letter. No signature will be printed on the letter. *A:RE:O:A2 Internal Use*
- 43201 0005 24029T** Each  
*02/1997 No Previous Issue*  
**Hauppauge, NY - Herbert J. Huff**  
This overlay inserts the signature of the District Director, Herbert J. Huff along with the return address 1180 Veterans Memorial Highway, Hauppauge, NY 11788 in the upper left corner of any IRS (DO) form letter. *A:RE:O:A2 Internal Use*
- 43202 0004 24031F** Each  
*02/1997 No Previous Issue*  
**Corona, NY - No Signature**  
This overlay inserts the return address One Lefrak City Plaza, 5917 Junction Blvd., Corona, NY 11368 in the upper left corner of any IRS (DO) form letter. No signature will be printed on the letter. *A:RE:O:A2 Internal Use*
- 43202 0005 24032Q** Each  
*02/1997 No Previous Issue*  
**Corona, NY - Herbert J. Huff**  
This overlay inserts the signature of the District Director, Herbert J. Huff along with the return address One Lefrak City Plaza, 5917 Junction Blvd., Corona, NY 11368 in the upper left corner of any IRS (DO) form letter. *A:RE:O:A2 Internal Use*
- 43203 0004 24033B** Each  
*02/1997 No Previous Issue*  
**Garden City, NY - No Signature**  
This overlay inserts the return address 107 Charles Lindberg Blvd., Garden City, NY 11530 in the upper left corner of any IRS (DO) form letter. No signature will be printed on the letter. *A:RE:O:A2 Internal Use*

## Electronic Overlay

**43203 0005** 24034M Each  
02/1997 No Previous Issue

**Garden City, NY - Herbert J. Huff**

This overlay inserts the signature of the District Director, Herbert J. Huff on any IRS (DO) form letter, along with the return address 107 Charles Lindberg Blvd., Garden City, NY 11530 in the upper left corner of the letter. A:RE:O:A2 Internal Use

**43204 0004** 24035X Each  
02/1997 No Previous Issue

**Riverhead, NY - No Signature**

This overlay inserts the return address 518 E. Main Street, Riverhead, NY 11901 in the upper left corner of any IRS (DO) form letter. No signature will be printed on the letter. A:RE:O:A2 Internal Use

**43204 0005** 24036I Each  
02/1997 No Previous Issue

**Riverhead, NY - Herbert J. Huff**

This overlay inserts the signature of the District Director, Herbert J. Huff on any IRS (DO) form letter, along with the return address 518 E. Main Street, Riverhead, NY 11901 in the upper left corner of the letter. A:RE:O:A2 Internal Use

**43300 0001** 23034C Each  
10/1997 No Previous Issue

**No signature, New Jersey District**

This overlay inserts the address 970 Broad Street, Newark, NJ 07102 in the lower left corner of any IRS (DO) form letter. No signature will be printed on the letter. NER:NEW:DDO Internal Use

**43300 0002** 23311G Each  
10/1997 No Previous Issue

**Frank P. Nixon - New Jersey District**

This overlay inserts the signature of the District Director, Frank P. Nixon on any IRS (DO) form letter along with the address 970 Broad Street, Newark, NJ 07102 in the lower left corner of the form letter. NER:NEW:DDO Internal Use

**43300 0003** 23802A Each  
10/1997 No Previous Issue

**Frank P. Nixon - Signature Only**

This overlay inserts the signature of the District Director, Frank P. Nixon on any IRS (DO) form letter. No address appears on the overlay. NER:NEW:DDO Internal Use

**43300 0004** 23803L Each  
10/1997 No Previous Issue

**New Jersey District Office - No Signature**

This overlay inserts the return address 970 Broad Street, Newark, NJ 07102 in the upper left corner of any IRS (DO) form letter. No signature appears on the overlay. NER:NEW:DDO Internal Use

**43300 0005** 23804W Each  
10/1997 No Previous Issue

**New Jersey District Office - Frank P. Nixon**

This overlay inserts the signature of the District Director, Frank P. Nixon on any IRS (DO) form letter along with the return address 970 Broad Street, Newark, NJ 07102 in the upper left corner of the letter. NER:NEW:DDO Internal Use

**80700 0004** 24710J Each  
07/1997 No Previous Issue

**No Signature, 950 L'Enfant Plaza, Washington**

letter overlay for L'enfant plaza  
CP:IN:D:PRO Internal Use



## Notices

- 28**                    *45437Z*                    Each  
*04/1981 Destroy Prev Issues Upon Rec*  
**Service of Notice of Levy by Mail on Agencies and Instrumentalities of the United States**  
General instructions of office's receiving and processing levies served by mail. (Stuffer for Forms 668-A and 668-W, and notice 110 and 110A). *CO:O:FP* Tax Related Public Use
- 48**                    *45458C*                    Each  
*07/1987 Use/Issue Prev Issue First*  
**Release of Federal Tax Lien**  
Notice 48 is attached to Part 3 of Form 668 (Certificate of Release of Federal Tax Lien) which advises the taxpayer of where and how the effects of the Federal Tax Lien may be removed from the Public Record. *CO:CO:C:SP* Tax Related Public Use
- 87**                    *20140D*                    Each  
*03/1990 Destroy Prev Issues Upon Rec*  
**Medical and Dental Expenses**  
Notice 87 informs taxpayers as to what records will be needed to substantiate medical and dental expense deductions. Notice 609 must be used as a stuffer with this item. This notice no longer requires OMB Clearance. *CP:EX:CS:SCP* Tax Related Public Use
- 88**                    *20145G*                    Each  
*01/1990 Destroy Prev Issues Upon Rec*  
**Information Guide - Taxes**  
This notice no longer requires OMB Clearance. Notice 609 must be used as a stuffer with this item. *CP:EX:CS:SCP* Tax Related Public Use
- 89**                    *20150Z*                    Each  
*06/1983 Use/Issue Prev Issue First*  
**Interest Expenses**  
List of records needed to complete examination of return by Examination Division. This notice no longer requires OMB Clearance. Notice 609 must be used as a stuffer with this item. *CP:EX:CS:SCP* Tax Related Public Use
- 90**                    *20155C*                    Each  
*06/1983 Use/Issue Prev Issue First*  
**Contributions**  
Notice 90 asks for information on contribution that will be itemized deductions for the taxpayer. This notice no longer requires OMB Clearance. Notice 609 must be used as a stuffer with this item. *CP:EX:CS:MI* Tax Related Public Use
- 91**                    *20160V*                    Each  
*03/1990 Destroy Prev Issues Upon Rec*  
**Education Expenses**  
Notice 91 is sent to taxpayer to ask for information to help in completing their return. Notice 609 must be used as a stuffer with this item. This notice no longer requires OMB Clearance. *CP:EX:CS:SCP* Tax Related Public Use
- 93**                    *20165Y*                    Each  
*06/1983 Use/Issue Prev Issue First*  
**Employee Travel and Entertainment Expenses**  
This notice contains a list of records needed to complete examination by Examination Division. This notice no longer requires OMB Clearance. Notice 609 must be used as a stuffer with this item. *CP:EX:CS:SCP* Tax Related Public Use
- 94**                    *45509I*                    Each  
*10/1983 Use/Issue Prev Issue First*  
**Moving Expenses**  
This notice informs taxpayer of what documentation will be required to support moving expenses related deductions. Notice 609 must be used as a stuffer with this notice. *CP:EX:CS:SCP* Tax Related Public Use
- 95**                    *45510J*                    Each  
*10/1990 Destroy Prev Issues Upon Rec*  
**Scholarship or Fellowship Grant**  
Notice 95 informs taxpayer that certain records will be needed to substantiate scholarship status dependency. Notice 609 must be used as a stuffer with this item. *CP:EX:CS:SCP* Tax Related Public Use
- 96**                    *20180N*                    Each  
*06/1983 Destroy Prev Issues Upon Rec*  
**Casualty Losses**  
Notice to Taxpayers with instructions to provide data to support claim of casualty losses. Notice 609 must be used as a stuffer with this item. This notice no longer requires OMB Clearance. *CP:EX:CS:SCP* Tax Related Public Use
- 97**                    *20190J*                    Each  
*07/1983 Use/Issue Prev Issue First*  
**Uniforms, Equipment and Tools**  
Notice 97 informs taxpayers as to what documentation will be needed to substantiate uniform, equipment and tool expense deductions. Notice 609 must be used as a stuffer with this item. *CP:EX:CS:SCP* Tax Related Public Use
- 98**                    *45511U*                    Each  
*03/1990 Destroy Prev Issues Upon Rec*  
**Alimony Payments**  
Notice 98 informs taxpayers as to what records will be necessary to substantiate Alimony payment deductions. Notice 609 must be used as a stuffer with this item. *CP:EX:CS:SCP* Tax Related Public Use
- 99**                    *20200U*                    Each  
*03/1997 Destroy Prev Issues Upon Rec*  
**Child or Dependent Care**  
Notice 99 is designated - ICR -. Revised to insert OMB No. and Date. Also changes approved 7/23/81 which were not printed. Notice 609, (Privacy Act and Paperwork Reduction Act Notice.) Must be enclosed when this Notice is mailed to taxpayer. *CP:EX:CS:SCP* Tax Related Public Use
- 100**                    *45512F*                    Each  
*03/1990 Destroy Prev Issues Upon Rec*  
**Bad Debts**  
Notice 100 informs taxpayers as to what records they need to provide to substantiate bad debt deductions. Notice 609 must be used as a stuffer with this item. *CP:EX:CS:SCP* Tax Related Public Use
- 101**                    *20210Q*                    Each  
*03/1990 Destroy Prev Issues Upon Rec*  
**Rental Income and Expenses**  
Notice to taxpayer and tells what records are required to substantiate rental income and expenses. Notice 609 must be used as a stuffer with this item. This notice no longer requires OMB Clearance. *CP:EX:CS:SCP* Tax Related Public Use
- 102**                    *20215T*                    Each  
*07/1983 Destroy Prev Issues Upon Rec*  
**Information Guide - Capital Gains and Losses**  
Notice 609 must be enclosed with this notice when mailed to taxpayer. This notice explains what records are needed to substantiate the capital gains or losses shown on tax return. *CP:EX:CS:SCP* Tax Related Public Use
- 129**                    *45546L*                    Pad  
*12/1997 Destroy Prev Issues Upon Rec*  
**Disclosure Limitation (Davac Labels)**  
This label is placed on all confidential documents that are furnished to federal, state and local agencies notifying them of the penalties for unauthorized disclosure, explaining disclosure limitations and furnishing disposition instructions. *CL:GLD* Tax Related Public Use
- 129 A**                    *45547W*                    Roll  
*12/1997 Destroy Prev Issues Upon Rec*  
**Disclosure Limitation (100 Pressure Sensitive Labels per Roll)**  
This label is placed on all confidential tape reels that are furnished to state, federal and local agencies to notify them of the penalties for unauthorized disclosure. The notice also explains the disclosure limitations and furnishes disposition instructions. *CL:GLD* Tax Related Public Use
- 194**                    *20265Z*                    Each  
*05/1994 Destroy Prev Issues Upon Rec*  
**Social Security (FICA) Tax Rate Table**  
Notice 194 is included with Forms 941, 942, and 943 whenever a delinquent return is requested from the taxpayer. The notice is given to walk-in taxpayers and also is mailed whenever a new EIN (employer identification number) is assigned to an employer filing these same forms. *T:I:B:C* Tax Related Public Use

## Notices

**199**                    *20270S*                    Each  
*08/1989 Destroy Prev Issues Upon Rec*  
**Information Guide Exemptions for Your Children**  
This notice is enclosed with initial contact letter to inform taxpayer as to what records are needed to document deduction for children. Notice 609 must be used as a stuffer with this item. *CP:EX:CS:SCP* Tax Related Public Use

**200**                    *20275V*                    Each  
*08/1989 Destroy Prev Issues Upon Rec*  
**Information Guide - Exemptions Other Than Your Children**  
Notice 200 is designated - ICR -. Revised to insert OMB No. and Date. Notice 609, (Privacy Act and Paperwork Reduction Act Notice.) Must be included when this notice is mailed to taxpayer. *CP:EX:CS:SCP* Tax Related Public Use

**210**                    *45625J*                    Each  
*02/1997 Destroy Prev Issues Upon Rec*  
**Preparation Instructions for Media Labels**  
Notice 210 specifies required information which must be included on all pressure sensitive labels used to identify each and every piece of media submitted for Service processing. *IS:M:P:I:IS* Tax Related Public Use

**393**                    *45803X*                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Information Concerning Determination to Withhold Records Exempt from Freedom of Info Act-5 USC 552**  
Notice 393 is used to notify the public of their appeal rights under the Freedom of Information Act - 5 U.S.C. 522. *CL:GLD:D* General Admin Public Use

**402**                    *45812I*                    Each  
*10/1988 Destroy Prev Issues Upon Rec*  
**Appeal Procedure - Adverse Determination Letter on Qualification of Employee Plan**  
This notice is a proposed adverse determination letter to alert taxpayers of their appeal rights. *CP:E:EP:FC* Tax Related Public Use

**414**                    *45820I*                    Each  
*01/1991 Destroy Prev Issues Upon Rec*  
**Your Rights & Instructions for Requesting Review of Adverse Determination Under Privacy Act of 1974**  
Notice stating rights and instructions for requesting review of an adverse determination under Privacy Act. *CP:EX:GLD:O* General Admin Public Use

**415**                    *45821T*                    Each  
*03/1990 Destroy Prev Issues Upon Rec*  
**Privacy Act Notice - Non-Employee Interviews Tort Claims**  
Notice 415 is used during interview situations to inform non-employees of their rights pertinent to subsection (e)(3) of the Privacy Act of 1974. This status notice is reissued to show that Notice 415 now is on the "Print On Demand Program." It can be ordered only from the Central Area Distribution Center (CADC) in Bloomington, IL 61799. *I:IS:P* Tax Related Public Use

**417**                    *45823P*                    Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**Privacy Act Notice - Employee Interviews**  
Notice 417 is furnished by NBIC to IRS and other Treasury employees during confrontation interviews in background and conduct investigations. It is also given to employees directly involved in accidents relative to tort investigations. This status notice is reissued to show that Notice 417 now is on the "Print On Demand Program." It can be ordered only from the Area Distribution Centers(ADCs). *A:PSO:NBIC* General Admin Public Use

**425**                    *45831P*                    Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**Privacy Act Notice - Non-Employee Interviews**  
Notice 425 is issued by NBIC to all non-employee subjects in investigations other than tort investigations. This status notice is reissued to show that Notice 425 now is on the "Print On Demand Program." It can be ordered from the Area Distribution Centers (ADCs). *A:PSO:NBIC* General Admin Public Use

**428**                    *45834W*                    Each  
*03/1976 No Previous Issue*  
**Thank You (Notice to taxpayer acknowledging receipt of cash payment)**  
Notice 428 is a stuffer which accompanies Form 809, Receipt for Payment of Taxes. The notice acknowledges receipt of the taxpayer's cash payment and requests that any future payments by mail be in the form of a check of money order. *R:D* Tax Related Public Use

**433**                    *26242I*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Interest and Penalty Information**  
Notice 433 is a mailout stuffer used to inform the taxpayer of (1) the appeals process and (2) which penalties are charged interest. *S:C:CP:RC:P* Tax Related Public Use

**437**                    *45841L*                    Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Notice of Intention to Disclose (Rulings)**  
Notice is mailed with documents that will be made available to the public under Section 6110 of the code. *CC:PA:T* Tax Related Public Use

**437 A**                    *26348X*                    Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Notice of Intention to Disclose**  
Section S3509 of IRS Restructuring and Reform Act of 1998 requires that a new class of documents be made publicly available. Some of these documents are taxpayer-specific. This notice notifies affected taxpayers regarding release. *CC:PA:T* General Admin Public Use

**437 A(1)**                    *27714F*                    Each  
*06/1999 Destroy Prev Issues Upon Rec*  
**Notice of Intention to Disclose**  
This notice is used to notify people that their documents filed for review with the IRS will become available for public viewing on a certain date. They are given the opportunity to ask that certain materials be reviewed before they are released, with the opportunity that the documents in question not be released to the public. *CC:DOM* General Admin Public Use

**441**                    *45843H*                    Each  
*03/1992 Destroy Prev Issues Upon Rec*  
**Notice of Intention to Disclose**  
This notice informs taxpayers that their determination letter will be available for inspection under the Freedom of Information Act after the indicated deletions have been made. *EX:D:F* Tax Related Public Use

**466**                    *45857V*                    Each  
*10/2000 Destroy Prev Issues Upon Rec*  
**Notice of Intention to Disclose**  
Notice 466 is used in connection with requests for public inspection of certain background file documents relating to written determinations. *CC:PA:T* Tax Related Public Use

**483**                    *20345I*                    Each  
*06/1991 Destroy Prev Issues Upon Rec*  
**Instructions to Employer Paid Thru Central Payroll System for Submit. Statement of Personal Exempt.**  
Notice 483 is to be delivered in person or by mail, with Form 668-P, Statement of Personal Exemptions, and Part 3 of Form 668-W, Notice of Levy on Wages, Salary, and Other Income directly to the taxpayer. *OP:CO:C:FP* Tax Related Public Use

**484**                    *20350B*                    Each  
*06/1991 Destroy Prev Issues Upon Rec*  
**Instruction to Employer with Centralized Payroll System for Processing Statement of Personal Exempt.**  
Notice 484 is to be served with Parts 1 and 2 of Form 668-W, Notice of Levy on Wages, Salary, and other income. It informs the employer that Parts 3 of Form 668-W and Form 668-P, statement of Personal Exemptions, have been furnished to the taxpayer. *OP:CO:C:FP* Tax Related Public Use



## Notices

- 487**                    **45874G**                    Each  
*07/1988 Destroy Prev Issues Upon Rec*  
**Information Guide - Disability Income Exclusions**  
Information guide, instructs taxpayers what information to bring in for examinations where disability income exclusion is questioned. Notice 609 must be used as a stuffer with this item. Change form to reflect changes in the tax law. *OP:EX:I:S Tax Related Public Use*
- 509**                    **45893N**                    Each  
*01/1992 Use/Issue Prev Issue First*  
**Explanation of Penalty Charges on Form 5500 Series Returns**  
Notice 509 is a stuffer sent to filers of delinquent Form 5500 series returns. It is included with the taxpayer's notice (bill) of assessment (Form 6335). *R:R:A:S Tax Related Public Use*
- 555**                    **45924B**                    Each  
*11/1994 Destroy Prev Issues Upon Rec*  
**Filing Requirements - Pertinent Section Internal Revenue Code Title 26, U.S.**  
Notice 555 is used solely as an attachment to Letter 664(c). This information cannot be programmed as part of the C letter. *CP:EX:CS:SCP Tax Related Public Use*
- 609**                    **45963A**                    Each  
*06/1999 Destroy Prev Issues Upon Rec*  
**Privacy Act and Paperwork Reduction Act Notice**  
This form is distributed with public use forms, letters and publications that are required, but have not been revised, to explain the Privacy and Paperwork Reduction Acts. Regions should contact National Office for a printing requisition number to replenish supplies. This item will be printed on the Service Center PRINT systems along with the corresponding CP notice. This will eliminate or reduce the warehouse stock at the service centers. *W:CAR:MP:FP:F:M Tax Related Public Use*
- 609 (SP)**                    **15314L**                    Each  
*06/1999 Destroy Prev Issues Upon Rec*  
**Privacy Act and Paperwork Reduction Act Notice (Spanish Version)**  
This form is distributed with public use forms, letters and publications that are required, but have not been revised, to explain the Privacy and Paperwork Reduction Acts. This item will be printed on the Service Center PRINT systems along with the corresponding CP notice. This will eliminate or reduce the warehouse stock at the service centers. *W:CAR:MP:FP:F:M Tax Related Public Use*
- 625**                    **45978Z**                    Each  
*01/1993 Destroy Prev Issues Upon Rec*  
**Explanations of Unallowable Items**  
Notice 625 is a list of explanations that are used when an item is shown on a tax return that is unallowable. This revision is necessary to update the unallowable program explanations. *EX:E:S Tax Related Public Use*
- 675**                    **60369C**                    Each  
*03/1997 Destroy Prev Issues Upon Rec*  
**We Charge a Fee for Copies of Your Tax Return**  
Notice 675 is used to return a taxpayer's request received without the proper payment for copies of tax returns. The notice transmits a copy of Form 4506, Request for Copy of Tax Form, to the taxpayer for completion and return with the correct payment. *T:C:O:A:CSC Tax Related Public Use*
- 679**                    **61121Q**                    Each  
*03/1991 Destroy Prev Issues Upon Rec*  
**Information For Partnerships With 10 Or Fewer Partners**  
This information was originally included in the 1355 C/SC letter but the letter was to long for practical usage. The information is being moved to this notice to increase the usability of these letters. This item will be used and filed with letter 1355 C/SC. *T:T:S:I Tax Related Public Use*
- 688**                    **61262M**                    Each  
*01/1984 No Previous Issue*  
**Important Notice to Users of IRS Tapes**  
This notice is inserted with magnetic media shipments to non-IRS users (i.e., other government agencies or designated organizations). This status notice is reissued to show that Notice 688 now is on the "Print On Demand Program." It can be ordered only from the Central Area Distribution Center (CADC) in Bloomington, IL 61799. *IS:OC:0 Tax Related Public Use*
- 718**                    **62135O**                    Each  
*10/1984 Destroy Prev Issues Upon Rec*  
**Changes in Excise Tax on Certain Fuels**  
*T:FP:F Tax Related Public Use*
- 720**                    **62289N**                    Each  
*10/1984 No Previous Issue*  
**Important Notice - Bankruptcy**  
Notice is used to explain that the first notice is not a demand for payment of prepetition liabilities (Prepetition debts are not affected by the automatic stay). Stuffer is to be enclosed with IMF first notice on certain bankruptcy cases. Use should be temporary. Programming change will cause a literal regrading bankruptcy to print an affected first notice in 1986. *CP:CO:C:SP Tax Related Public Use*
- 729**                    **62774T**                    Each  
*06/1988 Destroy Prev Issues Upon Rec*  
**Statement of Administrative and Constitutional Rights**  
Notice 729 is attached to Letter 1745(P), Church Tax Inquiry Letter, to satisfy the requirements of IRC 7611(a)(3)(B)(ii). *CP:E:FC Tax Related Public Use*
- 732**                    **62569Y**                    Each  
*05/1985 No Previous Issue*  
**Important Reminders**  
Although Notice 732 was created for inclusion on a one-to-one basis with 2nd quarter 1985 Form 941 mailout, it still contains information which is current. The stuffer highlights major errors made by taxpayers on both Form 941 returns and FTD coupons. The originator advises of intentions to use the notice in either the 2nd, 3rd, or 4th quarter Form 941 mailout for 1989. *R:R:E Tax Related Public Use*
- 735**                    **62780X**                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**How to Deduct Backup Withholding**  
Accompanies Notice CP 543 to tell individuals who have to start backup withholding what to do to report the withholding to IRS. *W:CP:CO:P:RS Tax Related Public Use*
- 746**                    **63146F**                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Information About Your Notice, Penalty and Interest**  
Notice 746 is a letter-folded, 4-page mailout stuffer issued to those taxpayers who receive either a laser-printed balance due or refund CP notice. The notice details the penalty and interest rules for most situations. NOTE: Service center quantities are folded down (from 17 x 11 to 8-1/2 x 11) to 8-1/2 x 3-2/3. *S:C:CP:RC:P Tax Related Public Use*
- 776**                    **63510H**                    Each  
*02/1995 Destroy Prev Issues Upon Rec*  
**Deposit Reminder**  
Notice 776 is revised to remove outdated data. Form 8109-A, FTD Reorder Form, is no longer included in the coupon book. *T:S:C:F Tax Related Public Use*
- 784**                    **63994X**                    Each  
*02/1993 Destroy Prev Issues Upon Rec*  
**Could You be Personally Liable for Certain Unpaid Federal Taxes?**  
Notice 784 notifies employers that they could be charged a trust fund recovery penalty for failure to pay trust fund taxes. These taxes must be paid to the IRS, either through tax deposits or as payments made with the applicable returns. NOTE: In compliance with Publishing Procedure No. 116 for stuffer notices, Notice 784 is paper-banded in units of 200 with corrugated cardboard on the top and bottom. This status notice is reissued to update the status notice files. *S:C:CP:FP:E Tax Related Public Use*
- 797**                    **63924Z**                    Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**Possible Refund on Your Federal Income Tax Return because of the EIC**  
This notice informs the public that they may be eligible for a refund on their Federal Income tax return because of the earned income credit (EIC). *W:CAR:MP:FP:F:M Tax Related Public Use*

## Notices

**836**                    *64771G*                    Each  
*01/1989 Use/Issue Prev Issue First*  
**Form W-4 Reminder Notice to Employers**  
This is a reminder notice to help reduce employer confusion about exempt status on Form W-4. It is to be included in the first quarter Employer's Quarterly Return mail-out. This form is printed by field offices. The revision 01/89 was reactivated on 08/17/92. *CP:CO:O:SC* Tax Related Public Use

**843**                    *10273D*                    Each  
*02/1995 Destroy Prev Issues Upon Rec*  
**Important Notice About Federal Tax Deposit Coupons**  
Notice 843 is revised to include the IRS telephone number that taxpayers can call to find out the closet IRS office in that area that has Form 8109-B available. *T:S:C:F* Tax Related Public Use

**844**                    *10319Q*                    Each  
*01/1992 Destroy Prev Issues Upon Rec*  
**Federal Tax Obligations of Nonprofit Organizations**  
This notice will be sent by cooperating state secretaries of State to organizations newly incorporated under the not-for-profit corporation statutes of the various states. The notice reminds these organizations of their Federal Tax obligations, encourages them to submit exemption applications to IRS, and gives information about the application procedure. Reference to the amount of user fee has been deleted. *CP:E:FC* Tax Related Public Use

**858**                    *12984L*                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Explanation of Penalty Assessment on Form 3552 (Part 3)**  
Notice 858 is a stuffer which provides the taxpayer who receives Form 3552 (Part 3) with an explanation of the reference code(s) cited in the lower left portion of the form. *OP:FS:S:A:A* Tax Related Public Use

**901**                    *11040Q*                    Each  
*09/1989 No Previous Issue*  
**Addendum to Publication 448, Federal Estate and Gift Taxes**  
This notice provides a technical update to Publication 448. It is printed as the last two pages of the publication and is not available separately. *T:FP:P* Tax Related Public Use

**910**                    *12015P*                    Each  
*03/1990 No Previous Issue*  
**Penalty Abatement Appeal Procedures For ACS**  
Notice 910 is to accompany ACS Letter 38 that denies an abatement request - it will also inform taxpayer of appeal procedures. This item will be printed on the Service Center PRINT systems along with the corresponding CP notice. This will eliminate or reduce the warehouse stock at the service centers. *CO:O:I:AC* Tax Related Public Use

**915**                    *12995S*                    Each  
*12/1993 No Previous Issue*  
**Tax Forms Order Correction Notice**  
This notice is being sent with select taxpayer orders resulting from order blanks from Pub 17 and Pub 334. The taxpayer may try to order the 1994 revision of Form 1040-EZ. This was incorrectly included on their order blanks and the notice will inform them that the product will not be available until December 1994. *PC:PS:D* Tax Related Public Use

**916**                    *12993W*                    Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Dyed Diesel Fuel Inspection Notice**  
Dyed Diesel Fuel Inspection provides information about IRS' authority to inspect, examine and search equipment, media, and sources of information concerning the production, storage, or transportation of fuel, fuel dyes, or fuel markers. It also provides penalty information. This notice is presented by the Field Compliance Officer at the time of the inspection. *S:C:CP:RC:EX* Tax Related Public Use

**916 (SP)**            *23023V*                    Each  
*12/1996 No Previous Issue*  
**Dyed Diesel Fuel Inspection Notice (Spanish)**  
Dyed Diesel Fuel Inspection Notice for storage, transportation, or use of fuel, books and records, and penalty for refusal of inspection. *S:C:CP:RC:EX* Tax Related Public Use

**921**                    *12517Q*                    Each  
*11/1992 Use/Issue Prev Issue First*  
**Notice to Michigan Employers Regarding Federal Unemployment Taxes**  
Michigan has been declared a credit reduction state for 1992. This means you must reduce the credit you are allowed against Federal unemployment tax for unemployment tax you paid to Michigan. The reduced credit is figured as explained in Inst. for Form 940. *T:FP:F:M* Tax Form or Instruction

**923**                    *12547E*                    Each  
*08/1990 No Previous Issue*  
**A Guide to Reporting Cash Transactions for Trades & Businesses**  
To make Businesses aware of their responsibility for filing currency transaction reports. *CP:EX:CS:SCP* Tax Related Public Use

**925**                    *13065F*                    Each  
*06/1995 Destroy Prev Issues Upon Rec*  
**Penalty Code Explanations (For Tax Year 1989 and Later Years)**  
Notice 925 is a stuffer which provides explanations for civil penalties assessed with "500 series" reference numbers (500-514) for information returns filed for tax year 1989 and later years. The notice is included on a one-to-one basis with each CP Notice 215 and 15. Notice must be folded to 8-1/2 x 3-2/3 for Service Centers. This product is on the on-demand program 5-18-99 and can be ordered from the ADCs. *OP:EX:ST:PC* Tax Related Public Use

**931**                    *14736T*                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Deposit Requirements for Employment Taxes**  
This is a notice to alert filers of quarterly Form 941 deposit requirements. *W:CAR:MP:FP:F:M* Tax Form or Instruction

**940 (SP)**            *12920R*                    Each  
*02/1991 No Previous Issue*  
**Why Do I Have to File Form W-4 with My Employer? (Spanish Language)**  
This is a notice written in spanish explaining why you have to file a Form W-4 with your employer. *T:FP:P* Tax Related Public Use

**960**                    *14074A*                    Each  
*02/1993 Destroy Prev Issues Upon Rec*  
**Explanation of Penalty Assessment on Form 3552 (Part 3), Notice of Tax Due...**  
Notice 960 is included with mailouts of Form 3552 (Part 3), Notice of Tax Due on Federal Tax Return, to those taxpayers who have been assessed a 100-percent penalty (Reference Code 618). The inadequate space on the Form 3552 (Part 3) surfaced the need for a separate stuffer geared to providing specific taxpayer appeal rights. *CP:CO:C:SP* Tax Related Public Use

**986**                    *15025P*                    Each  
*03/1993 No Previous Issue*  
**Could You be Personally Liable for Unpaid Excise Taxes?**  
This document is a notice to the taxpayer about potential liability for excise tax. *CP:CO:C:SP* Tax Related Public Use

**989**                    *15302T*                    Each  
*03/1999 Destroy Prev Issues Upon Rec*  
**Commonly Asked Questions When IRS Determines Your Worker Status is "Employee"**  
This Notice should be mailed along with the SS-8 Determination Letter as long as the SS-8 Program Pamphlet is needed. It is used to answer questions that people may have about their derermtined status, such as "What Should I do Now?"; How do I get Money Back if I have Already Filed my Return?"; etc., and lists the toll free numbers for more information and how to obtain tax forms and instructions. *S:C:CP:RC* Tax Related Public Use

**996**                    *15338V*                    Each  
*02/1993 Use/Issue Prev Issue First*  
**We Charged You as a Responsible Person for the Excise Tax Identified on the Enclosed Notice**  
Notice 996 is a mail stuffer for use with Form 4840, NMF Notice of Jeopardy Assessment, and Form 3552, Property Assessment Billing Assembly. *CP:CO:C:SP* Tax Related Public Use

## Notices

- 1009**                    *20653L*                    Each  
*02/2001 Destroy Prev Issues Upon Rec*  
**Information on the Alternative Method of Reporting on Form 720, Schedule A**  
 Notice 1009 is a stuffer to be used with Form 720 filers with information on alternative methods of reporting, an also used with 313 C letter *S:C:CP:RC:P* Tax Related Public Use
- 1015**                    *20599I*                    Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**Employers-Have You Told Your Employees About the Earned Income Credit (EIC)?**  
 Notice for employers to notify employees about the Earned Income Credit (EIC). *W:CARMP:FP:F:M* Tax Related Public Use
- 1016**                    *20493T*                    Each  
*03/1994 No Previous Issue*  
**How to Stop interest on your Account**  
 This notice is to inform taxpayers on the types of advance payments, the advantages and disadvantages of each and which type of payment that the taxpayer should make. It is used by Appeals employees. *C:AP:FS* Tax Related Public Use
- 1027**                    *21248Y*                    Each  
*04/1998 Destroy Prev Issues Upon Rec*  
**How To Prepare Media Label for Form W-4**  
 Notice 1027 provides instructions and a recommended label format for Form W-4 filers to follow when using any pressure sensitive label to transmit their media.NOTE: Reproduces have been provided all area distribution centers of this on-demand item to fulfill requirements. *IS:O:M:P:I:IS* Tax Related Public Use
- 1036**                    *21974B*                    Each  
*12/2001 Destroy Prev Rev. Immediately*  
**Early Release Copies of 2002 Income Tax Withholding and Advanced Earned Income Credit Payment Tables**  
 Notice regarding the early release copies of yearly income tax withholding and advance earned income credit payment tables. *W:CAR:MP:FP:M* Tax Form or Instruction
- 1038**                    **TDF**  
**32-13.2**                    *22011T*                    Each  
*02/1996 No Previous Issue*  
**1040-T Supplemental Worksheet (Social Security Lump-sum Payment)**  
 Notice 1038 is a supplemental worksheet for Form 1040-T. There is a limited test area for 1040-T. *T:FP* Tax Related Public Use
- 1051**                    *22414E*                    Each  
*01/1998 Destroy Prev Issues Upon Rec*  
**Individual Taxpayer Identification Number Return of Documents**  
 This Notice 1051 is needed for Individual Taxpayer Identification Number (ITIN) program. To be included when mailing documentation back to taxpayers. *T:T:C:I* Tax Related Public Use
- 1054**                    *23922T*                    Each  
*02/1997 No Previous Issue*  
**More Information About Your CP 167 and 168 Notices**  
 Title: More Information About Your C167 and 168 Used by Taxpayer Service as an insert to explain discrepancies on Form 940 and the state certification. Previously issued as document SWR TP-15. *TAXPAYER SERVICE* Internal Use
- 1055**                    *23923E*                    Each  
*02/1997 No Previous Issue*  
**Information Notice-Janitorial Service Industry Project**  
 Title: Information Notice-Janitorial Service Industry Project Used to provide information to workers/employees of janitorial industry. Previously issued as Notice SWR E-11A. *CP:EX* Internal Use
- 1056**                    *23924P*                    Each  
*02/1997 No Previous Issue*  
**Information Notice-Janitorial Service Industry Project**  
 Used by Exam to provide information to workers/employees of the janitorial industry, Spanish/English. Previously issued as SWR E-11. *CP:EX* Internal Use
- 1060**                    *23929S*                    Each  
*03/1997 No Previous Issue*  
**Janitorial MSSP Project Information Notice**  
 Used by Exam to provide information and instructions to the janitorial industry for compliance in filing employment tax returns. Previously issued as Notice SWR E-16 (7-94). *CP:EX* Internal Use
- 1070**                    *23957K*                    Each  
*02/1997 No Previous Issue*  
**Refund Hold Cover Sheet**  
 Used by Exam to alert mail routing services to send the attached return to the correct mail stop. Previously issued as Notice SWR-22. *CP:COL* Internal Use
- 1072**                    *23962D*                    Each  
*02/1997 No Previous Issue*  
**Enclosure For Agreements Needing Payment Plan**  
 Title: Enclosure For Agreements Needing Payment Plan Used by Underreporter to ensure complete information is received from TP. Previously issued as Notice SWR-17 *AUCC:UR* Internal Use
- 1077**                    *23978N*                    Each  
*02/1997 No Previous Issue*  
**Notice 949-Important Information**  
 Title: Notice 949-Important Information Used by Collection to inform TP regarding repayment options. Previously issued as Notice SWR COL-12 (3-94) *CP:EX* Internal Use
- 1078**                    *23982V*                    Set  
*02/1998 Destroy Prev Issues Upon Rec*  
**Accrued Penalties/Interest Notice**  
 Used by AUCS Collection to inform TP of accrued penalties/interest. Previously issued as Notice SWR COL-008(12-93). *CP:COL* Internal Use
- 1079**                    *23984R*                    Each  
*02/1997 No Previous Issue*  
**Mutual Audit Expectations**  
 Title: Mutual Audit Expectations Used by Exam Auditors to give TP information on audit expectations. Previously issued as Notice SWR E-0006 (8-92). *CP:EX* Internal Use
- 1080**                    *23986N*                    Each  
*02/1997 No Previous Issue*  
**Mutual Audit Expectations**  
 Title: Mutual Audit Expectations Used by Exam Revenue Agents to give TP information on audit expectations. Previously issued as Notice SWR E-0005 (8-92). *CP:EX* Internal Use
- 1089**                    *25028S*                    Set  
*08/2001 Destroy Prev Issues Upon Rec*  
**"OFFICES CLOSED" HOLIDAY NOTICES Set**  
 These notices are used by offices to notify the public that the offices of the IRS are closed due to a holiday. Many times these signs are used in those offices/PODs that are not located in a Federal Building and they have no other "official" means of notifying the public of the closing. Previously issued as SWR-251 and MSR Form 0019. *W:CAR:M:MP:DP* Internal Use
- 1155**                    *23672W*                    Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Disaster Relief Is Available From IRS**  
 Notice gives information on tax refunds from the Internal Revenue Service if the President of the U.S. declared your area a major disaster area, and you had property that was damaged or lost, and how to receive a Disaster Assistance Kit. *W:CAR:FA* General Admin Public Use
- 1158**                    *26090Q*                    Each  
*07/1998 No Previous Issue*  
**Appeals Customer Service Program**  
 This item is used to advise taxpayers about Northeast Region Appeals Customer Service Program. Converted to the National Numbering System. Printings prior to 7-98 were identified as NAR Notice 55 (10/92). *NER:AP/MAN* General Admin Public Use
- 1207**                    *24971Y*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**File Schedule H (Household Employment Taxes) With Your Individual Income TAX Return**  
 Notice 1207 is used to return a schedule for household employment taxes (Schedule H) for attachment to Form 1040 or 1040A. It is available as a print-on-demand item. *W:CAS:SP:IMF:1* Tax Related Public Use
- 1209**                    *25172L*                    Each  
*02/1998 No Previous Issue*  
**Caller identification number.**  
 This Notice 1209 is a stuffer needed for caller identification number to ACS letterholder (LT99). The stuffer will also be used to publicize the uses of the Personal Identification Number. *T:C:O:A:A* Tax Related Public Use

## Notices

**1214**                    *26162Z*                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**Helpful Contacts for your "Notice of Deficiency"**

This notice is issued to conform with the IRS restructuring and reform act of 1998 section 1102(b). It is to be included as an insert with all statutory notices of deficiency (90 Day Letters). The service centers will produce their copies in-line on the lazer print system. Associate this notice with Forms 4089 c/n 22650Y, 5601 (c) c/n 24105K, and 10305 c/n 23602y also, Letters 531 (DO) c/n 40 222A, 894 (D0) c/n 40356H, 895 (DO) c/n 40357S, 896 (DO) c/n 40358D, 902 (DO) c/n 61976H and 1753 (DO) c/n 60373K. *TA:TAO* General Admin Public Use

**1215**                    *26180V*                    Each  
*03/1999 No Previous Issue*  
**What to do if you Disagree with the dyed fuel penalty**

Notice 1215 notifies taxpayers of options to resolve the dyed fuel penalty matter if they do not agree with the penalty assessed. *S:C:CP:RC* Internal Use

**1216**                    *26181G*                    Each  
*03/1999 No Previous Issue*  
**What to do if you disagree with IRc Section 4083(c) Refusal Penalty**

Notice 1216 notifies taxpayers of a proposed penalty for refusing to allow inspection by IRS Dyed Fuel Compliance Officer. It explains penalty and options for resolving the matter. *OP:EX:ST:E* Internal Use

**1235**                    *27867T*                    Each  
*04/1999 No Previous Issue*  
**Small Business Tax Workshop Workbook**

This Notice 1235 is for the corrections in Publication 1066 (Small Business Tax Workshop Workbook). Issue one copy of this notice with each copy of Publication 1066. *OP:C:A:E:E* Internal Use

**1237**                    *28037H*                    Each  
*07/1999 No Previous Issue*

**Notice on Form 8865 and Schedules**

This item is used to notify taxpayers who have ordered Form 8865, instructions, and/or associated schedules that those items have not yet been developed. It gives filing instructions, and explains that the backordered items will be shipped to them when printed. *OP:FS:FP:F:C* Tax Related Public Use

**1261**                    *29753Y*                    Each  
*05/2000 No Previous Issue*  
**Correction to IRS Publication 1458 Actuarial Values, Book Beth (7-1999)**

Notice 1261 notifies users of an error in Table Z of the (7-1999) edition of Publication 1458 (CATNUM 10719U), Actuarial Values Book Beth. The notice, which is available via the IRS website ([www.irs.gov](http://www.irs.gov)), states how the correct factors for a specific interest rate under Table Z can be obtained. NOTE: A copy of Notice 1261 is (to be) included with each Publication 1458 (7-1999) issued to requesters until availability of the "corrected" edition of Publication 1458 (7-1999). *T:EP:RA:T:A1* Tax Related Public Use

**1263**                    *30706J*                    Each  
*12/2000 No Previous Issue*  
**Notification to Your Spouse or Former Spouse About Your Claim**

This Notice is a revision for Publications 971 and 502 as well as Form 8857. This information will be used by taxpayers requesting Innocent Spouse Relief from liability, when there is concern that filing the claim may result in abuse or violence. *W:ISP* Tax Related Public Use

**1290**                    *33192F*                    Each  
*12/2001 No Previous Issue*  
**Supplement to Publication 678FS**  
Supplement to Publication 678FS  
*W:CAR:SPEC:PPD:E* Tax Related Public Use

**1291**                    *33327M*                    Each  
*12/2001 No Previous Issue*  
**Errata Notice for Pub 463, Travel, Entertainment, Gift, and Car**  
Notice 1291 is the errata sheet for Pub 463, Travel, Entertainment, Gift & Car Expenses. The error in Pub 463 is on page 19. *W:CAR:MP:FP:P* Tax Related Public Use

**1300**                    *33642E*                    Each  
*02/2002 No Previous Issue*  
**PUBLICATION15, 15A AND 15T IN PUBLICATION 1194B VOLUME 1**  
Notice 1300 is to notify public about incorrect information in Pub. 1194B Vol 1  
*W:CAR:MP:FP:F:M* Tax Related Public Use



- 0.300.23**      **30061B**      Each  
*02/1999 File IRM per transmittal*  
**Employment (General) - Part-Time Career Employment Program**  
 This IRM section contains policy guidance on the Part-Time Employment Program. It will be used as needed by Personnel Offices and management. This IRM section replaces old section 0340 of IRM 0300. *M:S:P:R* Internal Use
- 1.1.1**            **30376D**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - IRS Mission and Basic Organization**  
 This IRM section describes the new mission and organizational structure resulting from the IRS Restructuring and Reform Act. *M:SP* Internal Use
- 1.1.2**            **30377O**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - IRS Organizational History**  
 This IRM section describes the new mission and organizational structure resulting from the IRS Restructuring and Reform Act of 1998. *M:SP* Internal Use
- 1.1.4**            **30364L**      Each  
*08/1997 File IRM per transmittal*  
**Organization and Staffing - Organizational Planning**  
 This purpose of this IRM section is to establish policy, procedures, and responsibility for organizing the mission, functions and structure of the IRS. *M (SPDER)* Internal Use
- 1.1.5**            **30378Z**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - Office of the Commissioner**  
 This IRM section describes the organization structure, mission and function statements of the Office of the Commissioner. This section replaces old IRM 1120 through 112(10). *M:SP* Internal Use
- 1.1.6**            **30379K**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - Chief Counsel**  
 This IRM section describes the organization structure, mission and function statements of the Chief Counsel. *M:SP* Internal Use
- 1.1.7**            **30381W**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - Appeals**  
 This IRM section describes the organization structure, mission and function statements of the National Director of Appeals. *M:SP* Internal Use
- 1.1.8**            **30382H**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - National Taxpayer Advocate**  
 This IRM section describes the organization structure, mission and function statements of the National Taxpayer Advocate. This section replaces old IRM 1127.2. *M:SP* Internal Use
- 1.1.9**            **30383S**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - Taxpayer Treatment and Service Improvements**  
 This IRM section describes the organizational structure of the National Director, Taxpayer Treatment and Service Improvements. *M:SP* Internal Use
- 1.1.10**          **30384D**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - Equal Employment Opportunity and Diversity**  
 This IRM section describes the organizational structure, mission and function statements of the National Director, Equal Employment Opportunity and Diversity. *M:SP* Internal Use
- 1.1.11**          **30385O**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - Chief Communications and Liaison**  
 This IRM section describes the organization structure, mission and function statements of the Chief Communications and Liaison. This section replaces old IRM 1124 and 1125. *M:SP* Internal Use
- 1.1.12**          **30386Z**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - Chief Information Officer**  
 This IRM section describes the organizational structure, mission and function statements of the Chief Information Officer. *M:SP* Internal Use
- 1.1.13**          **30387K**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - Chief Operations Officer**  
 This section describes the organizational structure, mission and function statements of the Chief Operations Officer. *M:SP* Internal Use
- 1.1.14**          **30388V**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - Management and Finance**  
 This IRM section describes the organizational structure, mission and function statements of the Chief Management and Finance. *M:SP* Internal Use
- 1.1.15**          **30395K**      Each  
*02/1999 File IRM per transmittal*  
**Organization and Staffing - Regional Commissioner**  
 This IRM section describes the organization structure, mission and function statements of the Regional Commissioners. This section replaces old IRM 1180 through 11(12). *M:SP* Internal Use
- 1.2.1**            **29301S**      Each  
*08/2000 File IRM per transmittal*  
**Policies of the Internal Revenue Service**  
 This IRM replaces IRM 1218, Policies of the Internal Revenue Handbook. Contained in this section are all of the Commissioner's Policy Statements for the Service. *M* Internal Use
- 1.2.2**            **73276Q**      Each  
*01/2002 File IRM per transmittal*  
**General Management - Delegations of Authority**  
 Contains the Commissioner's Delegations of Authority. *N:ADC:R:SPDER* Internal Use
- 1.2.3 CH. 3**      **29300H**      Each  
*04/2000 File IRM per transmittal*  
**Internal Management Document System Handbook - Policy Statements**  
 This Chapter defines the Policies of the Internal Revenue Service. It contains instruction on preparing, clearing and publishing Policy Statements within the framework of the Internal Revenue Manual process. It supersedes Chapter 200 (text 242 through 242.7) of IRM 1230. *M* Internal Use
- 1.2.3 CH. 4**      **29543A**      Each  
*04/2000 File IRM per transmittal*  
**Internal Management Document System Handbook - Delegation of Authority**  
 This Chapter defines Delegation of Authority. It contains instruction on preparing, clearing and publishing Delegation Orders within the framework of the Internal Revenue Manual process. *M* Internal Use
- 1.2.3 CH. 5**      **30626A**      Each  
*06/2000 File IRM per transmittal*  
**Internal Management Document System - Publishing and Researching Internal Management Documents**  
 This Chapter describes all of the activities required for publishing Internal Management Documents. It contains instruction on preparing a final package for publishing, formats accepted and researching the status of the submitted package and general IMD research. *M* Internal Use
- 1.2.4**            **30928Z**      Each  
*09/2000 File IRM per transmittal*  
**General Management - Use of Pseudonyms by Internal Revenue Service Employees**  
 IRM 1.2.4 is designed to provide information, guidance and procedures for all Service managers with regards to Section 3706 of the IRS Restructuring and Reform Act of 1998. Section 3706 of the Act is entitled, "Use of Pseudonyms by IRS Employees". *OP:CO:C:IE* Internal Use
- 1.5.1**            **30331Q**      Each  
*10/2001 File IRM per transmittal*  
**Managing Statistics in a Balanced Measurement System - The IRS Balanced Measurement System: A New Approach to Measuring Orga**  
 This IRM provides guidance for all employees for the Balanced Measurement System. General information on Balanced Measures. Previously issued as IRM 105.4 CH. 1, catalog number has remained the same. *N:CFO:O* Internal Use

## IRM

- 1.5.2 30332B** Each  
*10/2001 File IRM per transmittal*  
**Managing Statistics in a Balanced Measurement System - Managing Statistics in a Balanced Measures System**  
This IRM provides guidance for all employees for the Balanced Measurement System. General information on Balanced Measures. Previously issued as IRM 105.4 CH. 2, catalog number has remained the same. *N:CFO:O* Internal Use
- 1.5.3 30333M** Each  
*10/2001 File IRM per transmittal*  
**Managing Statistics in a Balanced Measurement System - Certification and Independent Review Process**  
This IRM provides information on Section 1204 certification and independent review processes. This section is directed to all Executives and Managers. Previously issued as IRM 105.4 CH. 3, catalog number has remained the same. *N:CFO:O* Internal Use
- 1.5.4 30334X** Each  
*10/2001 File IRM per transmittal*  
**Managing Statistics in a Balanced Measurement System - Section 1204/Regulation 801 Guidance for Appeals**  
This IRM provides specific Balanced Measures and Section 1204 guidance to Appeals. Previously issued as IRM 105.4 CH. 4, catalog number remains the same. *N:CFO:O* Internal Use
- 1.5.5 30335I** Each  
*10/2001 File IRM per transmittal*  
**Managing Statistics in a Balanced Measurement System - Section 1204/Regulation 801 Guidance for Criminal Investigation (CI)**  
This IRM provides Section 1204/Regulation 801 guidance for Criminal Investigation. Previously issued as IRM 105.4 CH. 5, catalog number has remained the same. *N:CFO:O* Internal Use
- 1.5.6 30336T** Each  
*10/2001 File IRM per transmittal*  
**Managing Statistics in a Balanced Measurement System - Section 1204/Regulation 801 Guidance for Large and Mid-Size Business**  
This IRM provides Section 1204/Regulation 801 guidance for LMSB. Previously issued as IRM 105.4 CH. 6, catalog number remains the same. *N:CFO:O* Internal Use
- 1.5.7 30337E** Each  
*10/2001 File IRM per transmittal*  
**Managing Statistics in a Balanced Measurement System - Section 1204/Regulation 801 Guidance for Small Business and Self Empl**  
This IRM provides Section 1204/Regulation 801 guidance for SB/SE. Previously issued as IRM 105.4 CH. 7, catalog number remains the same. *N:CFO:O* Internal Use
- 1.5.8 30338P** Each  
*10/2001 File IRM per transmittal*  
**Managing Statistics in a Balanced Measurements System - Guidance for Taxpayer Advocate Service (TAS)**  
This IRM provides Section 1204/Regulation 801 guidance for the Taxpayer Advocate Service. Previously issued as IRM 105.4 CH. 8, catalog number has remained the same. *N:CFO:O* Internal Use
- 1.5.9 30339A** Each  
*10/2001 File IRM per transmittal*  
**Managing Statistics in a Balanced Measurement System - Section 1204/Regulation 801 Guidance for Tax Exempt / Government Enti**  
This IRM provides Section 1204/Regulation 801 guidance for TE/GE. Previously issued as IRM 105.4 CH. 9, catalog number remains the same. *N:CFO:O* Internal Use
- 1.5.10 30341M** Each  
*10/2001 File IRM per transmittal*  
**Managing Statistics in a Balanced Measurement System - Section 1204/Regulation 801 Guidance for Wage and Investment (W&I)**  
This IRM provides Section 1204/Regulation 801 guidance for W&I. Previously issued as IRM 105.4 CH. 10, catalog number has remained the same. *N:CFO:O* Internal Use
- 1.6.1 CH. 1 30576F** Each  
*10/1999 File IRM per transmittal*  
**Financial Management Codes Handbook - Introduction**  
This Chapter provides a compilation of individual codes, code schemes and code combinations currently used by the Service for budgeting, accounting and related transactions. For fiscal year 2000 the Financial Management Codes Handbook will be published as Standard Announcement 2000-01. It may be viewed and printed from the Budget web page, at the following address: <http://www.fin.irs.gov/budget/homepage/2000FINCODES.htm>. *M:SPB* Internal Use
- 1.6.1 CH. 2 30577Q** Each  
*10/1999 File IRM per transmittal*  
**Financial Management Codes Handbook - FY, Appropriation, Activities & PCAS**  
This chapter details the valid Fiscal Year, Appropriation, Management Activity and Project Cost Accounting System Codes of the financial management coding system. For fiscal year 2000 the Financial Management Code Handbook will be published as Standard Announcement 2000-01. It may be viewed and printed from the Budget web page, at the following address: <http://www.fin.irs.gov/budget/homepage/2000FINCODES.htm>. *M:SPB* Internal Use
- 1.6.1 CH. 3 30578B** Each  
*10/1999 File IRM per transmittal*  
**Financial Management Codes Handbook - Financial Plan Codes, Cost, Spending (Budget) & Allotment Office Codes**  
This Chapter details the valid Financial Plan Codes, and Cost, Spending (Budget), and Allotment Office Codes of the financial management coding system. For fiscal year 2000 the Financial Management Codes Handbook will be published as Standard Announcement 2000-01. It may be viewed and printed from the Budget web page, at the following address: <http://www.fin.irs.gov/budget/homepage/2000FINCODES.htm>. *M:SPB* Internal Use
- 1.6.1 CH. 4 30579M** Each  
*10/1999 File IRM per transmittal*  
**Financial Management Codes Handbook - Travel Purposes Codes & Employment Category Codes**  
This Chapter details the valid Budget Line Item, Travel Purpose and Employment Category Codes of the financial management coding system. For fiscal year 2000 the Financial Management Codes Handbook will be published as Standard Announcement 2000-01. It may be viewed and printed from the Budget web page at the following address: <http://www.fin.irs.gov/budget/homepage/2000FINCODES.htm>. *M:SPB* Internal Use
- 1.6.1 CH. 5 30581Y** Each  
*10/1999 File IRM per transmittal*  
**Financial Management Codes Handbook - Object Class Codes, Budget Object Class Codes & Sub-Object Class Codes**  
This chapter provides information on object class codes, budget object codes and sub-object class codes. For fiscal year 2000 the Financial Management Codes Handbook will be published as Standard Announcement 2000-01. It may be viewed and printed from the Budget web page at the following address: <http://www.fin.irs.gov/budget/homepage/2000FINCODES.htm>. *M:SPB* Internal Use
- 1.6.1 CH. 6 30582J** Each  
*10/1999 File IRM per transmittal*  
**Financial Management Codes Handbook - Acceptable Code Combinations**  
This chapter details the Validity Exceptions (Exhibits 6-1), Valid MAC/SOC Combinations (Exhibit 6-2), and the FY 1997 to FY 1998 crosswalk (Exhibit 6-3). For fiscal year 2000 the Financial Management Codes Handbook will be published as Standard Announcement 2000-01. It may be viewed and printed from the Budget web page at the following address: <http://www.fin.irs.gov/budget/homepage/2000FINCODES.htm>. *M:SPB* Internal Use
- 1.9.1 31704X** Each  
*02/2001 File IRM per transmittal*  
**National Security Information - Overview**  
This IRM implements IRS policy and procedures for protection of National Security Information. This IRM replaces old IRM 1(16)31. *A:RE:S* Internal Use

- 1.9.2**            *31706T*            Each  
*02/2001 File IRM per transmittal*  
**National Security Information - Classification Management**  
This section implements procedures by which IRS employees classify and mark National Defense information. *A:RE:S* Internal Use
- 1.9.3**            *31707E*            Each  
*02/2001 File IRM per transmittal*  
**National Security Information - Safeguarding National Security Information**  
This IRM implements IRS policy and procedures for safeguarding and protection of National Security Information. This IRM replaces old IRM 1(16)31. *A:RE:S* Internal Use
- 1.9.4**            *31708P*            Each  
*02/2001 File IRM per transmittal*  
**National Security Information - Security Violations / Loss or Compromise of Classified Information**  
This IRM implements IRS policy and procedures for protection of National Security Information. This IRM supersedes IRM 1(16)31. *A:RE:S* Internal Use
- 1.11.1**           *29298G*            Each  
*01/2002 File IRM per transmittal*  
**Internal Management Documents System - Internal Management Documents**  
This IRM defines all documents within the Internal Management Document (IMD) System, identifies responsibilities and provides guidelines and requirements for developing, revising, clearing, and issuing IMDs. Previously issued as IRM 1.2.3 CH. 1, catalog number has remained the same. *N:ADC:R:SPDER* Internal Use
- 1.11.2**           *29299R*            Each  
*04/2002 File IRM per transmittal*  
**Internal Management Documents System - Internal Revenue Manual (IRM)**  
This Chapter describes the Internal Revenue Manual (IRM) and all of its components. It describes IRM restructuring, format, numbering, content, authoring responsibilities, etc. It also includes authoring tips and a comprehensive checklist for preparing IRMs for publishing. Previously issued as IRM 1.2.3 CH. 2, catalog number remains the same. *N:ADC:R:SPDER* Internal Use
- 1.11.7**           *32114X*            Each  
*05/2002 File IRM per transmittal*  
**Internal Management Document System - Guide for IRM Authors Utilizing SERP**  
Provides directions to IRM authors utilizing Servicewide Electronic Research Program (SERP) in Customer Account Services (CAS), Compliance Services and certain functions within the Customer Assistance, Research and Education (CARE) and Taxpayer Education & Communication (TEC) for W&I and SB/SE organizations. *W:CAS:AM:PPG:TM* Internal Use
- 1.13.1**           *30960Z*            Each  
*03/1997 File IRM per transmittal*  
**Statistical Reporting - Overview**  
This IRM sets forth information on the principal statistical programs and services of the Statistics of Income Division in the National Office. This IRM replaces 1(13)00. *CP:R:S* Internal Use
- 1.13.2**           *30962V*            Each  
*01/2002 File IRM per transmittal*  
**Statistics of Income Processing - Processing Management**  
This IRM describes the Statistics of Income (SOI) program requirements. It includes information on the quality standards associated with the major SOI studies and project schedules that help the ten Submission Processing Centers meet critical processing dates in 2002 and 2003. *N:ADC:R:S:C:S* Internal Use
- 1.13.3**           *30964R*            Each  
*01/2002 File IRM per transmittal*  
**Statistics of Income Processing - Document Management**  
This IRM describes the Statistics of Income (SOI) workflow process during 2002 and 2003. This process includes the controlling, shipping, and editing of documents that are selected for SOI studies. *N:ADC:R:S:C:S* Internal Use
- 1.13.4**           *30966N*            Each  
*03/1999 File IRM per transmittal*  
**Form 1040 Industry Coding**  
This section of the Internal Revenue Manual (IRM) describes the instructions for North American Industry Classification System (NAICS) coding individual income tax returns, Form 1040, which are processed for Statistics of Income (SOI) at the processing service centers. This section replaces IRM 1(13)26.2. *OP:RS:S:I* Internal Use
- 1.13.5**           *30968J*            Each  
*01/2002 File IRM per transmittal*  
**Statistics of Income Processing - Statistical Editing of Individual Income Tax Returns**  
This IRM reflects tax law changes and processing changes for Tax Year 2000. It provides instructions for the correction and additional editing of data from Individual Income Tax Returns for use in the 2000 Statistics of Income Program. (Processing Year 2001/2002) *N:ADC:R:S:I:R* Internal Use
- 1.13.6**           *30970V*            Each  
*01/2002 File IRM per transmittal*  
**Statistics of Income Processing - Instructions for Processing the Taxpayer Usage Study**  
This IRM section describes the Statistics of Income (SOI) sampling procedures for the Tax Year (TY) 2001 Taxpayer Usage Study. The sampling and editing of the returns in this study occur at the ten submission processing centers during 2002. *N:ADC:R:S* Internal Use
- 1.13.7**           *30972R*            Each  
*11/2001 File IRM per transmittal*  
**Statistics of Income Processing - Form 1120 Industry Coding Manual**  
This IRM provides instructions for editing and perfecting data from selected corporation income tax returns for Statistics of Income. Intended for use by SOI tax examiners at the Austin, Kansas City, Cincinnati, and Ogden Submission Processing Centers. *N:ADC:R:S:C:RA* Internal Use
- 1.13.8**           *30974N*            Each  
*11/2001 File IRM per transmittal*  
**Statistics of Income Processing - Statistical Editing of Corporation Tax Returns**  
This IRM provides instructions for editing and perfecting data from selected corporation income tax returns for Statistics of Income. Intended for use by SOI tax examiners at the Austin, Kansas City, Cincinnati, and Ogden Submission Processing Centers. *N:ADC:R:S:C:RA* Internal Use
- 1.13.9**           *30976J*            Each  
*04/1998 File IRM per transmittal*  
**Statistical Editing of Insurance Company Returns**  
This manual provides instructions for editing Form 1120-L, filed by Life insurance companies, and consolidated returns filing under Section 1504(c) and 594 of the Internal Revenue Code. *CP:R:S:CA* Internal Use
- 1.14.5**           *31452E*            Each  
*11/1999 File IRM per transmittal*  
**Property Management - Occupational Safety and Health Program**  
This chapter pertains to the requirements of the Occupational Safety and Health Program, and replaces former IRM 1(14)70. *M:S:RE:FS* Internal Use
- 1.15.1 CH. 1**    *31421F*            Each  
*08/1999 File IRM per transmittal*  
**The Records Management Program**  
This chapter provides an overview of the records management program. *M:S:RE:FS* Internal Use
- 1.15.1 CH. 2**    *31423B*            Each  
*08/1999 File IRM per transmittal*  
**Types of Records and their Life Cycles**  
This chapter explains and describes the various classification of material and the life cycle from creation through retirement. *M:S:RE:FS* Internal Use
- 1.15.1 CH. 3**    *31425X*            Each  
*11/1999 File IRM per transmittal*  
**Records Administration Handbook - Disposing of Records**  
This chapter explains how to destroy, sell, or salvage records once their life cycle is complete. *M:SP* Internal Use



## IRM

- 1.15.1 CH. 4 31426I** Each  
*11/1999 File IRM per transmittal*  
**Records Administration Handbook - Retiring and Requesting Records**  
This chapter explains how to retire eligible records to the Federal Records Center (FRC) and how to request records from the FRC. *M:S:SP Internal Use*
- 1.15.1 CH. 5 31427T** Each  
*11/1999 File IRM per transmittal*  
**Records Administration Handbook - Transferring/Removing Records**  
This chapter explains how to transfer records between offices, organizations, and government agencies. *M:S:SP Internal Use*
- 1.15.1 CH. 6 31431B** Each  
*11/1999 File IRM per transmittal*  
**Records Administration Handbook - Managing Electronic Records**  
This chapter provides basic requirements relative to Electronic Records. *M:S:SP Internal Use*
- 1.15.2 CH. 1 30977U** Each  
*02/1999 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for the Commissioner**  
This IRM provides records disposition authorizations for records created and accumulated by the Commissioner's Office. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 2 30978F** Each  
*02/1999 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for the Problem Resolution Program**  
This IRM provides records disposition authorizations for Records created and accumulated by the Problem Resolution Program. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 3 30979Q** Each  
*09/1998 Special Handling/See Remarks*  
**Records Disposition Handbook - Records Control Schedule for Appeals**  
This chapters provides instructions for records disposition and authorizations for records created and accumulated by Appeals Offices Servicewide. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 4 30980R** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for Enrollment and Practice**  
This chapter provides records disposition authorizations for records created and accumulated by the Office of the Director of Practice. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 5 30981C** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for Inspection**  
This chapter provides records disposition authorizations for records and accumulated by Inspection. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 6 30982N** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for the Chief Counsel**  
This IRM provides records disposition authorizations for Records Created and accumulated by the Office of the Chief Counsel. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 7 30983Y** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for Associate Chief Counsels (EBEO and Domestic)-National Office**  
This IRM provides records disposition authorizations for records created and accumulated by the Associate Chief Counsels (EB/EO & Domestic). *M:S:RE:FS Internal Use*
- 1.15.2 CH. 8 30984J** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for Regional/District Counsel**  
This IRM provides records disposition authorizations for Records created and Accumulated by Regional and District Counsel Offices. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 9 30985U** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for the Chief Financial Officer**  
This Chapter is being reserved for the Records Control Schedule of the Chief Financial Officer. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 10 30986F** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for Information Systems**  
This IRM provides disposition authorizations for records created by Information Systems. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 11 30987Q** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for the Detroit Computing Center**  
This IRM provides records disposition authorizations for records created and accumulated by the Detroit Computing Center. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 12 30988B** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for Martinsburg Computing Center**  
This IRM provides records disposition authorizations for records created and accumulated by the Martinsburg Computing Center. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 13 30989M** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for Chief Management and Administration/Headquarters Operations/Supp**  
This chapter is being reserved for the Records Control Schedule or the Chief M&A, HQ Ops, and Support Services. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 14 30990N** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for Strategic Planning**  
This IRM provides records disposition authorizations for Records created and Accumulated by the Strategic Planning Division. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 15 30991Y** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for the Chief Operations Officer**  
This chapter is being reserved for the Records Control Schedule for the Chief Operations Officer. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 16 30992J** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for Examination**  
This chapter is being reserved for the Records Control Schedule for Examination. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 17 30993U** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for EP/EO**  
This IRM provides records disposition authorizations for Records created and Accumulated by the Assistant Commissioner (EP/EO) and EP/EO Field Offices. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 18 30994F** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for Statistics Division**  
This IRM provides records disposition authorizations for Records created and accumulated by the Statistics of Income Division. *M:S:RE:FS Internal Use*
- 1.15.2 CH. 19 30995Q** Each  
*09/1998 File IRM per transmittal*  
**Records Disposition Handbook - Records Control Schedule for Assistant Commissioner (International)**  
This IRM provides records disposition authorizations for Records created and accumulated by the Assistant (Commissioner (International)). *M:S:RE:FS Internal Use*

- 1.15.2 CH. 20 30996B** Each  
09/1998 File IRM per transmittal  
**Records Disposition Handbook - Records Control Schedule for Compliance Research**  
This IRM provides records disposition authorizations for Records created and accumulated by the Compliance Research Division. *M:S:RE:FS* Internal Use
- 1.15.2 CH. 21 30997M** Each  
09/1998 File IRM per transmittal  
**Records Disposition Handbook - Records Control Schedule for Servicewide Collection**  
This IRM provides records disposition authorizations for records created and accumulated by Servicewide Collection. This IRM replaces old IRM 1(15)59.24. *M:S:RE:FS* Internal Use
- 1.15.2 CH. 22 30998X** Each  
09/1998 File IRM per transmittal  
**Records Disposition Handbook - Records Control Schedule for Service Centers**  
This IRM Handbook chapter provides authorized disposition for records created and maintained by the Service Centers. *M:S:RE:FS* Internal Use
- 1.15.2 CH. 23 30999I** Each  
09/1998 File IRM per transmittal  
**Records Disposition Handbook - Records Control Schedule for Criminal Investigation**  
This IRM provides records disposition authorizations for Records created and accumulated by Criminal Investigation Offices. *M:S:RE:FS* Internal Use
- 1.15.2 CH. 24 31000Y** Each  
09/1998 File IRM per transmittal  
**Records Disposition Handbook - Records Control Schedules for Customer Service**  
This IRM provides records disposition authorizations for Records created and accumulated by Customer Service Offices. *M:S:RE:FS* Internal Use
- 1.15.2 CH. 25 31001J** Each  
09/1998 File IRM per transmittal  
**Records Disposition Handbook - Records Control Schedule for Forms & Submission Processing**  
This Chapter is being reserved for the Records Control Schedule AC (Forms & Submission Processing). *M:S:RE:FS* Internal Use
- 1.15.2 CH. 26 31002U** Each  
09/1998 File IRM per transmittal  
**Records Disposition Handbook - Records Control Schedule for Electronic Tax Administration**  
This Chapter is being reserved for the Records Control Schedule for Electronic Tax Administration. *M:S:RE:FS* Internal Use
- 1.15.2 CH. 27 31003F** Each  
09/1998 File IRM per transmittal  
**Records Disposition Handbook - Records Control Schedule for Legislative Affairs**  
This chapter provides records disposition authorizations for all records created by the Legislative Affairs Division. *M:S:RE:FS* Internal Use
- 1.15.2 CH. 28 31004Q** Each  
09/1998 File IRM per transmittal  
**Records Disposition Handbook - Records Control Schedule for Communications**  
This IRM provide authorized dispositions for records created & accumulated by the Communications Division. *M:S:RE:FS* Internal Use
- 1.15.2 CH. 29 31005B** Each  
09/1998 File IRM per transmittal  
**Records Disposition Handbook - Records Control Schedule for Tax Administration Electronic Systems**  
This Chapter provides records disposition authorizations for all records created by Tax Administration Electronic Systems. *M:S:RE:FS* Internal Use
- 1.15.2 CH. 30 31006M** Each  
09/1998 File IRM per transmittal  
**Records Disposition Handbook - Records Control Schedule for Permanent Records**  
This IRM provides a listing of all permanent records identified within the IRS. This IRM replaces text currently contained in 1(15)59.2(14). *M:S:RE:FS* Internal Use
- 1.15.2 CH. 31 31007X** Each  
09/1998 File IRM per transmittal  
**Records Disposition Handbook - Records Control Schedules of the Economic Stabilization Program**  
This Chapter provides records disposition authorizations for all records created by the Economic Stabilization Program. *M:S:RE:FS* Internal Use
- 1.15.3 CH. 1 31011F** Each  
02/1999 File IRM per transmittal  
**General Records Schedules - GRS 1, Civilian Personnel Records**  
This IRM chapter provides the authorized dispositions for Civilian Personnel Records. *M:S:RE:FS* Internal Use
- 1.15.3 CH. 2 31012Q** Each  
02/1999 File IRM per transmittal  
**General Records Schedules - GRS 2, Payrolling and Pay Administration**  
This IRM chapter provides disposition authorizations for Payrolling and Pay Administration records. *M:S:RE:FS* Internal Use
- 1.15.3 CH. 3 31013B** Each  
02/1999 File IRM per transmittal  
**General Records Schedules - GRS 3, Procurement, Supply and Grant Records**  
This IRM provides disposition authorizations for Procurement, Supply and Grant Records. *M:S:RE:FS* Internal Use
- 1.15.3 CH. 4 31014M** Each  
02/1999 File IRM per transmittal  
**General Records Schedules - GRS 4, Property Disposal Records**  
This IRM provides disposition authorizations for Property Disposal Records. *M:S:RE:FS* Internal Use
- 1.15.3 CH. 5 31015X** Each  
02/1999 File IRM per transmittal  
**General Records Schedules -GRS 5, Budget Preparation, Presentation and Apportionment Records**  
This IRM provides disposition authorizations for Budget Preparation, Presentation and Apportionment Records. *M:S:RE:FS* Internal Use
- 1.15.3 CH. 6 31016I** Each  
02/1999 File IRM per transmittal  
**General Records Schedules - GRS 6, Accountable Officers' Accounts**  
This IRM chapter provides disposition authorizations for Accountable Officers' Records. *M:S:RE:FS* Internal Use
- 1.15.3 CH. 7 31017T** Each  
02/1999 File IRM per transmittal  
**General Records Schedules - GRS 7, Expenditures Accounting Records**  
This IRM chapter provides disposition dispositions for Expenditure Accounting records. *M:S:RE:FS* Internal Use
- 1.15.3 CH. 8 31018E** Each  
02/1999 File IRM per transmittal  
**General Records Schedules - GRS 8, Stores, Plant and Cost Accounting Records**  
This IRM chapter provides authorizations for Stores, Plant and Cost Accounting records. *M:S:RE:FS* Internal Use
- 1.15.3 CH. 9 31019P** Each  
02/1999 File IRM per transmittal  
**General Records Schedules - GRS 9, Travel and Transportation Records**  
This IRM chapter provides disposition authorizations for Travel and Transportation Records. *M:S:RE:FS* Internal Use
- 1.15.3 CH. 10 31020Q** Each  
02/1999 File IRM per transmittal  
**General Records Schedules - GRS 10, Motor Vehicle Maintenance/Operations Records**  
This IRM chapter provides disposition authorizations for Motor Vehicle Maintenance/Operations Records. *M:S:RE:FS* Internal Use
- 1.15.3 CH. 11 31021B** Each  
02/1999 File IRM per transmittal  
**General Records Schedules - GRS 11, Space and Maintenance Records**  
This IRM chapter provides disposition authorizations for Space and Maintenance Records. *M:S:RE:FS* Internal Use
- 1.15.3 CH. 12 31022M** Each  
02/1999 File IRM per transmittal  
**General Records Schedules - GRS 12, Communication Records**  
This IRM chapter provides disposition authorizations for Communication Records. *M:S:RE:FS* Internal Use

# IRM

**1.15.3 CH. 13 31023X** Each  
*02/1999 File IRM per transmittal*  
**General Records Schedules - GRS 13, Printing, Binding, Duplicating/Distribution Records**  
This IRM chapter provides the authorized dispositions for Printing, Binding, Duplication/Distribution Records. *M:S:RE:FS* Internal Use

**1.15.3 CH. 14 31024I** Each  
*02/1999 File IRM per transmittal*  
**General Records Schedules - GRS 14, Informational Services Records**  
This IRM chapter provides the authorized dispositions for Informational Services Records. *M:S:RE:FS* Internal Use

**1.15.3 CH. 15 31025T** Each  
*02/1999 File IRM per transmittal*  
**General Records Schedules - GRS 15, Housing Records**  
This IRM chapter provides the authorized dispositions for Housing Records. *M:S:RE:FS* Internal Use

**1.15.3 CH. 16 31026E** Each  
*02/1999 File IRM per transmittal*  
**General Records Schedules - GRS 16, Administrative Management Records**  
This IRM chapter provides the authorized dispositions for Administrative Management Records. *M:S:RE:FS* Internal Use

**1.15.3 CH. 17 31027P** Each  
*02/1999 File IRM per transmittal*  
**General Records Schedules - GRS 17, Cartographic, Remote Sensing Imagery & Related Records**  
This IRM chapter provides the authorized dispositions for Cartographic, Remote Sensing Imagery and Related Records. *M:S:RE:FS* Internal Use

**1.15.3 CH. 18 31030M** Each  
*02/1999 File IRM per transmittal*  
**General Records Schedules - GRS 18, Security and Protective Services Records**  
This IRM chapter provides the authorized dispositions for Security and Protective Services Records. *M:S:RE:FS* Internal Use

**1.15.3 CH. 19 31031X** Each  
*02/1999 File IRM per transmittal*  
**General Records Schedules - GRS 19, Reserved**  
This IRM chapter is currently reserved and does not contain any information. *M:S:RE:FS* Internal Use

**1.15.3 CH. 20 31032I** Each  
*02/1999 File IRM per transmittal*  
**General Records Schedules - GRS 20, Electronic Records**  
This IRM chapter provides the authorized dispositions for Electronic Records. *M:S:RE:FS* Internal Use

**1.15.3 CH. 21 31033T** Each  
*02/1999 File IRM per transmittal*  
**General Records Schedules - GRS 21, Audiovisual Records**  
This IRM chapter provides the authorized dispositions for Audiovisual Records. *M:S:RE:FS* Internal Use

**1.15.3 CH. 22 31034E** Each  
*02/1999 File IRM per transmittal*  
**General Records Schedules - GRS 22, Inspector General Records**  
This IRM chapter provides the authorized dispositions for Inspector General Records. *M:S:RE:FS* Internal Use

**1.15.3 CH. 23 31035P** Each  
*02/1999 File IRM per transmittal*  
**General Records Schedules - GRS 23, Records Common to Most Offices**  
This IRM chapter provides the authorized dispositions for Records Common to Most Offices. *M:S:RE:FS* Internal Use

**1.15.3 CH. 24 31036A** Each  
*02/1999 File IRM per transmittal*  
**General Records Schedules - GRS 24, Forms Listing**  
This IRM chapter provides a forms listing which cross-references the form to the appropriate GRS item. *M:S:RE:FS* Internal Use

**1.15.4 CH. 1 31451T** Each  
*08/1999 File IRM per transmittal*  
**Files Management Handbook - Files Management**  
This chapter is the complete Files Management Handbook. It provides standard practice and techniques for establishing an efficient filing system and general instructions for controlling and safeguarding records. It is also an Appraisal Guide for evaluating files operations. *M:S:RE* Internal Use

**1.22.1 31771O** Each  
*05/2002 File IRM per transmittal*  
**Mail and Transportation Management - General**  
This IRM provides a general overview of the Mail and Transportation program. *W:CAR:MP:M:M* Internal Use

**1.22.2 31772Z** Each  
*05/2002 File IRM per transmittal*  
**Mail and Transportation Management - Classes of Mail and United States Postal Service Special Services**  
This IRM provides a brief overview of the classes of mail used by the IRS and identifies many of the special services available from USPS. *W:CAR:MP:M:M* Internal Use

**1.22.3 31773K** Each  
*05/2002 File IRM per transmittal*  
**Mail and Transportation Management - General Operations**  
This IRM provides an overview of General Operations of the mail management program and mail processing within the IRS. *W:CAR:MP:M:M* Internal Use

**1.22.4 31774V** Each  
*05/2002 File IRM per transmittal*  
**Mail and Transportation Management - Accountability and Reporting Requirements**  
This IRM provides an overview of the Accounting and Reporting requirements of the mail management program within the IRS. *W:CAR:MP:M:M* Internal Use

**1.22.5 31775G** Each  
*05/2002 File IRM per transmittal*  
**Mail and Transportation Management Handbook - District Mail Operations**  
This IRM provides an overview of the purpose for, and responsibilities for administering the direct mail operation. *W:CAR:MP:M:M* Internal Use

**1.22.6 31776R** Each  
*05/2002 File IRM per transmittal*  
**Mail and Transportation Management - Transportation Management**  
This IRM provides an overview of and the responsibilities associated with the transportation management program within the IRS. *W:CAR:MP:M:M* Internal Use

**1.22.7 31777C** Each  
*05/2002 File IRM per transmittal*  
**Mail and Transportation Management - Household Goods**  
This IRM provides an overview of and the responsibilities associated with the household goods program within the IRS. *W:CAR:MP:M:M* Internal Use

**1.16.1 31781K** Each  
*02/1999 File IRM per transmittal*  
**Physical Security Program - Physical Security**  
This IRM provides an overview of the physical security program within the IRS, as well as the legal authority for the program. *M:S:RE:FS* Internal Use

**1.16.2 31779Y** Each  
*03/2001 File IRM per transmittal*  
**Physical Security - Managers Security Handbook**  
This IRM provides managers with basic minimum security standards for the Service. This new IRM replaces old IRM 1(16)12. The intended audience is managers in all Operating Divisions and Functions. *A:RE* Internal Use

**1.16.3 CH. 1 31785C** Each  
*02/1999 File IRM per transmittal*  
**Physical Security Reviews - Functional and Compliance Reviews**  
This IRM provides guidance and procedures for conducting safeguard reviews, functional reviews, compliance reviews and preaward site surveys. Chapter 1 deals with functional and compliance reviews. *M:S:RE* Internal Use

- 1.16.3 CH. 2 31786N** Each  
02/1999 File IRM per transmittal  
**Physical Security Reviews - Safeguard Reviews**  
This IRM provides guidance and procedures for conducting safeguard reviews, functional reviews, compliance reviews and preaward site surveys. Chapter 2 deals with safeguard reviews. *M:S:RE* Internal Use
- 1.16.4 CH. 1 31789U** Each  
02/1999 File IRM per transmittal  
**Identification Media - Overview of ID Media**  
This IRM provides guidance and procedures on the identification media program within the IRS. Chapter 1 provides an overview. *M:S:RE* Internal Use
- 1.16.4 CH. 2 31790V** Each  
02/1999 File IRM per transmittal  
**Identification Media - Identification Card**  
This IRM provides guidance and procedures on the identification media program within the IRS. Chapter 2 deals with Identification Cards. *M:S:RE* Internal Use
- 1.16.4 CH. 3 31791G** Each  
02/1999 File IRM per transmittal  
**Identification Media - Pocket Commissions**  
This IRM provides guidance and procedures on the identification media program within the IRS. Chapter 3 deals with pocket commissions. *M:S:RE* Internal Use
- 1.16.4 CH. 4 31792R** Each  
02/1999 File IRM per transmittal  
**Identification Media - Enforcement Shields**  
This IRM provides guidance and procedures on the identification media program within the IRS. Chapter 4 deals with enforcement shields. *M:S:RE* Internal Use
- 1.16.6 CH. 1 28910Z** Each  
02/2000 File IRM per transmittal  
**Emergency Management - Emergency Planning and Incident Reporting**  
Chapter 1 of this IRM provides an overview of Emergency Management and procedures for reporting incidents. This IRM replaces old IRM 1(16)23. *A:S:RE* Internal Use
- 1.16.6 CH. 2 28911K** Each  
02/2000 File IRM per transmittal  
**Emergency Management - Occupant Emergency Plan**  
Chapter 2 of this IRM provides guidelines on preparing an Occupant Emergency Plan (OEP). This IRM replaces old IRM 1(16)23. *A:S:RE* Internal Use
- 1.16.6 CH. 3 28912V** Each  
02/2000 File IRM per transmittal  
**Emergency Management - Business Resumption**  
This IRM chapter provides guidance on re-establishment of operations after an incident. This IRM replaces old IRM 1(16)23. *A:S:RE* Internal Use
- 1.16.8 CH. 1 31801R** Each  
02/1999 File IRM per transmittal  
**Physical Security Standards - Basic Security Concepts**  
This IRM provides guidance and procedures for the protection of information, property and facilities. Chapter 1 deals with basic security concepts. *M:S:RE* Internal Use
- 1.16.8 CH. 2 31802C** Each  
02/1999 File IRM per transmittal  
**Physical Security Standards - Facility and Property Protection**  
This IRM provides guidance and procedures for the protection of information, property and facilities. Chapter 2 deals with facility and property protection. *M:S:RE* Internal Use
- 1.16.8 CH. 3 31803N** Each  
02/1999 File IRM per transmittal  
**Physical Security Standards - Information Protection**  
This IRM provides guidance and procedures for the protection of information, property and facilities. Chapter 3 deals with information protection. *M:S:RE* Internal Use
- 1.16.8 CH. 4 31804Y** Each  
02/1999 File IRM per transmittal  
**Physical Security Standards - Methods of Providing Protection**  
This IRM provides guidance and procedures for the protection of information, property and facilities. Chapter 4 deals with methods of providing protection. *M:S:RE* Internal Use
- 1.16.8 CH. 5 31805J** Each  
02/1999 File IRM per transmittal  
**Physical Security Standards - Minimum Protection Standards (MPS)**  
This IRM provides guidance and procedures for the protection of information, property and facilities. Chapter 5 deals with minimum protection standards. *M:S:RE* Internal Use
- 1.17.1 31851X** Each  
02/2002 File IRM per transmittal  
**Organizational Description, Authority, Role and Responsibilities**  
IRM 1.17.1 provides detail information on the organizational roles of Multimedia Production Division and its customers as participants in the Service's publishing process. The following IRMs are obsolete as a result of issuing the following IRMs Units of issue -- 1.17.1, 1.17.2, 1.17.3, 1.17.4, and 1.17.5: IRM 1(17)00 Printing and Publishing, IRM 1(17)59 Training Publication Distribution, 1(17)5(22) Distribution Program Handbook for Distribution Centers, and 1(17)78 Forms Design Handbook. *W:CAR:MP:M:PS* Internal Use
- 1.17.2 31852I** Each  
02/2002 File IRM per transmittal  
**Publishing Management**  
IRM 1.17.2 provides details about the basic publishing process, obtaining services, categories of the Service publishing program items, program planning, various systems used, and copyright and copyright material. The following IRMs obsolete as a result of issuing IRM Units of issue -- 1.17.1, 1.17.2, 1.17.3, 1.17.4, and 1.17.5: IRM 1(17)00 Printing and Publishing, IRM 1(17)59 Training Publication Distribution, 1(17)5(22) Distribution Program Handbook for Distribution Centers, and 1(17)78 Forms Design Handbook. *W:CAR:MP:M:PS* Internal Use
- 1.17.3 31853T** Each  
02/2002 File IRM per transmittal  
**Tax Products Program**  
IRM 1.17.3 provides details about the basic publishing process, obtaining services, categories of the Service Tax Products publishing program items, program planning, and various systems used. The following IRMs are obsolete as a result of issuing IRM Units of issue -- 1.17.1, 1.17.2, 1.17.3, 1.17.4, and 1.17.5: IRM 1(17)00 Printing and Publishing, IRM 1(17)59 Training Publication Distribution, 1(17)5(22) Distribution Program Handbook for Distribution Centers, and 1(17)78 Forms Design Handbook. *W:CAR:MP:M:PS* Internal Use
- 1.17.4 31854E** Each  
02/2002 File IRM per transmittal  
**Multimedia Publishing - Production Sources and Special Programs**  
IRM 1.17.4 provides information and guidance on the production sources, JCP Regulations and publishing activity for publishing program areas. It focuses on traditional printing and publishing applications in the print and electronic publishing environment program items, program planning, and various systems used. *W:CAR:MP:M:PS:O* Internal Use
- 1.17.5 31855P** Each  
02/2000 File IRM per transmittal  
**Multimedia Publishing - Distribution Management**  
IRM 1.17.5 provides information on distribution programs that provide scheduled, timely and economical distribution of products to the public and Internal Revenue Service employees. *OP:FS:M:PS* Internal Use
- 1.19 CH. 1 31861T** Each  
04/1998 File IRM per transmittal  
**Communications Handbook - Introduction**  
Provides servicewide responsibilities for communications and key stakeholders in the tax administrations process. *M:C:DP* Internal Use
- 1.19 CH. 2 31862E** Each  
04/1998 File IRM per transmittal  
**Communications Handbook - News Coverage of Tax Prosecutions**  
Clarifies responsibility for news coverage of pretrial and tax prosecution cases. *M:C:DP* Internal Use

# IRM

- 1.19 CH. 3 31863P** Each  
*04/1998 File IRM per transmittal*  
**Communications Handbook - Contact With The Public & The Media**  
Outlines methods for disseminating information to the public through personal contact and the media. *M:C:DP* Internal Use
- 1.23.1 29582Z** Each  
*05/2000 File IRM per transmittal*  
**Personnel Security - The Personnel Security Office**  
This IRM establishes the procedures for operation of the IRS Personnel Security Office in accordance with Treasury Order 102.17, Delegation Authority Concerning Personnel Security, dated October 17, 1997, and IRS Delegation Order 133, Authority to Perform Operating Functions Relating to Personnel Security, dated February 10, 1999. This new IRM section supersedes IRM 10.3.1.1 CH. 11, Section 13. *A:PS:PSO* Internal Use
- 1.23.2 CH. 2 30602Q** Each  
*07/2000 File IRM per transmittal*  
**Security Investigations - Contractor Investigations**  
This IRM Handbook chapter discusses issues specifically relating to personnel security investigations for contractor employees to the Service. *A:PS:PSO* Internal Use
- 1.23.3 31796J** Each  
*03/2001 File IRM per transmittal*  
**Security Investigations - Background Investigations Guide**  
This IRM contains procedures for processing background investigations for IRS employees and applicants. *A:PS:PSO* Internal Use
- 1.54.1 32219B** Each  
*01/2002 File IRM per transmittal*  
**Roles and Responsibilities - Roles and Responsibilities within the Tax Exempt and Government Entities Division**  
This IRM defines roles and responsibilities for employees in the Tax Exempt and Government Entities Division. *T:E* Internal Use
- 2.1.9 32013L** Each  
*06/1999 File IRM per transmittal*  
**ADP Property Management**  
This IRM establishes policies, standardized procedures, definitions, and requirements to be followed to ensure accountability of all Automated Data Processing (ADP) property owned or leased by the Internal Revenue Service (IRS). *IS:S:TS:CM* Internal Use
- 2.1.11 30907W** Each  
*09/2000 File IRM per transmittal*  
**Information Systems - Systems Standards Profile**  
IRM 2.1.11 establishes the Systems Standards Profile (SSP). The SSP describes the set of standards and COTS products to which IRM developers and/or contractors must adhere when building IRS information systems. *M:B:SI:SE* Internal Use
- 2.2.1 28245J** Each  
*01/2002 File IRM per transmittal*  
**Partnership Control System - Partnership Control System Chapter Overview**  
This IRM provides instructions for the general use of the operators accessing the Partnership Control System display terminals in the Service Centers and Area/Industry Offices. Previously issued as IRM 102.2 CH. 1, catalog number has remained the same. *M:I:SD:CS:ES:YD* Internal Use
- 2.2.2 28574P** Each  
*01/2002 File IRM per transmittal*  
**Partnership Control System - PCS Command Code TSL0D**  
This IRM provides instructions for the use of Command Code TSL0D at Service Centers and Area/Industry Offices. Previously issued as IRM 102.2 CH. 2, catalog number has remained the same. *M:I:SD:CS:ES:YD* Internal Use
- 2.2.3 28575A** Each  
*01/2002 File IRM per transmittal*  
**Partnership Control System - PCS Command Code TSCHG**  
This IRM provides instructions for the use of Command Code TSCHG at Service Centers and Area/Industry Offices. Previously issued as IRM 102.2 CH. 3, catalog number has remained the same. *M:I:SD:CS:ES:YD* Internal Use
- 2.2.4 28577W** Each  
*01/2002 File IRM per transmittal*  
**Partnership Control System - PCS Command Code TSINQ**  
This IRM provides instructions for the use of Command Code TSINQ at Service Centers and Area/Industry Offices. Previously issued as IRM 102.2 CH. 4, catalog number has remained the same. *M:I:SD:CS:ES:YD* Internal Use
- 2.2.5 28578H** Each  
*01/2002 File IRM per transmittal*  
**Partnership Control System - PCS Command Code TSEDL**  
This IRM provides instructions for the use of Command Code TSEDL at Service Centers and Area/Industry Offices. Previously issued as IRM 102.2 CH. 5, catalog number has remained the same. *M:I:SD:CS:ES:YD* Internal Use
- 2.2.6 28579S** Each  
*01/2002 File IRM per transmittal*  
**Partnership Control System - PCS Command Code TSN0T**  
This IRM provides instructions for the use of Command Code TSN0T at Service Centers and Area/Industry Offices. *M:I:SD:CS:ES:YD* Internal Use
- 2.2.7 28580T** Each  
*01/2002 File IRM per transmittal*  
**Partnership Control System - PCS Command Code TSCLS**  
This IRM provides instructions for the use of Command Code TSCLS at Service Centers and Area/Industry Offices. Previously issued as IRM 102.2 CH. 7, catalog number remains the same. *M:I:SD:CS:ES:YD* Internal Use
- 2.2.8 28581E** Each  
*01/2002 File IRM per transmittal*  
**Partnership Control System - PCS Command Code MSCHG**  
This IRM provides instructions for the use of Command Code MSCHG in the Service Centers and Area/Industry Offices. Previously issued as IRM 102.2 CH. 8, catalog number has remained the same. *M:I:SD:CS:ES:YD* Internal Use
- 2.2.9 28582P** Each  
*01/2002 File IRM per transmittal*  
**Partnership Control System - PCS Command Code TSUMY**  
This IRM provides instructions for the use of Command Code TSUMY at Service Centers and Area/Industry Offices. Previously issued as IRM 102.2 CH. 9, catalog number has remained the same. *M:I:SD:CS:ES:YD* Internal Use
- 2.2.10 28583A** Each  
*01/2002 File IRM per transmittal*  
**Partnership Control System - PCS Command Code TSPCD**  
This IRM provides instructions for the use of Command Code TSPCD at Service Centers and Area/Industry Offices. Previously issued as IRM 102.2 CH. 10, catalog number has remained the same. *M:I:SD:CS:ES:YD* Internal Use
- 2.2.11 28585W** Each  
*01/2002 File IRM per transmittal*  
**Partnership Control System - PCS Command Code PCSMY**  
This IRM provides instructions for the use of Command Code PCSMY at Service Centers and Area/Industry Offices. Previously issued as IRM 102.2 CH. 11, catalog number has remained the same. *M:I:SD:CS:ES:YD* Internal Use
- 2.2.5 CH. 4 30905A** Each  
*09/2000 File IRM per transmittal*  
**Application Documentation Standards Handbook - Introduction to System Documentation**  
IRM 2.2.5 CH. 4, provides the processes by which software developers within the Information Systems organization create the various deliverables in support of the computer programs. This handbook also supports achievement of the key process area for Level 2 of the Software Capability Maturity Model. This IRM is a complete replacement of IRM 2553.31. *M:I:SD:PS* Internal Use

- 2.3.1**            *28113Y*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Section Titles and Command Codes for IDRS Terminal Responses**  
This IRM provides a list of all the section titles in the IRM 2.3. This IRM is to be used by IRS employees who utilize IDRS in the performance of their official duties. Previously issued as IRM 102.3 CH. 1, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.2**            *28115U*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Introduction to IDRS Terminal Responses**  
This IRM provides instructions for the use of the IDRS terminal displays. Previously issued as IRM 102.3 CH. 2, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.8**            *28121Y*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Standard Validity Criteria**  
This IRM provides criteria for standard validity checks for IDRS input. Previously issued as IRM 102.3 CH. 8, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.9**            *28122J*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes SINON, RMODE, LOKME, CMODE, and SINOF**  
This IRM provides definitions for command codes SINON, RMODE, LOKME, CMODE and SINOF. Previously issued as IRM 102.3 CH. 9, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.10**           *28123U*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes MFREQ and RECON**  
This IRM provides procedures for MFREQ and RECON command codes. Previously issued as IRM 102.3 CH. 10, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.11**           *28124F*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes TXMOD and SUMRY**  
This IRM provides procedures for command codes TXMOD and SUMRY. Previously issued as IRM 102.3 CH. 11, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.12**           *28125Q*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code ACTON**  
This IRM provides procedures for command code ACTON. Previously issued as IRM 102.3 CH. 12, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.13**           *28126B*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes FFINQ, REINF, and REMFE**  
This IRM provides procedures for command codes FFINQ, REINF and REMFE. Previously issued as IRM 102.3 CH. 13, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.14**           *28127M*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes EINAD and SSNAD**  
This IRM provides procedures for command codes EINAD and SSNAD. Previously issued as IRM 102.3 CH. 14, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.15**           *28128X*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code ENMOD**  
This IRM provides procedures for command code ENMOD. Previously issued as IRM 102.3 CH. 15, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.16**           *28129I*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code RFINQ**  
This IRM provides procedures for command code RFINQ. Previously issued as IRM 102.3 CH. 16, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.17**           *28130J*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code ESTABD**  
This IRM provides procedures for command code ESTABD. Previously issued as IRM 102.3 CH. 17, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.18**           *28131U*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code ESTABM**  
This IRM provides procedures for command code ESTABM. Previously issued as IRM 102.3 CH. 18, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.19**           *28132F*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code TFTRA**  
This IRM provides procedures for command code TFTRA. Previously issued as IRM 102.3 CH. 19, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.20**           *28133Q*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code URINQ (URF)**  
This IRM provides procedures for Command Code URINQ (URF), Unidentified Remittance File. Previously issued as IRM 102.3 CH. 20, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.25**           *28138T*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes DM1DT and DTVUE**  
This IRM provides procedures for command codes DTVUE and DM1DT. Previously issued as IRM 102.3 CH. 25, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.26**           *28139E*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code TDINQ**  
This IRM provides procedures for Command Code TDINQ. Previously issued as IRM 102.3 CH. 26, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.27**           *28140F*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code ECREQ**  
This IRM provides procedures for Command Code ECREQ. Previously issued as IRM 102.3 CH. 27, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.28**           *28141Q*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code FTDPN**  
This IRM provides procedures for Command Code FTDPN. Previously issued as IRM 102.3 CH. 28, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.29**           *28142B*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes INTST, ICOMP and COMPA**  
This IRM provides procedures for Command Codes INTST, ICOMP and COMPA. Previously issued as IRM 102.3 CH. 29, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.30**           *28143M*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code DAILY**  
This IRM provides procedures for Command Code DAILY. Previously issued as IRM 102.3 CH. 30, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

## IRM

- 2.3.31**            *28144X*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Codes CFINQ and RPINQ for CAF Inquiry**  
This IRM provides procedures for command codes CFINQ and RPINQ. Previously issued as IRM 102.3 CH. 31, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.32**            *28145I*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Codes MFTRA and MFTRD**  
This IRM provides procedures for command codes MFTRA and MFTRD. Previously issued as IRM 102.3 CH. 32, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.33**            *28146T*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code ACTRA**  
This IRM provides procedures for command code ACTRA. Previously issued as IRM 102.3 CH. 33, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.34**            *28147E*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code PATRA**  
This IRM provides procedures for Command Code PATRA. Previously issued as IRM 102.3 CH. 34, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.35**            *28102R*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code IRPTR**  
This IRM provides procedures for Command Code IRPTR. Previously issued as IRM 102.3 CH. 35, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.36**            *28148P*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code SCFTR**  
This IRM provides procedures for Command Code SCFTR. Previously issued as IRM 102.3 CH. 36, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.37**            *28149A*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code UPTIN for the GUF System**  
This IRM provides procedures for command code UPTIN for the GUF System. Previously issued as IRM 102.3 CH. 37, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.38**            *28150B*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code TXCMP**  
This IRM provides procedures for command code TXCMP. Previously issued as IRM 102.3 CH. 38, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.39**            *28151M*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code FTPIN**  
This IRM provides procedures for Command Code FTPIN. Previously issued as IRM 102.3 CH. 39, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.40**            *28152X*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code PICRD**  
This IRM provides procedures for Command Code PICRD. Previously issued as IRM 102.3 CH. 40, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.41**            *28153I*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code PIEST**  
This IRM provides procedures for Command Code PIEST. Previously issued as IRM 102.3 CH. 41, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.42**            *28154T*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - command code PIFTD**  
This IRM provides procedures for Command Code PIFTD. Previously issued as IRM 102.3 CH. 42, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.43**            *28155E*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code PIFTF**  
This IRM provides procedures for Command Code PIFTF. Previously issued as IRM 102.3 CH. 43, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.44**            *28156P*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code PIVAR**  
This IRM provides procedures for Command Code PIVAR. Previously issued as IRM 102.3 CH. 44, catalog number remains the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.45**            *28157A*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code XSINQ**  
This IRM provides procedures for Command Code XSINQ. Previously issued as IRM 102.3 CH. 45, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.47**            *28159W*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Codes INOLE, EOGEN and SPARQ**  
This IRM provides procedures for command codes INOLE, EOGEN and SPARQ. Previously issued as IRM 102.3 CH. 47, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.48**            *28160X*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code UPDIS for the GUF System**  
This IRM provides procedures for command code UPDIS for the GUF System. Previously issued as IRM 102.3 CH. 48, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.49**            *28161I*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code EICMP**  
This IRM provides instructions for command code EICMP. Previously issued as IRM 102.3 CH. 49, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.50**            *28162T*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code LVREQ**  
This IRM provides procedures for Command Code LVREQ. Previously issued as IRM 102.3 CH. 50, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.51**            *28163E*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code IMFOL**  
This IRM provides procedures for command code IMFOL. Previously issued as IRM 102.3 CH. 51, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.53**            *28165A*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code PMFOL**  
This IRM provides procedures for command code PMFOL. Previously issued as IRM 102.3 CH. 53, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

- 2.3.55**            *28167W*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes ELFUP and ELFRQ**  
This IRM provides procedures for Command Codes ELFUP and ELFRQ. Previously issued as IRM 102.3 CH. 55, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.56**            *28168H*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code ESTABR**  
This IRM provides procedures for Command Code ESTABR. Previously issued as IRM 102.3 CH. 56, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.58**            *28170T*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code SUPOL**  
This IRM provides procedures for Command Code SUPOL. Previously issued as IRM 102.3 CH. 58, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.59**            *28171E*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code BMFOL**  
This IRM provides procedures for Command Code BMFOL. Previously issued as IRM 102.3 CH. 59, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.60**            *28172P*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code NAMES and NAMEE**  
This IRM provides procedures for Command Codes NAMES and NAMEE. Previously issued as IRM 102.3 CH> 60, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.61**            *28173A*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code AICRQ**  
This IRM provides procedures for Command Code AICRQ. Previously issued as IRM 102.3 CH. 61, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.62**            *28174L*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code ESTAB**  
This IRM provides procedures for Command Code ESTAB. Previously issued as IRM 102.3 CH. 62, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.63**            *28175W*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes RPVUE, RPVCU and RPPRT**  
This IRM provides procedures for command codes RPVUE, RPVCU and RPPRT. Previously issued as IRM 102.3 CH. 63, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.64**            *28177S*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code EMFOL**  
This IRM provides procedures for Command Code EMFOL. Previously issued as IRM 102.3 CH. 64, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- LEM 2.3.65**      *27959U*            Each  
01/2002 File IRM per transmittal  
**Law Enforcement Manual - EPMF Return Transaction File On-Line (ERTVU) Research**  
This LEM provides information on the command code ERTVU used on the IDRS system. Previously issued as LEM 102.3 CH. 65, catalog number has remained the same. *M:I:SD:CP:B:XH* Internal Use **This product may not be ordered by the general public**
- 2.3.66**            *28178D*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes PLINF and PLINQ**  
This IRM provides procedures for Command Codes PLINF and PLINQ. Previously issued as IRM 102.3 CH. 66, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.67**            *28180P*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes REMRQ and NAIMSG for National Account Index Processing**  
This IRM provides procedures on command codes REMRQ and NAIMSG. Previously issued as IRM 102.3 CH. 67, catalog number remains the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.68**            *28112N*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code DUPOL**  
This IRM provides procedures for Command Code DUPOL. Previously issued as IRM 102.3 CH. 68, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.69**            *28181A*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code VPARS**  
This IRM provides procedures for command code VPARS. Previously issued as IRM 102.3 CH. 69, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.70**            *28182L*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code EFTPS**  
This IRM provides procedures for Command Code EFTPS. Previously issued as IRM 102.3 CH. 70, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.71**            *28183W*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code ATINQ**  
This IRM provides procedures for command code ATINQ. Previously issued as IRM 102.3 CH. 71, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.72**            *28184H*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes ISIGN, ITAGT, ITDLN, ITNSF, and USIGN**  
This IRM provides procedures for Command Codes ISIGN, ITAGT, ITDLN, ITNSF, and USIGN. Previously issued as IRM 102.3 CH. 72, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.73**            *28185S*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Codes TRDBV, TRERS, and TRPRT**  
This IRM provides procedures for Command Codes TRDBV, TRERS, and TRPRT. Previously issued as IRM 102.3 CH. 73, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.74**            *28186D*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code DDPOL**  
This IRM provides procedures for Command Code DDPOL. Previously issued as IRM 102.3 CH. 74, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.75**            *28188Z*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code PTINQ**  
This IRM provides procedures for Command Code PTINQ. Previously issued as IRM 102.3 CH. 75, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.3.76**            *32675P*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Responses - Command Code ISTSD**  
This IRM provides procedures for Command Code ISTSD. *M:I:SD:CS:AS:DF* Internal Use



# IRM

**2.3.77**            **32676A**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code ISTSE**

This IRM provides procedures for Command Code ISTSE.  
*M:I:SD:CS:AS:DF Internal Use*

**2.3.78**            **32689D**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Responses - Command Code LOCAT**

This IRM provides procedures for Command Code LOCAT.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.1**            **28189K**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Section Titles and Command Codes for IDRS Terminal Input**

This IRM provides a list of IDRS Command Codes for Terminal Input. Previously issued as IRM 102.4 CH. 1, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.2**            **28190L**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes SINON, SINOF and RMODE for IDRS Terminal Input**

This IRM provides instructions for using IDRS Command Codes that input transactions affecting either the Entity or the Tax Module of a taxpayer's account. Previously issued as IRM 102.4 CH. 2, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.4**            **28192H**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code MESSG**

This IRM provides instructions for the use of the IDRS Message File. Previously issued as IRM 102.4 CH. 4, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.5**            **28193S**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes QRADD, QRADDO, QRNCH, QRNCHG, RVIEW, QRACN and QRIND for the Quality Review System**

This IRM provides information on the command codes used in perform and quality review of IDRS transactions. Previously issued as IRM 102.4 CH. 5, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.6**            **28194D**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes LETER, LPAGE, LPAGD, LETUP, LETED and LREVV**

This IRM provides information on the command codes used in the Correspondex System. Previously issued as IRM 102.4 CH. 6, catalog number has remained the same.  
*M:I:SD:CS Internal Use*

**2.4.7**            **28196Z**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes CAFRM, CAFAD, CAFUP, RPFRM and RPADD for CAF Update**

This IRM provides information on the command codes used in the Centralized Authorization File which contains information regarding authorization that taxpayers give to third parties. Previously issued as IRM 102.4 CH. 7, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.8**            **28197K**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes ESIGN and BSIGN**

The IRM provides information on the command codes used in the EIN Research and Assignment System. Previously issued as IRM 102.4 CH> 8, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.9**            **28198V**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes ENREQ, INCHG, IRCHG, BNCHG and BRCHG**

This IRM provides information on the command codes used to input entity changes if the taxpayer's account is on the IDRS TIF. Previously issued as IRM 102.4 CH. 9, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.10**           **28199G**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes EOREQ and EOCHG**

This IRM provides information on the command codes used for entering Exempt Organization entity changes. Previously issued as IRM 102.4 CH. 10, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.11**           **28200W**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code NMFTM**

This IRM provides information on the command code NMFTM, which establishes Automated Non-Master File tax delinquent account data on the Taxpayer Information File database. Previously issued as IRM 102.4 CH. 11, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.12**           **28201H**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes DELET and CCPYT**

The IRM provides information on the command codes which are used to delete or correct IDRS pending transactions. Previously issued as IRM 102.4 CH. 12, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.13**           **28202S**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code TERUP**

The IRM provides information on the command code which allows an employee to delete his/her erroneous entry on the day of input. Previously issued as IRM 102.4 CH. 13, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.14**           **28203D**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code NMFST**

This IRM provides information on the command code which will pend up to 10 transactions to a tax module already established in IDRS. Previously issued as IRM 102.4 CH. 14, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.15**           **28205Z**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes ETXCL, SEQNC, STBLK, PAYMT, PYBAL, VARIA, CRBLK and TXCTL for Area Office Payment Proces**

This IRM provides information on the command codes used for Area Office Payment Processing. Previously issued as IRM 102.4 CH. 15, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.16**           **28206K**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes REQ54 and ADJ54**

This IRM provides information on the command codes used by designated employees to make data processing adjustments to tax, penalty and interest. Previously issued as IRM 102.4 CH. 16, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.17**           **28207V**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes ADD24/48, ADC24/48, ADD34, ADC34, FRM34 and DRT24/48**

This IRM provides information on command codes for inputting two-sided credit transfer. Previously issued as IRM 102.4 CH. 17, catalog number remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

**2.4.18**           **28208G**            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code FTDRQ**

This IRM provides information on command codes used to generate supplemental FTD's for taxpayer's. Previously issued as IRM 102.4 CH. 18, catalog number has remained the same.  
*M:I:SD:CS:AS:DF Internal Use*

- 2.4.19**            *28209R*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Codes REQ77, FRM77 and FRM7A**  
This IRM provides information on REQ77, which is used to request a format to input a transaction. The format requested would either be FRM77 or FRM7. Previously issued as IRM 102.4 CH. 19, catalog number has remained the same. *M:I:SD:CS:AS:DB* Internal Use
- 2.4.20**            *28210S*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Code RFUND**  
This IRM provides information on RFUND which has been designated for service center employees to process certain requests for refunds, previously handled as manual refunds. Previously issued as IRM 102.4 CH. 20, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.21**            *28211D*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Code CHK64 and CHK64R**  
This IRM provides instructions on command codes CHK64 and CHK64R which will release undelivered checks from the Individual Master File and Business Master File through an on-line process. Previously issued as IRM 102.4 CH. 21, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.22**            *28213Z*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Code CRMNL**  
This IRM provides instructions on Command Code CRMNL which is used to generate 91X transactions related to Criminal Investigation activity. Previously issued as IRM 102.4 CH. 22, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.23**            *28214K*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Code CHKCLR and CHKCL**  
This IRM provides instructions on Command Code CHKCLR and CHKCL which are used to input taxpayer claims for lost or stolen refund checks and request for photocopies of refund checks. Previously issued as IRM 102.4 CH. 23, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.24**            *28215V*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Codes FMADD, URADD, ESAPL, FMREF, URREF, FMAPL, URAPL, UROUT and URENT**  
This IRM provides instructions on command codes related to the Unidentified Remittance System (URF). Previously issued as IRM 102.4 CH. 24, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.25**            *28216G*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Codes BDADDR, BDADD, BDAPLR, BDAPL, BDOUTR, BDOUT, BIDENT and BDINQ**  
This IRM provides instructions on command codes related to the Dishonored Check System. Previously issued as IRM 102.4 CH. 25, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.26**            *28217R*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Codes FRM14, FRM49 and TDIRQ**  
This IRM provides instructions on command codes used in service center and field offices to research or input data related to Delinquency Investigations. Previously issued as IRM 102.4 CH. 26, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.27**            *28218C*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Code TSIGN**  
This IRM provides instructions on Command Code TSIGN related to each Taxpayer Delinquency Investigation. Previously issued as IRM 102.4 CH. 27, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.28**            *28219N*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Code STAUP**  
This IRM provides instructions on command code STAUP which is used for IDRS modules that are or have been balance due modules. Previously issued as IRM 102.4 CH. 28, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.29**            *28221Z*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Codes TELEA, TELEC, TELED and TELER for Telephone Processing**  
This IRM provides instruction on command codes related to Telephone Processing. Previously issued as IRM 102.4 CH. 29, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.30**            *28222K*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Codes IAGRE, IAORG, IAPND, IAREV, IADFL and IADIS**  
This IRM provides instructions on command codes related to Installment Agreement Accounts input for field employees for IMF, IRAF and BMF accounts. Previously issued as IRM 102.4 CH. 30, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.31**            *28223V*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Code LEVY**  
This IRM provides instructions on Command Code LEVY. IDRS utilizes TIF for storing all levy sources. Levy sources can be individually researched and/or deleted during realtime. Previously issued as IRM 102.4 CH. 31, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.32**            *28224G*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Code PDTUP**  
This IRM provides instructions on command code PDTUP, which will set up the Potentially Dangerous Taxpayer Indicator on the IMF, BMF and the IDRS Taxpayer Information File. Previously issued as IRM 102.4 CH. 32, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.33**            *28225R*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Codes EFTNT, EFTAD and EFTOF for Electronic Funds Transfer**  
This IRM provides instructions on command codes utilized by Collection personnel for inputting, reviewing or skipping Electronic Fund Transfers for installment agreements. Previously issued as IRM 102.4 CH. 33, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.34**            *28226C*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Code DOALL**  
This IRM provides instructions on command code DOALL, which incorporates the most frequently used features from Command Codes ACTON, LETER, STAUP, TSIGN, TELEA, ESTAB and MFTRA. Previously issued as IRM 102.4 CH. 34, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use
- 2.4.35**            *28227N*            Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Code STN90**  
This IRM provides instructions on Command Code STN90, which will allow generation of the Statutory Notice of Deficiency in certain situations and will reissue a notice with a corrected address without manually typing it or waiting for an address change to post to the TIF. Previously issued as IRM 102.4 CH. 35, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

## IRM

**2.4.37**            *28229J*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes NOREF**  
This IRM provides instructions on command code NOREF which is used to store Refund Intercept Request File (RIR) records in the RIR database. Previously issued as IRM 102.4 CH. 37, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.38**            *28230K*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code CSEDR**  
This IRM provides instructions on Command Code CSEDR which is used to set an indicator within a tax module that the CSEDRs have been reviewed and are satisfied or protected. Previously issued as IRM 102.4 CH. 38, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.39**            *28231V*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes ASEDD and ASEDR**  
This IRM provides instructions on command codes ASEDD and ASEDR which are for use on updating BMF accounts with tax modules having a MFT of 01, 03, 09, 11 or 12. *M:I:SD:CS:AS:DF* Internal Use

**2.4.40**            *28232G*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes RAFAD, RAFRM, RAFUP and RAFSR**  
This IRM provides instructions on command codes used in connection with the Reporting Agents File. RAF contains information regarding the types of authorization that taxpayers have given to their reporting agent for employment tax modules. Previously issued as IRM 102.4 CH. 10, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.41**            *28233R*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code UNLCE**  
This IRM provides instructions on Command Code UNLCE, which will allow and individual to research, establish, change and delete 100% penalty cross-reference information on the 100% Penalty File using IDRS. Previously issued as IRM 102.4 CH. 41, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.42**            *28234C*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code CCASG for Case Control Activity System**  
This IRM provides instructions on Command Code CCASG, which is used in connection with the Case Control Activity System and was designed for the use of service center personnel to assign, close and update cases on IDRS. Previously issued as IRM 102.4 CH. 42, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.43**            *28235N*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code PINEX**  
This IRM provides instructions on command code PINEX, which is used to request a notice containing explanations of selected penalties and/or interest on a tax module residing on the Taxpayer Information File. Previously issued as IRM 102.4 CH. 43, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.44**            *28236Y*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Codes XSADD, XSREF, XSAPL, XSOUT and XSENT**  
This IRM provides instructions on command codes used in connection with the Excess Collection File (XSF) which contains two accounts, non-revenue receipts in Account 6800 and Account 999. Previously issued as IRM 102.4 CH. 44, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.45**            *28237J*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code NRP97**  
This IRM provides instructions on the use of NRPS command codes to modify the NRPS Local Control Data Base. Previously issued as IRM 102.4 CH. 45, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.46**            *28100V*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code EPLAN**  
This IRM provides instructions on the use of EPLAN command code to add, revise or delete a plan data module of an Employee Master File entity record. Previously issued as IRM 102.4 CH. 46, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.47**            *28238U*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code VPMSG**  
This IRM provides instructions on the use of VPMSG command code which is part of the Telephone Routing Interactive System. Previously issued as IRM 102.4 CH. 47, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.48**            *28239F*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code VPPIN**  
This IRM provides instructions on the use of VPPIN command code which is part of the Telephone Routing Interactive System. Previously issued as IRM 102.4 CH. 48, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.49**            *28240G*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code AGENT, ISIGN, ITUPT**  
This IRM provides instructions on the use of command codes AGENT, ISIGN and ITUPT, which are used in connection with the Individual Taxpayer Identification Number System. Previously issued as IRM 102.4 CH. 49, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.50**            *28241R*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code ASIGN**  
This IRM provides instructions on the use of command code ASIGN, which is used in connection with the Adoption Taxpayer Identification Number System. Previously issued as IRM 102.4 CH. 50, catalog number has remained the same. *IS:SD:CT:CAS:DF* Internal Use

**2.4.51**            *28242C*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code PSIGN**  
This IRM provides instructions on the use of command code PSIGN, which is used in connection with the Preparer Tax Identification Number System developed to assign a unique tax identification number for preparers who do not wish to divulge their SSN to customers. Previously issued as IRM 102.4 CH. 51, catalog number has remained the same. *IS:SD:CT:C* Internal Use

**2.4.52**            *28243N*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code TPCIN and TPCOL**  
This IRM provides instructions on the use of command codes TPCIN and TPCOL, which are used in connection with the Third Party Contact System developed to maintain a database of all third party contacts that were made regarding a taxpayer during determination or collection of a tax liability. Previously issued as IRM 102.4 CH. 52, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**2.4.53**            *31276M*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Command Code DUPED**  
This IRM provides instructions on the use of command code DUPED. Previously issued as IRM 102.4 CH. 53, catalog number has remained the same. *M:I:SD* Internal Use

**2.4.54**            *33288Y*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Terminal Input - Centralized Files and Scheduling Terminal Usage**  
This IRM provides instructions for the use of Integrated Data Retrieval System (IDRS) display terminals at all Service Center Replacement (SCRS) locations where the command codes for Centralized Files and Scheduling System are used. *M:I:SD:CS:AS:DF* Internal Use

- LEM 2.4.55** 33289J Each  
01/2002 File IRM per transmittal  
**Centralized Files and Scheduling Terminal Usage**  
This Law Enforcement Manual (LEM) contains instructions for entering data from the Centralized Scheduling Order (Form 6798). *M:I:SD:CS:AS:DF* Internal Use **This product may not be ordered by the general public**
- 2.4.56** 32674E Each  
01/2002 File IRM per transmittal  
**IDRS Terminal Input - Command Code ISTRS**  
This IRM provides procedures for ISTRS command code. *M:I:SD:CS:AS:DF* Internal Use
- 2.5.1** 33496A Each  
11/2001 File IRM per transmittal  
**Software Standards and Guidelines - Structured COBOL**  
This IRM establishes standards, conventions and guidelines to be followed in the development of IRS Structured COBOL applications. The intent of these standards is to ensure that structured COBOL programs are reliable, easily maintained and as portable as possible. *M:I:SD:PS:PI:SQ* Internal Use
- 2.5.2** 28781G Each  
11/2001 File IRM per transmittal  
**Software Standards and Guidelines - Testing Procedures for System Developers**  
This IRM defines the testing process for developers who must provide software that adheres to standards for systems development; complies with approved processing requirements; and meets the need of system customers. *M:I:SD:PS:PI:SQ* Internal Use
- 2.5.5** 30743M Each  
11/2001 File IRM per transmittal  
**Software Standards and Guidelines - Guidelines for Preparing Program Requirements Packages (PRPs)**  
This IRM provides guidelines for prescribing responsibilities and standard instructions for preparing PRPs for the data processing systems that are being developed or maintained within Systems Development. *M:I:SD:PS:PI:SQ* Internal Use
- 2.5.7** 33499H Each  
11/2001 File IRM per transmittal  
**Software Standards and Guidelines - Data Naming Standards**  
This IRM provides the standards and methods to be used when developing data names throughout the Software Development Life Cycle. *M:I:SD:PS:PI:SQ* Internal Use
- 2.5.10** 73139M Each  
05/2001 File IRM per transmittal  
**Software Standards and Guidelines - Function Point Standards**  
This IRM describes the Function Point Standards and how it will be used in all of ITS. These standards explain the use of Function Points for software sizing, resource estimation, cost of software development and forecasting. Previously issued as IRM 2.1.13, catalog number has remained the same. *M:SP:P:P* Internal Use
- 2.6.1** 27958J Each  
01/2002 File IRM per transmittal  
**Product Assurance - Product Assurance General Guidelines**  
This IRM provides the standards and procedures for Product Assurance. Previously issued as IRM 2.1.6, catalog number has remained the same. *M:I:PA:CS:CO* Internal Use
- 2.7.1** 73141Y Each  
10/2001 File IRM per transmittal  
**Information Technology Services (ITS) Operations - Information Technology Services Operations / Inter-Centers**  
This IRM provides policy, procedures and guidelines for the Campuses and Computing Centers (CC) to perform their operational responsibilities and to ensure that the centers operational functions and processes are standardized. *M:I:E:CP:O:S* Internal Use
- 2.7.2** 73140N Each  
10/2001 File IRM per transmittal  
**Information Technology Services (ITS) Operations - Information Technology Services (ITS) Operations / Computing Centers**  
This IRM provides policy, procedures and guidelines for the Computing Centers (CC) to perform their operational responsibilities. The IRM will also ensure that the operational functions and processes are standardized. *M:I:E:CP:O:S* Internal Use
- 2.7.4** 73142J Each  
10/2001 File IRM per transmittal  
**IS Operations Support - Magnetic Media Management**  
This manual provide policy, procedures, and guidelines for the Computing Centers (CC) to perform their operations responsibilities, and to ensure that the centers operational functions and processes are standardized. Previously issued as IRM 2.2.8 CH. 1, catalog number has remained the same. *M:I:E:CP:O:S* Internal Use
- 2.7.5** 73143U Each  
10/2001 File IRM per transmittal  
**IS Operations Support - Systems Control Point (SCP) - Configuration Management (CM)**  
This manual provide policy, procedures, and guidelines for the Computing Centers (CC) to perform their operations responsibilities, and to ensure that the centers operational functions and processes are standardized. Previously issued as IRM 2.2.8 CH. 2, catalog number has remained the same. *M:I:E:CP:O:S* Internal Use
- 2.7.6** 73144F Each  
10/2001 File IRM per transmittal  
**IS Operations Support - Information Technology Services Scheduling**  
This manual provide policy, procedures, and guidelines for the Computing Centers (CC) to perform their operations responsibilities, and to ensure that the centers operational functions and processes are standardized. Previously issued as IRM 2.2.8 CH. 3, catalog number has remained the same. *M:I:E:CP:O:S* Internal Use
- 2.7.7** 32383M Each  
10/2001 File IRM per transmittal  
**ITS Operations Support - Information Returns Program (IRP) - MCC**  
This IRM is used at MCC and by the Information Returns Branch (IRB) personnel, and serves as a focal point for all MCC processing related to the IRP. IRB coordinates, develops, maintains, and controls all operational aspects of the IRP through which businesses, financial institutions, federal, state, and local government submit information returns on magnetic media or electronically. IRB process all informaiton returns received at MCC. *M:I:E:CP:O:S* Internal Use
- 2.7.9** 32002E Each  
01/2002 File IRM per transmittal  
**Martinsburg Computing Center (MCC) Processing Timeliness - Information Technology Services**  
Previously issued as IRM 2.1.12, catalog number has remained the same. This IRM contains MCC and Service Center shipping/transmit dates. This IRM is used by Service Centers for due dates to ship data to MCC. Also, contains dates for MCC to transmit to customers. *M:I:E:MC:Q* Internal Use
- 2.8.1** 28249B Each  
01/2002 File IRM per transmittal  
**Audit Information Management System (AIMS) - Introduction to AIMS Realtime Processing**  
This IRM is intended for the general use of IDRS system personnel from all four Business Operating Divisions. Previously issued as IRM 102.8 CH. 1, catalog number has remained the same. *M:I:SD:CS* Internal Use
- 2.8.2** 28756V Each  
01/2002 File IRM per transmittal  
**Audit Information Management System (AIMS) - AIMS Command Code AM424**  
This IRM is intended for the general use of IDRS system personnel from all four Business Operating Divisions. Previously issued as IRM 102.8 CH. 2, catalog number has remained the same. *M:I:SD:CS:ES* Internal Use

## IRM

**2.8.3**            *28757G*            Each  
*01/2002 File IRM per transmittal*  
**Audit Information Management System (AIMS) - AIMS Command Code AMDIS**  
This IRM is intended for the general use of IDRS System personnel from all four Business Operating Divisions. Previously issued as IRM 102.8 CH. 3, catalog number has remained the same. *M:I:SD:CS:ES* Internal Use

**2.8.4**            *28758R*            Each  
*01/2002 File IRM per transmittal*  
**Audit Information Management System (AIMS) - AIMS Command Code AMSTU**  
This IRM is intended for the general use of IDRS System personnel from all four Business Operation Divisions. Previously issued as IRM 102.8 CH. 4, catalog number has remained the same. *M:I:SD:CS:ES* Internal Use

**2.8.5**            *28759C*            Each  
*01/2002 File IRM per transmittal*  
**Audit Information Management System (AIMS) - AIMS Command Code AMSOC**  
This IRM is intended for general use of IDRS System personnel from all four Business Operating Divisions. Previously issued as IRM 102.8 CH. 5, catalog number has remained the same. *M:I:SD:CS:ES* Internal Use

**2.8.6**            *28760D*            Each  
*01/2002 File IRM per transmittal*  
**Audit Information Management System (AIMS) - AIMS Command Code AMAXU**  
This IRM is intended for the general use of IDRS System personnel from all four Business Operating Divisions. Previously issued as IRM 102.8 CH. 6, catalog number has remained the same. *M:I:SD:CS:ES* Internal Use

**2.8.7**            *28762Z*            Each  
*01/2002 File IRM per transmittal*  
**Audit Information Management System (AIMS) - AIMS Command Code AMCLS**  
This IRM is intended for the general use of IDRS personnel from all four Business Operation Divisions. Previously issued as IRM 102.8 CH. 7, catalog number has remained the same. *M:I:SD:CS:ES* Internal Use

**2.8.8**            *28763K*            Each  
*01/2002 File IRM per transmittal*  
**Audit Information Management System (AIMS) - AIMS Command Codes AMNON, AMTIN, AMBLK, AMFRZ, AMREQ, AMLAB**  
This IRM is intended for the general use of IDRS system personnel from all four Business Operating Divisions. Previously issued as IRM 102.8 CH. 8, catalog number has remained the same. *M:I:SD:CS:ES* Internal Use

**2.9.1**            *28250C*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Procedures - Integrated Data Retrieval System**  
This IRM provides general instructions and information for the use of the IDRS in the Service Centers and District Offices. The instructions contained herein are to be used in conjunction with all other related ADP Handbooks and IRMs containing specific detailed procedures that parallel IDRS processing. Previously issued as IRM 102.9 CH. 1, catalog number has remained the same. *M:I:SD:CP:G:DS* Internal Use

**2.10.1**          *27834Y*            Each  
*11/2001 File IRM per transmittal*  
**Special Processing Procedures - End of Year Processing**  
This IRM Handbook chapter outlines special processing of the Individual Master File (IMF), Business Master File (BMF), Debtor Master File (DMF), Individual Retirement Account File (IRAF) and Employee Plan Master File (EPMF) data during the final cycles of 2000 and the initial cycles of 2001. *M:I:SD:CP:B:BC* Internal Use

**2.11.1**          *28244Y*            Each  
*01/2002 File IRM per transmittal*  
**IDRS Correspondence System - IDRS Correspondence**  
This IRM is for use by employees who generate correspondence via IDRS. Previously issued as IRM 102.11 CH. 1, catalog number has remained the same. *M:I:SD:CS:AS:DF* Internal Use

**LEM 2.12.1**    *29755U*            Each  
*05/2002 File IRM per transmittal*  
**Zapping, The Use of Systems Utility UTL99**  
This LEM explains the security procedures that allow access to the Integrated Data Retrieval System (IDRS) and how to remove or change taxpayer data. This will be used by IRS employees at the centers. These procedures also standardize procedures for use of this utility at each center. Previously issued as LEM 2.3.8 Chapter 1, catalog number has remained the same. *M:I:E:CP:O:S* Internal Use **This product may not be ordered by the general public**

**102.1 CH. 1**    *30888A*            Each  
*09/2000 File IRM per transmittal*  
**System Standards Profile - Introduction to Systems Standards Profile (SSP)**  
IRM 102.1 CH. 1, describes the set of standards and COTS products to which IRS developers and/or contractors must adhere when building IRS information systems. *M:B:SI:SE* Internal Use

**102.1 CH. 2**    *30891X*            Each  
*09/2000 File IRM per transmittal*  
**System Standards Profile - Operating System Services**  
IRM 102.1 CH. 2 establishes the Systems Standards Profile (SSP). The SSP describes the set of standards and COTS products to which IRS developers and/or contractors must adhere when building IRS information systems. *IS:PM:A:D:A* Internal Use

**102.1 CH. 3**    *30893T*            Each  
*09/2000 File IRM per transmittal*  
**System Standards Profile - Human/Computer Interface Services**  
IRM 102.1 CH. 3 establishes the Systems Standards Profile (SSP). The SSP describes the set of standards and COTS products to which IRS developers and/or contractors must adhere when building IRS information systems. *IS:PM:A:D:A* Internal Use

**102.1 CH. 4**    *30894E*            Each  
*09/2000 File IRM per transmittal*  
**System Standards Profile - Software Engineering**  
IRM 102.1 CH. 4 establishes the Systems Standards Profile (SSP). The SSP describes the set of standards and COTS products to which IRS developers and/or contractors must adhere when building IRS information systems. *IS:PM:A:D:A* Internal Use

**102.1 CH. 5**    *30895P*            Each  
*09/2000 File IRM per transmittal*  
**System Standards Profile - Data Management**  
IRM 102.1 CH. 5 establishes the Systems Standards Profile (SSP). The SSP describes the set of standards and COTS products to which IRS developers and/or contractors must adhere when building IRS information systems. *IS:PM:A:D:A* Internal Use

**102.1 CH. 6**    *30896A*            Each  
*09/2000 File IRM per transmittal*  
**System Standards Profile - Transaction Processing Services**  
IRM 102.1 CH. 6 establishes the Systems Standards Profile (SSP). The SSP describes the set of standards and COTS products to which IRS developers and/or contractors must adhere when building IRS information systems. *IS:PM:A:D:A* Internal Use

**102.1 CH. 7**    *30898W*            Each  
*09/2000 File IRM per transmittal*  
**System Standards Profile - Data Interchange Services**  
IRM 102.1 CH. 7 establishes the Systems Standards Profile (SSP). The SSP describes the set of standards and COTS products to which IRS developers and/or contractors must adhere when building IRS information systems. *IS:PM:A:D:A* Internal Use

**102.1 CH. 8**    *30899H*            Each  
*09/2000 File IRM per transmittal*  
**System Standards Profile - Network Services**  
IRM 102.1 CH. 8 establishes the Systems Standards Profile (SSP). The SSP describes the set of standards and COTS products to which IRS developers and/or contractors must adhere when building IRS information systems. *IS:PM:A:D:A* Internal Use

- 102.1 CH. 9 30900X** Each  
09/2000 File IRM per transmittal  
**System Standards Profile - Security Services**  
IRM 102.1 CH. 9 established the Systems Standards Profile (SSP). The SSP describes the set of standards and COTS products to which IRS developers and/or contractors must adhere when building IRS information systems. *IS:PM:A:D:A* Internal Use
- 102.1 CH. 10 30902T** Each  
09/2000 File IRM per transmittal  
**System Standards Profile - Office Automation**  
IRM 102.1 CH. 10 establishes the Systems Standards Profile (SSP). The SSP describes the set of standards and COTS products to which IRS developers and/or contractors must adhere when building IRS information systems. *IS:PM:A:D:A* Internal Use
- 3.0.101 33347E** Each  
01/2002 File IRM per transmittal  
**General - Schedule K-1 Processing**  
This IRM provides K-1 processing instructions for tax examiners and clerical staff. *S:CAS:SP* Internal Use
- 3.0.167 33178B** Each  
01/2002 File IRM per transmittal  
**General - Losses and Shortages**  
This IRM provides procedures for losses and shortages of tax collections, disbursement losses, uncollected erroneous refunds, and transfer of director accountability. *W:CAS:SP:IMF:R* Internal Use
- 3.0.230 33181Y** Each  
01/2002 File IRM per transmittal  
**Lockbox Processing Procedures- Lockbox Processing Procedures**  
This IRM is used by the employees processing lockbox payments. These employees are located at the Submission Processing Centers and the payment processing is performed by a variety of functional areas (Accounting, Receipt & Control, Unpostables, ERS, PAS, etc.). *W:CAS:SP:IMF:R* Internal Use
- 3.0.257 33173Y** Each  
12/2001 File IRM per transmittal  
**General - Management Accountability Review**  
IRM 3.0.257 provides guidelines for performing management and internal controls reviews within the Service. *N:CFO:R:S* Internal Use
- 3.0.273 33175U** Each  
01/2002 File IRM per transmittal  
**General - Administrative Reference Guide**  
This IRM is a general administrative guide, used by all W&I employees without regard to functional differences, not specific to one form, for initial processing of account request. *W:CAS:SP:IMF:IRM* Internal Use
- 3.0.274 32095B** Each  
01/2002 File IRM per transmittal  
**General - Computer Assisted Pipeline Review (CAPR)**  
This IRM contains processing procedures for the CAPR unit. *W:CAS:SP:IMF* Internal Use
- 3.0.275 32289Z** Each  
01/2002 No Previous Issue  
**General - Balanced Measures Procedures for Submission Processing Functions**  
Provides procedural instructions for Submission Processing Center PAS Units in conducting reviews for Submission Processing Balanced Measure programs. *W:CAS:SP:PM:M* Internal Use
- 3.5.17 33230I** Each  
01/2002 File IRM per transmittal  
**Accounts Services - Federal Tax Deposit System**  
This IRM describes certain tasks to be performed under the Federal Tax Deposit System. *S:CAS:B:R* Internal Use
- 3.5.61 33260W** Each  
01/2002 File IRM per transmittal  
**Accounts Services - Files Management and Services**  
The purpose of this IRM is to provide functional guidelines for the operations of the Service Center's returns and index files. This IRM is used by Submission Processing personnel. *W:CAS:SP:IMF:SY* Internal Use
- 3.8.44 33386D** Each  
01/2002 File IRM per transmittal  
**ISRP System - Campus Deposit Activity**  
This IRM provides processing procedures for the ISRP Remittance Processing System. *W:CAS:SP:IMF:SY* Internal Use
- 3.8.45 29994V** Each  
01/2002 File IRM per transmittal  
**Manual Deposit Process - Campuses Deposit Activity**  
This IRM is used by Submission Processing. *W:CAS:SP:IMF:R* Internal Use
- 3.10.5 33393S** Each  
01/2002 File IRM per transmittal  
**Submission Processing SC Mail and Work Control - Batch/Blocking Tracking System (BBTS)**  
This IRM provides references for the functional areas engaged in the Batch/Block Training System which is an integrated batch creating and tracking system. *W:CAS:SP:IMF:IRM* Internal Use
- 3.10.8 33395O** Each  
01/2002 File IRM per transmittal  
**SC Mail and Work Control - Information Returns Processing**  
This IRM provides sorting procedures for Information Return processing. *W:CAS:SP:IMF:SY* Internal Use **This product may not be ordered by the general public**
- 3.10.72 33410S** Each  
01/2002 File IRM per transmittal  
**Campus Mail and Work Control - Extracting, Sorting and Numbering**  
This IRM provides instructions for extracting, sorting and numbering for the Receipt and Control functions. *W:CAS:SP:IMF:SY* Internal Use **This product may not be ordered by the general public**
- 3.10.203 33433R** Each  
01/2002 File IRM per transmittal  
**Service Center Mail and Work Control - Mail Receiving and Sorting Operations**  
This IRM is used by employees operating SCAMPS (Service Center Automated Mail Processing System) equipment. SCAMPS processes incoming mail, out-going first class mail, and bar coded return reply envelopes. *W:CAS:SP:IMF:IRM* Internal Use
- 3.11.3 33440G** Each  
01/2002 File IRM per transmittal  
**Campus Returns and Document Analysis - Individual Income Tax Returns**  
This IRM contains processing procedures for the code and edit unit. *W:CAS:SP:IMF:1040* Internal Use **This product may not be ordered by the general public**
- 3.11.6 33455F** Each  
01/2002 File IRM per transmittal  
**SC Returns and Document Analysis - Data Processing (DP) Tax Adjustments**  
This IRM contains instructions for coding and adjusting accounts for certain claims in Submission Processing. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 3.11.8 33465B** Each  
01/2002 File IRM per transmittal  
**SC Returns and Documents Analysis - Information Return Processing**  
This IRM provides processing procedures for Information Return processing code and edit. *W:CAS:SP:IMF:SY* Internal Use **This product may not be ordered by the general public**
- 3.11.10 33470U** Each  
01/2002 File IRM per transmittal  
**SC Returns & Document Analysis - Revenue Receipts**  
This IRM contains instructions to code and edit revenue receipt forms and documents for preparation of data entry. To be used by technical employees in ERS and Receipts. *W:CAS:SP:IMF:IRM* Internal Use
- 3.11.12 33480Q** Each  
01/2002 File IRM per transmittal  
**SC Returns and Document Analysis - Exempt Organization Returns**  
This IRM is for use by Submission Processing tax examiners. *T:CAS:SC* Internal Use **This product may not be ordered by the general public**

## IRM

- 3.11.13**      *33485T*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns & Documents Analysis - Employment Tax Returns**  
This IRM provides procedures for Service Center Document Perfection (Code & Edit) personnel and others for perfecting and coding employment tax returns (e.g. Forms 941, 941-PR, 941-SS, 943, 943-PR, 945 and CT-1) and related documents in Document Perfection. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.11.14**      *33490M*      Each  
*01/2002 File IRM per transmittal*  
**SPC Returns & Document Analysis - Income Tax Returns for Estates and Trusts**  
This IRM provides information on Income Tax Returns for estates and trusts. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.11.15**      *33495P*      Each  
*01/2002 File IRM per transmittal*  
**Submission Processing Returns and Documents Analysis - Return of Partnership Income**  
This IRM provides code and edit instructions for Partnership Return of Income and related documents. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.11.16**      *33500X*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns & Documents Analysis - Corporation Income Tax Returns**  
This IRM provides information on Corporate Income Tax Returns and is used by submission processing center employees in the document Correction function. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.11.22**      *33510T*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns & Documents Analysis - Employee Plans Master File**  
This IRM provides processing procedures for Employee Plan Returns. *T:CAS:SC* Internal Use **This product may not be ordered by the general public**
- 3.11.23**      *33515W*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns & Documents Analysis - Excise Tax Returns**  
This IRM provides processing procedures for Service Center Code and Edit personnel. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.11.25**      *33525S*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns & Documents Analysis - Miscellaneous Tax Returns**  
Provides instructions for processing miscellaneous Non-Master File Returns and jeopardy, prompt or quick assessments. *S:CAS:B:B/ANSPC* Internal Use **This product may not be ordered by the general public**
- 3.11.26**      *33527O*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns & Documents Analysis - Miscellaneous Tax Exempt and Government Entities (TE/GE) Returns**  
This IRM contains instructions regarding the Service Center Processing of Tax Exempt Governmental Entities tax returns. This IRM is used by TE/GE Submission Processing personnel. *T:CAS:SC* Internal Use
- 3.11.92**      *33562V*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns & Documents Analysis - SC Processing of Forms W-4**  
IRM 3.11.92 provides instructions for coding and editing of Forms W-4, Employee's Withholding Allowance Certificate. *S:CAS:B:B/ANSPC* Internal Use **This product may not be ordered by the general public**
- 3.11.95**      *33565C*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns & Documents Analysis - Foreign Information Returns Processing**  
Used to identify, code, and process Foreign Information returns documents. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.11.106**      *33575Y*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns & Documents Analysis - Estate & Gift Tax Returns**  
This IRM contains procedures used by service center Document Perfection (Function 210) examiners performing code and edit on the various returns in the Forms 706/709 series before these returns are sent to Data Conversion for transcription entry. These forms are filed by taxpayers and attorneys providing information regarding information on gifts (709) decedent's estates (706 series). *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.11.154**      *33581C*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns and Document Analysis - Unemployment Tax Returns**  
This IRM is for use by submission processing service center employees in the Document Perfection function for processing year 2002. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.11.180**      *33583Y*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns & Documents Analysis - Allocated Tips**  
This IRM provides instructions for processing the Employer's Annual Information Return of Tip Income and Allocated Tips, Form 8027. It also provides instructions for correcting errors identified in processing. *S:CAS:B:B/ANSPC* Internal Use **This product may not be ordered by the general public**
- 3.11.212**      *33588B*      Each  
*01/2002 File IRM per transmittal*  
**Submission Processing Center zreturns and Document Analysis - Applications for Extension of Time to File**  
This IRM contains instructions for editing of extensions of time to file documents. To be used by technical employees in Code and Edit. *W:CAS:IMF:IRM* Internal Use **This product may not be ordered by the general public**
- 3.11.213**      *33587Q*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns & Documents Analysis - Form 1066 U.S. REMIC Tax Return**  
Provides instructions for coding and editing of Form 1066. *S:CAS:B:B/ANSPC* Internal Use **This product may not be ordered by the general public**
- 3.11.249**      *33586F*      Each  
*01/2002 File IRM per transmittal*  
**SC Returns and Documents Analysis - Processing Form 8752**  
This IRM contains procedures for use by service center Document Perfection Branch (Code and Edit) personnel for editing, coding, and checking Forms 8752 for completeness before these returns are submitted to Data Conversion for transcription entry. These forms are submitted by certain (Section 444) fiscal-year filers of partnership and corporate returns. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.12.3**      *33590N*      Each  
*01/2002 File IRM per transmittal*  
**SC Error Resolution - Individual Income Tax Returns**  
This IRM provides processing procedures for the Service Center Error Resolution System. *W:CAS:SP:IMF:1* Internal Use **This product may not be ordered by the general public**
- 3.12.6**      *33610U*      Each  
*01/2002 File IRM per transmittal*  
**SP Error Resolution - DP Tax Adjustments**  
This IRM contains information on inputting DP adjustments through DIS. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**

- 3.12.8**            *33620Q*            Each  
01/2002 File IRM per transmittal  
**Error Resolution - Information Returns Processing**  
This IRM contains processing procedures for Information Return processing error correction. *W:CAS:SP:IMF:SY* Internal Use **This product may not be ordered by the general public**
- 3.12.10**            *33630M*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - Revenue Receipts**  
This IRM contains instructions to correct errors on revenue receipt forms and documents in ERS. This IRM is used by technical employees in ERS and Rejects. *W:CAS:SP:IMF:IRM* Internal Use **This product may not be ordered by the general public**
- 3.12.12**            *33640I*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - Exempt Organization Returns**  
This IRM is for use by Tax Examiners. *T:CAS:SC* Internal Use **This product may not be ordered by the general public**
- 3.12.13**            *33645L*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - Employment Tax Returns**  
The IRM provides instructions for correcting errors identified on the Error Resolution System for employment tax returns and other related documents. *S:CAS:B:BM* Internal Use **This product may not be ordered by the general public**
- 3.12.14**            *33650E*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - Income Tax Returns for Estates and Trusts**  
This IRM provides instructions for correcting errors on income tax returns for estates and trust through the Error Resolution System (ERS). This IRM is used by SPC error resolution personnel. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.12.15**            *33655H*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - Return of Partnership Income**  
This IRM covers information on the Error Resolution System and return of partnership income. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.12.16**            *33660A*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - Corporation Income Tax Returns**  
IRM 3.12.13 provides processing instructions for use by service center Error Resolution personnel for correcting errors made by corporate taxpayers and during service center processing. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.12.21**            *33670W*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - Credit and Account Transfers**  
IRM 3.12.21 provides instructions for correcting error registers of various credit and account transfers, including account adjustments and reactivation of retention register accounts. *S:CAS:B:R* Internal Use
- 3.12.22**            *33673D*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - Employee Plan Returns**  
This IRM provides processing procedures for Employee Plan Returns. This manual is used by employees working EP returns in the center. *T:CAS:SC* Internal Use **This product may not be ordered by the general public**
- 3.12.23**            *33675Z*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - Excise Tax Returns**  
This IRM contains procedures for submission processing employees in Error Resolution. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.12.32**            *33695R*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - General Unpostables**  
This IRM provides general information, guidelines, and procedures for the Generalized Unpostable Framework (GUF) for processing unpostable cases. This IRM is used by Submission Processing personnel. *OP:FS:S:P:M* Internal Use **This product may not be ordered by the general public**
- 3.12.37**            *33710V*            Each  
01/2002 File IRM per transmittal  
**IMF SC Error Resolution - General Instructions**  
This IRM provides general instructions for IMF SC Error Resolution. *W:CAS:SP:IMF:1* Internal Use **This product may not be ordered by the general public**
- 3.12.38**            *32384X*            Each  
01/2002 File IRM per transmittal  
**BMF SC Error Resolution General Instructions - General Instructions**  
This IRM is for use by the submission processing service center in the Document Correction function. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.12.92**            *33732J*            Each  
01/2001 File IRM per transmittal  
**SC Error Resolution - SC Processing of Forms W-4**  
This IRM covers instructions for correcting errors made by taxpayers as well as those made during Service Center processing operations, and deals with questionable Forms W-4. *OP:FS:S:P:M/ANSC* Internal Use
- 3.12.106**            *33740J*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - Estate and Gift Tax Returns**  
This IRM provides instructions for correcting errors and reject registers for the gift and generation-skipping tax returns. This IRM is used by Submission Processing personnel. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.12.154**            *33743Q*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - Unemployment Tax Returns**  
This IRM is for use by submission processing service center employees in the Document Correction function for processing year 2002. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.12.166**            *33744B*            Each  
07/2001 File IRM per transmittal  
**SC Error Resolution - EPMF Unpostables**  
This IRM is to provide correction procedures for EFAST unpostables created from the Employee Plans Master File. For use by all employees working EPMF unpostables in the service center. *T:CAS:SC* Internal Use **This product may not be ordered by the general public**
- 3.12.179**            *33742F*            Each  
01/2002 File IRM per transmittal  
**Submission Processing Error Resolution - Unpostable Resolution**  
This IRM provides submission processing procedures for IMF/IRAF/PMF unpostable resolution. *W:CAS:SP:IMF:1* Internal Use **This product may not be ordered by the general public**
- 3.12.212**            *33751Q*            Each  
01/2002 File IRM per transmittal  
**Submission Processing Error Resolution System - Applications for Extension of Time to File Tax Returns**  
This IRM contains instructions for correction of errors on extensions of time to file documents. This manual is used by technical employees in Error Correction. *W:CAS:IMF:IRM* Internal Use **This product may not be ordered by the general public**
- 3.12.213**            *33752B*            Each  
01/2002 File IRM per transmittal  
**SC Error Resolution - Form 1066, U.S. REMIC Income Tax Return**  
Provides instructions for correcting errors identified in processing Form 1066. *S:CAS:B:B/ANSPC* Internal Use **This product may not be ordered by the general public**



## IRM

- 3.12.217**      *33753M*      Each  
*01/2002 File IRM per transmittal*  
**SC Error Resolution - Error Resolution Instructions for Error Resolution Form 1120S**  
Provides processing instructions for use by service center Error Resolution personnel for correcting U.S. Income Tax Returns for an S Corporation and the related documents in the Error Resolution System. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.12.220**      *33756T*      Each  
*01/2002 File IRM per transmittal*  
**SC Error Resolution - Error Resolution System for Form 720**  
IRM 3.12.220 contains instructions for correcting errors on the Error Resolution System (ERS) for Form 720, Quarterly Excise Tax. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.12.246**      *33758P*      Each  
*01/2002 File IRM per transmittal*  
**SC Error Resolution - Exempt Organization Returns**  
This IRM provides procedures for correcting errors on the Error Resolution System (ERS) for Exempt Organization tax returns and related documents. This IRM is used by tax examiners. *T:CAS:SC* Internal Use **This product may not be ordered by the general public**
- 3.12.249**      *33755I*      Each  
*01/2002 File IRM per transmittal*  
**SC Error Resolution - Error Resolution For Form 8752**  
This IRM contains procedures used by Service Center Error Resolution (Correction - Function 270) personnel for correcting paper registers of Forms 8752 before these returns are submitted for posting to the MCC. These forms are submitted by certain (Section 444) fiscal-year filers of corporate and partnership returns. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.12.251**      *33761M*      Each  
*01/2002 File IRM per transmittal*  
**SC Error Resolution - Corporation Income Tax Returns**  
Provides processing instructions for use by service center Error Resolution personnel for correcting US Corporation Income Tax Returns for Corporations and the related documents in the Error Resolution System. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.12.263**      *33741U*      Each  
*01/2002 File IRM per transmittal*  
**SC Error Resolution - Estate Tax Returns**  
This IRM contains procedures used by service center Document Perfection (Function 340 - Error Correction) examiners who correct Forms 706/706NA returns after transcription entry (Data Conversion). *OP:FS:S:P:M* Internal Use **This product may not be ordered by the general public**
- 3.12.278**      *33770X*      Each  
*01/2002 File IRM per transmittal*  
**SC Error Resolution - Exempt Organization Unpostable Resolution**  
This IRM provides instructions for the correction of Exempt Organization (EO) unpostables. This IRM is used by TE/GE Submission Processing personnel. *T:CAS:SC* Internal Use **This product may not be ordered by the general public**
- 3.12.279**      *31656Y*      Each  
*01/2002 File IRM per transmittal*  
**SC Error Resolution - Unpostable**  
This IRM provides procedures for the Generalized Unpostable Framework (GUF) for BMF returns. Submission Processing personnel uses this IRM. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.13.2**      *33746X*      Each  
*01/2002 File IRM per transmittal*  
**SC Document Services - BMF Account Numbers**  
This IRM provides procedures to be used by our processing sites to process entity work (address changes, fiscal year month changes and etc.). *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.13.5**      *33759A*      Each  
*01/2002 File IRM per transmittal*  
**SC Document Services - IMF Account Numbers**  
The instructions in this IRM are used for establishing, maintaining and/or perfecting individual taxpayer accounts on the Individual Master File (IMF). *W:CAS:SP:IMF* Internal Use
- 3.13.12**      *33760B*      Each  
*01/2002 File IRM per transmittal*  
**SC Document Services - Exempt Organization Account Numbers**  
This IRM provides procedures for updating exempt organization accounts on the Business Master File. *T:CAS:SC* Internal Use
- 3.13.36**      *33775A*      Each  
*07/2001 File IRM per transmittal*  
**EPMF Account Numbers - EPMF Account Numbers**  
This IRM is to provide procedures to update EPMF Account Numbers to the Employee Plans Master File. For use by all employees working EPMF Account Number in the service center. *T:CAS:SC* Internal Use
- 3.13.62**      *33780T*      Each  
*01/2002 File IRM per transmittal*  
**SPC Document Service - Media Transport and Control**  
This IRM provides instructions for preparation of Taxpayer Notices for mailing, mail forwarding instructions, and automated mail handling instructions. *W:CAR:SP:IMF:SY* Internal Use
- 3.13.122**      *31657J*      Each  
*01/2002 File IRM per transmittal*  
**SC Document Services - Entity Control Unpostables for IMF and IRAF**  
This IRM contains information on entity control unpostables for IMF and IRAF. *W:CAS:SP:IMF:1* Internal Use **This product may not be ordered by the general public**
- 3.13.222**      *33790P*      Each  
*01/2002 File IRM per transmittal*  
**SC Document Services - Entity Control Unpostables for BMF**  
This IRM contains general information on processing Business Master File (BMF) entity control unpostables. *S:CAS:B:B* Internal Use
- 3.14.1**      *31974X*      Each  
*01/2002 File IRM per transmittal*  
**Notice Review - Notice Review**  
This IRM provides procedures for IMF Notice Review. *W:CAS:SP:IMF:1* Internal Use **This product may not be ordered by the general public**
- 3.14.2**      *32201V*      Each  
*01/2002 File IRM per transmittal*  
**Quality Assurance - Notice Review**  
This IRM provides notice review guidelines for Tax Examiners and clerical staff. *S:CAS:SP* Internal Use **This product may not be ordered by the general public**
- 3.15.128**      *33861N*      Each  
*01/2002 File IRM per transmittal*  
**Adjustments - International DP Adjustments**  
Contains special instructions for adjusting International Returns and special project items. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.15.259**      *33867B*      Each  
*07/2001 File IRM per transmittal*  
**Adjustments - EPMF DP Tax Adjustments**  
This IRM is to provide a complete revision to Section 3.15.259, EPMF EDP Tax Adjustments, in IRM 3.15, Adjustments. *T:CAS:SC* Internal Use
- 3.17.10**      *33875B*      Each  
*01/2002 File IRM per transmittal*  
**SC & NCC Accounting & Data Control - Revenue Receipts**  
This IRM describes the Service Center Revenue Receipt functions including Dishonored Checks, Unidentified Remittances, DOJ Lockbox and Bank Discrepancies. This IRM is used by Submission Processing personnel. *W:CAS:SP:IMF:R* Internal Use **This product may not be ordered by the general public**
- 3.17.21**      *33880U*      Each  
*01/2001 File IRM per transmittal*  
**SC & MCC Accounting & Data Control - Credit & Account Transfers**  
IRM 3.17.21 provides instructions for the processing of account adjustments and manual transfers of accounts and credits. *OP:FS:S:A:A* Internal Use

- 3.17.30**      *33885X*      Each  
*01/2002 File IRM per transmittal*  
**SP & MCC Accounting and Data Control - SP Data Controls**  
This IRM provides balancing instructions for the Data Control functions at the SPCs. *W:CAS:SP:IF:R* Internal Use
- 3.17.41**      *33890Q*      Each  
*01/2001 File IRM per transmittal*  
**SC and MCC Accounting and Data Control- Accounting and Operating Reports**  
This IRM provides instructions for those accounting and operating reports which are comprised of data extracted from Service Center input processing for master file (MF) and non-master file (NMF). This IRM is used by Submission Processing personnel. *N:CFO:R:S* Internal Use
- 3.17.46**      *33900B*      Each  
*01/2002 File IRM per transmittal*  
**SC & MCC Accounting & Data Control- Automated Non-Master File Accounting**  
This IRM provides instructions for processing tax information to the Automated Non-Master File in the Accounting function by the Submission Processing sites. *S:CAS:B:R* Internal Use **This product may not be ordered by the general public**
- 3.17.63**      *33910X*      Each  
*10/2001 File IRM per transmittal*  
**SC & MCC Accounting & Data Control - Accounting Control**  
IRM 3.17.63 provides guidelines and procedures for the Interim Revenue Accounting Control System. *N:CFO:R:S* Internal Use
- 3.17.79**      *33915A*      Each  
*01/2002 File IRM per transmittal*  
**SC & MCC Accounting & Data Control - Accounting Refund Transactions**  
This IRM provides instructions for all accounting refund transactions. This IRM is used by all functions. *W:CAS:SP:IMF:R* Internal Use **This product may not be ordered by the general public**
- 3.17.220**      *33917W*      Each  
*01/2002 File IRM per transmittal*  
**SC & MCC Accounting & Data Control - Excess Collections File**  
This IRM provides instructions for processing non-revenue receipts in the Excess Collections File (XSF). This IRM is used by Submission Processing personnel. *W:CAS:SP:IMF:R* Internal Use **This product may not be ordered by the general public**
- 3.17.221**      *33919S*      Each  
*01/2002 File IRM per transmittal*  
**SP and MCC Accounting and Data Control - Martinsburg Computing Center Data Controls**  
This IRM provides balancing instructions for the Production Validation Section (PVS) at MCC. *W:CAS:SP:IMF:R* Internal Use
- 3.17.243**      *33916L*      Each  
*01/2002 File IRM per transmittal*  
**SC and MCC Accounting and Data Control - Miscellaneous Accounting**  
This IRM provides instructions for miscellaneous accounting procedures and is used by submission processing personnel campuses. *S:CAS:B:R* Internal Use **This product may not be ordered by the general public**
- 3.17.277**      *33928D*      Each  
*01/2002 File IRM per transmittal*  
**SC & MCC Accounting & Data Control - Electronic Payments**  
This IRM contains instructions for Memphis Submission Processing Center Accounting Branch to operate the Electronic Federal Tax Payment System (EFTPS). *W:E:DEF:PPB* Internal Use **This product may not be ordered by the general public**
- 3.20.12**      *33965G*      Each  
*01/2002 File IRM per transmittal*  
**Imaging Exempt Organization Returns and Filing Request for Public Inspection - Imaging Exempt Organization Returns**  
IRM 3.20.12 provides instructions on scanning certain Exempt Organization Returns, preparing images, and providing requests to the public of disposable returns. *T:CAS:SC* Internal Use
- 3.21.3**      *34010Y*      Each  
*01/2002 File IRM per transmittal*  
**International SC Returns and Documents Analysis - Individual Income Tax Returns**  
This IRM provides procedures for coding and editing International returns at the Philadelphia Submission Processing Campus. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.21.19**      *34014Q*      Each  
*01/2002 File IRM per transmittal*  
**International SC Returns and Documents Analysis - Foreign Trust System**  
Used by W&I Code and Edit (Document Perfection Branch) group at the PSPC to process Forms 3520 and 3520-A. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.21.25**      *34020U*      Each  
*01/2002 File IRM per transmittal*  
**International SC Returns and Documents Analysis - Miscellaneous Tax Returns**  
This IRM is to be used by SB/SE BMF Accounts Management Branch V at the Philadelphia IRS Campus to process Forms 8288, 8288-A, 8288-B, 8804, 8805, 8813 and 8233 onto the Compaq Proliant mini-computer system and ANMF. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.21.110**      *34025X*      Each  
*01/2002 File IRM per transmittal*  
**International SC Returns and Documents Analysis - Chapter 3 Withholding Returns**  
This IRM provides procedures for code and edit processing for Forms 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons and 1042S, Foreign Person's U.S. Source Income Subject to Withholding. This IRM is used by Submission Processing personnel. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.21.253**      *34026I*      Each  
*01/2002 File IRM per transmittal*  
**International SC Returns & Documents Analysis - Foreign Information System (FIS)**  
This IRM provides procedures for processing Foreign Information System (FIS) Forms 5471 and 5472. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.21.259**      *34024M*      Each  
*01/2002 File IRM per transmittal*  
**International SC Return and Documents Analysis - Applications for IRS Taxpayer Identification Number**  
This IRM is to be used by SB/SE customer service and taxpayer assistance site employees along with tax examiners at the Philadelphia IRS campus to process Forms W-7, W-7SP, W-7A, and W-7P. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.22.3**      *34030Q*      Each  
*01/2002 File IRM per transmittal*  
**International SC Error Resolution - Individual Income Tax Returns**  
This IRM is for use by Wage and Investment international error resolution tax examiners at the Philadelphia Submission Processing Campus to process International 1040 series income tax returns. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.22.19**      *34033X*      Each  
*01/2002 File IRM per transmittal*  
**International SC Errors Resolution - Foreign Trust System**  
This IRM is to be used by the W&I Error Resolution Branch to identify and correct the data output from the processing of Form 3520 and 3520-A through the ISRP program at PSPC. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**

## IRM

### 3.22.110 34040M Each

01/2002 File IRM per transmittal

#### International SC Error Resolution - Chapter 3 Withholding Returns

This IRM provides the error resolution processing procedures for the Forms 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons, and 1042S, Foreign Person's U.S. Source Income Subject to Withholding. This IRM is used by Submission Processing personnel. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**

### 3.22.253 34027T Each

01/2002 File IRM per transmittal

#### International SC Error Resolution - Foreign Information System (FIS)

This IRM provides instructions for resolving errors on the Error Resolution System (ERS) for returns in the Foreign Information System (FIS). This IRM is used by Submission Processing personnel. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**

### 3.24.3 34298E Each

01/2002 File IRM per transmittal

#### ISRP System - Individual Income Tax Returns

This IRM provides instructions for the entry, key verification, and block edit of Individual Income Tax Returns and related data through the Integrated Submission and Remittance Processing System. This manual is used by ISRP data transcribers. *W:CAS:SP:IMF:SY* Internal Use **This product may not be ordered by the general public**

### 3.24.6 34311M Each

01/2002 File IRM per transmittal

#### ISRP System - DP Tax Adjustments

This IRM provides instructions for the entry, key verification, and block edit of DP Tax Adjustments and related data through the Integrated Submission and Remittance Processing System. This manual is used by ISRP data transcribers. *W:CAS:SP:IMF:SY* Internal Use **This product may not be ordered by the general public**

### 3.24.7 34318L Each

01/2002 File IRM per transmittal

#### ISRP System - Delinquent Accounts

This IRM provides instructions for entry, key verification, and block edit of Delinquent Accounts and related data through the ISRP System. This manual is used by ISRP data transcribers. *W:CAS:SP:IMF:SY* Internal Use **This product may not be ordered by the general public**

### 3.24.8 34323E Each

01/2002 File IRM per transmittal

#### ISRP System - Information Returns Processing

This IRM provides data transcription instructions for IRP documents. This manual is used by ISRP data transcribers. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**

### 3.24.10 34328H Each

01/2002 File IRM per transmittal

#### ISRP System - Revenue Receipts

This IRM provides data transcription instructions for revenue receipts. This manual is used by ISRP data transcribers. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**

### 3.24.12 34337S Each

01/2002 File IRM per transmittal

#### ISRP System - Exempt Organization Returns

This IRM provides information on Exempt Organization Returns. *T:CAS:SC* Internal Use

### 3.24.13 34343W Each

01/2002 File IRM per transmittal

#### ISRP System - Employment Tax Returns

IRM 3.24.13 provides instructions for entering and verifying data from control documents and employment tax forms, using the Integrated Submission and Remittance Processing (ISRP) system. This IRM is used by Submission Processing personnel. *OP:FS:S:I* Internal Use **This product may not be ordered by the general public**

### 3.24.14 34347O Each

01/2001 File IRM per transmittal

#### ISRP System - Fiduciary Income Tax Returns

IRM 3.24.14 provides instructions for entering and verifying block control data, U.S. Fiduciary Income Tax Returns, using the Integrated Submission and Remittance Processing System. This IRM is used by Submission Processing personnel. *OP:FS:S:I* Internal Use **This product may not be ordered by the general public**

### 3.24.15 34352H Each

01/2001 File IRM per transmittal

#### ISRP System - Partnership Return of Income

IRM 3.24.15 provides instructions for entering and verifying data from control documents, and U.S. Partnership Return of Income, Form 1065, using the Integrated Submission and Remittance Processing System. This IRM is used by Submission Processing personnel. *OP:FS:S:I* Internal Use **This product may not be ordered by the general public**

### 3.24.16 34357K Each

01/2002 File IRM per transmittal

#### ISRP System - Corporate Income Tax Returns

Provides data transcription instructions for corporate income tax returns. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**

### 3.24.17 34545U Each

01/2002 File IRM per transmittal

#### ISRP System - Federal Tax Deposit System

This IRM was changed from IRM 3.29.17 to IRM 3.24.17. IRM 3.24.17 provides instructions for entering and verifying data from control documents and tax forms, using the ISRP system. *S:CAS:B:B* Internal Use

### 3.24.21 34373K Each

01/2002 File IRM per transmittal

#### ISRP System - Credit and Account Transfers

This IRM provides instructions for entering and verifying data from control documents, and several transfer forms for posting to the Individual Master File (IMF), the Business Master File (BMF) and the Individual Retirement Accounts File (IRAF) using the Integrated Submission and Remittance Processing System. This IRM is used by Submission Processing personnel. *W:CAS:SP:IMF:Y* Internal Use **This product may not be ordered by the general public**

### 3.24.22 34378N Each

07/1999 File IRM per transmittal

#### ISRP System - Employee Plan Master File

This IRM is for use in the ISRP program. *OP:FS:S:I* Internal Use **This product may not be ordered by the general public**

### 3.24.23 34385C Each

01/2001 File IRM per transmittal

#### ISRP System - Excise Tax Returns

IRM 3.24.23 provides instructions for entering data for Excise Tax Returns using the Integrated Submission and Remittance Processing System. This IRM is used by Submission Processing personnel. *OP:FS:S:I* Internal Use **This product may not be ordered by the general public**

### 3.24.25 34384R Each

01/2002 File IRM per transmittal

#### ISRP System - Miscellaneous Tax Returns

Provides instructions for processing miscellaneous tax returns on ISRP. *T:CAS:SC* Internal Use **This product may not be ordered by the general public**

### 3.24.28 34570F Each

01/2002 File IRM per transmittal

#### ISRP System - SC Quality Assurance Program

This IRM provides instructions for systems of internal control. *W:CAS:SP:IMF:IRM* Internal Use

### 3.24.29 34555Q Each

01/2002 File IRM per transmittal

#### Submission Processing - SCRS Error Resolution

Previously issued as IRM 3.29.29, catalog number has remained the same.. It provides instructions for transcribing and verifying data from error and reject registers for the Service Center Replacement System using the LSRP system. *W:CAS:SP:IMF:IRM* Internal Use

- 3.24.30** 34566X Each  
01/2002 File IRM per transmittal  
**ISRP - SC Data Controls**  
Provides data entry instructions for SC Data Controls on ISRP. *W:CAS:SP:IMF:SY* Internal Use
- 3.24.37** 34412Y Each  
01/2002 File IRM per transmittal  
**ISRP System - General Instructions**  
This IRM provides general instructions for the entry, key verification, and block edit of tax returns and related data through the Integrated Submission and Remittance Processing System. This manual is used by ISRP data transcribers. *W:CAS:SP:IMF:SY* Internal Use **This product may not be ordered by the general public**
- 3.24.50** 34590X Each  
01/2002 File IRM per transmittal  
**ISRP System - Performance Evaluation Reporting System**  
This IRM provides instructions for entering and verifying data for project PCA (551). *W:CAS:SP:IMF:IRM* Internal Use
- 3.24.92** 34615H Each  
01/2002 File IRM per transmittal  
**ISRP - SC Processing of Form W-4, Employees' Withholding Allowance Certificate**  
The title of this IRS has been changed from 3.29.92 to 3.24.92. This IRM provides instructions for entering and verifying documents for project 411, SC processing of Form W-4 Employees Withholding Allowance Certificate. *S:CAS:B:B* Internal Use
- 3.24.106** 34442M Each  
01/2001 File IRM per transmittal  
**ISRP System - Estate Tax Returns**  
This IRM is for use in the ISRP program. It provides instructions for entering and verifying data from block control documents, estate tax returns and generation-skipping transfer tax returns. It is used by submission processing personnel. *OP:FS:S/I* Internal Use **This product may not be ordered by the general public**
- 3.24.112** 34450M Each  
01/2002 File IRM per transmittal  
**ISRP System - Combined Annual Wage Reporting Reconciliation**  
Data transcription instructions for Combined Annual Wage Reporting reconciliation. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.24.133** 34452I Each  
01/2002 File IRM per transmittal  
**ISRP System - Residual Remittance Processing System**  
This IRM provides data entry procedures for ISRP remittance processing. *W:CAS:SP:IMF:SY* Internal Use
- 3.24.143** 34455P Each  
01/2001 File IRM per transmittal  
**ISRP System - Gift Tax Returns**  
This IRM provides instructions for entering and verifying data from block control dDATA, AND U.S. Gift Tax Returns using the Intergrated Submission and Remittance Processing System. *OP:FS:S/I* Internal Use **This product may not be ordered by the general public**
- 3.24.154** 34464A Each  
01/2002 File IRM per transmittal  
**ISRP System - Unemployment Tax Returns**  
Data transcription instructions for unemployment tax returns. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.24.159** 32933M Each  
01/2002 File IRM per transmittal  
**ISRP System - SCRS SC Edits**  
This IRM describes the way data from ISRP, Lockbox, Mag Tape, and the Service Center Recognition Image Processing System (SCRIPS) is validated and edited. To be used by programmers to create parameters. *M:I:SD:SP:DI:ID* Internal Use **This product may not be ordered by the general public**
- 3.24.162** 34677F Each  
01/2002 File IRM per transmittal  
**ISRP System - BOB Transcription Instructions**  
Provides instructions for transcribing and verifying data from the Block Out of Balance registers for the Service Center Replacement System using ISRP. *W:CAS:SP:IMF:IRM* Internal Use
- 3.24.173** 34697X Each  
01/2002 File IRM per transmittal  
**ISRP System - Centralized Files and Scheduling**  
This IRM contains data transcription instructions for Centralized Files and Scheduling. This manual is used by ISRP data transcribers. Previously issued as IRM 3.29.173, catalog number has remained the same. *S:CAS:B:B* Internal Use
- 3.24.175** 34702F Each  
01/2002 File IRM per transmittal  
**ISRP System - Processing Form 5713**  
Provides data entry instructions for allocated tips on ISRP. *W:CAS:SP:IMF:SY* Internal Use
- 3.24.176** 34709E Each  
01/2002 File IRM per transmittal  
**ISRP System - Audit Selection System**  
This has been changed form IRM 3.29.176 to 3.24.176. This IRM provides instructions for entering and verifying Individual, Partnership, and Corporation DIF Returns, orders containing requests for returns from the current and prior PIF inventories, the UIP Inventory, the SET Inventory and Amended Return Inventory Orders. *S:CAB:B:B* Internal Use
- 3.24.180** 34713M Each  
01/2002 File IRM per transmittal  
**ISRP System - Allocated Tips**  
Data entry instructions for SC Data Controls on ISRP. *W:CAS:SP:IMF:SY* Internal Use
- 3.24.183** 34712B Each  
01/2002 File IRM per transmittal  
**ISRP System - Planning and Control Data**  
This IRM has been changed from IRM 3.29.183 to IRM 3.24.183. This IRM provides instructions for entering and verifying data from control and source documents that produce Planning and Control Data Analysis Reports. This IRM is used by Submission Processing personnel. *S:CAS:B:B* Internal Use
- 3.24.199** 34726P Each  
01/2002 File IRM per transmittal  
**ISRP System - Information on Form 1099 Misc**  
This IRM contains information on data transcription instructions for information on Form 1099MISC. Previously issued as IRM 3.29.199, catalog number has remained the same. *S:CAS:B:B* Internal Use
- 3.24.201** 34743A Each  
01/2002 File IRM per transmittal  
**ISRP System - Unreported Income Backup Withholding**  
This IRM provides data transcription instructions for Unreported Income Backup Withholding. This manual is used by ISRP data transcribers. Previously issued as IRM 3.29.201, catalog number has remained the same. *S:CAS:B:B* Internal Use
- 3.24.202** 34456A Each  
01/2002 File IRM per transmittal  
**ISRP - Supervisory Operator's Manual**  
This IRM provides instructions for supervisors using ISRP equipment. *W:CAS:SP:IMF:SY* Internal Use
- 3.24.212** 34467H Each  
01/2002 File IRM per transmittal  
**ISRP System - Applications for Extension of Time to File Tax Returns**  
This IRM provides instructions for entry, key verification, and block edit of Extensions of Time to File Tax Returns and related data through the Integrated Submission and Remittance Processing System. This manual is used by ISRP data transcribers. *W:CAS:SP:IMF:SY* Internal Use **This product may not be ordered by the general public**
- 3.24.213** 34468S Each  
01/2001 File IRM per transmittal  
**ISRP System - Real Estate Mortgage Investment Conduit Income Tax Returns**  
This IRM provides instructions for entering and verifying data from control documents and Real Estate Mortgage Investment Conduit Income Tax returns, Form 1066 using the INtegrated Submission and Remittance Processing System (ISRP). *OP:FS:S/I* Internal Use **This product may not be ordered by the general public**

## IRM

- 3.24.226**      *34734P*      Each  
*01/2002 File IRM per transmittal*  
**ISRP System - Declaration for Electronic Filing**  
This IRM provides data transcription instructions for declaration for electronic filing. This manual is used by ISRP data transcribers. Previously issued as IRM 3.29.226, catalog number has remained the same. *S:CAS:B:B* Internal Use
- 3.24.249**      *34471P*      Each  
*01/2002 File IRM per transmittal*  
**ISRP System - Fiscal Year Required Payments, Form 8752**  
Provides instructions for the entry, key verification, and block edit of Fiscal Year Required payments and related data through the ISRP system. *W:CAS:SP:IMF:SY* Internal Use
- 3.24.253**      *34742P*      Each  
*01/2002 File IRM per transmittal*  
**ISRP System - Foreign Information System**  
Provides instructions for the entry of tax returns and related documents through the Integrated Submission and Remittance Processing System. *W:CAS:SP:IMF:SY* Internal Use **This product may not be ordered by the general public**
- 3.24.259**      *30711C*      Each  
*01/2002 File IRM per transmittal*  
**ISRP System - Applications for IRS Taxpayer Identification Numbers**  
This IRM provides data transcription instructions for Applications for IRS Taxpayer Identification Numbers. This manual is used by ISRP data transcribers. Previously issued as IRM 3.29.259, catalog number has remained the same. *S:CAS:B:B* Internal Use
- 3.27.68**      *34518N*      Each  
*01/2000 File IRM per transmittal*  
**Information System - ADP Systems Code**  
This IRM identifies the codes for processing transactions affecting the Business Master File (BMF), Individual Master File (IMF), Employee Plans Master File (EPMF), Integrated Data Retrieval System (IDRS), and the Individual Retirement Account File (IRAF). *IS:S:CP:D:DH* Internal Use **This product may not be ordered by the general public**
- 3.28.3**      *34521K*      Each  
*01/2002 File IRM per transmittal*  
**Special Processing Procedures - Individual Income Tax Returns**  
This IRM contains information on special processing procedures for Individual Income Tax Returns. *W:CAS:SP:IMF:1* Internal Use
- 3.30.10**      *32204C*      Each  
*07/2001 File IRM per transmittal*  
**Work Planning and Control - Cost Estimate Reference**  
This IRM provides FY 2000 labor costs and staff hours for processing tax returns in Submission Processing. It provides Cost per Thousand exhibits for the major tax returns. It contains step by step guidelines to develop cost estimates. This IRM is primarily used by Submission Processing personnel. *W:CAS:SP:PM:R* Internal Use
- 3.30.28**      *34740T*      Each  
*03/2002 File IRM per transmittal*  
**Work Planning & Control - Individual Review**  
This IRM is designed to improve the efficiency and effectiveness of performance in all service center operations, and to prevent problems and eliminate the potential for errors in our processing system. Used internally by quality review personnel and managers. *W:CAS:SP:IMF:IRM* Internal Use
- 3.30.50**      *34755S*      Each  
*03/2002 File IRM per transmittal*  
**Work Planning and Control - Performance Evaluation Reporting System**  
This IRM describes the Performance Evaluation Reporting System (PERS) that is used to update the Total Evaluation Performance System (TEPS) and the weekly performance and cost reports, and provides for the update of the service center performance and cost reports. Used by Submission Processing quality review personnel and managers. *W:CAS:SP:IMF:IRM* Internal Use
- 3.30.123**      *34760L*      Each  
*01/2002 File IRM per transmittal*  
**Work Planning and Control - Processing Timeliness: Cycles, Criteria, Critical Dates**  
This IRM provides major timeliness objectives for Campus, Area Office and Detroit Computing Center processing operations. This manual to be used by Appeals, ITS, LMSB, SB/SE, TE/GE, W&I and Taxpayer Advocate Service. *W:CAS:SP:PM:CS* Internal Use
- 3.30.124**      *34770H*      Each  
*01/2002 File IRM per transmittal*  
**Work Planning and Control - Campus Monitoring Reports**  
This IRM provides procedural instructions for completing monitoring reports required from the campus location. *W:CAS:SP:PM:M* Internal Use
- 3.30.125**      *32673T*      Each  
*01/2002 File IRM per transmittal*  
**Work Plans and Control - BMF/EOMF/EPMF Inventories for Service Center Submission Processing**  
This IRM provides timeliness objectives to SB/SE submission processing centers. *S:CAS:SP* Internal Use
- 3.30.126**      *32161W*      Each  
*03/2002 File IRM per transmittal*  
**Integrated Management Planning Information System - Control Data Analysis**  
This IRM is to be used by both W&I and SB/SE Submission Processing Campus GMF-81 Coordinators. *W:CAS:SP:IMF:SY* Internal Use
- 3.30.165**      *34776V*      Each  
*01/1998 File IRM per transmittal*  
**Work Planning and Control - Incentive Pay System**  
This IRM will be used by Data Conversion Branch in administering Incentive Pay. *MSC:OA:M* Internal Use
- 3.31.125**      *34780D*      Each  
*01/2002 File IRM per transmittal*  
**ADP Evaluation - Procedures/System Change Request**  
This IRM covers the procedures for a uniform method of documenting, reviewing, classifying, and reporting IRS procedural and/or program changes in the written procedures/instructions for the IRS Automatic Data Processing (ADP) System, under the jurisdiction of the Chief, Submission Processing. *W:CAS:SP:IMF:SY* Internal Use
- 3.37.3**      *34861X*      Each  
*01/2002 File IRM per transmittal*  
**ISRP System - Individual Income Tax Returns**  
This IRM provides instructions for the entry, key verification, and block edit of Individual Income Tax Returns and related data through the ISRP System. This manual is used by ISRP data transcribers. *W:CAS:SP:IMF:SY* Internal Use **This product may not be ordered by the general public**
- 3.37.10**      *34855T*      Each  
*01/2002 File IRM per transmittal*  
**ISRP System - Revenue Receipts**  
Provides data transcription instructions for Revenue receipts. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.37.13**      *34867L*      Each  
*01/2002 File IRM per transmittal*  
**ISRP System - Employment Tax Returns**  
Provides data transcription instructions for Employment Tax Returns. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.37.110**      *34874A*      Each  
*01/2002 File IRM per transmittal*  
**ISRP System - Chapter 3 Withholding Returns**  
Provides data transcription instructions for Withholding Returns. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**

- 3.37.154**      *34877H*      Each  
*01/2002 File IRM per transmittal*  
**ISRP System - Unemployment Tax Returns**  
 Provides transcription instructions for Unemployment Tax Returns. *S:CAS:B:B* Internal Use **This product may not be ordered by the general public**
- 3.38.128**      *31905K*      Each  
*01/2002 File IRM per transmittal*  
**Adjustments - U.S. Certification for Reduced Tax Rates in Tax Treaty Countries**  
 This IRM is used by the Foreign Certification Unit at the Philadelphia Campus to process taxpayer request for certification of US residence status. This information was previously published in IRM 3.15.128. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.38.147**      *34880E*      Each  
*01/2002 File IRM per transmittal*  
**International Tax Returns & Documents - International Notices**  
 This IRM will be used by Notice Review (Review and Assistance Branch) at the PSPC to process notices for international tax returns. *S:CAS:B:P* Internal Use **This product may not be ordered by the general public**
- 3.40.8**      *34899V*      Each  
*01/2002 File IRM per transmittal*  
**SC Block Out of Balance Resolution - Information Returns Processing**  
 IRM 3.40.8 contains instructions for manually correcting Block Out of Balance (BOB) registers for information returns. *W:CAS:SP:IMF:1* Internal Use
- 3.40.37**      *34905O*      Each  
*01/2002 File IRM per transmittal*  
**SC Block Out of Balance Resolution - General Instructions**  
 This IRM provides common procedures for the correction of Blocks Out of Balance (BOB) in the service center Replacement System. *W:CAS:SP:IMF:1* Internal Use
- 3.41.268**      *34931K*      Each  
*01/2002 File IRM per transmittal*  
**OCR Scanning Operations - Overview**  
 IRM 3.41.268 describes task in performing the processing of Federal Tax Deposit (FTD) documents through the Service Center Recognition/Image Processing System (SCRIPS). The task are performed by managers and data transcribers. *S:CAS:B:R* Internal Use
- 3.41.269**      *34927C*      Each  
*01/2002 File IRM per transmittal*  
**OCR Scanning Operations - Information Returns Processing on SCRIPS**  
 This IRM is used by SCRIPS processing sites to process Information Returns. *W:CAS:SP:IMF:SY* Internal Use **This product may not be ordered by the general public**
- 3.41.274**      *34916V*      Each  
*01/2002 File IRM per transmittal*  
**OCR Scanning Operations - General Instructions for Processing via SCRIPS**  
 This IRM Provides instructions for processing FTD coupons, IRP documents, and forms 1040EZ through the Service Center Recognition Image Processing System (SCRIPS). *W:CAS:SP:IMF:SY* Internal Use
- 3.41.275**      *34929Y*      Each  
*01/2002 File IRM per transmittal*  
**OCR Scanning Operations - Scanner Operations on SCRIPS**  
 IRM 3.41.275 provides instructions for SCRIPS Scanner Operations on how to operate the SCRIPS scanners in AUSPC, CSPC, MSPC, KCPC and OSPC. NOTE: The 01-2002 revision of IRM 3.41.275 was reprinted to correct errors in section 3.41.275.3.27. The Manual Transmittal date was update to reflect January 2, 2002. All January 1, 2002 copies should be disposed of and replaced with the January 2, 2002 version. The January 2, 2002 version should be available December 1, 2001. *W:CAS:SP:IMF:SY* Internal Use
- 3.42.1**      *30618A*      Each  
*01/2002 File IRM per transmittal*  
**Electronic Tax Administration - Overview of the ETA Programs**  
 This IRM provides an overview of the programs and services of the ETA function. Previously issued as IRM 12.1.1, catalog number has remained the same. *W:E:D:D2* Internal Use **This product may not be ordered by the general public**
- 3.42.4**      *30620M*      Each  
*01/2002 File IRM per transmittal*  
**Electronic Tax Administration - IRS e-file for Business Income Tax Returns**  
 This IRM contains e-file procedures for electronic BMF returns processed at Submission Processing Centers. Users are TEs, ETACs, MTCs and others assigned. This manual may also be used by Area and Territory offices and Tax Assistance Offices. Previously issued as IRM 12.3.1, catalog number has remained the same. *W:E:DEF:ESTB* Internal Use **This product may not be ordered by the general public**
- 3.42.5**      *28779U*      Each  
*10/2001 File IRM per transmittal*  
**Electronic Tax Administration - IRS e-file for Individual Income Tax Returns**  
 This IRM provides guidelines for field personnel, including tax examiners in submission processing centers, to process income tax returns that are filed electronically. Previously issued as IRM 12.2.1, catalog number has remained the same. *W:E:IEF:CMMB* Internal Use **This product may not be ordered by the general public**
- 3.43.401**      *34937Y*      Each  
*07/2001 File IRM per transmittal*  
**Integrated Management System- Total Evaluation Performance System (TEPS) for Submission Processing Managers.**  
 This IRM provides information for the evaluation of measured Submission Processing Center Employees & the Release & Recall of Seasonals, Career/Career conditional Intermittent & TERM Employees. *W:CAS:SP:PM:M* Internal Use
- 3.43.411**      *34939U*      Each  
*02/2002 File IRM per transmittal*  
**Integ. Mgmt Sys.- Total Eval. Performance System (TEPS) Operations**  
 This IRM contains instructions and procedures for the control and scheduling of reports and data entry of employee performance data for the Total Evaluation Performance System (TEPS). *W:CAS:SP:PM:M* Internal Use
- 3.45.1**      *32507M*      Each  
*01/2002 File IRM per transmittal*  
**TE/GE Processing - Processing Employee Plan and Exempt Organization Determination Applications**  
 This IRM provides procedures for processing TE/GE Determination Application User Fee. This IRM is for use by all employees processing TE/GE Determination User Fee at Cincinnati Submission Processing Center. *T:CAS:SC* Internal Use
- 4.1.1**      *27602M*      Each  
*08/2001 File IRM per transmittal*  
**Area Office Planning and Special Programs Handbook - Planning and Monitoring**  
 IRM 4.1.1, Area Office Planning and Special Programs Handbook, Chapter 1, Section 1, Planning and Monitoring provides guidance to Planning and Special Programs (PSP) Support Managers. This section provides uniform procedures for the planning and monitoring of the inventory of tax returns for examination. Previously issued as IRM 4.1 CH. 1, catalog number has remained the same. *S:C:CP:CW:ERS* Internal Use
- 4.1.2**      *27603X*      Each  
*08/2001 File IRM per transmittal*  
**Area Office Planning and Special Programs Handbook - Determining Return Need**  
 IRM 4.1.2, Area Office Planning and Special Programs Handbook, Chapter 1, Section 2, Determining Return Need provides guidance to Planning and Special Programs (PSP) Support Managers. This section provides guidance for ensuring that the correct types of returns are available in the quantity needed to accomplish the Examination Plan. Previously issued as IRM 4.1 CH. 2, catalog number has remained the same. *S:C:CP:CW:ERS* Internal Use

# IRM

- 4.1.3** 27604I Each  
08/2001 File IRM per transmittal  
**Area Office Planning and Special Programs Handbook - Source of Returns-DIF and Ordering**  
This IRM 4.1.3, Area Office Planning and Special Programs Handbook, Chapter 1, Section 3, Source of Returns - DIF and Ordering provides guidance to Planning and Special Programs (PSP) Support Managers. This section discusses sources of returns and the DIF (Discriminant Function) mathematical technique used to score income tax returns as to their examination potential. Previously issued as IRM 4.1 CH. 3, catalog number has remained the same. S:C:CP:CW:ERS Internal Use
- 4.1.4** 27606E Each  
08/2001 File IRM per transmittal  
**Area Office Planning and Special Programs Handbook - Other Source Workload**  
IRM 4.1.4, Area Office Planning and Special Programs Handbook, Chapter 1, Section 4, Other Source Workload provides guidance to Planning and Special Programs (PSP) Support Managers. This section provides guidance and procedures to ensure proper identification and authority for workload identification, return ordering, inventory controls, classification and quality review, including maintenance of select and survey rates. Previously issued as IRM 4.1 CH. 4, catalog number has remained the same. S:C:CP:CW:ERS Internal Use
- 4.1.5** 27608A Each  
10/2001 File IRM per transmittal  
**Area Office Planning and Special Programs Handbook - Classification**  
This IRM provides examiners with information and guidance on the Examination program. Previously issued as IRM 4.1 CH. 5, catalog number has remained the same. C:E:CP:RC Internal Use
- 4.1.6** 27609L Each  
08/2001 File IRM per transmittal  
**Area Office Planning and Special Programs Handbook - Storage of Selected Returns**  
This IRM 4.1.6, Area Office Planning and Special Programs Handbook, Chapter 1, Section 6, Storage of Selected Returns provides guidance to Planning and Special Programs (PSP) Support Managers. This section addresses the storage of selected returns in area offices or Service/Customer Service Centers. Previously issued as IRM 4.1 CH. 6, catalog number has remained the same. S:C:CP:CWDS:ERS Internal Use
- 4.1.7** 27611X Each  
08/2001 File IRM per transmittal  
**Area Office Planning and Special Programs Handbook - Assignment of Selected Returns**  
IRM 4.1.7, Area Office Planning and Special Programs Handbook, Chapter 1, Section 7, Assignment of Selected Returns provides guidance to Planning and Special Programs (PSP) Support Managers. This section addresses the assignment of selected returns from central storage and centralized files and control and management of tax returns and return information. Previously issued as IRM 4.1 CH. 7, catalog number has remained the same. S:C:CP:CWDS:ERS Internal Use
- 4.1.8** 27612I Each  
08/2001 File IRM per transmittal  
**Area Office Planning and Special Programs Handbook - Special Examination Features and Programs**  
This IRM 4.1.8, Area Office Planning and Special Programs Handbook, Chapter 1, Section 8, Special Examination Features and Programs provides guidance to Planning and Special Programs (PSP) Support Managers. This section provides guidance for selecting returns for examination in accordance with the objectives of the Internal Enforcement Program. Previously issued as IRM 4.1 CH. 8, catalog number has remained the same. S:C:CP:CWDS:ERS Internal Use
- 4.1.9** 27613T Each  
08/2001 File IRM per transmittal  
**Area Office Planning and Special Programs Handbook - International Features**  
IRM 4.1.9, Area Office Planning and Special Programs Handbook, Chapter 1, Section 9, Overview/International Returns provides guidance to Planning and Special Programs (PSP) Support Managers. This section provides guidance on feature unique to returns with international issues. S:C:CP:CWDS:ERS Internal Use
- 4.3.1** 27744T Each  
07/2001 File IRM per transmittal  
**Midwest Automated compliance System (MACS) Handbook - Overview**  
This IRM provides an overview of MACS. MACS is a menu driven automated database and data retrieval system that is housed and operated on a microcomputer. Previously issued as IRM 104.9 CH. 1, catalog number has remained the same. S:C:CP:CWS:D Internal Use
- 4.3.2** 27745E Each  
07/2001 File IRM per transmittal  
**Midwest Automated Compliance System (MACS) Handbook - Responsibilities**  
This IRM discusses the responsibilities associated with MACS. Previously issued as IRM 104.9 CH. 2, catalog number has remained the same. S:C:CP:CWS:D Internal Use
- 4.3.3** 27746P Each  
07/2001 File IRM per transmittal  
**Midwest Automated Compliance System (MACS) Handbook - MACS Security**  
This IRM discusses MACS security. Previously issued as IRM 104.9 CH. 3, catalog number has remained the same. S:C:CP:CWSD Internal Use
- 4.3.4** 27747A Each  
07/2001 File IRM per transmittal  
**Midwest Automated Compliance System (MACS) Handbook - User Procedures**  
This IRM discusses user procedures. Previously issued as IRM 104.9 CH. 4, catalog number has remained the same. S:C:CP:CWSD Internal Use
- 4.3.5** 27748L Each  
07/2001 File IRM per transmittal  
**Midwest Automated Compliance System (MACS) Handbook - Case Administration**  
This IRM discusses case administration. Previously issued as IRM 104.9 CH. 5, catalog number has remained the same. S:C:CP:CWSD Internal Use
- 4.3.6** 27749W Each  
07/2001 File IRM per transmittal  
**Midwest Automated Compliance System (MACS) Handbook - Special Features and Procedures**  
This IRM discusses special features and procedures. Previously issued as IRM 104.9 CH. 6, catalog number has remained the same. S:C:CP:CWSD Internal Use
- 4.60.4** 35001X Each  
01/2002 File IRM per transmittal  
**International Procedures Handbook - International Enforcement Program**  
Previously issued as IRM 4.3.1.1 CH. 1, catalog number remains the same. This IRM contains information on the International Enforcement Program. LM:IN:I Internal Use
- 4.60.5** 35002I Each  
01/2002 File IRM per transmittal  
**International Procedures Handbook - Referral Criteria and Procedures**  
Previously issued as IRM 4.3.1.1 CH. 2, catalog number remains the same. This IRM contains information on referral criteria and procedures. LM:IN:I Internal Use
- 4.60.6** 35003T Each  
01/2002 File IRM per transmittal  
**International Procedures Handbook - Form 2962 Instructions**  
Previously issued as IRM 4.3.1.1 CH. 3, catalog number remains the same. This IRM contains information on Form 2962 instructions. LM:IN:I Internal Use
- 4.60.7** 35004E Each  
01/2002 File IRM per transmittal  
**International Procedures Handbook - Guidelines for Evaluating Referrals**  
Previously issued as IRM 4.3.1.1 CH. 4, catalog number remains the same. This IRM contains information on guidelines for evaluating referrals. LM:IN:I Internal Use

- 4.60.8**      *35005P*      Each  
*01/2002 File IRM per transmittal*  
**International Procedures Handbook - Examination and Processing Procedures**  
 Previously issued as IRM 4.3.1.1 CH. 5, catalog number remains the same. This IRM contains information on examination and processing procedures. *LM:IN:I* Internal Use
- 4.60.9**      *35006A*      Each  
*01/2002 File IRM per transmittal*  
**International Procedures Handbook - International Examiner's Report**  
 Previously issued as IRM 4.3.1.1 CH. 6, catalog number remains the same. This IRM contains information on the international examiner's report. *LM:IN:I* Internal Use
- 4.60.1**      *35009H*      Each  
*01/2002 File IRM per transmittal*  
**International Procedures Handbook - Exchange of Information**  
 Previously issued as IRM 4.3.1.1 CH. 9, catalog number remains the same. This IRM is used by LMSB and SB/SE for the processing of Exchange of Information requests. It may also be used by TE/GE, W&I and Counsel. *LM:IN:OO:EOI* Internal Use
- 4.3.6 CH. 1**    *27856M*      Each  
*05/1999 File IRM per transmittal*  
**Audit Reconsideration Handbook - Audit Reconsideration**  
 This IRM Handbook provides instruction and guidance to Examination employees when assigned an audit reconsideration case. *OP:EX:CS:SCP* Internal Use
- 4.3.8 CH. 2**    *35012E*      Each  
*04/1999 File IRM per transmittal*  
**Estate and Gift Tax Handbook - Estate Tax Credits and Deductions**  
 This handbook provides direction which is estate and gift tax specific. Subject matter describes procedures and audit directives that differ from the general program. IRM 4.3.8 ch 2 contains guidance on death credits and associated fees. This handbook replaces IRM 4300. *OP:EX:CS:SCP* Internal Use
- 4.3.8 CH. 4**    *35014A*      Each  
*04/1999 File IRM per transmittal*  
**Estate and Gift Tax Handbook - Report Writing**  
 This handbook provides direction which is estate and gift tax specific. Subject matter describes procedures and audit directives that differ from the general program. This chapter contains guidelines for the preparation of various forms and reports. This handbook replaces IRM 4300. *OP:EX:CS:SCP* Internal Use
- 4.3.8 CH. 5**    *35015L*      Each  
*04/1999 File IRM per transmittal*  
**Estate and Gift Tax Handbook - Miscellaneous**  
 This handbook provides direction which is estate and gift tax specific. Subject matter describes procedures and audit directives that differ from the general program. This chapter contains instructions for processing matters unique to estate and gift tax examinations. This handbook replaces IRM 4300. *OP:EX:CS:SCP* Internal Use
- 4.3.11 CH. 1**    *27566F*      Each  
*08/2000 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Purpose of Handbook and Identification of Cases**  
 IRM 4.3.11 CH. 1 discusses the purpose of the handbook and the identification of cases. *C:LMSB* Internal Use
- 4.3.11 CH. 2**    *27567Q*      Each  
*08/2000 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Primary District Control**  
 IRM 4.3.11 CH. 2 discusses primary district control. *C:LMSB* Internal Use
- 4.3.11 CH. 3**    *27568B*      Each  
*05/1999 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Advance Planning**  
 This chapter provides guidance on the advance planning of a CEP case. *OP:EX:CS:SCP* Internal Use
- 4.3.11 CH. 4**    *27569M*      Each  
*08/2000 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Annual Program Planning**  
 IRM 4.3.11 CH. 4 discusses annual program planning. *C:LMSB* Internal Use
- 4.3.11 CH. 5**    *27570N*      Each  
*08/2000 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Resources Available to the Case Manager**  
 IRM 4.3.11 CH. 5 discusses resources available to the case manager. *C:LMSB* Internal Use
- 4.3.11 CH. 6**    *27571Y*      Each  
*10/2000 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Planning the Examination and Constructing the Plan**  
 IRM 4.3.11 CH. 6 discusses planning the examination and constructing the plan. *C:LMSB* Internal Use
- 4.3.11 CH. 7**    *27572J*      Each  
*10/2000 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Conferences**  
 IRM 4.3.11 CH. 7 discusses conferences. *C:LMSB* Internal Use
- 4.3.11 CH. 8**    *27573U*      Each  
*08/2000 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Special Examination Features**  
 IRM 4.3.11 CH. 8 discusses the various special examination features of a CEP examination. *C:LMSB* Internal Use
- 4.3.11 CH. 9**    *27574F*      Each  
*05/1999 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Industry Specialization**  
 This chapter discusses industry specialization as it relates to the CEP. *OP:EX:CS:SCP* Internal Use
- 4.3.11 CH. 10**    *27575Q*      Each  
*05/1999 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Support District Activity**  
 This chapter discusses the support district concept used in the Coordinated Examination Program. *OP:EX:CS:SCP* Internal Use
- 4.3.11 CH. 11**    *27576B*      Each  
*08/2000 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Use of International Enforcement Program Specialist**  
 IRM 4.3.11 CH. 11 discusses use of international enforcement specialists. *C:LMSB* Internal Use
- 4.3.11 CH. 12**    *27577M*      Each  
*10/2000 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Coordinating and Monitoring Audit Progress**  
 IRM 4.3.11 CH. 12 discusses coordinating and monitoring audit progress. *C:LMSB* Internal Use
- 4.3.11 CH. 13**    *27578X*      Each  
*08/2000 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Management of Specialist**  
 IRM 4.3.11 CH. 13 discusses the management of specialist. *C:LMSB* Internal Use
- 4.3.11 CH. 14**    *27579I*      Each  
*08/2000 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Issues and Issue Resolution**  
 IRM 4.3.11 CH. 14 discusses issues and issue resolution. *C:LMSB* Internal Use
- 4.3.11 CH. 15**    *27580J*      Each  
*08/2000 File IRM per transmittal*  
**Coordinated Examination Program (CEP) Case Manager - Management of Differences**  
 IRM 4.3.11 CH. 15 discusses management of differences. *C:LMSB* Internal Use



## IRM

**4.3.11 CH. 16 27581U** Each  
08/2000 File IRM per transmittal  
**Coordinated Examination Program (CEP)  
Case Manager - Post Examination  
Activities**  
IRM 4.3.11 CH. 16 discusses post exam-  
ination activities. C:LMSB Internal Use

**4.3.11 CH. 17 27582F** Each  
08/2000 File IRM per transmittal  
**Coordinated Examination Program (CEP)  
Case Manager - Assessment of Team  
Members Performance Appraisal**  
IRM 4.3.11 CH. 17 discusses assessment  
of team members performance appraisal.  
C:LMSB Internal Use

**4.3.11 CH. 18 27583Q** Each  
10/2000 File IRM per transmittal  
**Coordinated Examination Program (CEP)  
Case Manager - Post Examination  
Management Critique**  
IRM 4.3.11 ch. 18 discusses the post ex-  
amination management critique of a CEP  
examination. C:LMSB Internal Use

**4.3.12 CH. 1 27520H** Each  
08/2000 File IRM per transmittal  
**Coordinated Examination Program (CEP)  
Team Member - Introduction**  
IRM 4.3.12 CH. 1 is an introduction to the  
CEP Team Member Handbook.  
C:LMSB Internal Use

**4.3.12 CH. 2 27521S** Each  
08/2000 File IRM per transmittal  
**Coordinated Examination Program (CEP)  
Team Member - Program  
Responsibilities**  
IRM 4.3.12 CH. 2 defines program respon-  
sibilities. C:LMSB Internal Use

**4.3.12 CH. 3 27522D** Each  
08/2000 File IRM per transmittal  
**Coordinated Examination Program (CEP)  
Team Member - CEP Critical Success  
Factors**  
IRM 4.3.12 CH. 3 discusses the CEP critical  
success factors. C:LMSB Internal Use

**4.3.12 CH. 4 27524Z** Each  
08/2000 File IRM per transmittal  
**Coordinated Examination Program (CEP)  
Team Member - Program Procedures**  
IRM 4.3.12 CH. 4 discusses program pro-  
cedures. C:LMSB Internal Use

**4.3.12 CH. 5 27525K** Each  
08/2000 File IRM per transmittal  
**Coordinated Examination Program (CEP)  
Team Member - Planning the  
Examination**  
IRM 4.3.12 CH. 5 discusses planning the  
examination. C:LMSB Internal Use

**4.3.12 CH. 6 27526V** Each  
08/2000 File IRM per transmittal  
**Coordinated Examination Program (CEP)  
Team Member - Training Guidelines for  
the Coordinated Examination Program**  
IRM 4.3.12 CH. 6 discusses training guide-  
lines for CEP. C:LMSB Internal Use

**4.3.12 CH. 7 27527G** Each  
08/2000 File IRM per transmittal  
**Coordinated Examination Program (CEP)  
Team Member - Audit  
Techniques/Standard Audit Index  
Numbers (SAIN)**  
IRM 4.3.12 CH. 7 discusses audit tech-  
niques and SAIN. C:LMSB Internal Use

**4.3.13 CH. 1 27549U** Each  
05/1999 File IRM per transmittal  
**Computer Assisted Audit Program  
(CAAP) Handbook - Computer Assisted  
Audit Program**  
This chapter outlines the objectives, re-  
sponsibilities, applications and scope of the  
Computer Assisted Audit Program.  
OP:EX:CS:SCP Internal Use

**4.3.13 CH. 2 27550V** Each  
05/1999 File IRM per transmittal  
**Computer Assisted Audit Program  
(CAAP) Handbook - CAAP Technical and  
Procedural Information**  
This chapter provides detailed technical and  
procedural information needed by computer  
audit specialist and computer systems ana-  
lyst in the Computer Assisted Audit Pro-  
gram. OP:EX:CS:SCP Internal Use

**4.3.16 CH. 1 28459Z** Each  
09/1999 File IRM per transmittal  
**Engineering Program Handbook -  
Engineering Program**  
This chapter discusses the IRS Engineering  
Program. This replaces IRM 42(16)0.  
OP:EX:CS:SCP Internal Use

**4.3.17 CH. 1 35060O** Each  
03/1999 File IRM per transmittal  
**Economist Program Handbook**  
This chapter provides an overview of the  
Economist Program. Instruction is provided  
to Examination personnel on requesting an  
Economist assistance. This handbook re-  
places IRM 42(12)0 through 42(12)7.3.  
OP:EX:CS:SCP Internal Use

**4.4.1 30311Y** Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook -  
Introduction**  
This revises the Aims Processing Hand-  
book, IRM Section 4.4.1 - Introduction to  
reflect the new numbering system and IRS  
organizational name and title change. Pre-  
viously issued as IRM 104.3 CH. 1, catalog  
number has remained the same.  
S:CP:C:CW:EMIS Internal Use

**4.4.3 30313U** Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook -  
Adjustments Miscellaneous**  
This revises the Aims Processing Hand-  
book, IRM Section 4.4.3 - Adjustments-  
Miscellaneous to reflect the new numbering  
system and IRS organizational name and  
title changes. Previously issued as IRM  
104.3 CH. 3, catalog number has remained  
the same. S:CP:C:CW:EMIS Internal Use

**4.4.4 30314F** Each  
07/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Claims**  
This IRM contains instructions for Appeals  
and Examination personnel on the use of  
AIMS and the processing of cases. Previ-  
ously issued as IRM 104.3 CH. 4, catalog  
number has remained the same.  
S:CP:C:CW:EMIS Internal Use

**4.4.5 30315Q** Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Closings  
to Appeals**  
This revises the Aims Processing Hand-  
book, IRM Section 4.4.5 - Closings to Ap-  
peals to reflect the new numbering system  
and IRS organizational name and title  
changes. Previously issued as IRM 104.3  
CH. 5, catalog number has remained the  
same. S:CP:C:CW:EMIS Internal Use

**4.4.6 30316B** Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook -  
Conversion of Returns**  
This revises the Aims Processing Hand-  
book, IRM Section 4.4.6 - Closings to Ap-  
peals to reflect the new numbering system  
and IRS organizational name and title  
changes. Previously issued as IRM 104.3  
CH. 6, catalog number has remained the  
same. S:CP:C:CW:EMIS Internal Use

**4.4.7 30317M** Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook -  
Correspondence**  
This revises the Aims Processing Hand-  
book, IRM Section 4.4.7 - Closings to Ap-  
peals to reflect the new numbering system  
and IRS organizational name and title  
changes. Previously issued as IRM 104.3  
CH. 7, catalog number has remained the  
same. S:CP:C:CW:EMIS Internal Use

**4.4.8 30318X** Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Credit  
Transfers and Miscellaneous  
Adjustments**  
This revises the Aims Processing Hand-  
book, IRM Section 4.4.8 - Closings to Ap-  
peals to reflect the new numbering system  
and IRS organizational name and title  
changes. Previously issued as IRM 104.3  
CH. 8, catalog number has remained the  
same. S:CP:C:CW:EMIS Internal Use

**4.4.9 30319I** Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Delinquent  
and Substitute for Return Processing**  
This revises the Aims Processing Hand-  
book, IRM Section 4.4.9 - Closings to Ap-  
peals to reflect the new numbering system  
and IRS organizational name and title  
changes. Previously issued as IRM 104.3  
CH. 9, catalog number has remained the  
same. S:CP:C:CW:EMIS Internal Use

- 4.4.10**            *30321U*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Employment/Excise Tax Adjustments**  
This revises the Aims Processing Handbook, IRM Section 4.4.10 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 10, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.11**            *30322F*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Entity Changes**  
This handbook contains instructions for Appeals and examination personnel on the use of AIMS and the processing of cases. This handbook replaces 48(13)1, 48(13)2, and 48(13)3. *S:CP:C:CW:EMIS* Internal Use
- 4.4.13**            *30324B*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - IDRS Research**  
This revises the Aims Processing Handbook, IRM Section 4.4.13 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 13, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.14**            *30325M*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Individual Retirement Account (IRA) Adjustments**  
This revises the Aims Processing Handbook, IRM Section 4.4.14 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 14, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.15**            *30326X*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Innocent Spouse**  
This revises the Aims Processing Handbook, IRM Section 4.4.15 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 15, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.16**            *30327I*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Inventory Control**  
This revises the Aims Processing Handbook, IRM Section 4.4.16 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 16, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.17**            *30328T*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Jeopardy Assessments/Terminations**  
This revises the Aims Processing Handbook, IRM Section 4.4.17 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 17, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.18**            *30329E*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Large Dollar Cases**  
This revises the Aims Processing Handbook, IRM Section 4.4.18 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 18, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.19**            *30343I*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Manual Refunds**  
This revises the Aims Processing Handbook, IRM Section 4.4.19 - Manual Refunds to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 19, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.20**            *30344T*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Missing Returns and Error Accounts**  
This revises the Aims Processing Handbook, IRM Section 4.4.20 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 20, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.21**            *30345E*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Non-Examined Closings/Deleting AIMS Records**  
This revises the Aims Processing Handbook, IRM Section 4.4.21 - Non-Examined Closings/Deleting Error Reports to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 21, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.22**            *30346P*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Non-Master File (NMF) Processing**  
This revises the Aims Processing Handbook, IRM Section 4.4.22 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 22, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.23**            *30347A*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Openings**  
This revises the Aims Processing Handbook, IRM Section 4.4.23 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 23, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.24**            *30348L*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Payments and Remittances**  
This revises the Aims Processing Handbook, IRM Section 4.4.24 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 24, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.25**            *30349W*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Quick Assessments**  
This revises the Aims Processing Handbook, IRM Section 4.4.25 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 25, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.26**            *30359S*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Reopening/Reclosing/Reinputting Records**  
This revises the Aims Processing Handbook, IRM Section 4.4.26 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 26, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.27**            *30361E*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Reports**  
This revises the Aims Processing Handbook, IRM Section 4.4.27 - Reports to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 27, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.28**            *30362P*            Each  
08/2001 File IRM per transmittal  
**AIMS/Processing Handbook - Revenue Agent Reports (RAR's) Sent to States**  
This revises the Aims Processing Handbook, IRM Section 4.4.28 - Revenue Agent Reports Sent to State to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 28, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use

## IRM

- 4.4.29 30363A** Each  
*08/2001 File IRM per transmittal*  
**AIMS/Processing Handbook - Social Security Administration (SSA) Adjustments**  
This revises the Aims Processing Handbook, IRM Section 4.4.29 - Social Security Administration Adjustments to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 29, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.31 30371A** Each  
*08/2001 File IRM per transmittal*  
**AIMS/Processing Handbook - Tax Equity and Fiscal Responsibility Act (TEFRA)**  
This revises the Aims Processing Handbook, IRM Section 4.4.31 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 31, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.32 30372L** Each  
*07/2001 File IRM per transmittal*  
**AIMS/Processing Handbook - Terminal Operations**  
This revises the Aims Processing Handbook, IRM Section 4.4.32 - Terminal Operations to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 4.4 CH. 32, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.33 30373W** Each  
*08/2001 File IRM per transmittal*  
**AIMS/Processing Handbook - Transfers**  
This revises the Aims Processing Handbook, IRM Section 4.4.33 - Closings to Appeals to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 33, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.34 30374H** Each  
*08/2001 File IRM per transmittal*  
**AIMS/Processing Handbook - Updating/Correcting AIMS Data Base**  
This revises the Aims Processing Handbook, IRM Section 4.4.34 - Updating/Correcting AIMS databases to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 34, catalog number has remained the same. *S:CP:C:CW:EMIS* Internal Use
- 4.4.35 30375S** Each  
*08/2001 File IRM per transmittal*  
**AIMS/Processing Handbook - Unpostable Resolution**  
This revises the Aims Processing Handbook, IRM Section 4.4.35 - Unpostable resolution to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 104.3 CH. 35, catalog number has remained the same. *S:CP:CW:EMIS* Internal Use
- 4.4.1 CH. 1 35071V** Each  
*04/1999 File IRM per transmittal*  
**Oil and Gas Handbook - Introduction**  
This handbook provides procedures and information for Service employees when examining taxpayers involved in the oil and gas industry. Chapter 1 is an introduction. This handbook replaces IRM 4232.8. *OP:EX:CS:SCP* Internal Use
- 4.4.1 CH. 2 35072G** Each  
*04/1999 File IRM per transmittal*  
**Oil and Gas Handbook - Acquisitions**  
This handbook provides procedures and information for Service employees when examining taxpayers involved in the Oil and Gas industry. This chapter contains guidelines for determining the cost of oil producing and non-producing property. This handbook replaces IRM 4232.8. *OP:EX:CS:SCP* Internal Use
- 4.4.1 CH. 3 35073R** Each  
*04/1999 File IRM per transmittal*  
**Oil and Gas Handbook - Production and Operation of Gas and Oil Properties**  
This handbook provides procedures and information for Service employees when examining taxpayers involved in the Oil and Gas industry. This chapter provides guidelines on the production and operation of Oil and Gas properties. This handbook replaces IRM 4232.8. *OP:EX:CS:SCP* Internal Use
- 4.4.1 CH. 4 35074C** Each  
*04/1999 File IRM per transmittal*  
**Oil and Gas Handbook - Sales, Exchanges, and Other Dispositions**  
This handbook provides procedures and information for Service employees when examining taxpayers involved in the Oil and Gas industry. This chapter provides guidelines for dealing with sales, exchanges, and other dispositions of oil and gas interests. This handbook replaces IRM 4232.8. *OP:EX:CS:SCP* Internal Use
- 4.4.1 CH. 5 35075N** Each  
*04/1999 File IRM per transmittal*  
**Oil and Gas Handbook - Types of Organizations**  
This handbook provides procedures and information for Service employees when examining taxpayers involved in the Oil and Gas industry. This chapter discusses the many types of organizations in the Oil and Gas industry. This handbook replaces IRM 4232.8. *OP:EX:CS:SCP* Internal Use
- 4.4.1 CH. 6 35076Y** Each  
*04/1999 File IRM per transmittal*  
**Oil and Gas Handbook - Petroleum Refining**  
This handbook provides procedures and information for Service employees when examining taxpayers involved in the Oil and Gas industry. This chapter provides instructions for dealing with the many facets of the refining process. This handbook replaces IRM 4232.8. *OP:EX:CS:SCP* Internal Use
- 4.4.1 CH. 7 35077J** Each  
*04/1999 File IRM per transmittal*  
**Oil and Gas Handbook - Use of Average Freight Rate Assessments**  
This handbook provides procedures and information for Service employees when examining taxpayers involved in the Oil and Gas industry. This chapter contains information regarding the use of Average Freight Rate Assessments (AFRA). This handbook replaces IRM 4232.8. *OP:EX:CS:SCP* Internal Use
- 4.4.1 CH. 8 35078U** Each  
*04/1999 File IRM per transmittal*  
**Oil and Gas Handbook - Glossary**  
This handbook provides procedures and information for Service employees when examining taxpayers involved in the Oil and Gas industry. This chapter contains definitions of terms used in the Oil and Gas industry. This handbook replaces IRM 4232.8. *OP:EX:CS:SCP* Internal Use
- 4.4.2 CH. 1 27667R** Each  
*05/1999 File IRM per transmittal*  
**Insurance Industry handbook - Introduction**  
This chapter discusses the examination of life insurance companies. This replaces 4232.1. *OP:EX:CS:SCP* Internal Use
- 4.4.2 CH. 2 27668C** Each  
*05/1999 File IRM per transmittal*  
**Insurance Industry handbook - Life Insurance Companies**  
This chapter discusses the examination of life insurance companies. This replaces 4232.1. *OP:EX:CS:SCP* Internal Use
- 4.4.2 CH. 3 27669N** Each  
*05/1999 File IRM per transmittal*  
**Insurance Industry handbook - Examination Methods and Techniques**  
This chapter discusses the examination methods and techniques applicable to insurance companies. This replaces 4232.1. *OP:EX:CS:SCP* Internal Use
- 4.4.2 CH. 4 27671Z** Each  
*05/1999 File IRM per transmittal*  
**Insurance Industry handbook - Audit Techniques for Specific Areas**  
This chapter discusses audit techniques for specific areas. This replaces 4232.1. *OP:EX:CS:SCP* Internal Use
- 4.4.2 CH. 5 27672K** Each  
*05/1999 File IRM per transmittal*  
**Insurance Industry handbook - Miscellaneous**  
This chapter covers miscellaneous topics related to the insurance industry. This replaces 4232.1. *OP:EX:CS:SCP* Internal Use
- 4.4.2 CH. 6 27673V** Each  
*05/1999 File IRM per transmittal*  
**Insurance Industry handbook - Glossary**  
This chapter contains terms and definitions frequently used in the insurance industry. This replaces 4232.1. *OP:EX:CS:SCP* Internal Use

- 4.7.1**            **30415R**            Each  
07/2001 File IRM per transmittal  
**Examination Returns Control System (ERCS) - Overview**  
This IRM section provides an overview of the Examination Returns Control System (ECRS) that is used for controlling tax returns and tracking time charges. Previously issued as IRM 4.7 CH. 1, catalog number has remained the same. S:C:CP:EMIS Internal Use
- 4.7.2**            **30416C**            Each  
07/2001 File IRM per transmittal  
**Examination Returns Control System (ERCS) - Security**  
This IRM provides an overview of the basic principles of security and procedures for controlling access to sensitive information. Primarily intended for use by examination employees. Previously issued as IRM 4.7 CH. 2, catalog number has remained the same. S:C:CP:EMIS Internal Use
- 4.7.3**            **30417N**            Each  
07/2001 File IRM per transmittal  
**Examination Returns Control System (ERCS) - Statute of Limitations**  
This IRM section contains information regarding the establishment of and requirement for control of the statute of limitations date for returns controlled on ECRS. It provides information for LMSB, SB/SE and W&I employees and is primarily intended for use by Examination employees. Previously issued as IRM 7.4 CH. 3, catalog number has remained the same. S:C:CP:EMIS Internal Use
- 4.7.4**            **30418Y**            Each  
07/2001 File IRM per transmittal  
**Examination Returns Control System (ERCS) - Planning and Special Programs (PSP)**  
This IRM section contains general information and procedures for the Planning and Special Programs (PSP). Previously issued as IRM 4.7 CH. 4, catalog number has remained the same. S:C:CP:EMIS Internal Use
- 4.7.5**            **30419J**            Each  
07/2001 File IRM per transmittal  
**Examination Returns Control System (ERCS) - Group**  
This IRM section contains information and Examination Returns Control System (ECRS) procedures. Previously issued as IRM 4.7 CH. 5, catalog number has remained the same. S:C:CP:EMIS Internal Use
- 4.7.6**            **30420K**            Each  
07/2001 File IRM per transmittal  
**Examination Returns Control System (ERCS) - Reports**  
This IRM section provides an overview of the different Examination Returns Control System (ECRS) inventory reports. Previously issued as IRM 4.7 CH. 6, catalog number has remained the same. S:C:CP:EMIS Internal Use
- 4.7.7**            **30465X**            Each  
07/2001 File IRM per transmittal  
**Examination Returns Control System (ERCS) - Technical Support Staff**  
This IRM section provides policy and procedures for the use of the Examination Returns Control System (ECRS) in Technical Support or similar operations. Previously issued as IRM 4.7 CH. 7, catalog number has remained the same. S:C:CP:EMIS Internal Use
- 4.7.8**            **30467T**            Each  
07/2001 File IRM per transmittal  
**Examination Returns Control System (ERCS) - Case Processing Support**  
This IRM sections contains general information and procedures for the Planning and Special Programs (PSP). Previously issued as IRM 4.7 CH. 8, catalog number has remained the same. S:C:CP:EMIS Internal Use
- 4.7.9**            **30468E**            Each  
07/2001 File IRM per transmittal  
**Examination Returns Control System (ERCS) - Chief**  
This IRM section discusses procedures for Branch Chiefs and above. Previously issued as IRM 4.7 CH. 9, catalog number has remained the same. S:C:CP:EMIS Internal Use
- 4.7.10**           **30469P**            Each  
07/2001 File IRM per transmittal  
**Examination Returns Control System (ERCS) - ERCS Functional Coordinator**  
This IRM section discusses the ERCS functional coordinator's responsibilities. Previously issued as IRM 4.7 CH. 10, catalog number has remained the same. S:C:CP:EMIS Internal Use
- 4.7.11**           **30470Q**            Each  
07/2001 File IRM per transmittal  
**Examination Returns Control System (ERCS) - System Administrator**  
This IRM discusses the System Administrator's responsibility. Previously issued as IRM 4.7 CH. 11, catalog number has remained the same. S:C:CP:EMIS Internal Use
- 4.8.1**            **31455L**            Each  
10/2001 File IRM per transmittal  
**Technical Support (Exam) - Organization and Responsibilities**  
This IRM provides examiners with information and guidance on the Quality Measurement program. Previously issued as IRM 4.8 CH. 1, catalog number has remained the same. S:C:CP:RC:EGP Internal Use
- 4.8.2**            **31456W**            Each  
10/2001 File IRM per transmittal  
**Technical Support (Exam) - Case Processing**  
This IRM provides examiners with information and guidance on the Quality Measurement program. Previously issued as IRM 4.8 CH. 2, catalog number has remained the same. S:C:CP:RC:EGP Internal Use
- 4.8.3**            **31432M**            Each  
01/2002 File IRM per transmittal  
**Quality Measurement Handbook - Examination Quality Measurement System (EQMS)**  
This IRM provides background information, procedures and guidelines for the centralized Examination Quality Measurement System (EQMS) to Revenue Agents, Tax Auditors and EQMS Reviewers in the SB:SE Operation Division. Previously issued as IRM 4.8 CH.3, catalog number remain the same. S:SR:PE:PM Internal Use
- 4.8.4**            **31433X**            Each  
10/2001 File IRM per transmittal  
**Technical Support (Exam) - Mandatory Review**  
This IRM provides examiners with information and guidance on the Quality Measurement program. Previously issued as IRM 4.8 CH. 4, catalog number has remained the same. S:C:CP:RC:EGP Internal Use
- 4.8.5**            **31422Q**            Each  
10/2001 File IRM per transmittal  
**Technical Support (Exam) - Post Examination Case Processing Requirements**  
This IRM outlines procedures for the review of cases that have special features requiring post examination processing procedures. Previously issued as IRM 4.8 CH. 5, catalog number has remained the same. S:C:CP:RC:EGP Internal Use
- 4.8.7**            **31424M**            Each  
10/2001 File IRM per transmittal  
**Technical Support (Exam) - Technical Field Support**  
This IRM outlines responsibilities and methodologies for providing Examination personnel with technical assistance and support. Previously issued as IRM 4.8 CH. 7, catalog number has remained the same. S:C:CP:RC:EGP Internal Use
- 4.8.8**            **31428E**            Each  
10/2001 File IRM per transmittal  
**Technical Support (Exam) - Miscellaneous Responsibilities**  
This IRM includes duties and responsibilities assigned to Quality Measurement Staffs (QMS), which are not addressed elsewhere in this manual. Previously issued as IRM 4.8 CH. 8, catalog number has remained the same. S:C:CP:RC:EGP Internal Use
- 4.9.1**            **27665V**            Each  
08/2001 File IRM per transmittal  
**Examination Technical Time Reporting Handbook - Outline of System of IRM 4.9**  
This revisions includes changes to titles and functions to reflect the new organization after the stand-up of all Business Operating Divisions. Previously issued as IRM 4.9 CH. 1, catalog number has remained the same. S:C:CP:EMIS Internal Use

## IRM

- 4.9.2** 27666G Each  
08/2001 File IRM per transmittal  
**Examination Technical Time Reporting Handbook - Description and Use of Examination Technical Time, Form 4502**  
This revision includes changes to titles and functions to reflect the new organization after the stand-up of all Business Operating Divisions. S:C:CP:CW:EMIS Internal Use
- 4.10.1** 27634W Each  
07/2001 File IRM per transmittal  
**Examination of Returns - Overview and Basic Examiner Responsibilities**  
This IRM provides the purpose of IRM 4.10, general information on the handbook structure as well as describing basic examiner responsibilities. Previously issued as IRM 4.2 Chapter 1, catalog number has remained the same. S:C:CP:RC:ES Internal Use
- 4.10.2** 27635H Each  
07/2001 File IRM per transmittal  
**Examination of Returns - Pre-Contact Responsibilities**  
This IRM provides guidance for completing required responsibilities and analyses before an examination is initiated, pre-contact planning of the examination, and instructions for contacting taxpayers. Previously issued as IRM 4.2 CH. 2, catalog number has remained the same. S:C:CP:RC:ES Internal Use
- 4.10.3** 27636S Each  
07/2001 File IRM per transmittal  
**Examination of Returns - Examination Techniques**  
This IRM contains procedures for interviewing taxpayers, conducting a tour of the taxpayer's business, evaluation of internal control, analyzing and testing the taxpayer's books and records, and analyzing balance sheets. Previously issued as IRM 4.2 CH. 3, catalog number has remained the same. S:C:CP:RC:ES Internal Use
- 4.10.4** 27637D Each  
07/2001 File IRM per transmittal  
**Examination of Returns - Examination of Income**  
This IRM provides guidance for conducting the minimum income probes and the use of indirect methods for determining income. Previously issued as IRM 4.2 Chapter 4, catalog number has remained the same. S:C:CP:RC:ES Internal Use
- 4.10.5** 27639Z Each  
07/2001 File IRM per transmittal  
**Examination of Returns - Required Filing Checks**  
This IRM provides detailed information on filing checks required by examiners. Specifically outlining responsibilities for verifying the filing of required forms by the taxpayer and assessing the audit potential of the return. Previously issued as IRM 4.2 Chapter 5, catalog number has remained the same. S:C:CP:RC:ES Internal Use
- 4.10.6** 27641L Each  
07/2001 File IRM per transmittal  
**Examination of Returns - Penalty Considerations**  
This IRM provides guidelines and examination techniques to be considered and, when warranted, used to develop penalty issues. This includes techniques for recognizing, developing and finalizing penalty determinations; discusses common taxpayer defenses, and furnishes guidelines for documenting the workpapers. Previously issued as IRM 4.2 Chapter 6, catalog number has remained the same. S:C:CP:RC:ES Internal Use
- 4.10.7** 27642W Each  
07/2001 File IRM per transmittal  
**Examination of Returns - Issue Resolution**  
This IRM provides guidance for the proper application of the Internal Revenue Code to determine the correct tax liability. Previously issued as IRM 4.2 Chapter 7, catalog number has remained the same. S:C:CP:RC:ES Internal Use
- 4.10.8** 27643H Each  
07/2001 File IRM per transmittal  
**Examination of Returns - Report Writing**  
This IRM contains guidelines for preparing and issuing the most frequently needed audit reports by examiners. Previously issued as IRM 4.2 CH. 8, catalog number has remained the same. S:C:CP:RC:ES Internal Use
- 4.10.9** 27644S Each  
07/2001 File IRM per transmittal  
**Examination of Returns - Workpapers**  
This IRM contains guidance for preparing workpapers to support the examiner's finding and document the audit techniques used. Previously issued as IRM 4.2 CH. 9, catalog number has remained the same. S:C:CP:RC:ES Internal Use
- 4.12.1** 27548J Each  
07/2001 File IRM per transmittal  
**Nonfiled Returns Handbook - Nonfiled Returns**  
This IRM discusses the examination procedures involved in handling nonfiled returns. Previously issued as IRM 4.3.14 CH. 1, catalog number has remained the same. S:C:CP:FP:N Internal Use
- 4.12.2** 27594X Each  
07/2001 File IRM per transmittal  
**Nonfiled Returns Handbook - Frivolous Filers / Non-Filers Procedures**  
This IRM provides compliance employees with guidance and examination procedures for frivolous filers / non-filers and organizations claiming to churches, related individuals and tax avoidance. Previously issued as IRM 4.3.20 CH. 1, catalog number has remained the same. C:E Internal Use
- 4.13.1** 31048S Each  
07/2001 File IRM per transmittal  
**Audit Reconsideration - Introduction**  
This IRM contains procedures on processing for Audit Reconsiderations. Previously issued as IRM 104.12 CH. 1, catalog number has remained the same. S:C:CP:RC Internal Use
- 4.13.2** 31049D Each  
07/2001 File IRM per transmittal  
**Audit Reconsideration - Contact Employees**  
This revision of IRM 4.13.2, Contact Employees, reissues existing procedures for processing Audit Reconsiderations. Previously issued as IRM 104.12 CH. 2, catalog number has remained the same. S:C:CP:RC:EGP Internal Use
- 4.13.3** 31050E Each  
07/2001 File IRM per transmittal  
**Audit Reconsideration - Central Reconsideration Unit**  
This revision of IRM 4.13.3, Central Reconsideration Unit (CSU), reissues existing procedures for processing Audit Reconsiderations. Previously issued as IRM 104.12 CH. 3, catalog number has remained the same. S:C:CP Internal Use
- 4.13.4** 31051P Each  
07/2001 File IRM per transmittal  
**Audit Reconsideration - Area Office Examination**  
This revision of IRM 4.13.3, Area Office Examination, reissues existing procedures for processing Audit Reconsiderations. Previously issued as IRM 104.12 CH. 4, catalog number has remained the same. S:C:CP Internal Use
- 4.13.5** 31052A Each  
07/2001 File IRM per transmittal  
**Audit Reconsideration - Automated Substitute for Return (ASFR)**  
This revision of IRM 4.13.5, Automated Substitute for Return, reissues existing procedures for processing Audit Reconsiderations. Previously issued as IRM 104.12 CH. 5, catalog number has remained the same. S:C:CP Internal Use
- 4.13.6** 31054W Each  
07/2001 File IRM per transmittal  
**Audit Reconsideration - Appeals**  
This revision of IRM 4.13.6, Appeals, reissues existing procedures for processing Audit Reconsiderations. Previously issued as IRM 104.12 CH. 6, catalog number has remained the same. S:C:CP Internal Use
- 4.13.7** 31055H Each  
07/2001 File IRM per transmittal  
**Audit Reconsideration - Exhibits**  
This revision of IRM 4.13.7, Exhibits, reissues existing procedures for processing Audit Reconsiderations. Previously issued as IRM 104.12 CH. 7, catalog number has remained the same. S:C:CP Internal Use

- 4.14.1**            *30261D*            Each  
*08/2001 File IRM per transmittal*  
**Statutory Notices of Deficiency - Statutory Notices of Deficiency**  
IRM 4.14.1, Statutory Notices of Deficiency provides guidelines on the preparations and issuance of statutory notices of deficiency. Previously issued as IRM 4.3.19 CH. 1, catalog number has remained the same. *S:C:CP:RC* Internal Use
- 4.15.1**            *28044W*            Each  
*08/2001 File IRM per transmittal*  
**Jeopardy/Termination Assessments Handbook - Jeopardy and Terminations**  
This IRM section provides examiners with information and guidance on the Jeopardy/Termination Assessments program. Previously issued as IRM 4.3.9 CH. 1, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 4.15.2**            *28045H*            Each  
*01/2002 File IRM per transmittal*  
**Jeopardy/Termination Assessments Handbook - Examination Procedures**  
This IRM provides examiners with information and guidance on the Jeopardy / Termination Assessments program. Previously issued as IRM 4.3.9 CH. 2, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 4.15.3**            *28046S*            Each  
*08/2001 File IRM per transmittal*  
**Jeopardy/Termination Assessments Handbook - Assessment Procedures (Case Processing Support)**  
This handbook section provides examiners with information and guidance on the Jeopardy/Termination Assessment program. Previously issued as IRM 4.3.9 CH. 3, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 4.15.4**            *28047D*            Each  
*08/2001 File IRM per transmittal*  
**Jeopardy/Termination Assessments Handbook - Administrative and Judicial Review**  
This handbook section provides examiners with information and guidance on the Jeopardy/Termination Assessment program. Previously issued as IRM 4.3.9 CH. 4, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 4.15.5**            *28049Z*            Each  
*08/2001 File IRM per transmittal*  
**Jeopardy/Termination Assessments Handbook - Post-Assessment Procedures**  
This handbook section provides examiners with information and guidance on the Jeopardy/Termination Assessment program. Previously issued as IRM 4.3.9 CH. 5, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 4.15.6**            *28050A*            Each  
*08/2001 File IRM per transmittal*  
**Jeopardy/Termination Assessments Handbook - QMS Guidelines**  
This handbook section provides examiners with information and guidance on the Jeopardy/Termination Assessment program. Previously issued as IRM 4.3.9 CH. 6, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 4.15.7**            *28051L*            Each  
*08/2001 File IRM per transmittal*  
**Jeopardy/Termination Assessments Handbook - Planning & Special Programs Procedures**  
This handbook section provides examiners with information and guidance on the Jeopardy/Termination Assessment program. Previously issued as IRM 4.3.9 CH. 7, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 4.18.1**            *28827T*            Each  
*07/2001 File IRM per transmittal*  
**Exam Offer-In-Compromise - Offers in Compromise Received in Exam**  
This IRM provides introductions and guidance to examiners (RA's and TOC'S) for requesting an offer in compromise. Previously issued as IRM 4.3.21 CH. 1, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 4.18.2**            *28828E*            Each  
*07/2001 File IRM per transmittal*  
**Exam Offer-In-Compromise - Doubt as to Liability Offers**  
This IRM provides introductions and guidance to examiners (RA's and TOC'S) for requesting an offer in compromise. Previously issued as IRM 4.3.21 CH. 2, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 4.18.3**            *28829P*            Each  
*07/2001 File IRM per transmittal*  
**Exam Offer-In-Compromise - Effective Tax Administration Offers**  
This IRM provides introductions and guidance to examiners (RA's and TOC'S) for requesting an offer in compromise. Previously issued as IRM 4.3.21 CH. 3, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 4.18.4**            *28830Q*            Each  
*07/2001 File IRM per transmittal*  
**Exam Offer-In-Compromise - Combination Offers**  
This IRM provides instructions and guidance to examiners (RA's and TOC'S) for requesting an offer in compromise. Previously issued as IRM 4.3.21 CH. 4, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 4.18.5**            *28831B*            Each  
*07/2001 File IRM per transmittal*  
**Exam Offer-In-Compromise - Review, Closing and Reporting Requirements**  
This IRM provides instructions and guidance to examiners (RA's and TOC'S) for requesting an offer in compromise. Previously issued as IRM 4.3.21 CH. 5, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 4.18.6**            *28832M*            Each  
*07/2001 File IRM per transmittal*  
**Exam Offer-In-Compromise - Case Processing and Controls**  
This IRM provides instructions and guidance to examiners (RA's and TOC'S) for requesting an offer in compromise. Previously issued as IRM 4.3.21 CH. 6, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 4.18.7**            *28833X*            Each  
*07/2001 File IRM per transmittal*  
**Exam Offer-In-Compromise - Special Case Processing**  
This IRM provides instructions and guidance to examiners (RA's and TOC'S) for requesting an offer in compromise. Previously issued as IRM 4.3.21 CH. 7, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 4.19.1**            *36853R*            Each  
*10/2001 File IRM per transmittal*  
**Liability Determination - Service Center Campus Examination Operations**  
This IRM provides personnel within W&I and SB/SE Service Center Examination Branch instructions and guidelines for performing their duties. Previously issued as IRM 21.8.1, catalog number has remained the same. *W:CP:EX:P:RE* Internal Use
- LEM 4.19.1**      *32498M*            Each  
*10/2001 File IRM per transmittal*  
**Service Center Examination Operations**  
This LEM contains the OUO information dealing with SC Exam Operations and should be used in conjunction with IRM 4.19.1. *W:CP:EX:P:RE* Internal Use **This product may not be ordered by the general public**
- 4.19.2**            *36856Y*            Each  
*10/2001 File IRM per transmittal*  
**Liability Determination - IMF Automated Underreporter (AUR) Control**  
This IRM provides instructions and guidelines for Automated Underreporter personnel to process and maintain the case workflow in the Automated Underreporter System. Users are AUR clerical employees at the six AUR sites. *W:CP:EX:P:RA* Internal Use

## IRM

**LEM 4.19.2** 32499X Each  
10/2001 File IRM per transmittal  
**IMF Automated Underreporter (AUR) Control**

This LEM contains the OUO information on IMF AUR Control and should be used by AUR clerical employees in conjunction with IRM 4.19.2. *W:CP:EX:P:RA* Internal Use **This product may not be ordered by the general public**

**4.19.3** 36857J Each  
10/2001 File IRM per transmittal  
**Liability Determination - IMF Automated Underreporter**

This IRM provides instructions and guidelines for Automated Underreporter (AUR) personnel to create CP Notices, perform other processing functions and respond to taxpayer inquiries. Previously issued as IRM 21.8.5, catalog number has remained the same. *W:CP:EX:P:RA* Internal Use

**LEM 4.19.3** 32501Y Each  
10/2001 File IRM per transmittal  
**IMF Automated Underreporter Program**

This LEM contains the OUO information on the IMF AUR program and should be used in conjunction with IRM 4.19.3. *W:CP:EX:P:RA* Internal Use **This product may not be ordered by the general public**

**4.19.4** 36858U Each  
08/2001 File IRM per transmittal  
**Liability Determination - CAWR Reconciliation Balancing**

This IRM is used by SB/SE tax examiners and CSR's to work the cases in the CAWR and SSA-CaWR programs. Previously issued as IRM 21.8.6, catalog number has remained the same. *S:C:CP:RC:SCC* Internal Use

**LEM 4.19.4** 32487F Each  
08/2001 File IRM per transmittal  
**Liability Determination**

This LEM is a new document created for SB/SE tax examiners and CSR's to receive OUO information for IRM 4.19.4. *S:C:CP:RC:SCC* Internal Use **This product may not be ordered by the general public**

**4.19.5** 36859F Each  
08/2001 File IRM per transmittal  
**Liability Determination - Certification of State FUTA Credits**

This IRM is used by SB/SE Service Center personnel and CSR's to work the FUTA Certification program. Previously issued as IRM 21.8.7, catalog number has remained the same. *S:C:CP:RC:SCC* Internal Use

**LEM 4.19.5** 32524X Each  
08/2001 File IRM per transmittal  
**Certification of State FUTA Credits**

The Law Enforcement Manual contains the official use only information on certification of state FUTA credits. This LEM is to be used by SB/SE personnel in conjunction with IRM 4.19.5. *S:C:CP:RC:SCC* Internal Use **This product may not be ordered by the general public**

**4.20.1** 29628M Each  
08/2001 File IRM per transmittal  
**Examination Collectibility Handbook - General Collectibility Procedures**

This IRM provides instructions and guidance to examiners (RA's and TCO's) for considering collectibility during the examination process, and for soliciting payment at the conclusion of the examination. Previously issued as IRM 4.3.2 CH 1, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use

**4.20.2** 29632U Each  
08/2001 File IRM per transmittal  
**Examination Collectibility Handbook - Scope Considerations**

This chapter provides guidance for consideration of collectibility as a factor in determining the scope and depth of an examination. This chapter replaces IRM sections 424(12).3, 424(12).4, 4017.3, 4712.7, 4149 and 4482.6. *S:C:CP:RC:ES* Internal Use

**4.20.3** 29633F Each  
08/2001 File IRM per transmittal  
**Examination Collectibility Handbook - Soliciting Payment**

This IRM provides instructions and guidance to examiners (RA's and TCO's) for considering collectibility during the examination process, and for soliciting payment at the conclusion of the examination. Previously issued as IRM 4.3.2 CH 3, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use

**4.20.4** 29634Q Each  
08/2001 File IRM per transmittal  
**Examination Collectibility Handbook - Installment Agreements**

This IRM provides instructions and guidance to examiners (RA's and TCO's) for considering collectibility during the examination process, and for soliciting payment at the conclusion of the examination. Previously issued as IRM 4.3.2 CH 4, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use

**4.23.1** 35221R Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook, Introduction**

This IRM provides instructions and guidance for SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 Chapter 1, catalog number has remained the same. *S:C:CP:ST:ET* Internal Use

**4.23.2** 35222C Each  
07/2001 File IRM per transmittal  
**Examining Process, Employment Tax Examination Objectives**

This IRM provides instructions and guidance for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 Chapter 2, catalog number has remained the same. *S:C:CP:ST:ET* Internal Use

**4.23.3** 35223N Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook - Lead Processing and Assignment of Employment Tax Cases**

The IRM provides instructions and guidance for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 CH. 3, catalog number has remained the same. *S:C:CP:ST:ET* Internal Use

**4.23.4** 35224Y Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook, Workpapers - Employment Tax Examinations**

This IRM provides instructions and guidance for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 Chapter 4, catalog number has remained the same. *S:C:CP:ST:ET* Internal Use

**4.23.5** 35225J Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook - Technical Guidelines for Employment Tax Issues**

This IRM provides instructions and guidance for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 CH. 5, catalog number has remained the same. *S:C:CP:ST:ET* Internal Use

**4.23.6** 35226U Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook, Classification Settlement Program (CSP)**

This IRM provides instructions and guidance for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 Chapter 6, catalog number has remained the same. *S:C:CP:ST:ET* Internal Use

**4.23.7** 35227F Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook, Determining Employment Tax Liability**

This IRM provides instructions and guidance for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 Chapter 7, catalog number has remained the same. *S:C:CP:ST:ET* Internal Use

**4.23.8** 35228Q Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook - Employment Tax Penalty Procedures**

This IRM provides instructions and guidance for all SB/SE employees when dealing with employment tax issues. Previously issued as IRM 104.6 CH. 8, catalog number has remained the same. *S:C:CP:ST:ET* Internal Use

- 4.23.9**            *35229B*            Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook, Report Writing Guide for Employment Tax Examinations**  
This IRM provides instruction and guidance for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 Chapter 9, catalog number has remained the same. S:C:CP:ST:ET Internal Use
- 4.23.10**            *35231N*            Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook, Prompt Action in Deficiency and Overassessment Cases**  
This IRM provides instructions and guidance for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 Chapter 10, catalog number has remained the same. S:C:CP:ST:ET Internal Use
- 4.23.11**            *35232Y*            Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook, Delinquent Return Procedures**  
This IRM provides instructions and guidance for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 Chapter 11, catalog number has remained the same. S:C:CP:ST:ET Internal Use
- 4.23.12**            *35233J*            Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook, Employment Tax Refund or Abatement Claims**  
This IRM provides instructions and guidelines for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 Chapter 12, catalog number has remained the same. S:C:CP:ST:ET Internal Use
- 4.23.13**            *35234U*            Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook, Statute Control and Extension**  
This IRM provides instructions and guidance for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 Chapter 13, catalog number has remained the same. S:C:CP:ST:ET Internal Use
- 4.23.14**            *35235F*            Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook, Form W-4 (Employee's Withholding Alliance Certificate) Compliance Program**  
This IRM provides instructions and guidance for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 Chapter 14, catalog number has remained the same. S:C:CP:ST:ET Internal Use
- 4.23.15**            *35236Q*            Each  
07/2001 File IRM per transmittal  
**Employment Tax Handbook, Technical Advice From the Headquarters Office**  
This IRM provides instructions and guidance for all SB/SE Compliance employees when dealing with employment tax issues. Previously issued as IRM 104.6 Chapter 15, catalog number has remained the same. S:C:CP:ST:ET Internal Use
- 4.24.1**            *28302T*            Each  
07/2001 File IRM per transmittal  
**Excise Tax Handbook - Selection and Assignment of Returns**  
This IRM contains instructions and guidance for all SB/SE Compliance employees when dealing with excise tax issues. Previously issued as IRM 4.3.3 CH. 1, catalog number has remained the same. S:C:CP:S:EX Internal Use
- 4.24.2**            *28303E*            Each  
07/2001 File IRM per transmittal  
**Excise Tax Handbook - General Instructions-Excise Tax Examiners/Reviewers**  
This IRM contains instructions and guidance for all SB/SE Compliance employees when dealing with excise tax issues. Previously issued as IRM 4.3.3 CH. 2, catalog number has remained the same. S:C:CP:S:EX Internal Use
- 4.24.3**            *28304P*            Each  
07/2001 File IRM per transmittal  
**Excise Tax Handbook - Excise Tax Registration Procedures**  
This IRM contains instructions and guidance for all SB/SE Compliance employees when dealing with excise tax issues. Previously issued as IRM 4.3.3 CH. 3, catalog number has remained the same. S:C:CP:S:EX Internal Use
- 4.24.4**            *28305A*            Each  
07/2001 File IRM per transmittal  
**Excise Tax Handbook - Excise Tax Examination Procedures**  
This IRM contains instructions and guidance for all SB/SE Compliance employees when dealing with excise tax issues. Previously issued as IRM 4.3.3 CH. 4, catalog number has remained the same. S:C:CP:S:EX Internal Use
- 4.24.5**            *28306L*            Each  
07/2001 File IRM per transmittal  
**Excise Tax Handbook - Preparation Guidelines for Excise Tax Examination Reports**  
This IRM contains instructions and guidance for all SB/SE compliance employees when dealing with excise tax issues. Previously issued as IRM 4.3.3 CH. 5, catalog number has remained the same. S:C:CP:S:EX Internal Use
- 4.24.6**            *28307W*            Each  
07/2001 File IRM per transmittal  
**Excise Tax Handbook - Review of Reports, Notification and Transmittal Letters**  
This IRM contains instructions and guidance for all SB/SE Compliance employees when dealing with excise tax issues. Previously issued as IRM 4.3.3 CH. 6, catalog number has remained the same. S:C:CP:S:EX Internal Use
- 4.24.7**            *28308H*            Each  
07/2001 File IRM per transmittal  
**Excise Tax Handbook - Claims for Refund or Abatement**  
This IRM contains instructions and guidance for all SB/SE Compliance employees when dealing with excise tax issues. Previously issued as IRM 4.3.3 CH. 7, catalog number has remained the same. S:C:CP:S:EX Internal Use
- 4.24.8**            *28309S*            Each  
07/2001 File IRM per transmittal  
**Excise Tax Handbook - Penalties-Fraud and Jeopardy Procedure**  
This IRM contains instructions and guidance for all SB/SE Compliance employees when dealing with excise tax issues. Previously issued as IRM 4.3.3 CH. 8, catalog number has remained the same. S:C:CP:S:EX Internal Use
- 4.24.9**            *28310T*            Each  
07/2001 File IRM per transmittal  
**Excise Tax Handbook - Inadequate Taxpayer Records**  
This IRM contains instructions and guidance for all SB/SE Compliance employees when dealing with excise tax returns. Previously issued as IRM 4.3.3 CH. 9, catalog number has remained the same. S:C:CP:S:EX Internal Use
- 4.25.1**            *35011T*            Each  
10/2001 File IRM per transmittal  
**Estate and Gift Tax - Estate and Gift Tax Examinations**  
This IRM provides direction which is estate and gift tax specific. It describes procedures and audit and directives. It also contains guidance on death credits and associated fees and guidelines for preparing forms and reports. Previously issued as IRM 4.3.8 CH.1, catalog number has remained the same. S:C:CP:ST:EG Internal Use
- 4.26.1**            *27699B*            Each  
07/2001 File IRM per transmittal  
**Anti-Money Laundering - Introduction**  
Section 1 of Chapter 26 of the IRM Part 4: Guidance for examiners in the Anti-Money Laundering program (Bank Secrecy Act/Title 31 and Form 8300/irc 6050I programs). Previously issued as IRM 4.3.4 CH. 1, catalog number has remained the same. S:C:CP:RC:F Internal Use



## IRM

- 4.26.2**            *27701C*            Each  
*07/2001 File IRM per transmittal*  
**Anti-Money Laundering - Program Structure**  
Section 2 of Chapter 26 of the IRM Part 4: Guidance for examiners in the Anti-Money Laundering program (Bank Secrecy Act/Title 31 and Form 8300/irc 6050I programs). Previously issued as IRM 4.3.4 CH. 2, catalog number has remained the same.  
*S:C:CP:RC:F* Internal Use
- 4.26.3**            *27702N*            Each  
*07/2001 File IRM per transmittal*  
**Anti-Money Laundering - Role of the Area Coordinator**  
Section 3 of Chapter 26 of the IRM Part 4: Guidance for examiners in the Anti-Money Laundering program (Bank Secrecy Act/Title 31 and Form 8300/irc 6050I programs). Previously issued as IRM 4.3.4 CH. 3, catalog number has remained the same.  
*S:C:CP:RC:F* Internal Use
- 4.26.5**            *27703Y*            Each  
*07/2001 File IRM per transmittal*  
**Anti-Money Laundering - Bank Secrecy Act History & Law**  
Section 5 of Chapter 26 of the IRM Part 4: Guidance for examiners in the Anti-Money Laundering program (Bank Secrecy Act/Title 31 and Form 8300/irc 6050I programs). Previously issued as IRM 4.3.4 CH. 5, catalog number has remained the same.  
*S:C:CP:RC:F* Internal Use
- 4.26.6**            *27704J*            Each  
*07/2001 File IRM per transmittal*  
**Anti-Money Laundering - Role of the Bank Secrecy Act (BSA) Examiner**  
Section 6 of Chapter 26 of the IRM Part 4: Guidance for examiners in the Anti-Money Laundering program (Bank Secrecy Act/Title 31 and Form 8300/irc 6050I programs). Previously issued as IRM 4.3.4 CH. 6, catalog number has remained the same.  
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- 4.26.7**            *27706F*            Each  
*07/2001 File IRM per transmittal*  
**Anti-Money Laundering - Bank Secrecy Act Penalties**  
Section 7 of Chapter 26 of the IRM Part 4: Guidance for examiners in the Anti-Money Laundering program (Bank Secrecy Act/Title 31 and Form 8300/irc 6050I programs). Previously issued as IRM 4.3.4 CH. 7, catalog number has remained the same.  
*S:C:CP:RC:F* Internal Use
- 4.26.8**            *27707Q*            Each  
*07/2001 File IRM per transmittal*  
**Anti-Money Laundering - Bank Secrecy Act Special Procedures**  
Section 8 of Chapter 26 of the IRM Part 4: Guidance for examiners in the Anti-Money Laundering program (Bank Secrecy Act/Title 31 and Form 8300/irc 6050I programs). Previously issued as IRM 4.3.4 CH. 8, catalog number has remained the same.  
*S:C:CP:RC:F* Internal Use
- 4.26.10**           *27708B*            Each  
*07/2001 File IRM per transmittal*  
**Anti-Money Laundering - IRC 6050 I History and Law**  
Section 10 of Chapter 26 of the IRM Part 4: Guidance for examiners in the Anti-Money Laundering program (Bank Secrecy Act/Title 31 and Form 8300/irc 6050I programs). Previously issued as IRM 4.3.4 CH. 10, catalog number has remained the same.  
*S:C:CP:RC:F* Internal Use
- 4.26.11**           *27709M*            Each  
*07/2001 File IRM per transmittal*  
**Anti-Money Laundering - Role of the Title 26 Examiner**  
Section 11 of Chapter 26 of the IRM Part 4: Guidance for examiners in the Anti-Money Laundering program (Bank Secrecy Act/Title 31 and Form 8300/irc 6050I programs). Previously issued as IRM 4.3.4 CH. 11, catalog number has remained the same.  
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- 4.26.14**           *27711Y*            Each  
*07/2001 File IRM per transmittal*  
**Anti-Money Laundering - Disclosure**  
Section 14 of Chapter 26 of the IRM Part 4: Guidance for examiners in the Anti-Money Laundering program (Bank Secrecy Act/Title 31 and Form 8300/irc 6050I programs). Previously issued as IRM 4.3.4 CH. 14, catalog number has remained the same.  
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- 4.27.1**            *27750X*            Each  
*07/2001 File IRM per transmittal*  
**Bankruptcy - Petitions Filed After 9/30/79**  
This IRM provides instructions and guidance to examiners (RA's and TCO's) examining taxpayers that have filed or are preparing to file bankruptcy. Previously issued as IRM 4.3.10 CH 1, catalog number has remained the same.  
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- 4.27.2**            *27751I*            Each  
*07/2001 File IRM per transmittal*  
**Bankruptcy - Examiner Responsibilities**  
This IRM provides instructions and guidance to examiners (RA's and TCO's) examining taxpayers that have filed or are preparing to file bankruptcy. Previously issued as IRM 4.3.10 CH. 2, catalog number has remained the same.  
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- 4.27.3**            *27752T*            Each  
*07/2001 File IRM per transmittal*  
**Bankruptcy - Review and Processing Procedures**  
This IRM provides instructions and guidance to examiners (RA's and TCO's) examining taxpayers that have filed or are preparing to file bankruptcy. Previously issued as IRM 4.3.10 CH 3, catalog number has remained the same.  
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- 4.27.4**            *27753E*            Each  
*07/2001 File IRM per transmittal*  
**Bankruptcy - Statute of Limitations Considerations**  
This IRM provides instructions and guidance to examiners (RA's and TCO's) examining taxpayers that have filed or are preparing to file bankruptcy. Previously issued as IRM 4.3.10 CH 4, catalog number has remained the same.  
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- 4.27.5**            *27754P*            Each  
*07/2001 File IRM per transmittal*  
**Bankruptcy - Miscellaneous Provisions**  
This IRM provides instructions and guidance to examiners (RA's and TCO's) examining taxpayers that have filed or are preparing to file bankruptcy. Previously issued as IRM 4.3.10 CH 5, catalog number has remained the same.  
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- 4.28.1**            *27547Y*            Each  
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**Market Segment Specialization Program (MSSP) - Market Specialization**  
This IRM provides examiners with information and guidance on the Market Segment Specialization Program. Previously issued as IRM 4.3.7 CH. 1, catalog number has remained the same.  
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- 4.29.1**            *36921I*            Each  
*08/2001 File IRM per transmittal*  
**Partnership Control System (PCS) Multi-Functional Handbook - Overview of PCS**  
This IRM contains administrative updates to conform with new IRS structure. This IRM is used by field and Service Center personnel working with TEFRA and PCS. Previously issued as IRM 121.4 CH. 1, catalog number has remained the same.  
*S:C:CP:RC:SCC* Internal Use
- 4.29.2**            *36922T*            Each  
*08/2001 File IRM per transmittal*  
**Partnership Control System (PCS) - Maintaining the PCS Database**  
This IRM is used by field and Service Center personnel working with TEFRA and PCS. Previously issued as IRM 121.4 CH. 2, catalog number has remained the same.  
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- 4.29.3**            *36923E*            Each  
*08/2001 File IRM per transmittal*  
**Partnership Control System (PCS) - PCS Database Elements**  
This IRM is used by field and Service Center personnel working with TEFRA and PCS. Previously issued as IRM 121.4 CH. 3, catalog number has remained the same.  
*S:C:CP:RC:SCC* Internal Use

- 4.29.4**            *36924P*            Each  
*08/2001 File IRM per transmittal*  
**Partnership Control System (PCS) Multi-Functional Handbook - PCS Reports**  
This IRM contains administrative updates to conform with new IRS structure. Its used by field and Service Center personnel working with TEFRA and PCS. Previously issued as IRM 121.4 CH. 4, catalog number has remained the same. *S:C:CP:RC:SCC* Internal Use
- 4.29.5**            *36925A*            Each  
*01/2002 File IRM per transmittal*  
**Partnership Control System Multi-Fuctional Handbook - PCS TEFRA Notices and Cover Letters**  
This IRM chapter contains information on PCS TEFRA notices and cover letters. This IRM replaces old IRM 48(11)0. Previously issued as IRM 121.4 CH.5, catalog number remain the same. *S:C:CP:RC:SCC* Internal Use **This product may not be ordered by the general public**
- 4.30.1**            *32528P*            Each  
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**LMSB General Procedures - Pre-Filing Agreement Program**  
This IRM provides guidelines for the conduct of the Pre-Filing Agreement. *LMSB:PFTG:PFS* Internal Use
- 4.30.3**            *32504F*            Each  
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**LMSB General - Overseas Posts**  
This IRM provides information on the Overseas Posts and the role of the Tax Attaches overseas. *LM:IN:OO* Internal Use
- 4.31.1**            *36873J*            Each  
*08/2001 File IRM per transmittal*  
**Flow-Through Entity Multi-Functional Handbook - Flow-Through Entity and Related Return Procedures**  
This IRM contains information on flow-through entity and related return procedures. This manual is used by field and Service Center personnel working with TEFRA and PCS. Previously issued as IRM 121.5 CH. 1, catalog number has remained the same. *S:C:CP:RC:SCC* Internal Use
- 4.31.2**            *36874U*            Each  
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**Flow-Through Entity Multi-Functional Handbook - Administrative Adjustment Request (AAR)**  
This IRM contains information on Administrative Adjustment Request. This manual is used by field and Service Center personnel working TEFRA and PCS. Previously issued as IRM 121.5 CH. 5, catalog number has remained the same. *S:C:CP:RC:SCC* Internal Use
- 4.31.3**            *36879X*            Each  
*08/2001 File IRM per transmittal*  
**Flow-Through Entity Multi-Functional Handbook - Related Investor Examinations**  
This IRM discusses the procedures required to pass the results from the key case examination to the investor returns. This manual is used by field and Service Center personnel working with TEFRA and PCS. Previously issued as IRM 121.5 CH. 3, catalog number has remained the same. *S:C:CP:RC:SCC* Internal Use
- 4.35.1**            *27742X*            Each  
*03/2002 File IRM per transmittal*  
**Partnership and S Corporation - Tax Audit Guidelines**  
This IRM contains information on tax audit guidelines. Previously issued as IRM 4.3.1.5 CH. 1, catalog number has remained the same. *LM:PFT* Internal Use
- 4.35.2**            *27743I*            Each  
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**Partnership and S Corporation - Audit Techniques for Business Returns**  
This IRM contains information on audit techniques for business return. Previously issued as IRM 4.3.1.5 CH. 2, catalog number remains the same. *LM:PFT* Internal Use
- 4.36.1**            *32505Q*            Each  
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**Joint Committee Procedures - Joint Committee Process Overview**  
This IRM provides procedures for examining, reviewing and processing Joint Committee cases. The information in this IRM replaces old IRM 4.3.5 Chapters 1-8. *LM:PQI* Internal Use
- 4.36.2**            *32891R*            Each  
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**Joint Committee Procedures - Identification of Joint Committee Cases**  
This IRM provides procedures for examining, reviewing and processing Joint Committee cases. The information in this IRM replaces old IRM 4.3.5 Chapters 1-8. *LM:PQI* Internal Use
- 4.36.3**            *32892C*            Each  
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**Joint Committee Procedures - Examiner's Responsibilities**  
This IRM provides procedures for examining, reviewing and processing Joint Committee cases. The information in this IRM replaces old IRM 4.3.5 Chapters 1-8. *LM:PQI* Internal Use
- 4.36.4**            *32893N*            Each  
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**Joint Committee Procedures - Joint Committee Review Procedures**  
This IRM provides procedures for examining, reviewing and processing Joint Committee cases. The information in this IRM replaces old IRM 4.3.5 Chapters 1-8. *LM:PQI* Internal Use
- 4.36.5**            *32894Y*            Each  
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**Joint Committee Procedures - Reports**  
This IRM provides procedures for examining, reviewing and processing Joint Committee cases. The information in this IRM replaces old IRM 4.3.5 Chapters 1-8. *LM:PQI* Internal Use
- 4.40.1**            *27628S*            Each  
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**Technical Advisor Program - Technical Advisor Program**  
This IRM contains information on the technical advisor program. Previously issued as IRM 4.4 CH. 1, catalog number has remained the same. *LM:PFT:PFTS* Internal Use
- 4.40.2**            *27629D*            Each  
*03/2002 File IRM per transmittal*  
**Technical Advisor Program - Program Responsibilities and Duties**  
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- 4.40.3**            *27632A*            Each  
*03/2002 File IRM per transmittal*  
**Technical Advisor Program - Coordinated Issues**  
This IRM contains information on coordinated issues. Previously issued as IRM 4.4 CH. 4, catalog number has remained the same. *LM:PFT:PFTSP* Internal Use
- 4.40.4**            *27633L*            Each  
*03/2002 File IRM per transmittal*  
**Technical Advisor Program - Petroleum Industry Program**  
This IRM contains information on the petroleum program. m (PIP). Previously issued as IRM 4.4 CH. 5, catalog number has remained the same. *LM:PFT:PFTS* Internal Use
- 4.48.2**            *31715E*            Each  
*02/2001 File IRM per transmittal*  
**Engineering Program - Valuation Assistance for Cases Involving Works of Art**  
This IRM provides guidance for requesting art valuation assistance from the Office of Art Appraisal Service under the Chief Appeals. *AP:ART* Internal Use
- 4.43.1**            *27595I*            Each  
*01/2002 File IRM per transmittal*  
**Retail Industry Handbook - Retail Industry**  
Previously issued as IRM 4.4.3 CH. 1, catalog number remains the same. This manual assist examiners in the examination of income tax returns for taxpayers involved in the retail industry. *LM:RFPH* Internal Use

## IRM

- 4.44.1**            *36078E*            Each  
*01/2002 File IRM per transmittal*  
**Subchapter T Cooperatives Technical Handbook - IRC Section 521 Exempt Farmers' Cooperatives**  
This IRM discusses Exempt Farmers' Cooperatives and provides guidance on the exemption for corporations organized by a cooperative marketing or purchasing association that is exempt under Subchapter T of the Code. Previously issued as IRM 7.8.2 CH. 44, catalog number has remained the same. *LM:RFPH* Internal Use
- 4.60.2**            *35007L*            Each  
*01/2002 File IRM per transmittal*  
**International Procedures - Mutual Agreement Procedures and Report Guidelines**  
This IRM identifies responsibilities and provides guidelines and requirements for mutual agreement procedures and reports. Previously issued as IRM 4.3.1.1 CH. 7, catalog number has remained the same. *LM:IN:T:3* Internal Use
- 4.60.3**            *35008W*            Each  
*01/2002 File IRM per transmittal*  
**International Procedures - Tax Treaty Related Matters**  
This IRM identifies responsibilities and provides guidelines and requirements for tax treaty related matters. Previously issued as IRM 4.3.1.1 CH. 8, catalog number has remained the same. *LM:IN:T:3* Internal Use
- 4.61.1**            *27726X*            Each  
*04/2002 File IRM per transmittal*  
**International Audit Guidelines Handbook - Overview**  
This IRM contains an overview of the International Audit Guidelines used by international and field examination personnel. Previously issued as 4.3.1.2 Ch. 1. *LM:IN:I* Internal Use
- 4.61.2**            *27727I*            Each  
*04/2002 File IRM per transmittal*  
**International Audit Guidelines - Information Reporting and Recordkeeping**  
This IRM contains procedures for information reporting and recordkeeping. Previously issued as 4.3.1.2 Ch. 2. *LM:IN:I* Internal Use
- 4.61.3**            *27728T*            Each  
*04/2002 File IRM per transmittal*  
**International Audit Guidelines - Development of IRC 482 Cases**  
This IRM provides guidance on the development of IRC 482 cases. Previously issued as 4.3.1.2 Ch. 3. *LM:IN:I* Internal Use
- 4.61.4**            *27729E*            Each  
*04/2002 File IRM per transmittal*  
**International Audit Guidelines - Information Gathering**  
This IRM provides guidance on information gathering primarily for IRC 482 cases. Previously issued as IRM 4.3.1.2 CH. 4. *LM:IN:I* Internal Use
- 4.61.5**            *27731Q*            Each  
*04/2002 File IRM per transmittal*  
**International Audit Guidelines - Entity Classification**  
This IRM contains background and guidelines for classifying a form of foreign business organization for U.S. tax purposes. Previously issued as IRM 4.3.1.2 Ch. 7. *LM:IN:I* Internal Use
- 4.61.6**            *27732B*            Each  
*04/2002 File IRM per transmittal*  
**International Audit Guidelines - Boycotts**  
This IRM provides guidance on international boycott audit guidelines. Previously issued as IRM 4.3.1.2 Ch. 9. *LM:IN:I* Internal Use
- 4.61.7**            *27733M*            Each  
*04/2002 File IRM per transmittal*  
**International Audit Guidelines - Controlled Foreign Corporations**  
This IRM provides guidance on controlled foreign corporations. Previously issued as IRM 4.3.1.2 Ch. 13. *LM:IN:I* Internal Use
- 4.61.8**            *27734X*            Each  
*04/2002 File IRM per transmittal*  
**International Audit Guidelines Handbook - IC Discs and FCSs**  
This IRM provides guidance on IC-DISCs and FSCs. Previously issued as IRM 4.3.1.2 Ch. 15. *LM:IN:I* Internal Use
- 4.61.9**            *27736T*            Each  
*04/2002 File IRM per transmittal*  
**International Audit Guidelines Handbook - Possessing Corporation**  
This IRM provides guidance on possession corporations. Previously issued as IRM 4.3.1.2 Ch. 16. *LM:IN:I* Internal Use
- 4.61.10**            *27737E*            Each  
*04/2002 File IRM per transmittal*  
**International Audit Guidelines - Foreign Tax Credit**  
This IRM provides guidance on Foreign Tax Credit. Previously issued as IRM 4.3.1.2 CH. 18. *LM:IN:I* Internal Use
- 4.61.11**            *27738P*            Each  
*04/2002 File IRM per transmittal*  
**International Audit Guidelines - Transfers of Property by and to Foreign Corporations**  
This IRM provides guidance on transfers of property by and to foreign corporations. Previously issued as IRM 4.3.1.2 Ch. 19. *LM:IN:I* Internal Use
- 4.61.12**            *27739A*            Each  
*04/2002 File IRM per transmittal*  
**International Audit Guidelines - Foreign Investment in Real Property Tax Act**  
This IRM provides guidance on Foreign Investment in Real Property Tax Act (FIRPTA). Previously issued as IRM 4.3.1.2 Ch. 29. *LM:IN:I* Internal Use
- 4.72.2**            *35951M*            Each  
*03/2002 File IRM per transmittal*  
**Employee Plans Technical Guidance - Cash or Deferred Arrangements (CODAs)**  
This IRM provides guidance for examiners on cash or deferred arrangements (CODAs). Previously issued as IRM 7.7.1 CH. 2, catalog number has remained the same. *T:EP:RA:G* Internal Use
- 4.72.3**            *35952X*            Each  
*03/2002 File IRM per transmittal*  
**Employee Plans Technical Guidance - Employee Contributions and Matching Contributions**  
This IRM provides guidance for examiners on plans providing for employee contributions and matching contributions. Previously issued as IRM 7.7.1 CH. 3, catalog number remains the same. *T:EP:RA:G* Internal Use
- 4.72.4**            *35953I*            Each  
*08/2001 File IRM per transmittal*  
**Employee Plans Technical Guidance - Employee Stock Ownership Plans (ESOPs)**  
This IRM provides guidance for examiners on how to examine an IRC 4975(e) leveraged ESOP. Previously issued as IRM 7.7.1 CH. 4, catalog number has remained the same. *T:EP:RA:G* Internal Use
- 4.72.5**            *35954T*            Each  
*07/2001 File IRM per transmittal*  
**Employee Plans Technical Guidance - Top-Heavy Plans**  
This IRM provides guidance for examiners to determine whether a qualified retirement plan is top-heavy and if so, whether the plan meets the requirements for a top-heavy plan under IRC 416. Previously issued as IRM 7.7.1 CH. 5, catalog number has remained the same *T:EP:RA:G* Internal Use
- 4.72.8**            *35957A*            Each  
*07/2001 File IRM per transmittal*  
**Employee Plans Technical Guidance - Valuation of Assets**  
This IRM provides guidance for examiners on valuing assets in a qualified retirement plan. These procedures replace procedures at IRM 7.6.1 CH. 4. Previously issued as IRM 7.7.1 CH. 8, catalog number has remained the same. *CP:E:EP:FC* Internal Use
- 4.72.9**            *35958L*            Each  
*03/2002 File IRM per transmittal*  
**Employee Plans Technical Guidance - Qualified Joint & Survivor Annuity Requirements Examination Guidelines**  
This IRM provides guidance on examining employee plans subject to qualified joint and survivor requirements. Previously issued as IRM 7.7.1 CH. 9, catalog number has remained the same. *T:EP:RA:G* Internal Use

- 4.72.13** 27872M Each  
09/2001 File IRM per transmittal  
**Employee Plans Technical Guidance - 403(b) Plans**  
This IRM provides guidance on how to examine a plan described in Internal Revenue Code 403(b). Previously issued as IRM 7.7.1 CH. 13, catalog number remains the same. *T:EP:RA:T1* Internal Use
- 4.72.14** 32023H Each  
05/2001 File IRM per transmittal  
**Employee Plans Examination Guidelines - Multiemployer Plan Examination Guidelines**  
This IRM contains guidelines for examining multiemployer plans primarily for Employee Plans field personnel. *T:EP:RA:G* Internal Use
- 4.72.17** 32409H Each  
07/2001 No Previous Issue  
**Employee Plans Technical Guidance - Simplified Employee Pensions (SEPs) and Salary Reduction Simplified Employee Pensions (S)**  
This IRM provide guidance for EP examiners on SEPs and SARSEPs. *T:EP:RA:G* Internal Use
- 4.72.18** 35924F Each  
03/2002 File IRM per transmittal  
**Employee Plans Technical Guidance - Nonbank Trustee Investigation Procedures**  
This IRM provides procedures for nonbank trustee investigation. Previously issued as IRM 7.6.1 CH. 4, catalog number has remained the same. *T:EP:RA:T1* Internal Use
- 104.1 CH. 1** 27690G Each  
06/1999 File IRM per transmittal  
**Fed State Relations Handbook - Overview**  
This IRM provides an overview of the FedState Relation Handbook. *OP:EX:CS:SCP* Internal Use
- 104.1 CH. 2** 27691R Each  
06/1999 File IRM per transmittal  
**Fed State Relations Handbook - Rules and Responsibilities**  
This IRM discusses the roles and responsibilities of the FedState Coordinator. *OP:EX:CS:SCP* Internal Use
- 104.1 CH. 3** 27692C Each  
06/1999 File IRM per transmittal  
**Fed State Relations Handbook - Disclosure / Privacy / Security**  
This IRM discusses the disclosure, privacy and security concerns related to the FedState program. *OP:EX:CS:SCP* Internal Use
- 104.1 CH. 4** 27693N Each  
06/1999 File IRM per transmittal  
**Fed State Relations Handbook - Tape Exchange Program**  
This IRM discusses the tape exchange program. *OP:EX:CS:SCP* Internal Use
- 104.1 CH. 5** 27694Y Each  
06/1999 File IRM per transmittal  
**Fed State Relations Handbook - Communications and Reporting**  
This IRM discusses communications and reporting. *OP:EX:CS:SCP* Internal Use
- 104.1 CH. 6** 27696U Each  
06/1999 File IRM per transmittal  
**Fed State Relations Handbook - Procedural Templates Measurements**  
This IRM discusses procedures, templates and measurements. *OP:EX:CS:SCP* Internal Use
- 104.1 CH. 7** 27697F Each  
06/1999 File IRM per transmittal  
**Fed State Relations Handbook - Project Coordination**  
This IRM discusses project coordination. *OP:EX:CS:SCP* Internal Use
- 104.1 CH. 8** 27698Q Each  
06/1999 File IRM per transmittal  
**Fed State Relations Handbook - Key legal issues & Counsel Procedures**  
This IRM discusses key legal issues and Counsel procedures. *OP:EX:CS:SCP* Internal Use
- 104.3 CH. 12** 30323Q Each  
02/1999 File IRM per transmittal  
**AIMS/Processing Handbook - Examined Closings, Surveyed Claims, and Partial Assessments**  
This handbook contains instructions for Appeals and Examination personnel on the use of AIMS and the processing of cases. This handbook replaces 48(13)1, 48(13)2 and 48(13)3. *OP:EX:CS:WMS* Internal Use
- 104.7 CH. 1** 27674G Each  
05/1999 File IRM per transmittal  
**Financial Products and Transactions Handbook - Overview**  
This chapter is an overview of the Financial Products and Transaction Handbook. This replaces IRM 4236, chapter 700. *OP:EX:CS:SCP* Internal Use
- 104.7 CH. 2** 27676C Each  
05/1999 File IRM per transmittal  
**Financial Products and Transactions Handbook - Organizations**  
This chapter discusses the organization of the Financial Products and Transaction program. This replaces IRM 4236, chapter 700. *OP:EX:CS:SCP* Internal Use
- 104.7 CH. 3** 27677N Each  
05/1999 File IRM per transmittal  
**Financial Products and Transactions Handbook - Case / Issue Referral Criteria and FPT Reports Procedures**  
This chapter discusses case/issue referral criteria and procedures. This replaces 4236, chapter 700. *OP:EX:CS:SCP* Internal Use
- 104.7 CH. 4** 27678Y Each  
05/1999 File IRM per transmittal  
**Financial Products and Transactions Handbook - Tax Law Applicable to FPT**  
This chapter discusses the tax law applicable to FPT. *OP:EX:CS:SCP* Internal Use
- 104.7 CH. 5** 27679J Each  
05/1999 File IRM per transmittal  
**Financial Products and Transactions Handbook - FPT Issues**  
This chapter discusses FPT issues. This replaces 4236, chapter 700. *OP:EX:CS:SCP* Internal Use
- 104.7 CH. 6** 27680K Each  
05/1999 File IRM per transmittal  
**Financial Products and Transactions Handbook - FPT Audit Techniques**  
This chapter discusses FPT audit techniques. This replaces 4236, chapter 700. *OP:EX:CS:SCP* Internal Use
- 104.11 CH. 1** 28517U Each  
10/1999 File IRM per transmittal  
**Electronic Filing Program - Monitoring the IRS e-file Program**  
This handbook provides instruction for examiners on monitoring the IRS e-file program. *OP:EX:CS:SCP* Internal Use
- 5.1.1** 27899D Each  
08/2001 File IRM per transmittal  
**General - Miscellaneous Guidelines**  
This IRM section contains miscellaneous guidelines for revenue officers. It also provides guidance for the routine day-to-day responsibilities when working delinquent accounts. Previously issued as IRM 5.1 CH. 1, catalog number has remained the same. *S:C:CP:P:CGP* Internal Use
- 5.1.2** 27784D Each  
08/2001 File IRM per transmittal  
**General Handbook - Remittance, Form 809 and Designated Payments**  
This IRM provides instructions and guidelines for processing remittances, using Form 809 and using designated payment codes. *S:C:CP:FP:CGP* Internal Use
- 5.1.3** 27755A Each  
07/2001 File IRM per transmittal  
**General - Potentially Dangerous Taxpayer**  
This IRM contains procedures for Compliance employees to report assaults, threats, and harassments. It also contains information on how to safely work with taxpayers that have been designated by the Office of Employee Protection to be potentially dangerous. Previously issued as IRM 5.1 CH. 3, catalog number has remained the same. *S:C:CP:IE* Internal Use
- 5.1.4** 27786Z Each  
07/2001 File IRM per transmittal  
**General Handbook - Jeopardy, Termination, Quick and Prompt Assessments**  
This IRM covers the procedures for Jeopardy, Termination, and Quick and Prompt Assessments. Previously issued as IRM 5.1 CH. 4, catalog number has remained the same. *S:C:CP:FP:T1* Internal Use

## IRM

**5.1.5** 27787K Each  
07/2001 File IRM per transmittal  
**General - Balancing Civil and Criminal Cases**

This IRM provides procedures for balancing the civil and criminal aspects of enforcement. Previously issued as IRM 5.1 CH. 5, catalog number has remained the same. S:C:CP:FP:TI Internal Use

**5.1.7** 27788V Each  
07/2001 File IRM per transmittal  
**General - Government Agencies, Federal Employees and Retirees, Military Personnel & Department of Defense Employees**

This IRM provides instructions and guidelines for working accounts on government agencies, federal employees and retirees, military personnel and DOD employees. Previously issued as IRM 5.1 CH> 7, catalog number has remained the same. S:C:CP:FP:CGP Internal Use

**5.1.8** 27789G Each  
08/2001 File IRM per transmittal  
**Collecting Process - Courtesy Investigations**

This IRM provides instructions and guidelines for courtesy investigations compliance and any other function requesting an action from another area. Previously issued as IRM 5.1 CH. 8, catalog number has remained the same. S:C:CP:FP:CRA Internal Use

**5.1.9** 35409L Each  
10/2001 File IRM per transmittal  
**General Handbook - Collection Appeal Rights**

This provides IRM procedures for revenue officers on Collection Due Process Hearing Rights and appeal rights under the Collection Appeals Program. S:C:CP:FP:CGP Internal Use

**5.1.10** 27790H Each  
01/2002 File IRM per transmittal  
**General Handbook - Taxpayer Contact**

This IRM provides procedures for revenue officers dealing with documentation during taxpayer contact. S:C:CP:FP:CGP Internal Use

**5.1.11** 27791S Each  
07/2001 File IRM per transmittal  
**General - Delinquent Return Accounts**

This IRM provides instructions for investigating and resolving delinquent return accounts. Previously issued as IRM 5.1 CH. 11, catalog number remains the same. S:C:CP:FP:N Internal Use

**5.1.12** 27992F Each  
07/2001 File IRM per transmittal  
**General - Cases Requiring Special Handling**

This IRM provides guidance for SB/SE revenue officers. Previously issued as IRM 5.1 CH. 12, catalog number has remained the same. S:C:CP:FP:CGP Internal Use

**5.1.14** 27794Z Each  
07/2001 File IRM per transmittal  
**General - Collection Field Function Techniques and Other Assignments**

This IRM revision includes changes to titles and functions to reflect the new organization after the stand-up of the business operating division. Previously issued as IRM 5.1 CH. 14, catalog number has remained the same. S:C:CP:FP:CGP Internal Use

**5.1.15** 28316H Each  
07/2001 File IRM per transmittal  
**General - Account Transfers, Adjustments, Payment Tracers, Credit Transfers and Refunds**

This IRM contains instructions for working account transfers, adjustments, payment tracers, credit transfers and refunds. Previously issued as IRM 5.1 CH. 15, catalog number has remained the same. S:C:CP:FP:CGP Internal Use

**5.1.17** 29420A Each  
07/2001 File IRM per transmittal  
**General - Third Party Contacts**

This IRM section provides guidelines on revenue officer contacts with third parties in the determination of a tax liability or collectibility of a tax liability. Previously issued as IRM 5.1 CH. 17, catalog number has remained the same. S:C:CP:FP:CGP Internal Use

**LEM 5.1** 27828U Each  
07/2001 File IRM per transmittal  
**Penalties**

This LEM provides guidelines for the assertion and computation of some of the penalties commonly associated with collection cases. Previously issued as LEM 5 CH. 1, catalog number has remained the same. S:C:CP:FP:TI Internal Use **This product may not be ordered by the general public**

**5.2.1** 35459R Each  
07/2001 File IRM per transmittal  
**Reports - Preparation and Processing of Daily Reports**

This IRM provides information and procedures for preparing and processing of daily reports. Previously issued as IRM 5.2 CH. 1, catalog number has remained the same. S:C:CP:CW:CMIS Internal Use

**5.2.2** 35462O Each  
07/2001 File IRM per transmittal  
**Reports - Collection Reports**

This IRM provides instructions and guidelines for Collection reports. Previously issued as IRM 5.2 CH. 2, catalog number has remained the same. S:C:CP:CW:CMIS Internal Use

**5.2.4** 35464K Each  
01/2002 File IRM per transmittal  
**Reports - Collection Reports**

Previously IRM 5.2 Ch.4, catalog remains the same. This IRM Assists employees in understanding the data contained in Collection Reports. S:C:CP:CW:CMIS Internal Use

**LEM 5.2** 27829F Each  
07/2001 File IRM per transmittal  
**Nonfilers**

This LEM provides guidelines for working nonfilers and Del Rets. Previously issued as LEM 5 CH. 2, catalog number has remained the same. S:C:CP:FP:TI Internal Use **This product may not be ordered by the general public**

**5.3.1** 35466G Each  
11/2001 File IRM per transmittal  
**Entity Case Management Systems - Entity Management Information System**

This IRM gives an overview of the Entity Case Management System as well as the procedures for using this system. Previously issued as IRM 5.3 CH. 1, catalog number has remained the same. S:C:CP:CW:CCS Internal Use

**LEM 5.3** 27831R Each  
07/2001 File IRM per transmittal  
**Balance Due Accounts**

This LEM provides guidelines for working Balance Due (Bal Due) accounts. Previously issued as LEM 5 CH. 3, catalog number has remained the same. S:C:CP:FP:TI Internal Use **This product may not be ordered by the general public**

**5.4.1** 29629X Each  
05/2000 File IRM per transmittal  
**Collection Support Function Handbook - Remittance Processing**

This IRM chapter provides and overview of the Collection Support function (CSF) and the Remittance Processor Responsibilities. S:C:CP:FP:TI Internal Use

**5.4.2** 29630Y Each  
07/2001 File IRM per transmittal  
**Case Processing Handbook - Adjustments, Payment Tracer and Credit Transfers**

This IRM provides the general guidelines for adjustments, payment tracer and credit transfers for the Area Offices to follow. Previously issued as IRM 5.4 CH. 2, catalog number has remained the same. S:C:CP:FP:TI Internal Use

**5.4.3** 29631J Each  
07/2001 File IRM per transmittal  
**Case Processing Handbook - Clerical Procedures**

This IRM provides and overview and the general instructions for remote terminal research and input operations. Previously issued as IRM 5.4 CH. 3, catalog number has remained the same. S:C:CP:FP:TI Internal Use

**LEM 5.4** 27832C Each  
07/2001 File IRM per transmittal  
**Other Field Investigations and Techniques**

This LEM provides guidelines for other field investigations and techniques. Previously issued as LEM 5 CH. 4, catalog number has remained the same. S:C:CP:FP:CRA Internal Use **This product may not be ordered by the general public**

- 5.5.1** 35478Y Each  
08/2001 File IRM per transmittal  
**Insolvencies, Decedent Estates and Estate Taxes - Insolvencies, Decedent Estates and Estate Taxes**  
This IRM provides guidelines for revenue officers, Technical Support and Insolvency Support employees for handling non-bankruptcy insolvency issues, decedent estates and estate tax liens. Previously issued as IRM 5.5 CH. 1, catalog number remained the same. S:C:CP:FP:TI Internal Use
- 5.5.2** 35479J Each  
08/2001 File IRM per transmittal  
**Insolvencies, Decedent Estates and Estate Taxes - Working (Non Bankruptcy) Cases**  
This IRM provides guidelines for revenue officers, Technical Support and Insolvency Support employees for handling Non-Bankruptcy Insolvency issues. Previously issued as IRM 5.5 CH. 2, catalog number remained the same. S:C:CP:FP:TI Internal Use
- 5.5.3** 35481V Each  
08/2001 File IRM per transmittal  
**Insolvencies, Decedent Estates and Estate Taxes - Working Decedent Cases**  
This IRM provides guidelines for revenue officers, Technical Support and Insolvency Support employees for handling Decedent Cases. Previously issued as IRM 5.5 CH. 3, catalog number has remained the same. S:C:CP:FP:TI Internal Use
- 5.5.4** 35483R Each  
08/2001 File IRM per transmittal  
**Insolvencies, Decedent Estates and Estate Taxes - Collecting Actions on Insolvency and Decedent Cases**  
This IRM provides guidelines for revenue officers, Technical Support and Insolvency support employees for collecting actions on Insolvency and Decedent Cases. Previously issued as IRM 5.5 CH. 4, catalog number has remained the same. S:C:CP:FP:TI Internal Use
- 5.5.5** 35485N Each  
08/2001 File IRM per transmittal  
**Insolvencies, Decedent Estates and Estate Taxes - Processing Estate Tax Extensions of Time to Pay**  
This IRM provides guidelines for revenue officers and Technical Support and Insolvency Support employees guidelines for processing Estate Tax Extensions of Time to Pay. Previously issued as IRM 5.5 CH. 5, catalog number has remained the same. S:C:CP:FP:TI Internal Use
- 5.5.6** 35486Y Each  
08/2001 File IRM per transmittal  
**Insolvencies, Decedent Estates and Estate Taxes - Estate Tax Installments**  
This IRM provides guidelines for revenue officers, Technical Support and Insolvency Support employees guidelines for processing Estate Tax Installments. Previously issued as IRM 5.5 CH. 6, catalog number has remained the same. S:C:CP:FP:TI Internal Use
- 5.5.7** 35487J Each  
08/2001 File IRM per transmittal  
**Insolvencies, Decedent Estates and Estate Taxes - Collecting Delinquent Estate Tax Accounts**  
This IRM provides guidelines for revenue officers, Technical Support and Insolvency Support employees guidelines for collecting delinquent Estate Tax Accounts. Previously issued as IRM 5.5 CH. 7, catalog number has remained the same. S:C:CP:FP:TI Internal Use
- 5.5.8** 35488U Each  
08/2001 File IRM per transmittal  
**Insolvencies, Decedent Estates and Estate Taxes - Estate Tax Liens**  
This IRM provides guidelines for revenue officers, technical support and insolvency support employees on processing estate tax liens. Previously issued as IRM 5.5 CH. 8, catalog number has remained the same. S:C:CP:FP:TI Internal Use
- LEM 5.5** 27833N Each  
07/2001 File IRM per transmittal  
**Technical Support**  
This LEM provides guidelines for cases controlled by the Technical Support function. Previously issued as LEM 5 CH. 5, catalog number has remained the same. S:C:CP:FP:TI Internal Use **This product may not be ordered by the general public**
- 5.6.1** 35489F Each  
08/2001 File IRM per transmittal  
**Collaterals - Collateral Agreements and Security Type Collateral**  
This IRM section provides instructions regarding Collateral Agreements and Acceptable Security Types for Collateral Agreements. S:C:CP:FP:TI Internal Use
- 5.6.2** 35491R Each  
08/2001 File IRM per transmittal  
**Collaterals - Maintenance**  
This IRM provides procedures and guidance for service personnel to follow for Maintaining Collateral. S:C:CP:FP:TI Internal Use
- 5.7.1** 35495J Each  
07/2001 File IRM per transmittal  
**Trust Fund Compliance Handbook - FTD Alerts**  
This IRM provides information in federal tax deposits alerts which identify taxpayers who have fallen behind in their deposits and was revised to reflect the new organizational changes. Previously issued as IRM 5.7 Chapter 1, catalog number remained the same. S:C:CP:FP:E Internal Use
- 5.7.2** 35496U Each  
08/2001 File IRM per transmittal  
**Trust Fund Compliance Handbook - Trust Fund Compliance**  
This IRM Section provides information on trust fund compliance. Previously issued as IRM 5.7 CH. 2, catalog number has remained the same. S:C:CP:FP:E Internal Use
- 5.7.3** 35497F Each  
08/2001 File IRM per transmittal  
**Trust Fund Compliance Handbook - Establishing Responsibility & Willfulness for TFRP**  
This section provides the instructions to revenue officers on establishing responsibility and willfulness for the TFRP. Previously issued as IRM 5.7 CH. 3, catalog number has remained the same. S:C:CP:FP:E Internal Use
- 5.7.4** 35498Q Each  
08/2001 File IRM per transmittal  
**Trust Fund Compliance Handbook - Investigation and Recommendation of Trust Fund**  
This section provides the instructions to revenue officers for investigation and recommendation of TFRP. Previously issued as IRM 5.7 CH. 4, catalog number has remained the same. S:C:CP:FP:E Internal Use
- 5.7.5** 35499B Each  
07/2001 File IRM per transmittal  
**Trust Fund Compliance Handbook - Collectibility Determination**  
This chapter provides instructions to revenue officers for collectibility determinations for TFRP. Previously issued as IRM 5.7 Chapter 5, catalog number remained the same. S:C:CP:FP:E Internal Use
- 5.7.6** 35501C Each  
07/2001 File IRM per transmittal  
**Trust Fund Compliance Handbook - Trust Fund Penalty Assessment Actions**  
This section provides the instructions to revenue officers for trust fund penalty assessment actions. Previously issued as IRM 5.7 Chapter 6, catalog number has remained the same. S:C:CP:FP:E Internal Use
- 5.7.7** 35502N Each  
08/2001 File IRM per transmittal  
**Trust Fund Compliance Handbook - Payment Application on Trust Fund Recovery Penalty SGML**  
This section provides the instructions to revenue officers for payment application for trust fund recovery penalty. Previously issued as IRM 5.7 CH. 7, catalog number has remained the same. S:C:CP:FP:E Internal Use
- 5.7.8** 31077V Each  
01/2002 File IRM per transmittal  
**Trust Fund Compliance - In-Business Repeater Trust Fund Taxpayer**  
This IRM provides instructions and guidelines to revenue officers working accounts on in-business repeater trust fund taxpayers. Previously issued as IRM 5.7 CH. 8, catalog number has remained the same. S:C:CP:FP:CGP Internal Use

## IRM

- 5.8.1** 27839B Each  
11/2001 File IRM per transmittal  
**Offer in Compromise - Overview**  
This IRM provides an overview of the OIC process for SBSE Compliance employees. Previously issued as IRM 5.8 CH. 1, catalog number has remained the same. S:C:CP:CRA Internal Use
- 5.8.2** 27841N Each  
11/2001 File IRM per transmittal  
**Offer in Compromise - Offer Receipts**  
This IRM provides information regarding the jurisdictional responsibility of offers. Previously issued as IRM 5.8 Chapter 2, catalog number has remained the same. S:C:CP:CRA Internal Use
- 5.8.3** 27842Y Each  
11/2001 File IRM per transmittal  
**Offer in Compromise - Processability**  
This IRM is for use by SBSE Compliance employees. Previously issued as IRM 5.8 CH. 3, catalog number has remained the same. S:C:CP:CRA Internal Use
- 5.8.4** 27843J Each  
11/2001 File IRM per transmittal  
**Offer in Compromise - Investigation**  
This IRM is for use by SBSE Compliance employees. Previously issued as IRM 5.8 CH. 4, catalog number has remained the same. S:C:CP:CRA Internal Use
- 5.8.5** 27844U Each  
11/2001 File IRM per transmittal  
**Offer in Compromise - Financial Analysis**  
This IRM provides instructions for verifying and analyzing the taxpayer's financial condition. Previously issued as IRM 5.8 Chapter 5, catalog number has remained the same. S:C:CP:CRA Internal Use
- 5.8.6** 27846Q Each  
11/2001 File IRM per transmittal  
**Offer in Compromise - Collateral Agreements**  
This IRM is for use by SBSE employees. Previously issued as IRM 5.8 CH. 6, catalog number has remained the same. S:C:CP:CRA Internal Use
- 5.8.7** 27847B Each  
11/2001 File IRM per transmittal  
**Offer in Compromise - Return, Terminate, Withdraw and Reject Processing**  
This IRM is for use by SBSE employees. Previously issued as IRM 5.8 CH. 7, catalog number has remained the same. S:C:CP:CRA Internal Use
- 5.8.8** 27848M Each  
11/2001 File IRM per transmittal  
**Offer in Compromise - Acceptance Processing**  
This IRM is for use by SBSE employees. Previously numbered as IRM 5.8 CH. 8, catalog number has remained the same. S:C:CP:CRA Internal Use
- 5.8.9** 27849X Each  
11/2001 File IRM per transmittal  
**Offer in Compromise - Possible Actions on Accepted Offers**  
This IRM is for use by SBSE employees. Previously numbered as IRM 5.8 CH. 9, catalog number has remained the same. S:C:CP:CRA Internal Use
- 5.8.10** 27853F Each  
11/2001 File IRM per transmittal  
**Offer in Compromise - Special Case Processing**  
This IRM is for use by SBSE employees. Previously issued as IRM 5.8 CH. 10, catalog number has remained the same. S:C:CP:CRA Internal Use
- 5.8.11** 28904V Each  
11/2001 File IRM per transmittal  
**Offer in Compromise - Effective Tax Administration**  
This IRM is for use by SBSE employees. Previously issued as IRM 5.8 CH. 11, catalog number has remained the same. S:C:CP:CRA Internal Use
- 5.8.12** 33096W Each  
11/2001 File IRM per transmittal  
**Offer in Compromise - Independent Administrative Review**  
This IRM is for use by SB/SE employees and provides procedures for Collection employee on processing and investigating Offers in Compromise. S:C:CP:CRA Internal Use
- 5.9 CH. 1** 35560T Each  
02/1999 File IRM per transmittal  
**Bankruptcy Handbook - General Information on Bankruptcies**  
This chapter provides general information on bankruptcies. OP:CO:C:SP Internal Use
- 5.9 CH. 2** 35561E Each  
02/1999 File IRM per transmittal  
**Bankruptcy Handbook - Delinquent Account Processing**  
This chapter contains general processing instructions for all Collection and Customer Service employees who encounter bankruptcy situations in the performance of their normal duties. OP:CO:C:SP Internal Use
- 5.9 CH. 3** 35562P Each  
02/1999 File IRM per transmittal  
**Bankruptcy Handbook - Introduction to the Bankruptcy Code (Title 11)**  
This chapter defines the role of the legal and technical personnel involved in processing bankruptcies and explains the Bankruptcy Code that impact most frequently on the IRS. OP:CO:C:SP Internal Use
- 5.9 CH. 4** 35563A Each  
02/1999 File IRM per transmittal  
**Bankruptcy Handbook - Subjects Common to All Bankruptcies**  
This chapter contains information and instructions common to most or all bankruptcy proceedings filed under the various chapters of the bankruptcy code. OP:CO:C:SP Internal Use
- 5.9 CH. 5** 35564L Each  
02/1999 File IRM per transmittal  
**Bankruptcy Handbook - Special Procedures Opening Actions**  
This chapter contains information and instructions for Special Procedures function to use for opening, controlling and monitoring bankruptcy cases. OP:CO:C:SP Internal Use
- 5.9 CH. 6** 35565W Each  
02/1999 File IRM per transmittal  
**Bankruptcy Handbook - Proof of Claim Preparation**  
This chapter contains information and instructions for Special Procedures Function to use when researching, computing, preparing and filing proofs of claim for bankruptcy proceedings. OP:CO:C:SP Internal Use
- 5.9 CH. 7** 35566H Each  
02/1999 File IRM per transmittal  
**Bankruptcy Handbook - Bankruptcy Processing**  
This chapter contains information and instructions for Special Procedures function to use when processing text previously contained in IRM 57(13) and exhibits contained in IRM 5700. OP:CO:C:SP Internal Use
- 5.9 CH. 8** 35567S Each  
02/1999 File IRM per transmittal  
**Bankruptcy Handbook - Adjustment of a Municipal Debt**  
This chapter provides a brief introduction to Chapter 9 Municipal Bankruptcy procedures. OP:CO:C:SP Internal Use
- 5.9 CH. 9** 35568D Each  
02/1999 File IRM per transmittal  
**Bankruptcy Handbook - Bankruptcy Case Processing**  
This chapter provides information and instructions for controlling, reviewing, monitoring and processing chapter 11 Bankruptcy cases. OP:CO:C:SP Internal Use
- 5.9 CH. 10** 35569O Each  
02/1999 File IRM per transmittal  
**Bankruptcy Handbook - Bankruptcy Case Processing**  
This chapter provides information and instruction for controlling, reviewing, monitoring and processing Chapter 12 Bankruptcy. OP:CO:C:SP Internal Use
- 5.9 CH. 11** 35570P Each  
02/1999 File IRM per transmittal  
**Bankruptcy Handbook - Bankruptcy Case Processing**  
This chapter provides information and instructions for controlling, reviewing, monitoring and processing chapter 13 bankruptcies. OP:CO:C:SP Internal Use
- 5.9 CH. 12** 35571A Each  
02/1999 File IRM per transmittal  
**Bankruptcy Handbook - Closing Actions**  
This chapter provides information and instructions for performing case closing actions under a variety of bankruptcy conditions. OP:CO:C:SP Internal Use

- 5.9 CH. 13**      *35572L*      Each  
*02/1999 File IRM per transmittal*  
**Bankruptcy Handbook - Payment Application**  
This chapter provides information and instructions for application of payments or credits received while the debtor is in bankruptcy. *OP:CO:C:SP* Internal Use
- 5.10.1**            *35401B*      Each  
*02/2002 File IRM per transmittal*  
**Seizure and Sale - Pre-Seizure Considerations**  
This IRM contains guidelines and instructions for pre-seizure considerations. Previously issued as IRM 5.10 CH. 1, catalog number has remained the same. *S:C:CP:FP:E* Internal Use
- 5.10.2**            *35402M*      Each  
*02/2002 File IRM per transmittal*  
**Seizure and Sale - Securing Approval for Seizure Actions and Post-Approval Actions**  
This IRM contains the instructions for Securing Approval for Seizure Actions and Post-Approval Actions. Previously issued as IRM 5.10 CH. 2, catalog number has remained the same. *S:C:CP:FP:E* Internal Use
- 5.10.3**            *35403X*      Each  
*02/2002 File IRM per transmittal*  
**Seizure and Sale - Conducting the Seizure**  
This IRM contains the instructions for conducting the seizure. Previously issued as IRM 5.10 CH. 3, catalog number has remained the same. *S:C:CP:FP:E* Internal Use
- 5.10.4**            *35404I*      Each  
*02/2002 File IRM per transmittal*  
**Seizure and Sale - Actions Prior to Sale**  
This IRM contains the instructions for actions prior to sale. Previously issued as IRM 5.10 CH. 4, catalog number has remained the same. *S:C:CP:FP:E* Internal Use
- 5.10.5**            *35405T*      Each  
*02/2002 File IRM per transmittal*  
**Seizure and Sale - Sale Procedures**  
This IRM contains the instructions for sale procedures. Previously issued as IRM 5.10 CH. 5, catalog number has remained the same. *S:C:CP:FP:E* Internal Use
- 5.10.6**            *35406E*      Each  
*02/2002 File IRM per transmittal*  
**Seizure and Sale - Post Sale Actions and Responsibilities of Technical Support**  
This IRM contains the instructions for post sale actions and responsibilities of technical support. Previously issued as IRM 5.10 CH. 6, catalog number has remained the same. *S:C:CP:FP:E* Internal Use
- 5.10.7**            *35407P*      Each  
*02/2002 File IRM per transmittal*  
**Seizure and Sale - Acquired Property and Property Redeemed by the United States**  
This IRM contains the instructions for acquired property and property redeemed by the United States. Previously issued as IRM 5.10 CH. 7, catalog number has remained the same. *S:C:CP:FP:E* Internal Use
- 5.11.1**            *35743K*      Each  
*03/2002 File IRM per transmittal*  
**Notice of Levy - Background, Pre-Levy Actions & Restrictions on Levy**  
This IRM contains instructions for revenue officers about steps to take before issuing notices of levy and restrictions on levy. *S:C:CP:FP:E* Internal Use
- 5.11.2**            *35744V*      Each  
*07/2001 File IRM per transmittal*  
**Notice of Levy - Serving Levies, Releasing Levies & Returning Property**  
This IRM contains instructions for revenue officers about serving notices of levy, releasing levies, and returning levied property. *S:C:CP:FP* Internal Use
- 5.11.3**            *35746R*      Each  
*07/2001 File IRM per transmittal*  
**Notice of Levy - Jeopardy Levy without a Jeopardy Assessment**  
This IRM contains instructions for revenue officers concerning jeopardy levies when there is no jeopardy assessment. *S:C:CP:FP* Internal Use
- 5.11.4**            *35747C*      Each  
*07/2001 File IRM per transmittal*  
**Notice of Levy - Bank Levies**  
This IRM contains instructions for revenue officers about issuing bank levies. *S:C:CP:FP* Internal Use
- 5.11.5**            *35748N*      Each  
*07/2001 File IRM per transmittal*  
**Notice of Levy - Levy on Wages, Salary, & Other Income**  
This IRM contains instructions for revenue officers about issuing levies on wages, salary and other income. *S:C:CP:FP* Internal Use
- 5.11.6**            *35749Y*      Each  
*08/2001 File IRM per transmittal*  
**Notice of Levy - Notice of Levy in Special Cases**  
IRM 5.11.6 contains instructions for revenue officers about notices of levy that are not covered in other Chapters of this Handbook. *S:C:CP:FP:E* Internal Use
- 5.11.7**            *30480M*      Each  
*08/2001 File IRM per transmittal*  
**Notice of Levy - Automated Levy Programs**  
IRM 5.11.7, Notice of Levy, Automated Levy Programs provides background, procedures, and exhibits for the automated levy programs, including State Income Tax Levy Program (SITLP) and the Federal Payment Levy Program (FPLP). *S:C:CP:FP:E* Internal Use
- 5.12.1**            *35750Z*      Each  
*07/2001 File IRM per transmittal*  
**Federal Tax Liens - Lien Filing Requirements**  
This IRM provides instructions and requirements on issuing Federal Tax Liens. Previously issued as IRM 5.12 CH. 1, catalog number has remained the same. *S:C:CP:FP:TI* Internal Use
- 5.12.2**            *35751K*      Each  
*07/2001 File IRM per transmittal*  
**Federal Tax Liens - Certificates Relating to Liens**  
This revises IRM 5.12.2, Certificates Relating to Liens to reflect the new numbering system and IRS organizational name and title changes. Previously issued as IRM 5.12 CH. 2, catalog number has remained the same. *S:C:CP:FP:TI* Internal Use
- 5.12.3**            *35752V*      Each  
*08/2001 File IRM per transmittal*  
**Federal Tax Liens Handbook - Appeals Process and Claims for Damages**  
This IRM provides guidance to employees on the appeals process, both the Collection Appeals Program (CAP) and the Collection Due Process (CDP). Previously issued as IRM 5.12 CH. 3, catalog number has remained the same. *S:C:CP:FP:TI* Internal Use
- 5.12.4**            *35753G*      Each  
*07/2001 File IRM per transmittal*  
**Federal Tax Liens - Judicial/Nonjudicial Foreclosures**  
This revises IRM 5.12.4, Judicial and Non-Judicial Foreclosures to reflect the new numbering system and IRS organizational name and title changes. It provides procedures for processing judicial and non-judicial foreclosures actions. Previously issued as IRM 5.12 CH. 4, catalog number has remained the same. *S:C:CP:FP:TI* Internal Use
- 5.12.5**            *35754R*      Each  
*07/2001 File IRM per transmittal*  
**Federal Tax Liens - Redemptions**  
This revises IRM 5.13.5, Redemptions to reflect the new numbering system and IRS name and title changes. It provides procedures for redeeming property encumbered by a lien. Previously issued as IRM 5.12 CH. 5, catalog number has remained the same. *S:C:CP:FP:TI* Internal Use
- 5.13.1**            *35467R*      Each  
*07/2001 File IRM per transmittal*  
**Collection Quality Measurement - CQMS Administrative Guidelines**  
The IRM provides background information, procedures and guidelines for the centralized Collection Quality Measurement System (CQMS) to Revenue Officers. Previously issued as IRM 5.13 CH. 1, catalog number has remained the same. *S:CR:PE* Internal Use



## IRM

- 5.13.2**            *35469N*            Each  
*07/2001 File IRM per transmittal*  
**Collection Quality Measurement - Revenue Officer CQMS Documentation Guidelines**  
The IRM provides information on Collection Quality Measurement System (CQMS) documentation guidelines to Revenue Officers. Previously issued as IRM 5.13 CH. 2, catalog number has remained the same. *S:SR:PE* Internal Use
- 5.13.3**            *35470O*            Each  
*07/2001 File IRM per transmittal*  
**Collection Quality Measurement - CQMS Reviewer Requirements**  
This IRM provides information on required guidelines and procedures for Revenue Officers Reviewers to follow when reviewing Collection Quality Measurement System (CQMS). Previously issued as IRM 5.13 CH. 3, catalog number has remained the same. *S:SP:PE* Internal Use
- 5.13.4**            *29930B*            Each  
*07/2001 File IRM per transmittal*  
**Collection Quality Measurement - Offer in Compromise/Collection Quality Measurement System Documentation Guidelines**  
This IRM provides Collection Quality Measurement System (CQMS) documentation guidelines. Previously issued as IRM 5.13 CH. 4, catalog number has remained the same. *S:SP:PE* Internal Use
- 5.13.5**            *29931M*            Each  
*07/2001 File IRM per transmittal*  
**Collection Quality Measurement - Offer in Compromise/Collection Quality Measurement System Reviewer's Requirements**  
This IRM provides guidelines and procedures for reviewers to follow when reviewing Collection Quality Measurement System (CQMS) Offer in Compromise Cases. Previously issued as IRM 5.13 CH. 5, catalog number has remained the same. *S:SR:PE* Internal Use
- 5.14.1**            *28331W*            Each  
*08/2001 File IRM per transmittal*  
**Installment Agreements - Securing Installment Agreements**  
This IRM provides procedures and guidelines whereby the IRS allows taxpayers to pay liabilities over time. Previously issued as IRM 5.14 CH. 1, catalog number has remained the same. *S:C:CP:FP:CRA* Internal Use
- 5.14.2**            *28504R*            Each  
*07/2001 File IRM per transmittal*  
**Installment Agreements - Streamlined and Guaranteed Installment Agreements and Extensions of Time to Pay**  
This IRM covers the procedures for Installment Agreements - Streamlined and Guaranteed Installment Agreements and extensions to pay. Previously issued as IRM 5.14 CH. 2, catalog number has remained the same. *S:C:CP:FP:CRA* Internal Use
- 5.14.3**            *28505C*            Each  
*07/2001 File IRM per transmittal*  
**Installment Agreements - Multi-Functional Installment Agreement Authority**  
This IRM provides procedures for Multi-Functional Installment Agreement Authority. It is primarily intended for resolving balance due accounts. Previously issued as IRM 5.14 CH. 3, catalog number has remained the same. *S:C:CP:FP:CRA* Internal Use
- 5.14.4**            *28506N*            Each  
*07/2001 File IRM per transmittal*  
**Installment Agreements - BMF Installment Agreements**  
This IRM covers the procedures for Business (BMF) Installment Agreements. Previously issued as IRM 5.14 CH. 4, catalog number has remained the same. *S:C:CP:FP:CRA* Internal Use
- 5.14.5**            *28507Y*            Each  
*07/2001 File IRM per transmittal*  
**Installment Agreements - Monitoring of Installment Agreements**  
This IRM provides procedures and guidelines for monitoring most installment agreements for timely payments on accounts, as well as to determine where the taxpayer remains in compliance with the current filing and paying requirements. Previously issued as IRM 5.14 CH. 5, catalog number has remained the same. *S:C:CP:FP:CRA* Internal Use
- 5.14.6**            *28508J*            Each  
*07/2001 File IRM per transmittal*  
**Installment Agreements - Approval, Independent Administrative Review, Appeals, and Disposition of Documents**  
This IRM provides procedures and guidelines approval of installment agreements, including the level of approval of authority necessary for different types of agreements. Previously issued as IRM 5.14 CH. 6, catalog number has remained the same. *S:C:CP:FP:CRA* Internal Use
- 5.14.7**            *28509U*            Each  
*07/2001 File IRM per transmittal*  
**Installment Agreements - Payroll Deduction Agreements and Direct Debit Installment Agreements**  
This IRM provides procedures and guidelines for processing payroll deductions agreements and direct debit installment. Previously issued as IRM 5.14 CH. 7, catalog number has remained the same. *S:C:CP:FP:CRA* Internal Use
- 5.14.8**            *28510V*            Each  
*07/2001 File IRM per transmittal*  
**Installment Agreements - Defaulted Installment Agreements, Terminated Agreements and Appeals of Defaulted and Terminated Ins**  
This IRM covers the procedures for Defaulted Installment Agreements, Terminated Agreements and the related appeals process. Previously issued as IRM 5.14 CH. 8, catalog number has remained the same. *S:C:CP:FP:CRA* Internal Use
- 5.14.9**            *28511G*            Each  
*07/2001 File IRM per transmittal*  
**Installment Agreements - Monitoring Levy Payments / General**  
This IRM covers the procedures for Installment Agreements Monitoring Non-Installment Agreement levy payments. It is primarily intended for use when resolving balance due accounts. Previously issued as IRM 5.14 CH. 9, catalog number has remained the same. *S:C:CP:FP:CRA* Internal Use
- 5.15.1**            *29227X*            Each  
*07/2001 File IRM per transmittal*  
**Financial Analysis - Financial Analysis Handbook**  
This IRM provides information and procedures for conducting a financial analysis to determine the appropriate form of case resolution. Previously issued as IRM 5.15 CH. 1, catalog number has remained the same. The (07-2001) version was reprinted due to a missing table in Exhibit 10, the new version contains the table. *S:C:CP:FP:CRA* Internal Use
- 5.16.1**            *29751C*            Each  
*07/2001 File IRM per transmittal*  
**Currently Not Collectible - Overview**  
This IRM provides procedures for working currently not collectible cases. It is used by SB/SE Compliance employees. Previously issued as IRS 5.16 CH. 1, catalog number has remained the same. *S:C:CP:FP:CRA* Internal Use
- 5.17.1**            *30793S*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - General Information**  
IRM 5.17.1, Legal Reference Guide for Revenue Officers, Chapter 17, Section 1, General Information provides revenue officers with the fundamentals of legal knowledge needed in their daily activities. Previously issued as IRM 5.17 CH. 1, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.17.2**            *57343S*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - Federal Tax Liens**  
IRM 5.17.2, Legal Reference Guide for Revenue Officers, Chapter 17, Section 2, Federal Tax Liens provides revenue officers with procedures for perfecting a federal tax lien and outlines the major issued regarding the types of property subject to the federal tax lien. It also outlines procedures for the release of the federal tax lien. Previously issued as IRM 5.17 CH. 2, catalog number has remained the same. *S:C:CP:FP:T* Internal Use

- 5.17.3**            *57344D*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - Levy and Sale**  
 IRM 5.17.3, Legal Reference Guide for Revenue Officers, Chapter 17, Section 3, provides revenue officers with procedures for instituting levy and sale to enforce a federal tax lien. Previously issued as IRM 5.17 CH. 3, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.17.4**            *30752X*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - Suits by the United States**  
 IRM 5.17.4, Legal Reference Guide for Revenue Officers, Chapter 17, Section 4, provides revenue officers with the procedures for instituting and carrying out a lawsuit and some of the most common types of lawsuits commenced by the United States for effecting or assisting in the collection of taxes. Previously issued as IRM 5.17 CH. 4, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.17.5**            *57346Z*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - Suits Against the United States**  
 IRM 5.17.5, Legal Reference Guide for Revenue Officers, Chapter 17, Section 5, provides guidance on the principal types of judicial actions against the United States which revenue officers may encounter. Previously issued as IRM 5.17 CH. 5, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.17.6**            *30754T*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - Summonses**  
 IRM 5.17.6, Legal Guide for Revenue Officers, Chapter 17 Section 6 provides revenue officers basic legal concepts governing the use and enforcement of administrative summonses. Previously issued as IRM 5.17 CH. 6, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.17.7**            *30755E*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - Liability of Third Parties for Unpaid Employment Taxes**  
 IRM 5.17.7, Legal Reference Guide for Revenue Officers, Chapter 17, Section 7, Liability of Third Parties for Unpaid Employment Taxes provides revenue officers with legal guidance on the use of the Trust Fund Recovery Penalty. Previously issued as IRM 5.17 CH. 7, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.17.8**            *57347K*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - General Provisions of Bankruptcy**  
 This IRM contains information, instructions and references concerning bankruptcy cases and proceedings. It also explains the provisions and concepts of bankruptcy law that generally apply to all bankruptcy cases. Previously issued as IRM 5.17 CH. 8, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.17.9**            *57348V*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - Chapter 7 Bankruptcy (Liquidation)**  
 This IRM provides legal guidance to revenue officers on Chapter 7 bankruptcies and explains the provisions and concepts of bankruptcy law that are unique to Chapter 7. Previously issued as IRM 5.17 CH. 9, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.17.10**          *57349G*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - Bankruptcy (Reorganization)**  
 IRM 5.17.10, Legal Reference Guide for Revenue Officers, Chapter 17, Section 10, Chapter 11, Bankruptcy (Reorganization), contains information about the basic purpose and procedural workings of a Chapter 11 bankruptcy case, explains the ways in which a Chapter 11 bankruptcy case is different from a bankruptcy case brought under other chapters of the Bankruptcy Code. Previously issued as IRM 5.17 CH. 10, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.17.11**          *57350H*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - Chapter 13 Bankruptcy (Individuals with Regular Income)**  
 IRM 5.17.11, Legal Guide for Revenue Officers, Chapter 17, Section 11, Chapter 13 Bankruptcy (Individuals with Regular Income), contains information about the provisions and concepts of bankruptcy law that are unique to Chapter 13. It also briefly discusses Chapter 12. Previously issued as IRM 5.17 CH. 11, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.17.12**          *30756P*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - Investigations and Reports**  
 IRM 5.17.12, Legal Guide for Revenue Officers, Chapter 17, Section 12, Investigations and Reports, illustrates the type of investigation to be performed upon receipt of an account for collection which may require a legal proceeding to assist in the collection of the account and the type of report to be prepared. It is designed to aid the revenue officer in securing all the necessary facts by obtaining testimony and documentary evidence. Previously issued as IRM 5.17 CH. 12, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.17.13**          *57351S*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - Insolvency and Decedents' Estates**  
 IRM 5.17.13, Legal Reference Guide for Revenue Officers, Chapter 17, Section 13, Insolvencies and Decedents' Estates, provides guidance on collecting tax liabilities in cases of insolvency proceedings. Previously issued as IRM 5.17 CH. 13, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.17.14**          *57352D*            Each  
*08/2001 File IRM per transmittal*  
**Legal Reference Guide for Revenue Officers - Fraudulent Conveyances and Transferee Liability**  
 IRM 5.17.14, Legal Guide for Revenue Officers, Chapter 17, Section 14, Fraudulent Conveyances and Transferee Liability, provides guidance on the two methods the United States can use to collect an unpaid tax liability where a taxpayer (the "transferor") has transferred property to a third party (the "transferee") prior to or after the assessment of the tax. Previously issued as IRM 5.17 CH. 14, catalog number has remained the same. *S:C:CP:FP:T* Internal Use
- 5.18.1**            *36854C*            Each  
*01/2002 File IRM per transmittal*  
**Liability Determination - Automated Substitute for Return (ASFR) Program**  
 This IRM contains instructions for the service center employees for the ASFR program. Previously issued as IRM 21.8.2, catalog number remains the same. *S:C:CP:FP:RD* Internal Use
- LEM 5.18.1**      *32523M*            Each  
*01/2002 File IRM per transmittal*  
**Liability Determination**  
 This LEM contains the Official Use Only information from IRM 5.18.1. This LEM for use by service center employees for the ASFR program. *W:CP:CO:R:RS* Internal Use **This product may not be ordered by the general public**

## IRM

- 5.18.2** 36855N Each  
08/2001 File IRM per transmittal  
**Liability Determination - Business Returns IRC 6020(b) Processing**  
This IRM is used by SB/SE employees in Compliance who process 6020(b) returns. Previously issued as IRM 21.8.3, catalog number has remained the same. S:C:CP:FP:RD Internal Use
- LEM 5.18.2** 32516X Each  
08/2001 File IRM per transmittal  
**Business Returns IRC 6020(b) Processing**  
This Law Enforcement Manual is used by SB/Se employees in Service Center compliance who process 6020(b) returns. This LEM contains official use only information and is the companion item to IRM 5.18.2. S:C:CP:FP:RD Internal Use **This product may not be ordered by the general public**
- 5.19.1** 36860G Each  
10/2001 File IRM per transmittal  
**Liability Collection - Balance Due**  
This IRM contains procedures for working balance due notice responses for can't pay, won't pay and will pay later. Previously issued as IRM 21.9.1, catalog number has remained the same. W:CP:FPC:SCCB Internal Use **This product may not be ordered by the general public**
- LEM 5.19.1** 32514B Each  
10/2001 File IRM per transmittal  
**Liability Collection - Balance Due**  
LEM 5.19.1 contains the official use only information from IRM 5.19.1, Balance Due. W:CP:CO:P:RS Internal Use **This product may not be ordered by the general public**
- 5.19.2** 36861R Each  
09/2001 File IRM per transmittal  
**Liability Collection - Return Delinquency**  
This IRM contains information for working Returns Delinquency Responses. Used by employees in Compliance Services Collection Operations, ACS, ASFR/6020B, Area Offices, CAS, who process Return Delinquency Responses. S:C:CP:FP:RD Internal Use
- LEM 5.19.2** 32515M Each  
09/2001 File IRM per transmittal  
**Law Enforcement Manual - Return Delinquency**  
This LEM contains information for working Return Delinquency Responses and has been created to hold the Official Use Only information from the IRM 5.19.2 for Return Delinquencies. S:C:CP:FP:RD Internal Use **This product may not be ordered by the general public**
- 5.19.3** 36862C Each  
10/2001 File IRM per transmittal  
**Liability Collection - Backup Withholding Program**  
This IRM provides instructions and guidelines for Customer Service personnel to respond to backup withholding taxpayer inquiries. Previously issued as IRM 21.9.3, catalog number has remained the same. W:CP:CO:P:RS Internal Use
- LEM 5.19.3** 32502J Each  
10/2001 File IRM per transmittal  
**Backup Withholding Program**  
This LEM contains the OUO information for the Backup Withholding Program and should be used in conjunction with IRM 5.19.3. W:CP:CO:P:RS Internal Use **This product may not be ordered by the general public**
- 5.19.4** 36863N Each  
08/2001 File IRM per transmittal  
**Liability Collection - Enforcement Actions**  
This IRM provides processing instructions for Automated Collection System (ACS) call sites and toll-free operations regarding ACS use of liens and levies. Previously issued as IRM 21.9.4, catalog number has remained the same. S:C:CP:FP:CCC Internal Use
- LEM 5.19.4** 32531M Each  
08/2001 File IRM per transmittal  
**Enforcement Actions**  
This IRM contains the official use only information on dollar criteria used by Automated Collection System (ACS) call sites. To be used in conjunction with IRM 5.19.4. S:C:CP:FP:CCC Internal Use **This product may not be ordered by the general public**
- 5.19.5** 36864Y Each  
08/2001 File IRM per transmittal  
**Liability Collection - ACS Inventory**  
This IRM provides organizational information and processing instructions for Automated Collection System (ACS) call sites. Previously issued as IRM 21.9.5, catalog number remains the same. S:C:CP:FP:CCC Internal Use
- LEM 5.19.5** 32534T Each  
08/2001 File IRM per transmittal  
**ACS Inventory**  
This IRM provides official use only dollar criteria used by ACS call sites. To be used in conjunction with IRM 5.19.5. S:C:CP:FP:CCC Internal Use **This product may not be ordered by the general public**
- 5.19.6** 36865J Each  
08/2001 File IRM per transmittal  
**Liability Collection - ACS Support**  
This IRM provides procedures for processing work from the Automated Collection System (ACS). Previously issued as IRM 21.9.6, catalog number has remained the same. S:C:CP:FP:CCC Internal Use
- LEM 5.19.6** 32529A Each  
08/2001 File IRM per transmittal  
**ACS Support**  
This IRM provides procedures for processing work from the Automated Collection System. To be used in conjunction with IRM 5.19.6. S:C:CP:FP:CCC Internal Use **This product may not be ordered by the general public**
- 5.19.7** 36866U Each  
10/2001 File IRM per transmittal  
**Liability Collection - Service Center Collection Programs**  
This IRM provides procedures for the Service Center processing of Trust Fund Recovery Penalty cases and processing of accepted offers in compromise. Previously issued as IRM 21.9.7, catalog number has remained the same. S:C:CP:FP:CCC Internal Use
- LEM 5.19.7** 32527E Each  
10/2001 File IRM per transmittal  
**LEM Liability Collection**  
This IRM provides the procedures for W&I and SB/SE Compliance employees who process Collection Programs. S:C:CP:FP:CCC Internal Use **This product may not be ordered by the general public**
- 5.19.8** 28018A Each  
08/2001 File IRM per transmittal  
**Collection Appeal Rights - Collection Appeal Rights**  
This IRM is used by ACS Call Sites and SCCB to process collection due process requests. Previously issued as IRM 21.9.8, catalog number has remained the same. S:C:CP:FP:CCC Internal Use
- 5.19.9** 30604M Each  
08/2001 File IRM per transmittal  
**Liability Collection - Automated Levy Programs**  
This IRM provides an overview and procedures related to the Automated Levy Programs. These automated programs are the State Income Tax Levy Program (SITLP), the Federal Payment Levy Program (FPLP), and the Alaska Permanent Fund Dividend Program (AKPFD). W:CP:CO:P:RA Internal Use
- LEM 5.19.9** 32506B Each  
08/2001 File IRM per transmittal  
**Automated Levy Programs**  
This LEM contains OUO material as it relates to the Automated Levy Programs. LEM for use by Automated Collection System (ACS) employees. To be used in conjunction with IRM 5.19.9. S:C:CP:FP:CCC Internal Use **This product may not be ordered by the general public**
- 105.3 CH. 1** 27557U Each  
05/1999 File IRM per transmittal  
**Locating Taxpayers - National, Regional and District Responsibilities**  
This chapter outlines national, regional and district responsibilities. OP:CO:C:FP Internal Use

- 105.3 CH. 2 27558F** Each  
05/1999 File IRM per transmittal  
**Locating Taxpayers - Locator Sources**  
This chapter contains information on locator sources. *OP:CO:C:FP* Internal Use
- 105.3 CH. 3 27561C** Each  
05/1999 File IRM per transmittal  
**Locating Taxpayers - Collection Field function**  
This chapter provides guidelines for the collection field function use of locator sources. *OP:CO:C:FP* Internal Use
- 6.410.1 32678W** Each  
10/2001 File IRM per transmittal  
**Learning and Education - Learning and Education Policy**  
This IRM provides policy and authorities relating to the modernized Learning and Education organizational structure and mission. It addresses the training and education requirements and responsibilities, technology and research activities, and provides broad guidance to the Servicewide education community in the development and delivery of training. This information was previously found in IRMs 0.410.1 through 0.410.4. *N:ADC:H:E:P:PS* Internal Use
- 6.410.2 34072W** Each  
04/2002 File IRM per transmittal  
**Learning and Education - Selection of Locations and Facilities for IRS Off-Site Training**  
This IRM provides policy and guidance on the selection of locations and facilities for IRS training activities. It establishes a Service goal of limiting the use of non-Government facilities, and Government facilities outside of the metropolitan area of the IRS host office. This manual ensures that the use of these facilities, when necessary, is not brought into question and avoids abuse, or the appearance of abuse. This IRM is to be used by the Servicewide education community involved in the development and delivery of training. *N:ADC:H:E:P:PS* Internal Use
- 6.451.1 30095H** Each  
03/2002 File IRM per transmittal  
**Employee Performance and Utilization / Awards and Recognition - Policies, Authorities, Categories, and Approvals**  
This IRM sets forth the policy and guidance for employee awards and recognition within the IRS. Previously issued as IRM 0.4.5, catalog number has remained the same. *N:ADC:H:P:P* Internal Use
- 7.1.1 36111E** Each  
09/2001 File IRM per transmittal  
**TE/GE Administrative Procedures and Programs - Employee Plans**  
Previously issued as IRM 7.9.1, catalog number remains the same. This IRM contains administrative procedures governing employee plans matters under the jurisdiction of the Director, Employee Plans. These administrative procedures are set forth in revenue procedures published in the Internal Revenue Bulletin. *T:EP:RA:G* Internal Use
- 7.2.1 28391Y** Each  
04/2002 File IRM per transmittal  
**TE/GE Closing Agreements - Director, Employee Plans, TE/GE Closing Agreements**  
This material was previously issued in IRM 7.9.5. This IRM provides guidelines for closing agreements originating in TE/GE. *T:EP:RA:VC* Internal Use
- 7.2.2 36112P** Each  
03/2002 File IRM per transmittal  
**Employee Plans Compliance Resolution System (EPCRS) - Repeat**  
This IRM provides guidelines for Employee Plans specialist on the Employee Plans compliance programs under the umbrella EPCRS. Previously issued as IRM 7.9.2, catalog number has remained the same. *T:EP:RA:VC* Internal Use
- 7.3.1 36017R** Each  
03/1999 File IRM per transmittal  
**Field Systems Procedures - Introduction**  
This IRM provides an introduction and description of the new manual 7.3. *OP:E:FS* Internal Use
- 7.3.1 CH. 1 36021Z** Each  
04/1999 File IRM per transmittal  
**EP/EO Support and Processing Function Handbook - Overview**  
This IRM chapter provides general instructions for EP/EO Support and Processing Function and EP/EO Technical Screening Function responsibilities. It also covers procedural problems and security for Terminal Operations. *OP:E:FS* Internal Use
- 7.3.1 CH. 2 36022K** Each  
04/1999 File IRM per transmittal  
**EP/EO Support and Processing Function Handbook - Terminal Operations and Use of Forms**  
This IRM Handbook chapter provides general instructions for terminal research and use of forms to process, update, correct and reference accounts on AIMS. *OP:E:FS* Internal Use
- 7.3.1 CH. 3 36061J** Each  
04/1999 File IRM per transmittal  
**EP/EO Support and Processing Function Handbook - Processing EO/AIMS Closings**  
This IRM text provides guidelines for processing EO/AIMS closings, and includes assembly of cases files for terminal input and preparing examined and non-examined case packages. *OP:E:FS* Internal Use
- 7.3.1 CH. 4 36062U** Each  
04/1999 File IRM per transmittal  
**EP/EO Support and Processing Function Handbook - Processing EP AIMS Closings**  
This IRM Handbook chapter provides guidelines for processing EP AIMS examination closings. *OP:E:FS* Internal Use
- 7.3.1 CH. 5 36063F** Each  
04/1999 File IRM per transmittal  
**EP/EO Support and Processing Function Handbook - AIMS Special Processing Procedures**  
This IRM Handbook chapter provides general instructions for AIMS as it relates to EP/EO and the procedures for processing the more complex EP/EO Examination and Appeals cases. *OP:E:FS* Internal Use
- 7.3.1 CH. 6 36064Q** Each  
04/1999 File IRM per transmittal  
**EP/EO Support and Processing Function Handbook - Closures to Appeals**  
This IRM Handbook chapter provides guidelines for processing cases closed by the Office of Appeals and processing request for returns and other documents received from the Appeals Office. *OP:E:FS* Internal Use
- 7.3.1 CH. 7 36065B** Each  
04/1999 File IRM per transmittal  
**EP/EO Support and Processing Function Handbook - Manual Refunds, Quick and Jeopardy Assessments**  
This IRM Handbook chapter provides guidelines for issuing manual refunds and processing quick and jeopardy assessments. *OP:E:FS* Internal Use
- 7.3.1 CH. 8 36066M** Each  
04/1999 File IRM per transmittal  
**EP/EO Support and Processing Function Handbook - Employment Tax Adjustment Procedures**  
This IRM Handbook chapter provides guidelines for processing adjustments involving employment taxes. *OP:E:FS* Internal Use
- 7.3.1 CH. 9 36067X** Each  
04/1999 File IRM per transmittal  
**EP/EO Support and Processing Function Handbook - Miscellaneous Adjustments and Credit Transfers**  
This IRM Handbook chapter provides guidelines for the use and preparation of the various forms required for Master File and Non-Master File miscellaneous adjustments and credit transfers. *OP:E:FS* Internal Use
- 7.3.1 CH. 10 36068I** Each  
12/1999 File IRM per transmittal  
**EP/EO Support and Processing Function Handbook - Interest and Penalties**  
This IRM Handbook chapter provides instructions on computing interest, both normal and restricted, and penalties. It also includes RRA provisions that deal with interest and penalties. *OP:E:FS* Internal Use
- 7.3.1 CH. 11 36069T** Each  
04/1999 File IRM per transmittal  
**EP/EO Support and Processing Function Handbook - Reprocessing/Resequencing Returns and Reinstating Retention Register Account**  
This IRM Handbook chapter issues procedures on Reprocessing/Resequencing Returns and Reinstating Retention Register Accounts. *OP:E:FS* Internal Use

## IRM

**7.3.1 CH. 12 36092I** Each  
*04/1999 File IRM per transmittal*  
**EP/EP Support and Processing Function Handbook - Unpostables, CP Notices & Status 40 Register Processing**  
This IRM Handbook chapter provides guidelines for processing transactions that have not passed constraints that are in place and have not posted to the Employee Plans Master File. *OP:E:FS Internal Use*

**7.3.2 CH. 1 35831T** Each  
*04/1999 File IRM per transmittal*  
**EP/EO Reports Handbook - EP/EO Technical Time Reporting System**  
This chapter provides guidelines for EP/EO Technical Time Reporting System (ETS) reports, generated by Detroit Computing Center, to monitor time planned for and applied by technical employees in Regional Offices and Key District Offices. This chapter replaces material in IRM 7530 chapters 100 and 300. *OP:E:FS Internal Use*

**7.3.2 CH. 2 35832E** Each  
*04/1999 File IRM per transmittal*  
**EP/EO Reports Handbook - EP/EO Determination System (EDS/EACS)**  
This chapter provides guidelines for EP/EO Determination systems (EDS/EACS) reports, generated by Detroit Computing Center, for Headquarters, Regional Office and Key District Office use in planning, research, and monitoring activities. This chapter replaces material in IRM 7530 chapters 200 and (13)00. *OP:E:FS Internal Use*

**7.3.2 CH. 3 35833P** Each  
*04/1999 File IRM per transmittal*  
**EP/EO Reports Handbook - Exempt Organizations/Business Master File (EO/BMF) Reports**  
This chapter provides procedures and instructions for EO/BMF reports. These reports capture various statistical data using unique elements of Exempt Organizations records. This chapter replaces material in IRM 7820 chapter 600. *OP:E:FS Internal Use*

**7.3.2 CH. 4 35834A** Each  
*04/1999 File IRM per transmittal*  
**EP/EO Reports Handbook - Employee Plans Master File (EPMF) Outputs**  
This chapter was designed for the Employee Plans Master File Outputs. These outputs are for the National Office, Regional Office, Service Center, and Key District Office's use in planning, researching, and monitoring pension plan activities under ERISA. This chapter replaces procedures in IRM 7810 chapter 700. *OP:E:FS Internal Use*

**7.3.2 CH. 5 35835L** Each  
*04/1999 File IRM per transmittal*  
**EP/EO Reports Handbook - Employee Plans Audit Information Management System (AIMS) Reports**  
This chapter provides guidelines for EP/AIMS Management Information Reports, generated by Detroit Computing Center, for National Office, Regional Office, and Key District Office's use in planning, researching, and monitoring activities. This chapter replaces procedures in IRM 7530 chapter (12)00. *OP:E:FS Internal Use*

**7.3.2 CH. 6 35836W** Each  
*04/1999 File IRM per transmittal*  
**EP/EO Reports Handbook - Exempt Organizations Audit Information Management System (AIMS) Reports**  
This chapter provides guidelines for EO/AIMS Reports, generated by Detroit Computing Center, for National Office, Regional Office, and Key District Office's use in planning, researching, and monitoring activities. This chapter replaces procedures in IRM 7530 chapter 500, 600 and 900. *OP:E:FS Internal Use*

**7.3.2 CH. 7 35837H** Each  
*04/1999 File IRM per transmittal*  
**EP/EO Reports Handbook - EP/EO AIMS Inventory Validations**  
This chapter provides guidelines for conducting the inventory validation listings and error conditions identified by the AIMS system. This chapter replaces procedures in IRM 7530 chapter 700, (10)00 and (14)00. *OP:E:FS Internal Use*

**7.3.4 CH. 1 27768D** Each  
*05/1999 File IRM per transmittal*  
**Exempt Organizations Business Master File - Introduction**  
This chapter contains the Introduction and description of the EO/BMF system. This chapter replaces material in IRM 7820, chapters 100, 200, and 400. *OP:E:FS Internal Use*

**7.3.4 CH. 2 27771A** Each  
*05/1999 File IRM per transmittal*  
**Exempt Organizations Business Master File - EO/BMF Processing Procedures**  
This chapter contains processing procedures for Exempt Organizations entities. This chapter replaces procedures in IRM 7820, chapters 300 and 500. *OP:E:FS Internal Use*

**7.3.4 CH. 3 27772L** Each  
*05/1999 File IRM per transmittal*  
**Exempt Organizations Business Master File - Group Exemption Procedures**  
This chapter provides processing procedures for exempt organization entities that have been granted a group exemption letter. This chapter replaces procedures in IRM 7820, chapter 700. *OP:E:FS Internal Use*

**7.3.4 CH. 4 27773W** Each  
*05/1999 File IRM per transmittal*  
**Exempt Organizations Business Master File - Delinquency Check Procedures**  
This chapter provides delinquency check procedures for exempt organizations on the EO/BMF. This chapter replaces procedures in IRM 7820, chapter 900. *OP:E:FS Internal Use*

**7.3.4 CH. 5 27774H** Each  
*05/1999 File IRM per transmittal*  
**Exempt Organizations Business Master File - EO Extracts and On-line Programs**  
This chapter provides procedures on the EO Standard Extract Program. This chapter replaces procedures in IRM 7820, chapter (10)00. *OP:E:FS Internal Use*

**7.3.4 CH. 6 27776D** Each  
*05/1999 File IRM per transmittal*  
**Exempt Organizations Business Master File - Cumulative List (Pub 78)**  
This chapter provides procedures for inclusion of exempt organization entities in Pub. 78. This chapter replaces procedures in IRM 7820, chapter (13)00. *OP:E:FS Internal Use*

**7.4.1 28390N** Each  
*01/2001 File IRM per transmittal*  
**EP/EO Determination Letter Program - Introduction**  
This section contains procedures on general determination matters for specialist in Employee Plans and Exempt Organizations (TEGE). Also, procedures have been added regarding Third Party Contacts as a result of RRA '98. *T:EP Internal Use*

**7.4.1 CH. 1 36161K** Each  
*04/1999 File IRM per transmittal*  
**Employee Plans Determination Letter Program - Introduction**  
IRM 7.4.1 chapter 1, Introduction, describes the EP determination program. This IRM replaces IRM 7610 and parts of IRM 7620. *OP:E:EP:P:1 Internal Use*

**7.4.1 CH. 2 36162V** Each  
*04/1999 File IRM per transmittal*  
**Employee Plans Determination Letter Program - Case Processing Procedures**  
IRM 7.4.1 Chapter 2 contains Case Processing procedures. Guidance is provided to EP specialists on processing applications from plan sponsors when requesting a determination letter, including technical screening, analyzing applications and interest party concerns. Additional information is provided regarding administrative files, case files preparation, and workpaper content. This IRM replaces material formerly in IRM 7620. *OP:E:EP:P:1 Internal Use*

- 7.4.1 CH. 3 27857X** Each  
05/1999 File IRM per transmittal  
**Employee Plans Determination Letter Program - Case Closing and Review Procedures**  
This IRM provides guidance for EP specialists on processing determination letter cases, including case closing procedures, cases subject to review, requesting technical advice, submitting cases to appeals, enforcement procedures and declaratory judgment procedures. *OP:E:EP:FC* Internal Use
- 7.4.1 CH. 4 36164R** Each  
04/1999 File IRM per transmittal  
**Employee Plans Determination Letter Program - Special Programs**  
IRM 7.4.1 chapter 4 contains procedures on special programs. Guidance is provided for EP specialists on processing applications for plan sponsors when requesting a determination letter on volume submitter, regional prototype and master and prototype (M&P) plans. This IRM replaces material formerly in IRM 7630. *OP:E:EP:P:1* Internal Use
- 7.4.3 CH. 1 36027N** Each  
04/1999 File IRM per transmittal  
**Employee Plans Automated Processing Procedures Handbook -Determination Letter Applications**  
This IRM contains an overview of the automated systems available for processing determination applications. This IRM replaces material previously included in IRM 7690. *OP:E:FC* Internal Use
- 7.4.3 CH. 2 36028Y** Each  
04/1999 File IRM per transmittal  
**Employee Plans Automated Processing Procedures Handbook -Processing Users Fees**  
This IRM contains instructions for processing users fees accompanying determination applications. This IRM replaces material previously included in IRM 7340. *OP:E:FC* Internal Use
- 7.4.3 CH. 3 36150D** Each  
04/1999 File IRM per transmittal  
**Employee Plans Automated Processing Procedures Handbook - Screening, Controlling and Case Closing**  
This IRM contains instructions for screening and processing determination letters. This IRM replaces material previously included in IRM 7350. *OP:E:FC* Internal Use
- 7.4.3 CH. 4 36151O** Each  
04/1999 File IRM per transmittal  
**Employee Plans Automated Processing Procedures Handbook - Transcription and Case Establishment**  
This IRM contains procedures for transcribing determination applications information onto the data transcription subsystem. This IRM replaces material previously included in IRM 7690, chapter 200. *OP:E:FC* Internal Use
- 7.4.3 CH. 5 36152Z** Each  
04/1999 File IRM per transmittal  
**Employee Plans Automated Processing Procedures Handbook - Letter Generation**  
This IRM contains procedures for the EDS letter generation system. This IRM replaces material previously included in IRM 7690, chapter 300. *OP:E:FC* Internal Use
- 7.4.3 CH. 6 36153K** Each  
04/1999 File IRM per transmittal  
**Employee Plans Automated Processing Procedures Handbook - Inventory Control Subsystem**  
This IRM contains an overview for tracking inventory from receipt of the determination application to closing. This IRM replaces material previously included in IRM 7690, chapter 400. *OP:E:FC* Internal Use
- 7.4.3 CH. 7 36154V** Each  
04/1999 File IRM per transmittal  
**Employee Plans Automated Processing Procedures Handbook - Moving Cases Through the Inventory Control Subsystem**  
This IRM contains instructions for using the inventory control system. This IRM replaces material previously included in IRM 7690, chapter 500. *OP:E:FC* Internal Use
- 7.4.3 CH. 8 36155G** Each  
04/1999 File IRM per transmittal  
**Employee Plans Automated Processing Procedures Handbook - EDS Unpostables**  
This IRM contains procedures for identifying and resolving EDS unpostables. This IRM replaces material previously included in IRM 7690, chapter 600. *OP:E:FC* Internal Use
- 7.4.3 CH. 9 36156R** Each  
04/1999 File IRM per transmittal  
**Employee Plans Automated Processing Procedures Handbook - Management Information Systems**  
This IRM contains instructions for using the Management Information Subsystem. This IRM replaces material previously included in IRM 7690, chapter 700. *OP:E:FC* Internal Use
- 7.4.4 CH. 1 27614E** Each  
05/1999 File IRM per transmittal  
**EP/EO Automated Processing Procedures Handbook - Determination Letter Applications**  
This chapter provides an overview of the automated systems available for processing determination applications. *OP:E:EO:FC* Internal Use
- 7.4.4 CH. 2 27615P** Each  
05/1999 File IRM per transmittal  
**EP/EO Automated Processing Procedures Handbook - Processing User Fees**  
This chapter provides instructions for processing user fees accompanying an application for determination letter received in EO District Offices. *OP:E:EO:FC* Internal Use
- 7.4.4 CH. 3 27616A** Each  
05/1999 File IRM per transmittal  
**EP/EO Automated Processing Procedures Handbook - Screening, Control and Case Closing**  
This chapter provides instructions for screening and processing determination letters. *OP:E:EO:FC* Internal Use
- 7.4.4 CH. 4 27617L** Each  
05/1999 File IRM per transmittal  
**EP/EO Automated Processing Procedures Handbook - Transcription and Case Establishment**  
This chapter provides procedures for transcribing determination application information onto the Data Transcription Subsystem. *OP:E:EO:FC* Internal Use
- 7.4.4 CH. 5 27618W** Each  
05/1999 File IRM per transmittal  
**EP/EO Automated Processing Procedures Handbook - Letter Generation**  
This chapter provides procedures for EDS Letter Generation subsystem and a copy of letter text. *OP:E:EO:FC* Internal Use
- 7.4.4 CH. 6 27619H** Each  
05/1999 File IRM per transmittal  
**EP/EO Automated Processing Procedures Handbook - Inventory Control Subsystem**  
This chapter provides instruction for using the inventory control system. *OP:E:EO:FC* Internal Use
- 7.4.4 CH. 7 27620I** Each  
05/1999 File IRM per transmittal  
**EP/EO Automated Processing Procedures Handbook - Moving Cases through the Inventory Control Subsystem**  
This chapter provides instruction for using the inventory control system. *OP:E:EO:FC* Internal Use
- 7.4.4 CH. 8 27621T** Each  
05/1999 File IRM per transmittal  
**EP/EO Automated Processing Procedures Handbook - EDS Unpostables**  
This chapter provides procedures for identifying and resolving EDS unpostable. *OP:E:EO:FC* Internal Use
- 7.4.4 CH. 9 27622E** Each  
05/1999 File IRM per transmittal  
**EP/EO Automated Processing Procedures Handbook - Exempt Organizations Management Information System**  
This chapter provides instructions for using the Management Information Subsystem. *OP:E:EO:FC* Internal Use
- 7.4.5 CH. 1 27761E** Each  
05/1999 File IRM per transmittal  
**EP Determination System (EPS) Employee Plans User Manual - Introduction**  
This Introduction provides an overview for users of the IRM. *OP:E:EP:FC* Internal Use

## IRM

- 7.4.5 CH. 2 27762P** Each  
*05/1999 File IRM per transmittal*  
**EP Determination System (EPS)  
Employee Plans User Manual - Data Entry**  
Chapter 2 provides instructions for EP employees on the Automated Laser Letter Information System (ALLIS) and EDS data entry. *OP:E:EP:FC* Internal Use
- 7.4.5 CH. 3 27763A** Each  
*05/1999 File IRM per transmittal*  
**EP Determination System (EPS)  
Employee Plans User Manual - Data Transcription Subsystem and Inventory Control Subsystem Menu**  
This chapter describes the Data Transcription Subsystem (DTS) and Inventory Control Subsystem (ICS) main menu. *OP:E:EP:FC* Internal Use
- 7.4.5 CH. 5 27764L** Each  
*05/1999 File IRM per transmittal*  
**EP Determination System (EPS)  
Employee Plans User Manual - Letter Generation**  
This chapter contains procedures on the Letter Generation Subsystem of EDS. *OP:E:EP:FC* Internal Use
- 7.4.5 CH. 6 27766H** Each  
*05/1999 File IRM per transmittal*  
**EP Determination System (EPS)  
Employee Plans User Manual - Inventory Control Subsystem (ICS)**  
This chapter provides instructions to users assigning cases, updating cases. *OP:E:EP:FC* Internal Use
- 7.4.5 CH. 7 27767S** Each  
*05/1999 File IRM per transmittal*  
**EP Determination System (EPS)  
Employee Plans User Manual - Management Information System (MIS)**  
This chapter describes how reports are generated from the Management Information System of EDS. *OP:E:EP:FC* Internal Use
- 7.4.6 CH. 1 27951K** Each  
*06/1999 File IRM per transmittal*  
**EP/EO Determination System (EDS)  
Exempt Organizations User Handbook - Introduction**  
This IRM provides an overview of the material contained in IRM Handbook 7.4.6 for users of the Employee Plans/Exempt Organization Determination System (EDS) in the Exempt Organizations function. *OP:E:EP:FC* Internal Use
- 7.4.6 CH. 2 27952V** Each  
*06/1999 File IRM per transmittal*  
**EP/EO Determination System (EDS)  
Exempt Organizations User Handbook - Data Entry**  
This IRM provides instructions for employees of the Exempt Organizations function on the Automated Laser Letter Information System (ALLIS) and EDS data entry function of exempt organizations applications. *OP:E:EP:FC* Internal Use
- 7.4.6 CH. 3 27953G** Each  
*06/1999 File IRM per transmittal*  
**EP/EO Determination System (EDS)  
Exempt Organizations User Handbook - DTS and ICS Main Menus Options**  
This IRM describes the available options of the Data Transcription Subsystem (DTS) and the Inventory Control Subsystem (ICS) Main Menu, both are subsystems of EDS. *OP:E:EP:FC* Internal Use
- 7.4.6 CH. 5 27954R** Each  
*06/1999 File IRM per transmittal*  
**EP/EO Determination System (EDS)  
Exempt Organizations User Handbook - Letter Generation**  
This IRM contains procedures on the letter generation subsystem of EDS. *OP:E:EP:FC* Internal Use
- 7.4.6 CH. 6 27955C** Each  
*06/1999 File IRM per transmittal*  
**EP/EO Determination System (EDS)  
Exempt Organizations User Handbook - Inventory Control System (ICS)**  
This IRM provides instructions to users assigning cases, updating cases status, generating letters, or approving cases for closing. These procedures discuss the various options available using the ICS. *OP:E:EP:FC* Internal Use
- 7.4.6 CH. 7 27956N** Each  
*06/1999 File IRM per transmittal*  
**EP/EO Determination System (EDS)  
Exempt Organizations User Handbook - Management Information System**  
This IRM describes how reports are generated from the Management Information System (MIS) subsystem of EDS. *OP:E:EP:FC* Internal Use
- 7.5.1 35902R** Each  
*03/1999 File IRM per transmittal*  
**Program Planning and Case Management - Overview**  
Material contained in this manual will assist managers on planning processes and case management. This section contains an overview of the Program Planning and Case Management IRM, as well as guidance on management tools for EP/EO managers, including the annual performance measures and quarterly narrative. *OP:E:EP:FC* Internal Use
- 7.5.3 35904N** Each  
*04/1999 File IRM per transmittal*  
**Program Planning and Case Management - EO Case Assignment Guide**  
This IRM text discusses the case assignment guidelines for the Exempt Organizations determination, examination and tax exempt bond programs. There are no substantive changes from the existing instructions. *OP:E:EO:FC* Internal Use
- 7.6.1 27758H** Each  
*05/1999 File IRM per transmittal*  
**Introduction EP/EO Examination Procedures**  
This section is an introduction that provides an overview of 7.6. *OP:E:EP:FC* Internal Use
- 7.6.2 28696E** Each  
*01/2001 File IRM per transmittal*  
**EP/EO Examination Procedures - Basic Examination Techniques**  
This IRM contains special procedures for examining employee plans and exempt organizations matters. As a result of RRA '98 it also contains procedures regarding Third Party Contacts. *T:EP* Internal Use
- 7.6.3 31376N** Each  
*01/2001 File IRM per transmittal*  
**EP and EO Examination Procedures - Special Case Processing Procedures**  
This IRM material provides examination guidelines for processing both Employee Plans and Exempt Organizations issues. *T* Internal Use
- 7.6.4 35909Q** Each  
*04/1999 No Previous Issue*  
**EP/EO Examination Procedures - Discrepancy Adjustments**  
Procedures are provided on discrepancy adjustments program, which allow EP/EO agents to make certain line item adjustments to federal income tax returns with respect to issues arising from an examination of a return of a qualified retirement plan or an exempt organization with respects to tax adjustments to forms 1040 and 1120. The procedures themselves have been updated significantly and also have been updated to include provisions relating to the IRS Restructuring and Reform Act of 1998 (RRA) with regard to relief from joint and several liability, extension of the statute of limitations on *OP:E:EP:FS* Internal Use
- 7.6.5 35915U** Each  
*03/1999 File IRM per transmittal*  
**Examination Procedures - Office/Correspondence Examination Program (OCEP)**  
This IRM section provides guidance on the (OCEP) in which EP/EO agents examine returns either by an office interview or through correspondence. *OP:E:EP:P:1* Internal Use
- 7.6.6 27759S** Each  
*05/1999 File IRM per transmittal*  
**EP/EO Examination Procedures EP/EO Review Procedures**  
This section contains review procedures. This replaces material in 7(11)10 and 7(11)20. *OP:E:EP:FC* Internal Use
- 7.6.1 CH. 1 35855D** Each  
*04/1999 File IRM per transmittal*  
**Employee Plans Examination procedures Handbook - Introduction**  
IRM 7.6.1 chapter 1 was designed to be used as a preliminary guide for specialists, when examining the operation of an employee plan an were not intended to be all inclusive, consequently, techniques identified in this handbook may be modified based on the actual examinations encountered. This material replaces procedures which were in IRM 7(10)54 chapter 200. *OP:E:EP:FC* Internal Use

- 7.6.1 CH. 2 28076G** Each  
07/1999 File IRM per transmittal  
**EP Examination Procedures Handbook - Special EP Examination Procedures**  
This IRM text provides guidance to Employee Plans (EP) agents on topics relating to examining EP returns. *OP:E:EP:FC* Internal Use
- 7.6.1 CH. 3 35856O** Each  
04/1999 File IRM per transmittal  
**EP Examination Procedures Handbook - Delinquent and Substitute Return Procedures**  
This IRM text and exhibit provides guidance to EP examiners on the duplicate and substitute return procedures relating to EP returns, reports and information returns, specifically, Forms 5500 series returns, 5330 and 990-T. Examiners are referred to IRM Part IV and to Multifunctional handbooks for procedures involving cross-functional related matters. Specifically, procedures involving penalties are now found in IRM 120.8. *OP:E:EP:FC* Internal Use
- 7.6.1 CH. 5 35875V** Each  
03/1999 File IRM per transmittal  
**Employee Plans Examination Procedures - DOL-PBGC Coordination**  
This IRM chapter provides procedures to EP specialists and examiners on the coordination between IRS and DOL and IRS and PBGC on examination and determination cases involving joint issues. *OP:E:EP:FC* Internal Use
- 7.6.1 CH. 6 31454A** Each  
08/1999 File IRM per transmittal  
**Employee Plans Closing Procedures Handbook - Report Writing and Closing Procedures**  
This chapter provides procedures for Employee Plan Examiners on closing cases. This material replaces procedures at IRM 7(10)12 and IRM 7(11)40, 7(11)50, 7(11)60, 7(11)70, 7(11)80, 7(11)(11), and 7(11)(12) with new text. *OP:E:EP:FC* Internal Use
- 7.6.2 CH. 2 27552R** Each  
04/1999 File IRM per transmittal  
**Exempt Organizations Examination Procedures Handbook - Special EO Examination Procedures**  
This chapter contains special procedures for the examination of certain organization and specific issues. This replaces material in IRM 7(10)00 (sections 7(10)60 and 7(10)70). *OP:E:EO:FC* Internal Use
- 7.6.2 CH. 3 35810Q** Each  
04/1999 File IRM per transmittal  
**EO Examination Procedures Handbook - Industry Specialization Program**  
IRM 7(10)(17)0, Industry Specialization Program has been renumbered 7.6.2 chapter 3. This IRM material reflects the new simplified format. *OP:E:EO:FC* Internal Use
- 7.6.2 CH. 4 27553C** Each  
04/1999 File IRM per transmittal  
**Exempt Organizations Examination Procedures Handbook - Coordinated Examination Program**  
This chapter contains procedures regarding the Coordinated Examination Program (CEP). This replaces material in IRM 7(10)00 (section 7(10)(18)0). *OP:E:EO:FC* Internal Use
- 7.6.2 CH. 5 27957Y** Each  
07/1999 File IRM per transmittal  
**Exempt Organizations Examination Procedures - Examination Guidelines for Municipal Financing Arrangements**  
This IRM provides guidelines for the examination of municipal financing arrangements. *OP:E:EO:FC* Internal Use
- 7.6.2 CH. 6 27871B** Each  
05/1999 File IRM per transmittal  
**Exempt Organizations Examination Procedures Handbook - Delinquent/Substitute Returns**  
This IRM provides procedures for examinations involving delinquent and substitute returns relating to returns of tax exempt organizations. *OP:E:EO:FC* Internal Use
- 7.7.2 35872O** Each  
04/1999 File IRM per transmittal  
**Employee Plans Guidelines - Plan Terminations**  
This IRM text provides technical guidance to EP specialists and agents when reviewing Form 5310, Applications for Determination Letters Upon Plan Terminations, and for examiners when reviewing Form 5500 series returns involving matters related to a terminating plan. This IRM replaces IRM 7753. *OP:E:EP:FC* Internal Use
- 7.7.1 CH. 1 35962T** Each  
03/1998 File IRM per transmittal  
**Employee Plans Examination Guidelines Handbook - Introduction**  
This handbook provides guidance on specific technical topics relating to qualified retirement plans. *CP:E:EP:FC* Internal Use
- 7.7.1 CH. 6 35955E** Each  
03/1998 File IRM per transmittal  
**Employee Plans Examination Guidelines Handbook - IRC 415(b)**  
This handbook provides information on IRC 415(b). *CP:E:EP:FC* Internal Use
- 7.7.1 CH. 7 35956P** Each  
03/1998 File IRM per transmittal  
**Employee Plans Examination Guidelines Handbook - Examination Guidelines for IRC 415(c)**  
This handbook provides information on contribution plans subject to the limitations of IRC 415(c). *CP:E:EP:FC* Internal Use
- 7.7.1 CH. 10 35959W** Each  
03/1998 File IRM per transmittal  
**Employee Plans Examination Guidelines Handbook - Single Sum Distributions for Defined Benefit Plans**  
This handbook provides guidance on defined benefit plans that provide single-sum distributions or other benefits that are subject to IRC 417(e). *CP:E:EP:FC* Internal Use
- 7.7.1 CH. 11 35960X** Each  
03/1998 File IRM per transmittal  
**Employee Plans Examination Guidelines Handbook - Prohibited Transactions**  
This handbook provides information on prohibited transactions. *CP:E:EP:FC* Internal Use
- 7.7.1 CH. 12 35961I** Each  
03/1998 File IRM per transmittal  
**Employee Plans Examination Guidelines Handbook - Revocation of IRC 401(a) Plans &/or Trusts**  
This handbook provides guidance to technical and administrative procedures for a qualified retirement plan (under IRC 401(a)) and/or trust (under 501(a)) loses its tax exempt status. *CP:E:EP:FC* Internal Use
- 7.8.1 36175Y** Each  
04/1999 File IRM per transmittal  
**Exempt Organizations Guidelines Handbook - Introduction**  
This IRM section provides an overview of the handbooks containing technical guidance. Each on covers specific topics relevant to EO determination and examination cases. The names of the handbooks are the EO Examination Guidelines Handbook, and the Private Foundations Handbook. *OP:E:EO:T:3* Internal Use
- 7.8.1 CH. 1 28587S** Each  
10/1999 File IRM per transmittal  
**Exempt Organizations Examination Guidelines - Introduction**  
This chapter provides an overview of the material in the Exempt Organizations Examination Guidelines Handbook. *OP:E:EO:T:3* Internal Use
- 7.8.1 CH. 2 35990L** Each  
04/1999 File IRM per transmittal  
**Exempt Organizations Examination Guidelines Handbook - Title Holding Corporations**  
IRM 7(10)69, chapter 200, Title Holding Corporations - IRC 501(c)(2) has been reorganized and renumbered as IRM 7.8.1 chapter 2, under the same title. *OP:E:EO:T:2* Internal Use
- 7.8.1 CH. 3 27781W** Each  
05/1999 File IRM per transmittal  
**Exempt Organizations Examination Guidelines Handbook - Religious, Charitable, Scientific, Educational, and Other Organization**  
This chapter contains guidelines on examination of organizations exempt under IRC 501(c)(3). This replaces 7(10)69, chapter 300. *OP:E:EO:P:2* Internal Use



## IRM

- 7.8.1 CH. 4 35991W** Each  
*04/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines Handbook - Civic Leagues, Social welfare Organizations, and Local Associations o**  
This IRM chapter provides guidelines for examining civic leagues, social welfare organizations and local associations of employees exempt under IRC 501(c)(14). *OP:E:EO:T:4 Internal Use*
- 7.8.1 CH. 5 35965A** Each  
*01/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines Handbook - Labor, Agricultural, and Horticultural Organizations**  
This IRM chapter provides guidelines for the examination of labor, agricultural, and horticultural organizations. This IRM replaces material previously published in IRM 7(10)69, Chapter 500. *OP:E:EO:T:4 Internal Use*
- 7.8.1 CH. 6 35992H** Each  
*04/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines Handbook - Business Leagues**  
IRM 7.8.1 Chapter 6 contains procedures relating to Business Leagues. this repaces material formerly found in IRM 7(10)69 chapter 600. *OP:E:EO:T:4 Internal Use*
- 7.8.1 CH. 7 35930J** Each  
*03/1999 File IRM per transmittal*  
**Exempt Organizations Examinations Guidelines Handbook - Social and Recreational Clubs -- IRC 501(c)(7)**  
This IRM chapter provides guidance for examiners on social and recreational clubs described in section 501(c)(7) of the Internal Revenue Code. *OP:E:EO Internal Use*
- 7.8.1 CH. 8 35928X** Each  
*03/1999 File IRM per transmittal*  
**Exempt Organizations Examinations Guidelines - Fraternal Beneficial Societies**  
This IRM chapter provides guidance on the examination of fraternal beneficiary societies exempt under IRC 501(c)(8). *OP:E:EO:T:4 Internal Use*
- 7.8.1 CH. 9 35966L** Each  
*01/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines Handbook - Voluntary Employees' Beneficiary Associations**  
This IRM chapter provides guidelines for the examination of voluntary employees' beneficiary associations. This IRM replaces material previously published in IRM 7(10)69, Chapter 900. *OP:E:EO:T:4 Internal Use*
- 7.8.1 CH. 10 35901G** Each  
*02/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines Handbook - Certain Fraternal Beneficiary Societies**  
This IRM chapter provides guidelines for the examination of certain Fraternal Beneficiary Societies described in section 501(c)(10) of the Internal Revenue Code. *OP:E:EO:T:4 Internal Use*
- 7.8.1 CH. 11 35995O** Each  
*04/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines Handbook - Teachers' Retirement Fund Associations - IRC 501(c)(11)**  
This chapter provides guidance on taxes on foundation failure to distribute income. This material replaces and obsoletes text contained in IRM 7(10)69, contained in chapter (11)00. *OP:E:EO Internal Use*
- 7.8.1 CH. 12 31453P** Each  
*08/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines Handbook - Local Benevolent Life Insurance Ass'n, Mutual Irrigation & Telephone**  
This chapter contains procedures relating to Local Benevolent Life Insurance Association, Mutual Irrigation and Telephone Companies and like organizations under 501(c)12. This replaces material at 7(10)69, chapter (12)00. *OP:E:EO:T:4 Internal Use*
- 7.8.1 CH. 13 35987O** Each  
*04/1998 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines Handbook - Cemetery Companies-IRC501(c)(13)**  
00 *CP:E:EO:T:5 Internal Use*
- 7.8.1 CH. 14 35865Z** Each  
*04/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines - Credit Unions - IRC 501(C)(14)**  
This chapter provides guidance on taxes on foundation failure to distribute income. This material replaces and obsoletes text contained in IRM 7(10)69, contained in chapter (11)00. *OP:E:EO Internal Use*
- 7.8.1 CH. 15 35974L** Each  
*11/1997 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines Handbook - Small Insurance Companies or Association**  
Provides guidance for examiners of small insurance companies or associations. *CP:E:O Internal Use*
- 7.8.1 CH. 16 35967W** Each  
*01/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines Handbook - Corporations Organized to Finance Crop Operations**  
This IRM chapter provides guidelines for the examination of Corporations Organized to finance Crop Operations. This IRM replaces material previously published in IRM 7(10)69, Chapter (16)00. *OP:E:EO:T:4 Internal Use*
- 7.8.1 CH. 17 35968H** Each  
*01/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines Handbook - Supplemental Unemployment Benefit Trusts**  
This IRM chapter provides guidelines for the examination of organizations providing supplemental unemployment benefits which are exempt. This IRM replaces material previously published in IRM 7(10)69, Chapter (17)00. *OP:E:EO:T:4 Internal Use*
- 7.8.1 CH. 18 35929I** Each  
*03/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines - (Reserved)**  
This IRM chapter provides guidelines on the examination of fraternal beneficiary societies exemp under IRC 501 (c)(8). Reserved for future use. *OP:E:EO:T:4 Internal Use*
- 7.8.1 CH. 19 35994D** Each  
*04/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines Handbook - Veterans' organizations - IRC 501 (c)(19)**  
IRM 7.8.1 chapter 19, contains procedures relating to Veterans' organizations IRC 501 (c)(19). This IRM replaces procedures formerly contained in IRM 7(10)69. *OP:E:EO:R Internal Use*
- 7.8.1 CH. 20 35932F** Each  
*03/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines - (Reserved)**  
This IRM chapter provides guidelines on the examination of fraternal beneficiary societies exemp under IRC 501 (c)(8). Reserved for future use. *OP:E:EO:T:4 Internal Use*
- 7.8.1 CH. 21 35933Q** Each  
*03/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guideines - Black Lung Benefit Trusts**  
This IRM chapter provides information on Black Lung Benefit Trusts. *OP:E:EO:T:4 Internal Use*
- 7.8.1 CH. 22 35822I** Each  
*04/1999 File IRM per transmittal*  
**Exempt Organizations Guidelines Handbook - EO Gaming Examination Guidelines**  
This chapter provides guidance for examining tax-exempt organizations conducting gambling activities. This material replaces and obsoletes text contained in IRM 7(10)69, chapter 22(00). *OP:E:EO:R Internal Use*
- 7.8.1 CH. 23 35934B** Each  
*03/1999 File IRM per transmittal*  
**Exempt Organizations Examination Guidelines - (Reserved)**  
This IRM chapter provides guidelines on the examination of fraternal beneficiary societies exemp under IRC 501 (c)(8). Reserved for future use. *OP:E:EO:T:4 Internal Use*

- 7.8.1 CH. 24 35936X** Each  
03/1999 File IRM per transmittal  
**Exempt Organizations Examination Guidelines - (Reserved)**  
This IRM chapter provides guidelines on the examination of fraternal beneficiary societies exemp under IRC 501 (c)(8). Reserved for future use. *OP:E:EO:T:4* Internal Use
- 7.8.1 CH. 25 35937I** Each  
03/1999 File IRM per transmittal  
**Exempt Organizations Examination Guidelines - Religious and Apostolic Associations -- IRC 501(d)**  
This IRM chapter provides guidelines on the examination of fraternal beneficiary societies exemp under IRC 501 (c)(8). Reserved for future use. *OP:E:EO:T:4* Internal Use
- 7.8.1 CH. 26 35978D** Each  
11/1997 File IRM per transmittal  
**Exempt Organizations Examination Guidelines Handbook - Farmers' Cooperatives**  
This IRM provides guidance for farmers' cooperatives on techniques for examining asset, liability, income, and expense accounts normally found in general ledgers. *CP:E:EO* Internal Use
- 7.8.1 CH. 27 27782H** Each  
05/1999 File IRM per transmittal  
**Exempt Organizations Examination Guidelines Handbook - Health Maintenance Organizations**  
This chapter adds a new chapter on Health Maintenance Organizations (HMOs) and adds a cross reference to text 53.3.1 of IRM 7.8.1. This is new material. *OP:E:EO:T:1* Internal Use
- 7.8.1 CH. 28 73275F** Each  
11/1999 File IRM per transmittal  
**Exempt Organizations Examination Guidelines Handbook - Taxes on Excess Benefit Transactions**  
This IRM chapter provides guidance on certain procedural matters relating to the application of the IRC 4958 Excise Taxes. *OP:E:EO:T:1* Internal Use
- 7.25.1 27756L** Each  
05/2002 File IRM per transmittal  
**Exempt Organizations Determinations Manual - Introduction to Handbook and Corporations Organized Under Acts of Congress**  
Previously issued as IRM 7.8.2 CH. 1, catalog number has remained the same. This IRM sections contains an introduction to the Exempt Organizations Determinations Manual. It also provides guidance concerning corporations organized under acts of congress. *T:EO:RA:T* Internal Use
- 7.25.7 36088A** Each  
05/2002 File IRM per transmittal  
**Exempt Organizations Determinations Manual - Social and Recreational Clubs**  
Previously issued as IRM 7.8.2 CH. 7, catalog number remains the same. This IRM contains procedures regarding social and recreational clubs. *T* Internal Use
- 7.25.8 35973A** Each  
05/2002 File IRM per transmittal  
**Exempt Organizations Determinations Manual - Fraternal Beneficiary Societies**  
Previously issued as IRM 7.8.2 CH. 8, catalog number remains the same. This IRM provides information on fraternal beneficiary societies. *T:EP:RA:G* Internal Use
- 7.25.9 35942B** Each  
05/2002 File IRM per transmittal  
**Exempt Organizations Determinations Manual - Voluntary Employees' Beneficiary Associations**  
Previously issued as IRM 7.8.2 CH. 9, catalog number remains the same. This IRM discusses the requirements for exemption for Voluntary Employees' Beneficiary Associations. *T:EO:RA:T* Internal Use
- 7.8.2 CH. 21 36072Q** Each  
02/1999 File IRM per transmittal  
**Exempt Organizations Technical Guidelines Handbook - Black Lung Benefit Trusts**  
This IRM discusses Black Lung Benefit Trusts. *OP:E:EO:P:1* Internal Use
- 7.25.23 36073B** Each  
05/2002 File IRM per transmittal  
**Exempt Organizations Determinations Manual - Religious and Apostolic Associations**  
Previously issued as IRM 7.8.2 CH. 27, catalog number remains the same. This IRM provides guidelines for qualification for exemption from income tax for religious and Apostolic Associations. *T:EO:RA:G* Internal Use
- 7.25.24 35980P** Each  
05/2002 File IRM per transmittal  
**Exempt Organizations Determinations Manual - Cooperative Hospital Service Organizations**  
Previously issued as IRM 7.8.2 CH. 28, catalog number remains the same. Provides guidance on the qualification for exemption from income for cooperative hospital service organizations. *T:EO:RA:G* Internal Use
- 7.25.26 36093T** Each  
05/2002 File IRM per transmittal  
**Exempt Organizations Determinations Manual - Amateur Sports Organizations**  
Previously issued as IRM 7.8.2 CH. 30, catalog number remains the same. This IRM discusses the requirements for tax exemption for amateur sports organizations. *T:EO:RA:G* Internal Use
- 7.27.6 36077T** Each  
05/2002 File IRM per transmittal  
**Exempt Organizations Tax Manual - Computation of Unrelated Business Tax Income**  
Previously issued as IRM 7.8.2 CH. 37, catalog number remains the same. This IRM provides information on the calculation of unrelated business tax income. *T:EO:RA:G* Internal Use
- 7.8.2 CH. 47 36081B** Each  
02/1999 File IRM per transmittal  
**Exempt Organizations Technical Guidelines Handbook - Employment and Excise Tax Liability**  
This IRM issues guidelines related to Employment and Excise Tax Liability. This material was formerly part of IRM 7751, Chapter (47)00. *OP:E:EO:P:1* Internal Use
- 7.8.2 CH. 48 36082M** Each  
02/1999 File IRM per transmittal  
**Exempt Organizations Technical Guidelines Handbook - Returns and Reports by Exempt Organizations**  
This IRM provides guidance on the filing requirements of returns and reports by exempt organizations. This material was formerly part of IRM 7751, Chapter (48)00. *OP:E:EO:P:2* Internal Use
- 7.8.2 CH. 49 36083X** Each  
02/1999 File IRM per transmittal  
**Exempt Organizations Technical Guidelines Handbook - Publicity of Exempt Organizations' Information**  
This IRM issues guidelines related to Publicity of Exempt Organizations' Information. This material was formerly part of IRM 7751, Chapter (49)00. *OP:E:EO:P:1* Internal Use
- 7.8.2 CH. 50 36084I** Each  
02/1999 File IRM per transmittal  
**Exempt Organizations Technical Guidelines Handbook - Disclosure Required by Exempt Organizations**  
This IRM issues guidelines related to Disclosure Required by Exempt Organizations. This material was formerly part of IRM 7751, Chapter (50)00. *OP:E:EO:P:1* Internal Use
- 7.26.6 35926B** Each  
05/2002 File IRM per transmittal  
**Private Foundations Manual - Private Operating Foundations**  
Previously issued as IRM 7.8.3 CH. 6, catalog number remains the same. This IRM discusses the requirements for classification as an organization described in IRC 4942(j)(3). *T:EO:RA:T* Internal Use
- 7.26.7 35989K** Each  
05/2002 Special Handling/See Remarks  
**Private Foundations Manual - Termination of Private Foundation Status**  
Previously issued as IRM 7.8.3 CH. 7, catalog number remains the same. This IRM provides technical guidelines for terminating private foundation. *T:EO:RA:G* Internal Use
- 7.27.14 35927M** Each  
05/2002 File IRM per transmittal  
**Exempt Organizations Tax Manual - Tax on Net Investment Income of Private Foundations**  
Previously issued as IRM 7.8.3 CH. 12, catalog number remains the same. This IRM discusses the tax on net investment income as it applies to private foundations. *T:EO:RA:T* Internal Use

## IRM

- 7.9 CH. 3**      *36100X*      Each  
*03/1999 File IRM per transmittal*  
**Exempt Organizations Closing Agreements**  
This text contains procedures relating to Exempt Organizations Agreements, including changes enacted by RRA 98. *OP:E:EP:P:1* Internal Use
- 7.9.4**            *36114L*            Each  
*04/1999 File IRM per transmittal*  
**EP/EO Administrative Procedures and Programs - Technical Advice Procedures**  
This IRM provides procedures for requesting technical advice by key district offices and appeals. *OP:E:EP:FC* Internal Use
- 7.9.5**            *28392J*            Each  
*08/1999 File IRM per transmittal*  
**EP/EO Administrative Programs and Procedures - Assistant Commissioner (EP/EO) Closing Agreements**  
This section contains procedures for Closing Agreements under IRC 7121, by the Assistant Commissioner (EP/EO). This material replaces text contained at IRM 7760. *OP:E:EP:FC* Internal Use
- 7.11.2**         *35903C*            Each  
*07/2001 File IRM per transmittal*  
**Employee Plans Determination Letter Program - EP Case Assignment guide**  
IRM 7.11.2 provides guidelines for classifying EP determination and Examination cases for the purpose of assigning grades to cases. This materials is a complete revision of IRM 7.5.2. Previously issued as IRM 7.5.2, Catalog number has remained the same. *T:EP* Internal Use
- 7.25.2**         *35979O*            Each  
*07/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Single Parent Title Holding Corporations**  
This IRM section provides guidance on the operation of Single Parent Title Holding Corporations under IRC 501(c)(2). This replaces IRM 7.8.2 Chapter 2. Previously issued as IRM 7.8.2 Chapter 2, catalog number remained the same. *T:EO:RA:T* Internal Use
- 7.25.3**         *36070U*            Each  
*07/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Religious, Charitable, Educational, Etc., Organizations**  
This IRM section provides guidance for religious, charitable, educational, and other similar organizations that are exempt from income tax under IRC 501(a) because they are described in IRC 501(c)(3). This replaces IRM 7.8.2 Chapter 3. Previously issued as IRM 7.8.2 Chapter 3, catalog number has remained the same. *T:EO:RA:T* Internal Use
- 7.25.4**         *35941Q*            Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Civic Leagues, Social Welfare Organizations and Local Associations of Employees**  
This IRM contains procedures regarding civic leagues, social welfare organizations and local associations of employees. Previously issued as Handbook 7.8.2 CH. 4, catalog number has remained the same. *T:EO:RA:T:4* Internal Use
- 7.25.5**         *35969S*            Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Labor, Agricultural and Horticultural Organizations**  
This chapter contains procedures regarding labor, agriculture, or horticultural organizations. Previously issued as Handbook 7.8.2 CH. 5, catalog number has remained the same. *T:EO:RA:T:2* Internal Use
- 7.25.6**         *35975W*            Each  
*06/2001 Special Handling/See Remarks*  
**Exempt Organizations Determinations Manual - Business Leagues**  
This chapter contains procedures regarding business leagues. Previously issued as handbook 7.8.2 CH. 6, catalog number has remained the same. *CP:E:EO* Internal Use
- 7.25.11**        *35943M*            Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Teachers' Retirement Fund Associations**  
This IRM chapter provides exemption from income tax for certain teachers' retirement fund associations of a purely local character. The contained information was previously issued as Handbook 7.8.2 CH. 11, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.25.12**        *36071F*            Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Organizations Exempt Under IRC 501 (c)(12)**  
This IRM section provides guidance for Local Benevolent Life Insurance Associations, Mutual Ditch Irrigation and Telephone Companies and Like Organizations. The contained information was previously issued as handbook 7.8.2 CH. 12, catalog number has remained the same. *T:EO:RA:T* Internal Use
- 7.25.13**        *35983W*            Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Cemetery Companies**  
This IRM section provides guidance concerning cemetery companies. The contained information was previously issued as Handbook 7.8.2 CH. 13, catalog number has remained the same. *T:EO:RA:T* Internal Use
- 7.25.14**        *35984H*            Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Credit Unions & Mutual Reserve Funds**  
This IRM section provides guidance on credit unions and mutual reserve funds under IRC 501 (c)(12). The contained information was previously issued as handbook 7.8.2 CH. 14, catalog number has remained the same. *T:EO:RA:T* Internal Use
- 7.25.15**        *35944X*            Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Small Insurance Companies or Associations**  
This IRM section provides guidance on the operation of small insurance companies or associations. The contained information was previously issued as Handbook 7.8.2 CH. 15, catalog number has remained the same. *T:EO:RA:T* Internal Use
- 7.25.16**        *35945I*            Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Corporations Organized to Finance Crop Operations**  
This IRM section provides guidance for corporations organized by an IRC 521 organization, or members thereof, to finance certain crop operations. The contained information was previously issued as Handbook 7.8.2 CH. 16, catalog number has remained the same. *T:EO:RA:T* Internal Use
- 7.25.17**        *35971E*            Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Supplemental Unemployment Benefit Trusts**  
This IRM provides instructions and Exhibits on the operations of Supplemental Unemployment Benefit Trusts. This information was previously issued as Handbook 7.8.2 CH. 17, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.25.19**        *35982L*            Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Veterans' Organizations**  
This IRM section provides guidance for certain organizations conducting veterans activities. The contained information was previously issued as Handbook 7.8.2 CH. 19, catalog number had remained the same. *T:EO:RA:T* Internal Use
- 7.25.20**        *35972P*            Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Qualified Group Legal Services Plan**  
This manual section will provide guidance on qualified group legal services plans. Exemptio under IRC 501(c)(20) is no longer available. This information was previously issued as Handbook 7.8.2 CH. 20, catalog number has remained the same. *T:EO:RA:G* Internal Use

- 7.25.21**      *35981A*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Multiple Parent Title Holding Companies**  
 The IRM provides guidance on the operation of multiple parent title holding companies under IRC 501(c)(25). Previously issued as Handbook 7.8.2 CH. 25, catalog number has remained the same. This is intended for the TESE (EO) Audience. *T:EO:RA:T:3* Internal Use
- 7.25.25**      *35946T*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Feeder Organizations**  
 This IRM text provides guidance for determining when IRC 502 precludes exemption under section 501(a). This information was previously published in IRM 7751. *T:EO:RA:T:4* Internal Use
- 7.25.41**      *35947E*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Insurance Activities**  
 This IRM text provides guidance on the interpretation of the rules under IRC 501(m) relating to commercial-type insurance. This information was previously issued as Handbook 7.8.2 CH. 51, catalog had remained the same. *T:EO:RA:T:1* Internal Use
- 7.25.42**      *36085T*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Qualified State-Sponsored High Risk Insurance Organizations**  
 This IRM explains IRC 501(c)(26), which provides for the exemption of certain state-sponsored organizations. This material was previously issued as Handbook 7.8.2 CH. 52, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.25.44**      *36087P*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Qualified State Tuition Programs**  
 This IRM discusses application of IRC 529, which concerns qualified state tuition programs. This material was previously issued as Handbook 7.8.2 CH. 54, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.25.43**      *36086E*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Determinations Manual - Qualified State-Sponsored Workers' Compensation Organizations**  
 This IRM explains IRC 501(c)(27), which provides for the exemption of certain state-sponsored organizations that provide workers' compensation. This material was previously issued as Handbook 7.8.2 CH. 53, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.26.1**      *35985S*      Each  
*08/2001 File IRM per transmittal*  
**Private Foundations Handbook - Introduction to Private Foundations and Special Rules Under IRC 508**  
 This IRM provides guidelines for a basic introduction to private foundations and the rules of IRC 508. Previously issued as IRM 7.8.3 CH. 1, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.26.2**      *36015V*      Each  
*08/2001 File IRM per transmittal*  
**Private Foundations Manual - Private Foundation Defined - IRC 509(a)(1) Exclusions (Other Than IRC 170(b)(1)(A)(vi)) and IRC**  
 This IRM chapter provides guidelines for defining organizations described in IRC 509(a)(1) (other than 170(b)(1)(A)(vi)) and 509(a)(4). Previously issued as IRM 7.8.3 CH. 2, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.26.3**      *73145Q*      Each  
*08/2001 File IRM per transmittal*  
**Private Foundations Manual - Private Foundations Defined - IRC 509(a)(1) and 170(b)(1)(A)(vi) Exclusion**  
 This IRM contains procedures pertaining to the public support requirement of IRC 170(b)(1)(A)(vi).  
 Previously issued as IRM 7.8.3 CH. 3, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.26.4**      *35854S*      Each  
*08/2001 File IRM per transmittal*  
**Private Foundations Manual - Private Foundations Defined by IRC 509(a)(2) Exclusion**  
 This IRM discusses the requirements for classification as an organization described in IRC 509(a)(2). Previously issued as IRM 7.8.3 CH. 4, catalog number has remained the same. *T:EO:RA* Internal Use
- 7.26.5**      *36016G*      Each  
*08/2001 File IRM per transmittal*  
**Private Foundations Manuals - Private Foundation Defined - IRC 509(a)(3)**  
 This IRM discusses IRC 509(a)(3). Previously issued as IRM 7.8.3 CH. 5, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.26.15**      *36098W*      Each  
*08/2001 File IRM per transmittal*  
**Private Foundations Manual - IRC 4947 Trusts**  
 This IRM contains information on the rules that apply to IRC 4947(a)(1) and (a)(2) trust. Previously issued as IRM 7.8.3 CH. 18, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.27.3**      *36074M*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Prohibited Transactions and Income Accumulations**  
 This IRM section provides guidance on IRC 503, concerning prohibited transactions and income accumulations. Previously published in 7.8.2 CH. 33, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.27.4**      *36075X*      Each  
*08/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Taxation of Unrelated Business Income**  
 This IRM discusses Taxation of Unrelated Business Income. Previously issued as IRM 7.8.2 CH. 35, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.27.5**      *36076I*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Unrelated Trade or Business**  
 This IRM section provides guidance on the meaning of the term "unrelated trade or business" for the purposes of IRC 511-515, concerning the taxation of unrelated trade or business activities of certain tax exempt organizations. Previously published in IRM 7.8.2 CH. 36, catalog number had remained the same. *T:EO:RA:G* Internal Use
- 7.27.7**      *35986D*      Each  
*08/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Computation of Unrelated Business Taxable Income for Social Clubs**  
 This IRM provides guidelines for calculating unrelated business income under IRC 512(a)(3). Previously issued as IRM 7.8.2 CH. 38, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.27.8**      *36089L*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Unrelated Debt Financed Income**  
 This IRM section provides guidance on IRC 514, which expands the taxation of unrelated trade or business to applicable income. Generally, the applicable income is that derived from certain debt-financed investment properties held by certain tax exempt organizations. Previously published in IRM 7.8.2 CH. 39, catalog number has remained the same. *T:EO:RA:T* Internal Use
- 7.27.9**      *36090M*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Debt-Financed Property**  
 This IRM section provides guidance on the taxation of debt-financed property acquired by certain exempt organizations. It is very specialized and complements the more general rules concerning taxation of such organizations. Previously published in IRM 7.8.2 CH. 40, catalog number remained the same. *T:EO:RA:T* Internal Use

## IRM

- 7.27.10**      *36091X*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Acquisition Indebtedness**  
This IRM section provides guidance on the meaning of the term "acquisition indebtedness." Investment property held by certain tax exempt organizations may be subjected to taxation under IRC 514 if such property is subject to "acquisition indebtedness." Previously published in IRM 7.8.2 CH. 41, catalog number remained the same. *T:EO:RA:T* Internal Use
- 7.27.11**      *36080Q*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Political Organizations**  
This IRM issues guidelines related to Political Organizations. Previously published in IRM 7.8.2 CH. 46, catalog number remained the same. *T:EO:RA:G* Internal Use
- 7.27.15**      *27564J*      Each  
*08/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Taxes on Self-Dealing**  
This IRM chapter provides an explanation of the rules relating to self-dealing under IRC 4941. Previously issued as IRM 7.8.3 Chapter 13, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.27.16**      *35830I*      Each  
*08/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Taxes on Foundation Failure to Distribute Income**  
This section provides information on the taxes imposed on certain private foundation's failure to distribute income. Previously issued as IRM 7.8.3 CH. 14, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.27.17**      *35963E*      Each  
*08/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Taxes on Excess Business Holdings**  
This IRM chapter provides guidance on the application of the excise tax that is applicable in the event a private foundation has excess business holdings under IRC 4943. Previously issued as IRM 7.8.3 CH. 15, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.8.3 CH. 16**      *35988Z*      Each  
*08/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Taxes on Investments Which Jeopardize Charitable Purposes**  
This IRM provides guidelines for the rules of IRC 4944 pertaining to private foundations. Previously issued as IRM 7.8.3 CH. 16, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.27.19**      *35964P*      Each  
*06/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Taxable Expenditures of Private Foundations**  
This IRM section provides guidance on the rules of IRC 4945 (pertaining to private foundations). Previously published in IRM 7.8.3 CH. 17, catalog number remained the same. *T:EO:RA:T* Internal Use
- 7.27.20**      *35935M*      Each  
*08/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manual - Disqualified Persons as Defined in IRC 4946**  
This IRM chapter contains procedures for disqualified persons as defined in IRC 4946. Previously issued as IRM 7.8.3 CH. 11, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 7.27.27**      *35949A*      Each  
*08/2001 File IRM per transmittal*  
**Exempt Organizations Tax Manuals - Application of Taxes and Denial of Exemption to Certain Foreign Organizations**  
This IRM chapter provides guidance on exemption requirements for certain foreign organizations. Previously issued as IRM 7.8.3 CH. 19, catalog number has remained the same. *T:EO:RA:G* Internal Use
- 8.1.1**      *36182N*      Each  
*05/1998 File IRM per transmittal*  
**Appeals - Appeals Manual System**  
This section describes the Internal Revenue Manual System for Appeals Personnel. This replaces IRM 8100. *C:AP:FS* Internal Use
- 8.1.2**      *36183Y*      Each  
*05/1999 File IRM per transmittal*  
**Appeals - Functional Authority & Jurisdiction of Appeals**  
This section describes functional authority and jurisdiction of appeals organization. *C:AP:CIIT* Internal Use
- 8.1.3**      *36184J*      Each  
*12/2000 File IRM per transmittal*  
**Appeals - Appeals Program**  
This IRM provides information about the Appeals organization, including Appeals' mission, annual operating plan and the role of the Appeals officer. Information has been added relating to the prohibition of ex parte communications pursuant to Section 1001(a)(4) of RRA'98. *AP:LMSB* Internal Use
- 8.1.4**      *36185U*      Each  
*12/2001 File IRM per transmittal*  
**Appeals - Appeals Managers' Procedures**  
This IRM describes Appeals Manager's procedures. This replaces IRM 8100. *C:AP:LMSB* Internal Use
- 8.1.5**      *36186F*      Each  
*07/2000 File IRM per transmittal*  
**Appeals - Miscellaneous Provisions**  
This IRM provides information on providing taxpayers with notice concerning contacts with third parties. *AP:SBSE:OP* Internal Use
- 8.2.1**      *36187Q*      Each  
*11/2001 File IRM per transmittal*  
**Appeals - Pre-90-Day & Protested Excise & Employment Tax Cases**  
This IRM provides Appeals and other IRS personnel with procedures that are general in nature and when appropriate apply to docketed as well as nondocketed cases. Specific instructions for the different types of cases are contained in this and other chapters of the manual. *AP:GA:OP* Internal Use
- 8.3.1**      *36041R*      Each  
*12/2001 File IRM per transmittal*  
**Appeals - Tax Shelters**  
This IRM provides procedures for the appeals tax shelter settlement philosophy. *C:AP:LMSB* Internal Use
- 8.4.1**      *36052Y*      Each  
*03/2000 File IRM per transmittal*  
**Appeals - Docketed & 90-Day Cases**  
This IRM provides procedures for processing docketed as well as nondocketed cases between Appeals and Counsel. *AP:LMSB* Internal Use
- 8.5.1**      *36053J*      Each  
*07/2000 File IRM per transmittal*  
**Appeals - Claim & Overassessment Cases**  
This IRM discusses Appeals consideration of claim and overassessment cases. *AP:G:O* Internal Use
- 8.6.1**      *36054U*      Each  
*12/2001 File IRM per transmittal*  
**Appeals - Conference and Settlement Practices**  
This IRM provides information on conference and settlement practice for Appeals Officers. *AP:LMSB* Internal Use
- 8.7.1**      *36060Y*      Each  
*11/2001 File IRM per transmittal*  
**Technical and Procedural Guidelines - Special Issues / General**  
This IRM contains information on general special issue guidelines for Appeals. *AP:G:O* Internal Use
- 8.7.2**      *33671H*      Each  
*11/2001 File IRM per transmittal*  
**Technical and Procedural Guidelines - Special Collection Appeals Programs**  
This IRM contains procedures for Appeals officers and Settlement officers to follow in working CAP and CDP case. *AP:G:O* Internal Use

- 8.7.3**            *33162R*            Each  
*12/2001 File IRM per transmittal*  
**Technical and Procedural Guidelines - Appeals Industry Specialization Program (ISP)**  
This IRM contains information on the Appeals Industry Specialization Program (ISP). *C:AP:LMSB* Internal Use
- 8.8.1**            *36040G*            Each  
*12/2001 File IRM per transmittal*  
**Appeals - Appeals Agreement Forms**  
This IRM contains information on Appeals agreement forms. *C:AP:LMSB* Internal Use
- 8.9.1**            *36038U*            Each  
*10/2001 File IRM per transmittal*  
**Joint Committee (JC) Case Procedures - Joint Committee (JC) Case Procedures**  
This IRM provides procedures for processing of Joint Committee cases by Appeals. *AP:AQMS:LMSB* Internal Use
- 8.10.1**          *36055F*            Each  
*03/2002 File IRM per transmittal*  
**Appeals - Reports and Projects**  
This IRM contains information on reports and projects. *C:AP:LMSB* Internal Use
- 8.11.1**          *36059X*            Each  
*02/1999 File IRM per transmittal*  
**Appeals - Penalties**  
This IRM provides instructions for all functions Servicewide on all penalties imposed by the Internal Revenue Code. *C:AP:CSC&AS* Internal Use
- 8.12.1**          *36056Q*            Each  
*06/1998 File IRM per transmittal*  
**Appeals - Appeals Case Memo**  
This IRM explains how to prepare appeals case memos. *C:AP:FS* Internal Use
- 8.13.1**          *36039F*            Each  
*05/2001 File IRM per transmittal*  
**Closing Agreement Manual - Purpose and Authorities**  
This IRM provides instructions and guidance to Service personnel handling closing agreements entered into under IRC section 7121. This includes employees in W&I, SB/SE, LMSB, TE/GE and Appeals. This entire IRM is reformatted and renumbered to conform to the redesigned IRM and is updated to reflect new position titles resulting from the IRS reorganization. This IRM replaces old IRM 8(13)10. *AP:LMSB* Internal Use
- 8.13.2**          *36058M*            Each  
*06/2000 File IRM per transmittal*  
**Closing Agreements and Offers in Compromise- Offers in Compromise**  
This IRM provides information on Offers in Compromise. *AP:SBSE 3* Internal Use
- 8.14.1**          *36057B*            Each  
*12/2001 File IRM per transmittal*  
**Appeals Rulings, Technical Advice, Technical Information and Other Assistance**  
This IRM provides information on revenue rulings, technical advice, technical information and other assistance. *C:AP:LMSB* Internal Use
- 8.15.1**          *36199I*            Each  
*01/2002 File IRM per transmittal*  
**Appeals Bankruptcy Cases - Bankruptcy Cases**  
This IRM provides Appeals and other IRS personnel with procedures relating to bankruptcy cases that come to Appeals. *AP:8015:MSRO* Internal Use
- 8.16.1**          *36181C*            Each  
*12/1999 File IRM per transmittal*  
**Appeals - Employee Plans and Exempt Organization Cases**  
This section provides information on pre and post conference procedures for EP/EO CEP cases. This replaces IRM 8(16)00. *AP:SBSE:OP* Internal Use
- 8.17.1**          *31907G*            Each  
*07/2001 File IRM per transmittal*  
**Appeals Tax Computation Specialist Manual - Introduction to the Appeals Tax Computation Specialist Manual**  
Introduction to the Appeals Tax Computation Manual. Provides guidance and procedures for Appeals Tax Computation Specialists. *AP:GA:OP* Internal Use
- 8.17.2**          *31908R*            Each  
*11/2001 File IRM per transmittal*  
**Appeals Tax Computation Specialist Manual - The Audit Statement**  
This IRM sets out the guidelines for performing auditing work and for preparing audit statements in Appeals. *C:AP:SBSE* Internal Use
- 8.17.3**          *31909C*            Each  
*11/2001 File IRM per transmittal*  
**Appeals Tax Computation Specialist Manual - Transcript of Account and Statement of Account**  
This IRM defines a Transcript of Account and a Statement of Account. It explains the purpose of a Statement of Account and provides guidelines for preparing a Statement of Account in Appeals. The types of cases requiring transcripts and statements are listed. It also explains how to secure Master File and Non-Master File transcripts. *C:AP:SBSE* Internal Use
- 8.17.4**          *31912Z*            Each  
*11/2001 File IRM per transmittal*  
**Appeals Tax Computation Specialist Manual - Statutory Notices of Deficiency and Other Notices**  
This IRM sets out guidelines for the preparation of a Notice of Deficiency and other notices such as Notice of Determination. Used in certain circumstances when a mutually satisfactory agreement can not be reached in Appeals. *C:AP:SBSE* Internal Use
- 8.17.5**          *31913K*            Each  
*11/2001 File IRM per transmittal*  
**Appeals Tax Computation Specialist Manual - Special Forms and Agreements**  
This IRM provides guidelines on the use of various forms involved in preparing audit statements and processing cases in Appeals. It describes circumstances under which a particular form is required. *C:AP:SBSE* Internal Use
- 8.18.1**          *31885D*            Each  
*03/2001 File IRM per transmittal*  
**Valuation Assistance - Valuation Assistance Procedures**  
Guidance is provided for requesting valuation assistance from Appeals Appraisal Services and the Office of Art Appraisal Services under the Chief Appeals. *AP:LMSB1 & ART* Internal Use
- 8.20.1**          *36042C*            Each  
*01/2002 File IRM per transmittal*  
**Appeals Records and Processing Manual - Introduction to Appeals Records and Processing**  
This IRM is the introduction to the Appeals Records and Processing Manual. It is intended primarily for use by the Records and Processing employees in Appeals offices. It will also be used for reference by other Appeals employees, including Appeals Officers, Settlement Officers and Appeals Managers. Previously issued as IRM 8.1.1 CH. 1, catalog number has remained the same. *AP:SB* Internal Use
- 8.20.2**          *33441R*            Each  
*01/2002 File IRM per transmittal*  
**Appeals Records and Processing Manual - Automated Systems**  
This IRM describes various automated systems used by the Appeals Records and processing sections. It is intended primarily for use by Records and Processing employees in Appeals offices. It will also be used for reference by other Appeals employees, including Appeals Officers, Settlement Officers and Appeals Managers. *AP:SB* Internal Use
- 8.20.3**          *33442C*            Each  
*01/2002 File IRM per transmittal*  
**Appeals Records and Processing Manual - Appeals Centralized Database System (ACDS)**  
This IRM describes the ACDS. Specific item instructions are provided for input into the various fields in ACDS Cases. It is intended primarily for use by the Records and Processing employees in Appeals offices. It will also be used by other Appeals employees, including Appeals Officers, Settlement Officers and Appeals Managers. *AP:SB* Internal Use

## IRM

- 8.20.4** 33443N Each  
*01/2002 File IRM per transmittal*  
**Appeals Records and Processing Manual - Statute of Limitations**  
This IRM contains instructions pertaining to determining and controlling the Statute of Limitations on the Appeals Centralized Database System (ACDS) and AIMS. It is intended primarily for use by Records and Processing employees in Appeals offices. It will also be used for reference by other Appeals employees, including Appeals Officers, Settlement Officers and Appeals Managers. *AP:SB Internal Use*
- 8.20.5** 36043N Each  
*01/2002 File IRM per transmittal*  
**Appeals Records and Processing Manual - Processing and Establishing New Receipts**  
This IRM contains information on processing and establishing new receipts. Previously issued as IRM 8.1.1 CH. 2, catalog number has remained the same. *AP:SB Internal Use*
- 8.20.6** 36044Y Each  
*01/2002 File IRM per transmittal*  
**Appeals Records and Processing Manual - Interim Processing Procedures**  
This IRM contains interim processing procedures for a variety of interim actions, including processing payments, partial assessments/abatements, mail procedures, issuing notices of deficiency and determination letters, etc. It is intended primarily for use by the Records and Processing employees in Appeals offices. It will also be used for reference by other Appeals employees, including Appeals Officers, Settlement Officers and Appeals Managers. Previously issued as IRM 8.1.1 CH. 3, catalog number has remained the same. *AP:SB Internal Use*
- 8.20.7** 36045J Each  
*01/2002 File IRM per transmittal*  
**Appeals Records and Processing Manual - Appeals Case Closures**  
This IRM contains general closing procedures for closing cases from the Appeals Centralized Database System (ACDS) and other systems, such as AIMS, if applicable. Additional closing instructions are provided for specific types of cases. It is intended primarily for use by the Records and Processing employees in Appeals offices. It will also be used for reference by other Appeals employees, including Appeals Officers, Settlement Officers and Appeals Managers. Previously issued as IRM 8.1.1 CH. 4, catalog number has remained the same. *AP:SB Internal Use*
- 8.20.8** 36046U Each  
*01/2002 File IRM per transmittal*  
**Appeals Records and Processing Manual - Appeals Records Maintenance and Disposition**  
This IRM contains information on appeals records maintenance and disposition. Previously issued as IRM 8.1.1 CH. 5, catalog number has remained the same. *AP:SB Internal Use*
- 8.20.9** 36049B Each  
*01/2002 File IRM per transmittal*  
**Appeals Records and Processing Manual - Inventory Control Systems and Reports**  
This IRM contains instructions for generating and working various reports, including annual physical inventory validation reports, AMATCH reports, ACDS reports, End-of-Month processing, and Ad Hoc reports. It is intended primarily for use by the Records and Processing employees in Appeals offices. It will also be used for reference by other Appeals employees, including Appeals Officers, Settlement Officers and Appeals Managers. Previously issued as IRM 8.1.1 CH. 8, catalog number has remained the same. *AP:SB Internal Use*
- 9.1.1** 36200Y Each  
*12/2001 File IRM per transmittal*  
**Criminal Investigation Mission, Authorities, Organization and Directives - Mission, Strategies, Programs & Organization**  
This chapter contains the mission of Criminal Investigation and an introduction to various programs and strategies. *CI:S:RPE Internal Use*
- 9.1.2** 36201J Each  
*09/2001 File IRM per transmittal*  
**CI Mission, Authorities, Organization and Directives - Authority**  
This IRM will focus on the authority to: enforce crimes under the Internal Revenue laws, arrest and carry firearms, compromise a tax investigation, settle criminal cases, seize property for forfeiture, the authority that forms the basis of the duties of a special agent and conflict of laws. Previously issued as IRM 9.1 CH. 2, catalog number has remained the same. *CI:S:RPE Internal Use*
- 9.1 CH. 3** 36229L Each  
*07/1998 File IRM per transmittal*  
**Criminal Investigation Mission, Authorities, Organization and Directives - Criminal Statutory Provisions and Common Law**  
This chapter defines various aspects of the law. It also contains the complete text of the more frequently used penal sections of the USC Title 26 and the complete text of Titles 18 and 31 that are within the jurisdiction of IRS. *CP:CI:O:T Internal Use*
- 9.1.4** 36202U Each  
*07/2001 File IRM per transmittal*  
**Criminal Investigation Mission, Authority, Organization and Directives - Criminal Investigation Directives**  
This IRM discusses the Criminal Investigation organization, mission and directives. Previously issued as Handbook 9.1 Chapter 4, catalog number remained the same. *CI:S:RPE Internal Use*
- 9.2.1** 36231X Each  
*01/2001 File IRM per transmittal*  
**Skills and Training - Training**  
This IRM contains training information for Criminal Investigation. Previously issued as Handbook 9.2 Chapter 1, catalog number remained the same. *CI:S:RPE Internal Use*
- 9.2 CH. 2** 36226E Each  
*08/2000 File IRM per transmittal*  
**Skills and Training of Criminal Investigation Personnel - Physical Fitness Program**  
This chapter provides guidelines for the physical fitness program in CI. *CI:S:RPE Internal Use*
- 9.2 CH. 3** 36228A Each  
*08/2000 File IRM per transmittal*  
**Skills and Training of Criminal Investigation Personnel - Use of Force Procedures**  
This chapter provides guidelines for use of force procedures for special agents in Criminal Investigation. *CI:S:RPE Internal Use*
- 9.3 CH. 1** 36250E Each  
*04/1999 File IRM per transmittal*  
**Disclosure and Publicity Handbook - Disclosure**  
Provides instructions, guidelines and procedures concerning disclosure, issues encountered in Criminal Investigation *CP:CI:O:T Internal Use*
- 9.3 CH. 2** 36251P Each  
*03/1999 File IRM per transmittal*  
**Disclosure and Publicity Handbook - Publicity & Internal Communications**  
This chapter contains guidance for publicity and internal communications for Criminal Investigation. *CP:CI:O:T Internal Use*
- 9.4 CH. 1** 36203F Each  
*03/1999 File IRM per transmittal*  
**Investigative Techniques Handbook - Information Gathering, General, Primary, and Subject Investigations**  
This chapter describes the authorizations techniques for each of the CI's four types of information collecting activities. *CP:CI:O:T Internal Use*
- 9.4.2** 36205B Each  
*12/2001 File IRM per transmittal*  
**Investigative Techniques Handbook -Sources of Information**  
This IRM relates to the different sources available to gather information during the course of an investigation. Previously numbered 9.4 Chapter 2. *CI:OPS:SIT Internal Use*
- 9.4.3** 36206M Each  
*09/2001 File IRM per transmittal*  
**Investigative Techniques - Formal Written Request**  
This IRM describes the formal written request procedure. Previously issued as IRM 9.4 CH. 3, catalog number has remained the same. *CI:S:RPE Internal Use*

- 9.4.4** 36207X Each  
01/2001 File IRM per transmittal  
**Investigative Techniques - Requests for Information**  
This chapter contains information on a number of entities that have established special procedures for special agents to follow in requesting information from them. It explains in detail the various procedures that must be followed in administrative investigations and should be followed whenever possible in grand jury investigations. Previously issued as Handbook 9.4 chapter 4, the catalog number has remained the same. *C:S:RPE* Internal Use
- 9.4.5** 36208I Each  
03/2002 File IRM per transmittal  
**Investigative Techniques - Interviews**  
This section discusses all the techniques for preparing for and conducting interviews. Previously issued as Handbook 9.4 Chapter 5, catalog number remained the same. *CI:S:RPE* Internal Use
- 9.4 CH. 6** 36209T Each  
03/1999 File IRM per transmittal  
**Investigative Techniques Handbook - Surveillance**  
The title of this chapter has been changed from "Surveillance" to "Surveillance and Non-Consensual Monitoring". It contains procedures pertaining to surveillance as an enforcement technique. *CP:CI* Internal Use
- 9.4.7** 36210U Each  
09/2001 File IRM per transmittal  
**Investigative Techniques - Consensual Monitoring**  
This IRM contains policy and procedural information concerning the investigative use of electronic or mechanical monitoring devices with the consent of one or more parties to conversations. Previously issued as IRM 9.4 CH. 7, catalog number has remained the same. *CI:S:RPE* Internal Use
- 9.4 CH. 9** 36212Q Each  
06/1998 File IRM per transmittal  
**Investigative Techniques Handbook - Search Warrants & Warrantless Searches**  
This chapter covers the guidelines and investigative techniques for the use of Search Warrants. *CP:CI* Internal Use
- 9.4.11** 36214M Each  
12/2001 File IRM per transmittal  
**Investigative Techniques Handbook - Investigative Services**  
This IRM relates to the investigative services provided to special agents to assist them in conducting criminal investigations. Previously issued as 9.4 Chapter 11. *CI:S:RPE* Internal Use
- 9.4.12** 36215X Each  
12/2001 File IRM per transmittal  
**Investigative Techniques - Arrests**  
This IRM gives special agents guidance as to what to do before, during and after an arrest is made. *CI:OPS:SIT* Internal Use
- 9.4 CH. 13** 36232I Each  
07/1998 File IRM per transmittal  
**Investigative Techniques Handbook - Financial Investigative Task Force**  
This chapter describes a financial investigative task force. *CP:CI:O:T* Internal Use
- 9.5 CH. 1** 36216I Each  
12/1998 File IRM per transmittal  
**The Investigative Process Handbook - Administrative Investigations**  
This chapter contains information on general investigative procedures and rules of evidence. This information is applicable to all types of investigations, including grand jury investigations. This IRM replaces information previously found in portions of IRM 9781 and 9321-28. *OP:CI:O:T* Internal Use
- 9.5 CH. 2** 36462Y Each  
09/1998 File IRM per transmittal  
**The Investigative Process - Grand Jury Investigations**  
This chapter provides information to special agents in Criminal Investigation on performing or conducting investigations, preparing for indictment, trial, and obtaining evidence relative to sentencing, in matters involving potential violations of Title 26, and/or Title 18, and/or Title 31 of the United States Code committed in contravention of tax, bank secrecy, or money laundering statutes. *OP:CI:O:T* Internal Use
- 9.5 CH. 3** 36218E Each  
04/1999 File IRM per transmittal  
**The Investigative Process - Tax Crimes (General)**  
This chapter provides information concerning tax crimes investigations. *CP:CI:O:T* Internal Use
- 9.5 CH. 4** 36219P Each  
09/1999 File IRM per transmittal  
**The Investigative Process Handbook - Refund Fraud and Return Preparer Investigations**  
This chapter relates to fraud investigations investigated by CI. *OP:CI:O:T* Internal Use
- 9.5 CH. 5** 36233T Each  
10/1998 File IRM per transmittal  
**The Investigative Process Handbook - Fraud Investigations**  
This IRM chapter provides information and guidelines with respect to money laundering. This IRM replaces portions of the text previously located in IRM 9781. *OP:CI:O:T* Internal Use
- 9.5 CH. 6** 36220Q Each  
07/1998 File IRM per transmittal  
**The Investigative Process Handbook - Organized Crime & Strike Force**  
This chapter provides information concerning organized crime and strike force programs. *CP:CI* Internal Use
- 9.5 CH. 7** 36221B Each  
09/1999 File IRM per transmittal  
**The Investigative Process Handbook - Narcotic Investigations**  
This chapter describes the Criminal Investigation narcotics program. *OP:CI:O:N:A* Internal Use
- 9.5 CH. 8** 36222M Each  
03/1999 File IRM per transmittal  
**The Investigative Process Handbook - Investigative Reports**  
This Chapter provides guidance to special agents writing investigative reports. *CP:CI:O:T* Internal Use
- 9.5 CH. 9** 36223X Each  
07/1998 File IRM per transmittal  
**The Investigative Process Handbook - Method of Proof**  
This chapter explains the different methods of proof and how to document each method. *CP:CI* Internal Use
- 9.5.10** 36224I Each  
01/2002 File IRM per transmittal  
**The Investigative Process Handbook - Centralized Review (Investigative Reports)**  
This IRM provides guidelines and procedures regarding the centralized review of prosecution reports. Previously issued as 9.5 Chapter 10. *CI:S:RPE* Internal Use
- 9.5 CH. 11** 36463J Each  
04/1999 File IRM per transmittal  
**The Investigative Process - Other Specialized Investigations**  
This chapter details investigations categorized as other specialized investigations. These investigations are outlined as follows: Bribery, Forcible Rescue of Seized Property, Offers in Compromise, Excise Tax, and Collateral Investigations. *OP:CI:O:T* Internal Use
- 9.5 CH. 12** 27554N Each  
04/1999 File IRM per transmittal  
**Formal Conferences and Processing Completed Criminal Investigation Reports - Investigative Process**  
This chapter provides information concerning formal conferences and processing completed criminal investigation prosecution and discontinued investigation reports. *OP:CI:O:T* Internal Use
- 9.5 CH. 13** 36234E Each  
12/1998 File IRM per transmittal  
**The Investigative Process Handbook - Civil Considerations**  
This chapters contains information on civil assessments, penalties, offers, etc., while separate from criminal activities can still impact the criminal investigation. This chapter deals with some of those civil matters which may warrant consideration. It replaces portions of text previously found in IRM sections: 9220-67, 9636, 9329, 9634 and 9537. *OP:CI:O:T* Internal Use



## IRM

- 9.5 CH. 14**      **36235P**      Each  
*12/1998 File IRM per transmittal*  
**The Investigative Process Handbook - Civil Activity at the Close of the Subject Criminal Investigation**  
This chapter contains information dealing with the post-closing civil and administrative activities. It replaces portions of text previously contained in IRMs 9784, 9267, 9324, 9631 and 9536. *OP:CI:O:T* Internal Use
- 9.5 CH. 15**      **36236A**      Each  
*12/1998 File IRM per transmittal*  
**The Investigative Process Handbook - Closing the Subject Criminal Investigation**  
This chapter provides guidelines and procedures for the Chief, Criminal Investigation to follow in closing administrative referrals, grand jury investigations, direct referrals and discontinued investigations. This replaces text previously contained in portions of IRMs 9267, 9636, 9781, 9631, 9632 and 9782. *OP:CI:O:T* Internal Use
- 9.6 CH. 1**      **36230M**      Each  
*07/1998 File IRM per transmittal*  
**Trial and Court Related Activities Handbook - Compulsion Orders & Immunity**  
This chapter deals with a witness being granted immunity from criminal prosecution and compelling witnesses to testify. *CP:CI:O:T* Internal Use
- 9.6.2**      **36464U**      Each  
*03/2002 File IRM per transmittal*  
**Trial and Court-Related Activities - Plea Agreements and Sentencing Process**  
This IRM provides guidance and procedures on plea agreements and the sentencing process. It also replaces information contained in IRMs 9781 and Part IX. Previously issued as 9.6 Chapter 2. *CI:OPS:FC* Internal Use
- 9.6 CH. 3**      **36465F**      Each  
*08/1999 File IRM per transmittal*  
**Trial and Court-Related Activities - Pre-Trial Procedures**  
This chapter describes pre-trial procedures. It replaces text previously contained in IRM 9781, sections 700 through 751.537. *OP:CI:O:T* Internal Use
- 9.6.4**      **36225T**      Each  
*10/2001 File IRM per transmittal*  
**Trial and Court Related Activities - Trial**  
This IRM covers Federal Court procedures and related matters. Previously issued as IRM 9.6 CH. 4, catalog number has remained the same. *CI:S:RPE* Internal Use
- 9.6 CH. 7**      **36227P**      Each  
*04/1999 File IRM per transmittal*  
**Trial And Court Related Activities Handbook - Protection Assignments**  
This Chapter relates to protection assignments which involve special agents participation. *CP:CI:O:T* Internal Use
- 9.7 CH. 1**      **36428C**      Each  
*04/1998 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Seizure Authority & Coordination of the Forfeiture Process**  
This IRM provides information on seizure authority and coordination of the forfeiture process. *CP:CI:O:T* Internal Use
- 9.7 CH. 2**      **36429N**      Each  
*04/1998 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Methods to Effect Seizures**  
This IRM describes the methods which may be used to effect a title 18 seizure for forfeiture. Replaces Chapter (11)00 of IRM 9781. *CP:CI:O:T* Internal Use
- 9.7 CH. 3**      **36430O**      Each  
*04/1998 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Civil Seizure and Forfeiture**  
This IRM describes the civil seizure and forfeiture process as a sanction against money laundering. Replaces Chapter (11)00 of IRM 9781. *CP:CI:O:T* Internal Use
- 9.7.3**      **36431Z**      Each  
*11/2001 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Criminal Forfeiture**  
This IRM defines all aspects of criminal forfeiture, identifies criminally forfeitable property, and provides guidelines and requirements for methods of seizure and legal proceedings. Previously issued as IRM 9.7 CH. 4, catalog number has remained the same. *CI:OPS:WF* Internal Use
- 9.7.5**      **36432K**      Each  
*01/2001 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Forfeiture Actions**  
This IRM contains information on forfeitures, including documentation settlements of judicial forfeiture and expedited forfeiture settlements. Previously issued as Handbook 9.7 Chapter 5, catalog number has remained the same. *CI:S:RPE* Internal Use
- 9.7 CH. 6**      **36433V**      Each  
*04/1998 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Seizure Planning**  
This IRM discusses various matters that should be considered when planning a seizure. Replaces Chapter (11)00 of IRM 9781. *CP:CI:O:T* Internal Use
- 9.7.7**      **36436C**      Each  
*11/2001 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Claims and Petitions**  
This IRM defines various claims filed against forfeited property, including guidelines and requirements for hardship petitions, petitions for remission or mitigation, and transfer of forfeited assets to victims. Previously issued as IRM 9.7 CH. 9, catalog number has remained the same. *CI:OPS:WF* Internal Use
- 9.7 CH. 7**      **36434G**      Each  
*04/1998 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Processing Seized Assets**  
This IRM discusses procedures used in handling a seized asset from the seizure to the disposition. Replaces Chapter (11)00 of IRM 9781. *CP:CI:O:T* Internal Use
- 9.7 CH. 8**      **36435R**      Each  
*04/1998 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Storage of Seized Assets**  
This IRM discusses the storage of seized assets. Replaces Chapter (11)00 of IRM 9781. *CP:CI:O:T* Internal Use
- 9.7.10**      **36437N**      Each  
*01/2001 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Disposition of Forfeited Property**  
This IRM discusses the disposition of forfeited property. Previously issued as Handbook 9.7 chapter 10, the catalog number has remained the same. *C:S:RPE* Internal Use
- 9.7 CH. 11**      **36438Y**      Each  
*07/2000 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Abandoned Property**  
This IRM discusses the handling of abandoned property. Replaces chapter (11)00 of IRM 9781. *CI:OPS:WS* Internal Use
- 9.7 CH. 12**      **36439J**      Each  
*04/1998 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Equitable Sharing and Reverse Asset Sharing**  
This IRM discusses equitable sharing and reverse asset sharing in the seizure and forfeiture process. Replaces Chapter (11)00 of IRM 9781. *CP:CI:O:T* Internal Use
- 9.7 CH. 13**      **36440K**      Each  
*04/1998 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Evidentiary Seizures**  
This IRM discusses evidentiary seizures. Replaces Chapter (11)00 of IRM 9781. *CP:CI:O:T* Internal Use
- 9.7 CH. 14**      **36441V**      Each  
*04/1998 File IRM per transmittal*  
**Asset Seizure and Forfeiture - Title 26 (Code) Seizures for Forfeiture**  
This IRM provides information concerning Title 26 seizures for forfeiture. Replaces Chapter (11)00 of IRN 9781. *CP:CI:O:T* Internal Use
- 9.8.1**      **36442G**      Each  
*01/2002 File IRM per transmittal*  
**Criminal Investigation at the Service Center - Fraud Detection Center Organizational Structure and Responsibilities**  
This IRM pertains to the organizational structure and responsibilities of criminal investigation at the service center. Previously issued as 9.8 Chapter 1. *CI:RC* Internal Use

- 9.8 CH. 2** 36443R Each  
04/1998 File IRM per transmittal  
**Criminal Investigation at the Service Center - Criminal Investigations Controls**  
This IRM provides instructions and information for the control function of the criminal investigation branch at the service centers. *CP:CI:O:T* Internal Use
- 9.8 CH. 3** 36444C Each  
02/1999 File IRM per transmittal  
**Criminal Investigation at the Service Center - Questionable Refund Program (QRP)**  
This IRM contains administrative procedures for the criminal investigation questionable refund program. *CP:CI:OT* Internal Use
- 9.8 CH. 4** 36445N Each  
04/1998 File IRM per transmittal  
**Criminal Investigation at the Service Center - Restitution**  
This IRM gives an overview of procedures for court ordered restitution. *CP:CI:O:T* Internal Use
- 9.9 CH. 1** 36446Y Each  
08/1999 File IRM per transmittal  
**Criminal Investigation Management Information System (CIMIS) - Employee CIMIS Responsibilities and Procedures**  
This chapter is designed to describe the Criminal Investigation Management Information (CIMIS) database. *OP:CI:O:T* Internal Use
- 9.9 CH. 2** 36447J Each  
09/1998 File IRM per transmittal  
**Criminal Investigation Management Information System (CIMIS) - CIMIS Security and Setup**  
This chapter deals with the different structures used to ensure CIMIS security. Also, the chapter explains what information needs to be in the system before an investigation is numbered or assigned.  
It also describes the investigation number. IRM 9.9 chapters 1-13 replaces IRM 9782, which is obsolete. *OP:CI:O:T* Internal Use
- 9.9 CH. 4** 36449F Each  
09/1998 File IRM per transmittal  
**Criminal Investigation Management Information System (CIMIS) - Form 4930 Sections I, II, & III**  
This chapter describes the information needed to complete the first three sections of Form 4930 for input into CIMIS. IRM 9.9 chapters 1-13 replace IRM 9782, which is obsolete. *OP:CI:O:T* Internal Use
- 9.9 CH. 5** 36450G Each  
09/1998 File IRM per transmittal  
**Criminal Investigation Management Information System (CIMIS) - Form 4930 Section IV, Items 3 through 12**  
This chapter describes the information needed to complete items 3 through 12 of Section IV, Form 4930 for input into CIMIS. IRM 9.9 chapters 1 - 13 replaces IRM 9782, which is obsolete. *OP:CI:O:T* Internal Use
- 9.9 CH. 6** 36451R Each  
09/1998 File IRM per transmittal  
**Criminal Investigation Management Information System (CIMIS) - Form 4930 Section IV, Items 13 through 22**  
This chapter describes the information needed to complete items 13 through 22 of Section IV, Form 4930, for input into CIMIS. IRM 9.9 chapters 1 through 13 replace IRM 9782, which is obsolete. *OP:CI:O:T* Internal Use
- 9.9 CH. 7** 36452C Each  
07/1999 File IRM per transmittal  
**Criminal Investigation Management Information System (CIMIS) - Form 4930 Section IV, Items 23 through 28**  
This chapter describes the information needed to complete items 23 through 28 of Section IV, Form 4930, for the Criminal Investigation Management Information System (CIMIS). *OP:CI:O:T* Internal Use
- 9.9 CH. 8** 36453N Each  
07/1999 File IRM per transmittal  
**Criminal Investigation Management Information System (CIMIS) - Form 4930 Section IV, Items 29 through 33**  
This chapter describes the information needed to complete items 29 through 33 of Section IV, Form 4930, for input into CIMIS. *OP:CI:O:T* Internal Use
- 9.9 CH. 9** 36454Y Each  
09/1998 File IRM per transmittal  
**Criminal Investigation Management Information System (CIMIS) - Form 4930 Section V, Investigation Status**  
This chapter describes the information needed to complete items 34 & 35 of Section V, Form 4930, for input into CIMIS. IRM 9.9 chapters 1 - 13 replace IRM 9782, which is obsolete. *OP:CI:O:T* Internal Use
- 9.9 CH. 10** 36455J Each  
08/1999 Special Handling/See Remarks  
**Criminal Investigation Management Information System (CIMIS) - Form 4930 Section VI, Other Investigation Information**  
This chapter provides information on Form 4930, section VI. *OP:CI:O:T* Internal Use
- 9.9 CH. 11** 36456U Each  
09/1998 File IRM per transmittal  
**Criminal Investigation Management Information System (CIMIS) - Form 4930 Section VII, Prosecution Recommendation Information**  
This chapter describes the information needed to complete items 48 through 56 of Section VII, Form 4930, for input into CIMIS. IRM 9.9 chapters 1 - 13 replace IRM 9782, which is obsolete. *OP:CI:O:T* Internal Use
- 9.9 CH. 12** 36457F Each  
08/1999 File IRM per transmittal  
**Criminal Investigation Management Information System (CIMS) - Form 4930 Sections VIII, Legal Action Information IX, Criminal**  
This chapter describes the information needed to complete items 57 through 70 of Section VIII and item 71 of Section IX, Form 4930, for input into CIMIS. IRM 9.9 chapters 1 - 13 replaced IRM 9782, which is obsolete. *OP:CI:O:T* Internal Use
- 9.9 CH. 13** 36458Q Each  
08/1999 File IRM per transmittal  
**Criminal Investigation Management Information System (CIMIS) - Form 5043, Criminal Investigation Monthly Activity Report**  
This chapter describes the purpose, requirement, and specific data entry instruction for each section of Form 5043, Criminal Investigation Monthly Activity Report. *OP:CI:O:T* Internal Use
- 9.10 CH. 1** 36425V Each  
03/1998 File IRM per transmittal  
**Administrative Databases and Software Handbook - Criminal Investigation Equipment Control System (CIECS)**  
Provides information on the Criminal Investigation Control System (CIECS). *CP:CI:O:T* Internal Use
- 9.10.2** 36426G Each  
11/2001 File IRM per transmittal  
**Administrative Databases and Software - Treasury Enforcement and Communication System and International Fugitive Notices**  
Provides information available on the Treasury Enforcement Communication System (TECS) for domestic and international fugitives. *CI:OPS:WF* Internal Use
- 9.10 CH. 3** 36427R Each  
03/1998 File IRM per transmittal  
**Administrative Databases and Software - Criminal Investigation Support Software**  
Provides information on the Criminal Investigation support system. *CP:CI:O:T* Internal Use
- 9.11 CH. 1** 36461N Each  
04/1999 File IRM per transmittal  
**Fiscal and Personnel Matters - Fiscal & Budgetary Matters**  
This chapter provides guidance on the fiscal and budget matters for Criminal Investigation field managers. *OP:CI:O:T* Internal Use
- 9.11.2** 36466Q Each  
01/2002 File IRM per transmittal  
**Fiscal and Personnel Matters - Domestic and Foreign Travel**  
This IRM discusses domestic travel, travel to Puerto Rico and the U.S. Virgin Islands and foreign travel. This IRM replaces text previously found in IRMs 9781 and 9265. Previously issued as 9.11 Chapter 2. *CI:OPS:I* Internal Use

## IRM

- 9.11 CH. 3 36459B** Each  
*09/1998 File IRM per transmittal*  
**Fiscal, Equipment, and Personnel Matters - Investigative Property**  
This chapter deal with the overall topic of investigative equipment. And it replaces IRMs Part IX and 9781. *OP:CI:O:T* Internal Use
- 9.11.4 36460C** Each  
*10/2001 File IRM per transmittal*  
**Personnel Matters - Personnel Matters**  
This IRM describes Criminal Investigation's personnel management policies and procedures. *CI:S:R* Internal Use
- 9.12 CH. 1 36416K** Each  
*10/1999 File IRM per transmittal*  
**Administrative and Recordkeeping Matters Handbook - Miscellaneous and Administrative Procedures**  
Provides information regarding miscellaneous and administrative procedures. *OP:CI:O:T* Internal Use
- 9.12.2 36417V** Each  
*12/2001 File IRM per transmittal*  
**Administrative and Recordkeeping Matters Handbook - Record Retention & Management**  
Provides information on record management for criminal investigation. *CI:S:RPE* Internal Use
- 9.13 CH. 1 36480U** Each  
*10/1998 Special Handling/See Remarks*  
**International Investigations - Information From Foreign Countries**  
This chapter contains procedures for obtaining information from foreign countries. This replaces text previously contained in IRM 9265. *OP:CI:O:N:M* Internal Use
- 9.13 CH. 2 36481F** Each  
*10/1998 Special Handling/See Remarks*  
**International Investigations - Treaties, Mutual Assistance Laws, Simultaneous Investigation Programs, and Agreements**  
This chapter contains for obtaining information from foreign countries (such as Treaties on mutual Assistance in Criminal Matters, Mutual Assistance Laws, Simultaneous Criminal Investigation Programs (SCIP) and Agreements). This replaces text previously contained IRM 9265. *OP:CI:O:N:M* Internal Use
- LEM 9.14 36342F** Each  
*07/1998 File IRM per transmittal*  
**LEM - Criminal Investigations**  
This LEM contains official use only information for use by Criminal Investigation. *OP:CI:O:T* Internal Use **This product may not be ordered by the general public**
- 11.3.1 30423R** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Introduction to Disclosure**  
Previously issued as IRM 1.3 CH. 1, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD* Internal Use
- 11.3.2 30424C** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure to Persons with a Material Interest**  
Previously issued as IRM 1.3 CH. 2, catalog number remains the same. This IRM covers the procedures for Disclosure and is primarily intended for use by Disclosure personnel. *CL:GLD* Internal Use
- 11.3.3 30425N** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure to Designees and Practitioners**  
Previously issued as IRM 1.3 CH. 3, catalog number remains the same. This IRM covers the procedures for Disclosure and is primarily for use by Disclosure personnel. *CL:GLD* Internal Use
- 11.3.4 30426Y** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Congressional Inquiries**  
Previously issued as IRM 1.3 CH. 4, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD* Internal Use
- 11.3.5 30427J** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Fees**  
Previously issued as IRM 1.3 CH. 5, catalog number has remained the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD* Internal Use
- 11.3.6 30428U** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Seals and Certifications**  
Previously issued as IRM 1.3 CH. 6, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD* Internal Use
- 11.3.7 30429F** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Public Access Reading Room Operations**  
Previously issued as IRM 1.3 CH. 7, catalog number remains the same. This IRM contains procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD* Internal Use
- 11.3.8 30431R** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure of Written Determinations**  
Previously issued as IRM 1.3 CH. 8, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD* Internal Use
- 11.3.9 30432C** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Exempt Organizations**  
Previously issued as IRM 1.3 CH. 9, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD* Internal Use
- 11.3.10 30433N** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information Employee Plans Information**  
Previously issued as IRM 1.3 CH. 10, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD* Internal Use
- 11.3.11 30434Y** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Other Information Available to the Public**  
Previously issued as IRM 1.3 CH. 11, catalog number has remained the same. This IRM covers the procedures for Disclosure. It is primarily intended for use by Disclosure personnel. *CL:GLD* Internal Use
- 11.3.12 30435J** Each  
*11/2001 File IRM per transmittal*  
**Disclosure of Official Information - Classification of Documents**  
Previously issued as IRM 1.3 CH. 12, catalog number remains the same. This IRM contains information on classification of documents. *CL:GLD* Internal Use
- 11.3.13 30436U** Each  
*04/2002 File IRM per transmittal*  
**Disclosure of Official Information - Freedom of Information Act**  
Previously issued as IRM 1.3 CH. 13, catalog number remains the same. This manual covers the procedures for Disclosure and is intended for Disclosure personnel. *CL:GLD* Internal Use
- 11.3.14 30437F** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Privacy Act General Provisions**  
Previously issued as IRM 1.3 CH. 14, catalog number remains the same. This IRM covers the procedures for Disclosure and is primarily for use by Disclosure personnel. *CL:GLD* Internal Use
- 11.3.15 30438Q** Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Privacy Act Publication and Reporting Requirements**  
Previously issued as IRM 1.3 CH. 15, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD* Internal Use

- 11.3.16**      **30439B**      Each  
*11/2001 File IRM per transmittal*  
**Disclosure of Official Information - Privacy Act Notification Programs**  
 Previously issued as IRM 1.3 CH. 16, catalog number remains the same. This IRM contains information on privacy act notification programs. *CL:GLD Internal Use*
- 11.3.17**      **30440C**      Each  
*11/2001 File IRM per transmittal*  
**Disclosure of Official Information - Privacy Act Recordkeeping Restrictions**  
 Previously issued as IRM 1.3 CH. 17, catalog number remains the same. This IRM contains information on privacy act recordkeeping restrictions. *CL:GLD Internal Use*
- 11.3.18**      **30441N**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Privacy Act Access and Amendment of Records**  
 Previously issued as IRM 1.3 CH. 18, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.19**      **30442Y**      Each  
*11/2001 File IRM per transmittal*  
**Disclosure of Official Information - Privacy Act Accounting for Disclosure**  
 Previously issued as IRM 1.3 CH. 19, catalog number remains the same. This IRM contains information on privacy act accounting for disclosure. *CL:GLD Internal Use*
- 11.3.20**      **30443J**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Personnel Records**  
 Previously issued as IRM 1.3 CH. 20, catalog number remains the same. This manual covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.21**      **30444U**      Each  
*11/2001 File IRM per transmittal*  
**Disclosure of Official Information - Investigative Disclosure**  
 Previously issued as IRM 1.3 CH. 21, catalog number remains the same. This manual covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.22**      **30445F**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure to Federal Officers and Employees for Tax Administration Purposes**  
 Previously issued as IRM 1.3 CH. 22, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.23**      **30446Q**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure to the General Accounting Office (GAO)**  
 Previously issued as IRM 1.3 CH. 23, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.24**      **30447B**      Each  
*11/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure to Contractors**  
 Previously issued as IRM 1.3 CH. 24, catalog number remains the same. This IRM contains information on disclosure to contractors. *CL:GLD Internal Use*
- 11.3.25**      **30448M**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure to Foreign Countries Pursuant to Tax Treaties**  
 Previously issued as IRM 1.3 CH. 25, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.26**      **30449X**      Each  
*11/2001 File IRM per transmittal*  
**Disclosure of Official Information - Wagering Tax Information**  
 Previously issued as IRM 1.3 CH. 26, catalog number remains the same. This IRM contains information on wagering tax information. *CL:GLD Internal Use*
- 11.3.27**      **30450Y**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure of Returns and Return Information to Grand Juries**  
 Previously issued as IRM 1.3 CH. 27, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.28**      **30451J**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure to Federal Agencies for Admin. of Nontax Criminal Laws**  
 Previously issued as IRM 1.3 CH. 28, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.29**      **30452U**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure to Federal Agencies for Admin. of Noncriminal Laws**  
 Previously issued as IRM 1.3 CH. 29, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.30**      **30453F**      Each  
*11/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure to the President**  
 Previously issued as IRM 1.3 CH. 30, catalog number remains the same. This IRM contains information on disclosure to the President. *CL:GLD Internal Use*
- 11.3.31**      **30454Q**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Tax Check Reports on Federal Appointees**  
 Previously issued as IRM 1.3 CH. 31, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.32**      **30455B**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure to States for Tax Administration Purposes**  
 Previously issued as IRM 1.3 CH. 32, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.33**      **30456M**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Other Disclosures to State and Local Governments**  
 Previously issued as IRM 1.3 CH. 33, catalog number remains the same. This IRM covers Disclosure procedures and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.34**      **30457X**      Each  
*11/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosure for Nontax Criminal Violations**  
 Previously issued as IRM 1.3 CH. 34, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.35**      **30458I**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Requests and Demands for Testimony and Production of Documents**  
 Previously issued as IRM 1.3 CH. 35, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*
- 11.3.36**      **30459T**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Safeguard Review Program**  
 Previously issued as IRM 1.3 CH. 36, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel. *CL:GLD Internal Use*

## IRM

**11.3.37**      **30461F**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Record Keeping and Accounting for Disclosures**  
Previously issued as IRM 1.3 CH. 37, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel.  
*CL:GLD Internal Use*

**11.3.38**      **30462Q**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Roles and Responsibilities of Disclosure Officers**  
Previously issued as IRM 1.3 CH. 38, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel.  
*CL:GLD Internal Use*

**11.3.39**      **30463B**      Each  
*11/2001 File IRM per transmittal*  
**Disclosure of Official Information - Computer Matching and Privacy Protection Act**  
Previously issued as IRM 1.3 CH. 39, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure employees.  
*CL:GLD Internal Use*

**11.3.40**      **30464M**      Each  
*12/2001 File IRM per transmittal*  
**Disclosure of Official Information - Disclosures Involving Trust Fund Recovery Penalty Assessments**  
Previously issued as IRM 1.3 CH. 40, catalog number remains the same. This IRM covers the procedures for Disclosure and is for use by Disclosure personnel.  
*CL:GLD Internal Use*

**13.1.1**      **30650A**      Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Advocate Case Procedures - Legislative History and Organizational Structure**  
This IRM provides employees of the Taxpayer Advocate Service, and all IRS employees, with the legislative history and organization structure of the TAS organization. Previously issued as IRM 13.1 CH. 1, catalog number has remained the same.  
*TA:TAO Internal Use*

**13.1.2**      **30652W**      Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Advocate Service - Restructuring & Reform Act of 1998 (RRA98)**  
This IRM provides employees of the Taxpayer Advocate Service (TAS), and all IRS employees with Restructuring and Reform Act of 1998 background and impact on the Taxpayer Advocate Service. *TA:TAO Internal Use*

**13.1.3**      **30653H**      Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Advocate Service - Definition of Terms / Use of Abbreviations / Jargon**  
This IRM provides of TAS and all IRS employees with a list of acceptable abbreviations to be used in documenting or reading case histories. Previously issued as IRM 13.1 Chapter 3, catalog number has remained the same. *TA:TAO Internal Use*

**13.1.5**      **30655D**      Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Advocate Service - Customer Complaints/RRA98 1203 Procedures**  
This IRM provides the employees of the Taxpayer Advocate Service with information concerning Section 1203 Allegations and employee responsibilities under RRA98 for conduct provisions. Previously issued as IRM 13.1 Chapter 5, catalog number has remained the same. *TA:TAO Internal Use*

**13.1.6**      **30657Z**      Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Advocate Service - Casework Communications**  
This IRM provides the employees of the Taxpayer Advocate Service with information concerning communications guidelines during written and oral contacts. Previously issued as IRM 13.1 Chapter 6, catalog number has remained the same.  
*TA:TAO Internal Use*

**13.1.7**      **30658K**      Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Advocate Service - Taxpayer Advocate Case Processing**  
This IRM provides the employees of the Taxpayer Advocate Service and all IRS employees, with guidelines processing TAS cases from assignments to completion. Previously issued as IRM 13.1 Chapter 7, catalog number has remained the same.  
*TA:TAO Internal Use*

**13.1.8**      **30659V**      Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Advocate Service - Congressional Affairs Program**  
This IRM provides the Taxpayer Advocate Service (TAS) employees and all IRS employees, about TAS' Congressional Affairs Programs guidelines, controls and tracking for work cases. Previously issued as IRM 13.1 Chapter 8, catalog number has remained the same. *TA:TAO Internal Use*

**13.1.9**      **30660W**      Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Advocate Service - Senate Finance Committee (SFC) Case Procedures**  
This IRM provides information to Taxpayer Advocate Service employees, and all IRS employees about TAS' Senate Finance Committee Case processing procedures. Previously issued as IRM 13.1 Chapter 9, catalog number has remained the same.  
*TA:TAO Internal Use*

**13.1.10**      **30661H**      Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Advocate Service - Special Processes**  
This IRM provides the employees of the Taxpayer Advocate Service with information and guidelines on how to handle cases that require special processes. Previously issued as IRM 13.1 Chapter 10, catalog number has remained the same.  
*TA:TAO Internal Use*

**13.1.11**      **30662S**      Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Advocate Service - Case and Inventory Management**  
This IRM provides Taxpayer Advocate Service employees on how to manage, develop, and maintain an inventory. Previously issued as IRM 13.1 Chapter 11, catalog number has remained the same.  
*TA:TAO Internal Use*

**13.1.12**      **30663D**      Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Advocate Service - Technical Advisors and the Virtual Team Process**  
This IRM provides information for Taxpayer Advocate Service (TAS), and all IRS employees, on the roles and responsibilities of the Technical Advisors. Previously issued as IRM 13.1 Chapter 12, catalog number has remained the same. *TA:TAO Internal Use*

**13.2.1**      **30665Z**      Each  
*10/2001 File IRM per transmittal*  
**Operating Division Taxpayer Advocate / Processing Advocacy Issues**  
This IRM provides information about the advocacy function of the Taxpayer Advocate Service (TAS) and the formation and responsibilities of the Operating Division Taxpayer Advocate (ODTA). Previously issued as IRM 13.2 Chapter 1, catalog number has remained the same.  
*TA:TAO Internal Use*

**13.2.2**      **30666K**      Each  
*10/2001 File IRM per transmittal*  
**Operating Division Taxpayer Advocate / Processing Advocacy Issues - ODTA Inventory Control and Working an Assignment**  
This IRM provides information to Taxpayer Advocate Service employees with guidelines on working and tracking advocacy projects through the Operating Division Taxpayer Advocate (ODTA) tracking system. *TA:TAO Internal Use*

**13.2.3**      **32654M**      Each  
*10/2001 File IRM per transmittal*  
**Operating Division Taxpayer Advocate (ODTA) - Executive Control Management System (ECMS) Application**  
This IRM provides information to Taxpayer Advocate Service employees with guidelines on controlling, tracking and working ECMS controlled correspondence received by the ODTA. *TA:TAO Internal Use*

- 13.3.1** 30667V Each  
10/2001 Use/Issue Prev Issue First  
**National Taxpayer Advocate (NTA)  
Toll-Free Program - National Taxpayer  
Advocate Toll-Free Procedures**  
This IRM provides IRS employees with guideline when receiving calls for the National Taxpayer Advocate Toll Free Number 1-877-777-4778. Previously issued as IRM 13.3 Chapter 1, catalog number has remained the same. TA:TAO Internal Use
- 13.4.1** 32655X Each  
10/2001 File IRM per transmittal  
**TAS TAMIS Guide - TAMIS Data Entry  
Guidelines**  
This IRM provides information on Taxpayer Advocate Management Information System (TAMIS) which is used for inventory control of TAS cases and to identify systematic and procedural problems. TA:TAO Internal Use
- 13.5.1** 32657T Each  
10/2001 File IRM per transmittal  
**TAS Balanced Measures - TAS Balanced  
Measure System**  
This IRM provides employees of the Taxpayer Advocate Service (TAS) with information on how to incorporate a balance measure system into TAS' procedures. TA:TAO Internal Use
- 114.1 CH. 1** 30366H Each  
04/1998 File IRM per transmittal  
**Compliance and Customer Service  
Managers Handbook - Introduction**  
This IRM provides guidance to compliance and customer service managers in understanding and fulfilling their responsibilities. CP:IN:P:A:A Internal Use
- 114.1 CH. 2** 30367S Each  
02/2000 File IRM per transmittal  
**Compliance and Customer Service  
Managers Handbook - General  
Management Guidance (Generic)**  
This IRM provides general guidance to compliance and customer service managers. OP:IN:P:B Internal Use
- 114.1 CH. 3** 30396V Each  
04/1999 File IRM per transmittal  
**Compliance and Customer Service  
Managers Handbook - Examination  
Group Manager**  
This chapter serves as a guide to all first level managers in a district examination group. All first level managers are encouraged to read and become familiar with the procedures and guidance. This handbook replaces IRM 4(10)20. OP:EX:CS:SCP Internal Use
- 114.1 CH. 4** 27783S Each  
02/2000 File IRM per transmittal  
**Compliance and Customer Service  
Manager's Handbook - Collection  
Managers**  
This chapter covers the duties and responsibilities of managers in the Collection Field function, Special Procedures function and Collection Support function. S:C:CP:FP:CGP Internal Use
- 114.1 CH. 5** 30368D Each  
04/1998 File IRM per transmittal  
**Compliance and Customer Service  
Managers Handbook - EP/EO Managers**  
This IRM Provides guidance to first line management of an EP/EO group. CP:IN:P:A:A Internal Use
- 114.1 CH. 6** 30369O Each  
04/1999 File IRM per transmittal  
**Compliance and Customer Service  
Managers Handbook - Criminal  
Investigation**  
This IRM is for use by Criminal Investigation group managers. OP:IN:P:B Internal Use
- 114.1 CH. 7** 30365W Each  
04/1998 File IRM per transmittal  
**Compliance and Customer Service  
Managers Handbook - Customer Service  
Managers**  
This IRM consolidates guidelines and practices for customer service managers from Exam, EP/EO, Collection, Criminal Investigation, and International. CP:IN:P:A:A Internal Use
- 20.1.1** 33067T Each  
07/2001 File IRM per transmittal  
**Penalty Handbook - Introduction &  
Penalty Relief**  
This IRM provides information about the purpose of penalties, criteria for penalty relief, methods of appealing penalties, master-file indicators and administrative procedures. Previously issued as IRM 120.1 CH. 1, catalog number has remained the same. S:C:SP:RC:P Internal Use
- LEM 20.1.1** 33066I Each  
07/2001 File IRM per transmittal  
**Introduction & Penalty Relief**  
This LEM contains information on Penalty Relief. Previously issued as LEM 120.1 CH. 1, catalog number has remained the same. S:C:SP:RC:P Internal Use **This product may not be ordered by the general public**
- 20.1.2** 33068E Each  
08/2001 File IRM per transmittal  
**Penalty Handbook - Failure to  
File/Failure to Pay Penalties**  
This IRM discusses the failure to file and failure to pay penalties. This IRM was previously issued as 120.1 Ch.2, and (20)200. S:C:SP:RC:P Internal Use
- LEM 20.1.2** 33069P Each  
07/2001 File IRM per transmittal  
**Penalty Handbook - Failure to File /  
Failure to Pay Penalties**  
This LEM contains information on failure to file and failure to pay penalties. Previously issued as LEM 120.1 CH. 2, catalog number has remained the same. S:C:SP:RC:P Internal Use **This product may not be ordered by the general public**
- 20.1.3** 33071B Each  
07/2001 File IRM per transmittal  
**Penalty Handbook - Estimated Tax  
Penalties**  
This IRM contains information on estimated tax penalties for both individual (Internal Revenue code Section 6654) and corporate (Internal Revenue code Section 6655) taxpayers. Previously issued as IRM 120.1 CH. 3, catalog number has remained the same. S:C:SP:RC:P Internal Use
- LEM 20.1.3** 33070Q Each  
07/2001 File IRM per transmittal  
**Penalty Handbook - Estimated Tax  
Penalties**  
This LEM contains information on estimated tax penalties. Previously issued as LEM 120.1 CH. 3, catalog number has remained the same. S:C:SP:RC:P Internal Use **This product may not be ordered by the general public**
- 20.1.4** 36750J Each  
07/2001 File IRM per transmittal  
**Penalty Handbook - Failure to Deposit  
Penalty**  
This IRM contains procedures for all IRS employees on the failure to deposit (FTD) penalty. Previously issued as IRM 120.1 CH. 4, catalog number has remained the same. S:C:SP:RC:P Internal Use
- LEM 20.1.4** 36749I Each  
07/2001 File IRM per transmittal  
**Failure to Deposit Penalty**  
This LEM contains the law enforcement information on Failure to Deposit Penalty. Previously issued as LEM 120.1 CH. 4, catalog number has remained the same. S:C:SP:RC:P Internal Use **This product may not be ordered by the general public**
- 20.1.5** 33073X Each  
07/2001 File IRM per transmittal  
**Penalty Handbook - Return Related  
Penalties**  
This IRM covers the accuracy related penalties under IRC section 6662 and the fraud penalty under IRC section 6663. Previously issued as IRM 120.1 CH. 5, catalog number has remained the same. S:C:SP:RC:P Internal Use
- 20.1.6** 33072M Each  
07/2001 File IRM per transmittal  
**Penalty Handbook - Preparer/Promoter  
Penalties**  
This IRM provides procedures for the assertion of return preparer penalties. Previously issued as IRM 120.1 CH. 6, catalog number has remained the same. S:C:CP:RC:P Internal Use
- 120.1 CH. 7** 33064M Each  
08/1998 File IRM per transmittal  
**Information Return Penalties**  
This chapter covers the provisions of the Internal Revenue Code (IRC) that apply when a filer fails to meet information return reporting requirements. This information was replaces IRM (20)700, which is obsolete. CP:EX:ST Internal Use

# IRM

- LEM 120.1 CH. 7** **33065X** Each  
*09/1998 File IRM per transmittal*  
**Information Return Penalties**  
This LEM contains instructions for Information Return Penalties. This LEM replaces old LEM XX-700, Catalog Number 33142Z. *OP:EX:ST* Internal Use **This product may not be ordered by the general public**
- 20.1.8** **33063B** Each  
*07/2001 File IRM per transmittal*  
**Penalty Handbook - Employer Plans and Exempt Organizations Penalties**  
This IRM covers the penalty provisions of the Internal Revenue Code that apply to Employee Plans (EP) and Exempt Organizations (EO). Previously issued as IRM 120.1 CH. 8, catalog number has remained the same. *S:C:CP:RC:P&I* Internal Use
- 20.1.9** **33061F** Each  
*07/2001 File IRM per transmittal*  
**Penalty Handbook - International Penalties**  
This IRM discusses penalties assessed against taxpayers that are U.S. persons doing business outside the United States and foreign entities doing business in the United States. Previously issued as IRM 120.1 CH. 9, catalog number has remained the same. *S:C:SP:RC:P* Internal Use
- 20.1.10** **33062Q** Each  
*07/2001 File IRM per transmittal*  
**Penalty Handbook - Miscellaneous Penalties**  
This IRM contains information on miscellaneous penalties not covered elsewhere. These penalties are unique stand alone. Previously issued as IRM 120.1 CH. 10, catalog number has remained the same. *S:C:CP:RC:P&I* Internal Use
- LEM 20.1.10** **36748X** Each  
*07/2001 File IRM per transmittal*  
**Miscellaneous Penalties**  
This Law Enforcement Manual contains information on miscellaneous penalties. Previously issued as LEM 120.1 CH. 10, catalog number has remained the same. *S:C:CP:RC:P&I* Internal Use **This product may not be ordered by the general public**
- 20.2.1** **32961E** Each  
*03/2002 File IRM per transmittal*  
**Interest - General**  
This IRM contains an introduction to and review of interest computations. The information in this manual replaces IRM 104.8 CH. 1. *S:C:CP:RC:P* Internal Use
- 20.2.2** **32962P** Each  
*07/2001 File IRM per transmittal*  
**Interest - Legal Authorization**  
This IRM provides reference for legal authorization of collection and payment of interest. *S:C:CP:RC:P* Internal Use
- 20.2.3** **32963A** Each  
*07/2001 File IRM per transmittal*  
**Interest - Command Code PINEX**  
This IRM describes the uses of Command Code PINEX for explanation of interest. *S:C:CP:RC:P* Internal Use
- 20.2.4** **32965W** Each  
*03/2002 File IRM per transmittal*  
**Interest - Overpayment Interest**  
This IRM gives instructions for computing overpayment interest. This manual replaces the information in old IRM 121.1 Chapter 4. *S:C:CP:RC:P* Internal Use
- 20.2.5** **32966H** Each  
*03/2002 File IRM per transmittal*  
**Interest - Interest on Underpayment**  
This IRM gives instructions for computing underpayment interest. This manual replaces the information in old IRM 121.1 Chapter 5. *S:C:CP:RC:P* Internal Use
- 20.2.6** **32967S** Each  
*03/2002 File IRM per transmittal*  
**Interest - Methods of Computing Interest**  
This IRM discusses methods of computing interest by use of IDRS or Automated Computation Tools. This manual replaces the information in old IRM 121.1 Chapter 6. *S:C:CP:RC:P* Internal Use
- 20.2.7** **32968D** Each  
*07/2001 File IRM per transmittal*  
**Interest - Abatements and Suspension of Interest: IRC 6404 and 7508**  
This IRM gives instructions for processing claims/requests for interest abatement under IRC 6404 and 7508. *S:C:CP:RC:P* Internal Use
- 20.2.8** **32970P** Each  
*07/2001 File IRM per transmittal*  
**Interest - Restrict Interest**  
This IRM provides instructions for computing restricted interest. *S:C:CP:RC:P* Internal Use
- 20.2.9** **32971A** Each  
*07/2001 File IRM per transmittal*  
**Interest - Interest on Carryback of Net Operating Loss**  
This IRM provides instructions for computing interest on Net Operating Loss Carrybacks. *S:C:CP:RC:P* Internal Use
- 20.2.10** **32973W** Each  
*07/2001 File IRM per transmittal*  
**Interest - Interest on Estate Tax, Foreign Tax and Excise Tax**  
This IRM provides information on computing interest on estate tax, foreign tax and excise tax. *S:C:CP:RC:P* Internal Use
- 20.2.11** **32974H** Each  
*07/2001 File IRM per transmittal*  
**Interest - Miscellaneous Interest Provisions**  
This IRM provides information on computing interest on miscellaneous provisions. *S:C:CP:RC:P* Internal Use
- 20.2.12** **32975S** Each  
*07/2001 File IRM per transmittal*  
**Interest - Employment Taxes**  
This IRM provides instructions for computing interest on employment taxes. *S:C:CP:RC:P* Internal Use
- 20.2.13** **32976D** Each  
*07/2001 File IRM per transmittal*  
**Interest - Tax Motivated Transaction Interest**  
This IRM provides instructions on computing interest on tax motivated transactions. *S:C:CP:RC:P* Internal Use
- 20.2.15** **32979K** Each  
*07/2001 File IRM per transmittal*  
**Interest - Rates, Tables and Factors**  
This IRM provides interest rates, tables and factors. *S:C:CP:RC:P* Internal Use
- LEM 20.2** **36793A** Each  
*03/2002 File IRM per transmittal*  
**Interest**  
This Law Enforcement Manual contains official use only information for the IRM 20.2, Interest, series of manuals. Previously issued as LEM 121.1, catalog number has remained the same. *S:C:CP:RC:P* Internal Use **This product may not be ordered by the general public**
- 21.1.1** **36800E** Each  
*10/2001 File IRM per transmittal*  
**Accounts Management and Compliance Services Operations - Accounts Management and Compliance Services Operations**  
This IRM is used by IRS employees who interact with taxpayers and third parties. *W:CAS:AM:PPG:A* Internal Use **This product may not be ordered by the general public**
- 21.1.2** **36801P** Each  
*10/2001 File IRM per transmittal*  
**Accounts Management and Compliance Services Operations - References Materials Overview**  
This IRM is used by IRS employees who interact with taxpayers and third parties. *W:CAS:AM:PPG:A* Internal Use **This product may not be ordered by the general public**
- 21.1.3** **36802A** Each  
*10/2001 File IRM per transmittal*  
**Accounts Management and Compliance Services Operations - Operational Guidelines Overview**  
This IRM is used by IRS employees who interact with taxpayers and third parties. *W:CAS:AM:PPG:A* Internal Use **This product may not be ordered by the general public**

- 21.2.1**            **36806S**            Each  
*10/2001 File IRM per transmittal*  
**Systems and Research Programs - Systems**  
 IRM 21.2.1 gives brief descriptions and explanations of the processes, systems, files and databases used to store and retrieve tax account information for Customer Service employees to do research. *W:CAS:AS:PPG:A* Internal Use **This product may not be ordered by the general public**
- 21.2.2**            **36807D**            Each  
*10/2001 File IRM per transmittal*  
**Systems and Research Programs - Research**  
 This IRM section provides information and instructions for employees to research IRS Systems. It explains the research procedures you need to understand to resolve account inquiries. *W:CAS:AM:PPG:A* Internal Use **This product may not be ordered by the general public**
- 21.2.3**            **36808O**            Each  
*10/2001 File IRM per transmittal*  
**Systems and Research Programs - Transcripts**  
 This IRM contains descriptions of definitions of assorted transcripts (generated or requested) used internally or externally. The only procedures covered by this section are those used by multiple functions for "certifying" or "santizing" transcripts or documents. *W:CAS:AM:PPF:ATA* Internal Use **This product may not be ordered by the general public**
- 21.2.4**            **36809Z**            Each  
*12/2001 File IRM per transmittal*  
**Systems and Research Programs - Master File Accounts Maintenance**  
 This IRM provides procedures for resolving Accounts Maintenance transcripts. *W:CAS:AM:PPG:A* Internal Use **This product may not be ordered by the general public**
- 21.2.5**            **36810A**            Each  
*10/2001 File IRM per transmittal*  
**Systems and Research Programs - Miscellaneous Forms and Processing**  
 This IRM contains procedures for processing loose forms or special taxpayers correspondence work in various functions. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.3.1**            **36811L**            Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Contacts - Taxpayer Contacts Resulting from Notice Issuance**  
 This IRM provides procedures for resolving notice issues. *W:CAS:SM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.3.2**            **36812W**            Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Contact - Taxpayer Contacts Resulting From Electronic Tax Assistance**  
 This IRM provides procedures for assistors answering tax law and procedural questions received via the IRS web site. *W:CAS:JOC:M:S* Internal Use **This product may not be ordered by the general public**
- 21.3.3**            **36813H**            Each  
*12/2001 File IRM per transmittal*  
**Taxpayer Contacts - Incoming and Outgoing Correspondence/Letters**  
 This IRM provides guidelines for performing tasks involved in processing incoming and outgoing taxpayer correspondence. *W:CAR:MP:C:I* Internal Use **This product may not be ordered by the general public**
- 21.3.4**            **36814S**            Each  
*12/2000 File IRM per transmittal*  
**Taxpayer Contacts - Taxpayer Assistance Center Operations**  
 IRM 21.3.4 provides instructions for Taxpayer Assistance Center employees to respond to taxpayer inquiries. *W:CAR:FA:RPM* Internal Use **This product may not be ordered by the general public**
- 21.3.5**            **28016E**            Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Contact - Referrals**  
 This is the customer account services IRM. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.3.6**            **28017P**            Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Contacts - Forms and Information Requests**  
 This IRM is used by CSRs/TRRs working phones, walk-in, and paper. *W:CASA:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.3.7**            **28789Q**            Each  
*10/2001 File IRM per transmittal*  
**Taxpayer Contact - Processing Third Party Authorizations on the Centralized File (CAF)**  
 This IRM covers procedures for processing IMF and BMF Tentative Carrybacks and Carryback Claims. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.3.8**            **32596R**            Each  
*01/2002 File IRM per transmittal*  
**Taxpayer Contacts - TEGE Customer Account Services Call Site Operations**  
 This IRM provides CAS procedures for handling TE/GE inquiries and other miscellaneous TE/GE issues. For use by employees working in Cincinnati at the CAS Call Site Operations. *T:CAS:SC* Internal Use **This product may not be ordered by the general public**
- 21.3.9**            **33093P**            Each  
*01/2002 File IRM per transmittal*  
**Taxpayer Contacts - Processing Reporting Agents File (RAF) Authorizations**  
 This IRM provides instructions for processing Reporting Agent Authorizations (Forms 8655). The intended audience is SB/SE tax examiners and clerks at the Ogden Service Center, and Customer Service Representatives nationwide. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.4.1**            **36815D**            Each  
*10/2001 File IRM per transmittal*  
**Refund Inquiries - Refund Research**  
 This IRM section outlines the research procedures to be used in responding to refund inquiries from taxpayers. The section applies to all Customer Service Representatives and Tax Examiners (telephone, paper, and walk-in functions). *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.4.2**            **36816O**            Each  
*10/2001 File IRM per transmittal*  
**Refund Inquiries - Refund Trace and Limited Payability**  
 This IRM provides employee procedures on refund trace and limited payability. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.4.3**            **36817Z**            Each  
*10/2001 File IRM per transmittal*  
**Refund Inquiries - Returned Refunds/Release**  
 This IRM provides procedures of how and when to release undelivered refunds and/or refund checks returned to the Service due to many different causes. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.4.4**            **36818K**            Each  
*10/2001 File IRM per transmittal*  
**Refund Inquiries - Manual Refunds**  
 This IRM provides procedures on how to prepare for the issuing of manual refunds. *W:AM:CAS:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.4.5**            **36819V**            Each  
*10/2001 File IRM per transmittal*  
**Refund Inquiries - Erroneous Refunds**  
 This IRM provides service center and field procedures on how to work erroneous refund cases. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**



## IRM

- 21.4.6**            *36820W*            Each  
*01/2002 File IRM per transmittal*  
**Refund Inquiries - Refund Offset**  
IRM 21.4.6 is necessary for the processing of Injured Spouse claims Form 8379 and when answering taxpayers questions concerning refunds that will be or have been offset. *W:CAS:AM:PPG:A* Internal Use **This product may not be ordered by the general public**
- 21.5.1**            *36821H*            Each  
*10/2001 File IRM per transmittal*  
**Account Resolution - General Adjustments**  
This IRM contains procedures for making adjustments on IMF and BMF accounts. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.5.2**            *36822S*            Each  
*10/2001 File IRM per transmittal*  
**Account Resolution - Adjustment Guidelines**  
This is the Customer Account Services IRM. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.5.3**            *36823D*            Each  
*10/2001 File IRM per transmittal*  
**Account Resolution - General Claims Procedures**  
This IRM section provides guidance for the Customer Service Function which includes paper, telephone, and walk-in, IMF and BMF adjustments. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.5.4**            *36824O*            Each  
*10/2001 File IRM per transmittal*  
**Account Resolution - General Math Error Procedures**  
This IRM section provides procedures for identifying and adjusting math errors. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.5.5**            *36825Z*            Each  
*10/2000 File IRM per transmittal*  
**Account Resolution - Unpostables**  
IRM 21.5.5 provides procedures for handling taxpayer inquiries involving unpostables. *OP:C:A:ADJ* Internal Use **This product may not be ordered by the general public**
- 21.5.6**            *36826K*            Each  
*10/2001 File IRM per transmittal*  
**Account Resolution - Freeze Codes**  
This IRM section provides information on the identification and resolution of freeze conditions. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.5.7**            *36827V*            Each  
*10/2001 File IRM per transmittal*  
**Account Resolution - Payment Tracers**  
This IRM section provides procedures for processing payment tracers. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.5.8**            *36828G*            Each  
*10/2001 File IRM per transmittal*  
**Account Resolution - Credit Transfers**  
This IRM section provides instructions for credit transfer processing. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.5.9**            *36829R*            Each  
*10/2001 File IRM per transmittal*  
**Account Resolution - Carrybacks**  
This IRM covers manual procedures for processing adjustments that are not posted to the master file. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.5.10**            *36830S*            Each  
*10/2001 File IRM per transmittal*  
**Account Resolution - Examination Issues**  
This IRM contains procedures for identifying and resolving examination issues. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.6.1**            *36832O*            Each  
*10/2001 File IRM per transmittal*  
**Individual Tax Returns - Filing Status and Exemption Adjustments**  
This IRM contains procedures for resolving refund inquiries. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.6.2**            *36833Z*            Each  
*01/2002 File IRM per transmittal*  
**Individual Tax Returns - Adjusting TIN-Related Problems**  
IRM 21.6.2 provides information on certain problems relating to taxpayer identification numbers and an overview of procedures for resolving TIN-related problems. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.6.3**            *36834K*            Each  
*10/2001 File IRM per transmittal*  
**Individual Tax Returns - Credits**  
This IRM contains procedures for resolving refund inquiries. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.6.4**            *36835V*            Each  
*10/2001 File IRM per transmittal*  
**Individual Tax Returns - Tax Computation/Tax Period Changes**  
This IRM provides tax computation and deductions allowed before the tax is computed. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.6.5**            *36836G*            Each  
*10/2001 File IRM per transmittal*  
**Individual Tax Returns - Individual Retirement Arrangements/Archer Medical Savings Accounts**  
This IRM section provides procedures for Individual Retirement Arrangements and Medical Savings Accounts. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.6.6**            *36837R*            Each  
*10/2001 File IRM per transmittal*  
**Individual Tax Returns - Specific Claims and Other Issues**  
This IRM contains information on certain specific claims associated with individual tax returns. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.6.7**            *36838C*            Each  
*10/2001 File IRM per transmittal*  
**Individual Tax Returns - Adjusting Individual Tax Accounts**  
This IRM contains information on adjusting individual tax accounts. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.6.8**            *36839N*            Each  
*10/2001 File IRM per transmittal*  
**Individual Tax Returns - Split Spousal Assessments (MFT 31)**  
IRM 21.6.8 was previously declared obsolete, but has now been reinstated. This IRM provides guidelines for Customer Account Services in resolving inquiries related to Split Spousal Assessment accounts, also know as MFT 31. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**
- 21.7.1**            *36841Z*            Each  
*10/2001 File IRM per transmittal*  
**Business Tax Returns and Non-Master File Accounts - BMF/NMF Miscellaneous Information**  
This IRM contains miscellaneous information for BMF/NMF issues in Customer Account Services. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.7.2**            *36842K*            Each  
*10/2001 File IRM per transmittal*  
**Business Tax Returns and Non-Master File Accounts - Employment Taxes**  
This IRM contains employment tax information for BMF/NMF issues in Customer Account Services. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**

- 21.7.3**            *36843V*            Each  
*10/2001 File IRM per transmittal*  
**Business Tax Returns and Non-Master File Accounts - Unemployment Taxes**  
This IRM contains unemployment tax information for BMF/NMF issues in Customer Account Services. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.7.4**            *36844G*            Each  
*10/2001 File IRM per transmittal*  
**Business Tax Returns and Non-Master File Accounts - Income Taxes/Information Returns**  
This IRM contains income tax and information return procedures for BMF/NMF issues in Customer Account Services. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.7.5**            *36845R*            Each  
*10/2001 File IRM per transmittal*  
**Business Tax Returns and Non-Master File Accounts - Estate and Gift Tax Returns**  
This IRM contains estate and gift tax information for BMF/NMF issues in Customer Account Services. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.7.6**            *36846C*            Each  
*10/2001 File IRM per transmittal*  
**Business Tax Returns and Non-Master File Accounts - CT-1, CT-2 Railroad Tax Returns**  
This IRM contains railroad tax information for BMF/NMF issues in Customer Account Services. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.7.7**            *36847N*            Each  
*10/2001 File IRM per transmittal*  
**Business Tax Returns and Non-Master File Accounts - Exempt Organizations**  
This IRM is to provide EOMF and TEB procedures for EOMF/TEB related correspondence and account related adjustments. Users are primarily OCSC employees working EOMF/TEB account related issues in the Service Centers. *T:CAS:SC* Internal Use **This product may not be ordered by the general public**
- 21.7.8**            *36848Y*            Each  
*10/2001 File IRM per transmittal*  
**Business Tax Returns and Non-Master File Accounts - Excise Taxes**  
This IRM contains procedures for identifying and resolving Excise Tax accounts and issues. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.7.9**            *36849J*            Each  
*10/2001 File IRM per transmittal*  
**Business Tax Returns and Non-Master File Accounts - BMF Duplicate Filing Conditions**  
This IRM contains procedures for resolving duplicate filing conditions for BMF returns in Customer Account Services. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.7.10**           *36850K*            Each  
*10/2001 File IRM per transmittal*  
**Business Tax Returns and Non-Master File Accounts - No-Merge Cases**  
This IRM contains procedures for resolving no-merge cases for BMF accounts in Customer Account Services. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.7.11**           *36851V*            Each  
*10/2001 File IRM per transmittal*  
**Business Tax Returns and Non-Master File Accounts - Additional Computer Paragraph Notices & Transcripts**  
This IRM contains procedures for resolving various CP notices and transcripts for BMF accounts in Customer Account Services. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.7.12**           *36852G*            Each  
*10/2001 File IRM per transmittal*  
**Business Tax Returns and Non-Master File Accounts - Non-Master File (NMF) Adjustments**  
This IRM covers manual procedures for processing adjustments that are not posted to the master file. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.7.13**           *32186R*            Each  
*01/2002 File IRM per transmittal*  
**Business Tax Return and Non-Masterfile Account - Assigning Employer Identification Numbers (EIN)**  
This IRM incorporates instructions for assigning EINs. Reference material came from IRMs 3.13.2 and 21.7.1. Memoranda on how to recognize entities needing an EIN has also been incorporated. *S:CAS:AM:PP* Internal Use **This product may not be ordered by the general public**
- 21.10.1**           *36867F*            Each  
*12/2001 File IRM per transmittal*  
**Quality Assurance - Accounts Management and Compliance Services Processes Quality Review Program**  
This IRM provides procedures for program level and site reviews of various Accounts Management and Compliance Services processes. It also describes procedures for using the Quality Review Database (QRDb) and for completing the IRS portion of the Customer Satisfaction Survey. *S:SR:PE* Internal Use **This product may not be ordered by the general public**
- 21.10.2**           *36868Q*            Each  
*10/2000 File IRM per transmittal*  
**Quality Assurance - Notice Review**  
IRM 21.10.2 is the Notice Review IRM used by Service Center employees in Notice Review to examine selected notices for accuracy. *OP:C:E:C:O* Internal Use **This product may not be ordered by the general public**
- 21.10.3**           *36869B*            Each  
*10/2001 File IRM per transmittal*  
**Quality Assurance - High Risk Account Review**  
This IRM gives instructions concerning procedures for the High Risk Account Review Program which was established to detect fraud or other improper action on an account by IRS employees. *W:CAS:AM:PPG:A* Internal Use **This product may not be ordered by the general public**
- 121.6 CH. 1**     *36901Q*            Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - The Declaration and Initial Operations**  
This handbook provides administrative guidance to management and management officials, as well as cross functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *W:CAR:FA* Internal Use **This product may not be ordered by the general public**
- 121.6 CH. 2**     *36902B*            Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - The Role of the Director, Field Assistance and Field Assistance Area Direct**  
This handbook provides administrative guidance to management and management officials, as well as cross-functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E* Internal Use **This product may not be ordered by the general public**
- 121.6 CH. 3**     *36903M*            Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - The Executive Decision Making Process**  
This handbook provides administrative guidance to management and management officials, as well as cross-functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E* Internal Use **This product may not be ordered by the general public**

## IRM

**121.6 CH. 4 36904X** Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - Disaster Assistance**  
This handbook provides administrative guidance to management and management officials, as well as cross-functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This IRM replaces 12(10)4. *OP:C:E Internal Use* **This product may not be ordered by the general public**

**121.6 CH. 5 36905I** Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - Submission Processing Operations**  
This handbook provides administrative guidance to management and management officials, as well as cross functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E Internal Use* **This product may not be ordered by the general public**

**121.6 CH. 6 36906T** Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - Customer Assistance, Compliance and Operational Guidance**  
This handbook provides administrative guidance to management and management officials, as well as cross-functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E Internal Use* **This product may not be ordered by the general public**

**121.6 CH. 7 36907E** Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - Electronic Federal Tax Payment System-EFTPS**  
This handbook provides administrative guidance to management and management officials, as well as cross-functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E Internal Use* **This product may not be ordered by the general public**

**121.6 CH. 8 36908P** Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - Compliance**  
This handbook provides administrative guidance to management and management officials, as well as cross-functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E Internal Use* **This product may not be ordered by the general public**

**121.6 CH. 9 36909A** Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - Tax Exempt and Government Entities**  
This handbook provides administrative guidance to management and management officials, as well as cross-functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E Internal Use* **This product may not be ordered by the general public**

**121.6 CH. 10 36910B** Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - Communications and Liaison**  
This handbook provides administrative guidance to management and management officials, as well as cross-functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E Internal Use* **This product may not be ordered by the general public**

**121.6 CH. 11 36911M** Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - Criminal Investigation**  
This handbook provides administrative guidance to management and management officials, as well as cross functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E Internal Use* **This product may not be ordered by the general public**

**121.6 CH. 12 36912X** Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - Disaster Recovery -Information Systems**  
This handbook provides administrative guidance to management and management officials, as well as cross functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E Internal Use* **This product may not be ordered by the general public**

**121.6 CH. 13 36913I** Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - Office of the Taxpayer Advocate**  
This handbook provides administrative guidance to management and management officials, as well as cross functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E Internal Use* **This product may not be ordered by the general public**

**121.6 CH. 14 36914T** Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - Personnel Services Operations**  
This handbook provides administrative guidance to management and management officials, as well as cross-functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E Internal Use* **This product may not be ordered by the general public**

**121.6 CH. 15 36915E** Each  
*10/2000 File IRM per transmittal*  
**Natural Disaster and Emergency Relief Handbook - Reporting Guidelines**  
This handbook provides administrative guidance to management and management officials, as well as cross-functional operating procedures to the Service when a natural disaster or emergency occurs. It will be used by all Natural Disaster Assistance Program Coordinators. This replaces IRM 12(10)4. *OP:C:E Internal Use* **This product may not be ordered by the general public**

**121.8 CH. 1 36875F** Each  
*03/2000 File IRM per transmittal*  
**Integrated Management Planning Information System (IMPIS) - IMPIS Overview, Production Control and Performance Reporting**  
This Handbook chapter provides the field with an overview of the IMPIS and also provides instructions regarding production control and performance reporting on management information systems. *OP:C:W:M:R Internal Use* **This product may not be ordered by the general public**

**121.8 CH. 2 36876Q** Each  
*03/2000 File IRM per transmittal*  
**Integrated Management Planning Information Systems - Service Center Workload Scheduling**  
This handbook is an instructional IRM that describes the operations necessary to develop Service Center workload schedules using paper forms and DIS to generate related output tapes and reports. *OP:C:W:M:R Internal Use* **This product may not be ordered by the general public**

- 121.8 CH. 3 36877B** Each  
10/1998 *Special Handling/See Remarks*  
**Customer Service Handbook - Service Center Production Control**  
This handbook contains procedures for maintaining the Service Center production control and performance reporting system. This IRM replaces obsolete IRM 3.30.27, Catalog Number 34735A. *OP:C:A:Q:R* Internal Use **This product may not be ordered by the general public**
- 121.9 CH. 1 36880Y** Each  
10/2000 *File IRM per transmittal*  
**OFF Code List - OFF Code List Overview**  
This handbook chapter contains information for using and updating OFF codes found in Document 5995 (Catalog Number 36880Y) and 5995 A (Catalog Number 28783C). *W:CAS:JOC:MLS* Internal Use **This product may not be ordered by the general public**
- 22.30.1 36870C** Each  
01/2002 *File IRM per transmittal*  
**Wage and Investment Outreach Procedures - Stakeholder Partnerships, Education and Communication**  
This IRM details SPEC, its organization and responsibilities and provides guidelines, procedures and directions in implementing outreach procedures. Previously issued as IRM 21.10.4, catalog number has remained the same. *W:CAR:SPEC:PM* Internal Use
- 25.1.1 27681V** Each  
08/2001 *File IRM per transmittal*  
**Fraud Handbook - Overview/Definitions**  
This IRM section provides examiners with information and guidance on the Fraud program. Previously issued as IRM 104.2 CH. 1, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 25.1.2 27682G** Each  
08/2001 *File IRM per transmittal*  
**Fraud Handbook - Recognizing and Developing Fraud**  
This IRM section provides examiners with information and guidance on the Fraud program. Previously issued as IRM 104.2 CH. 2, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 25.1.3 27683R** Each  
08/2001 *File IRM per transmittal*  
**Fraud Handbook - Criminal Referrals**  
This IRM section provides examiners with information and guidance on the Fraud program. Previously issued as IRM 104.2 CH. 3, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 25.1.4 27684C** Each  
08/2001 *File IRM per transmittal*  
**Fraud Handbook - Joint Investigations**  
This IRM section provides examiners with information and guidance on the Fraud program. Previously issued as IRM 104.2 CH. 4, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 25.1.5 27685N** Each  
08/2001 *File IRM per transmittal*  
**Fraud Handbook - Grand Jury Investigations**  
This IRM section provides examiners with information and guidance on the Fraud program. Previously issued as IRM 104.2 CH. 5, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 25.1.6 27686Y** Each  
08/2001 *File IRM per transmittal*  
**Fraud Handbook - Civil Fraud**  
This IRM section provides examiners with information and guidance on the Fraud program. Previously issued as IRM 104.2 CH. 6, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 25.1.7 27687J** Each  
08/2001 *File IRM per transmittal*  
**Fraud Handbook - Failure to File**  
This IRM section provides examiners with information and guidance on the Fraud program. Previously issued as IRM 104.2 CH. 7, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 25.1.8 27688U** Each  
08/2001 *File IRM per transmittal*  
**Fraud Handbook - Collection Division**  
This IRM section provides examiners with information and guidance on the Fraud program. Previously issued as IRM 104.2 CH. 8, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 25.1.9 27689F** Each  
08/2001 *File IRM per transmittal*  
**Fraud Handbook - Tax Exempt and Government Entities (TE/GE)**  
This IRM section provides examiners with information and guidance on the Fraud program. Previously issued as IRM 104.2 CH. 9, catalog number has remained the same. *S:C:CP:RC:F* Internal Use
- 25.2.1 27541K** Each  
08/2001 *File IRM per transmittal*  
**Information and Informants' Rewards - Receiving Information**  
IRM 25.2.1 provides procedures and guidance for all Service personnel to follow when dealing with information and informants' claims for reward. Previously issued as IRM 104.4 CH. 1, catalog number has remained the same. *S:C:CP:IE* Internal Use
- 25.2.2 27544R** Each  
08/2001 *File IRM per transmittal*  
**Information and Informants' Rewards - Informant Rewards**  
IRM 25.2.2 provides procedures and guidance for all Service personnel to follow when dealing with information and informants' claims for reward. Previously issued as IRM 104.4 CH. 2, catalog number has remained the same. *S:C:CP:I* Internal Use
- 25.2.3 27546N** Each  
08/2001 *File IRM per transmittal*  
**Information and Informant's Rewards - Reimbursements to State/Local Law Enforcement**  
This IRM provides procedures and guidance for all Service personnel to follow when dealing with information and informants' claims for reward. Previously issued as IRM 104.4 CH. 3, catalog number has remained the same. *S:C:CP:IE* Internal Use
- 25.3.1 30351I** Each  
07/2001 *File IRM per transmittal*  
**Litigation and Judgement - General Guidelines**  
This IRM provides instructions for initiating civil judicial actions once all appropriate administrative actions have been taken. *S:C:CP:FP:TI* Internal Use
- 25.3.2 30397G** Each  
07/2001 *File IRM per transmittal*  
**Litigation and Judgements - Suits by the United States**  
This IRM chapter contains information on suits by the United States. *S:C:CP:FP:TI* Internal Use
- 25.3.3 30398R** Each  
07/2001 *File IRM per transmittal*  
**Litigation and Judgements - Suits Against the United States**  
This IRM contains information on suits against the United States. *S:C:CP:FP:TI* Internal Use
- 25.3.4 30399C** Each  
07/2001 *File IRM per transmittal*  
**Litigation and Judgements - Suits Against IRS Employees**  
This IRM contains information on suits against IRS employees. *S:C:CP:FP:TI* Internal Use
- 25.3.5 30400S** Each  
07/2001 *File IRM per transmittal*  
**Litigation and Judgements - Judgement Followup**  
This IRM contains information on judgement followup. *S:C:CP:FP:TI* Internal Use
- 25.5.1 27528R** Each  
07/2001 *File IRM per transmittal*  
**Summons - Introduction**  
This IRM provides Summons guidelines for Collection, Examination, Employee Plans and Exempt Organizations and Criminal Investigation in one multifunctional IRM. Previously issued as IRM 109.1 CH. 1, catalog number has remained the same. *S:C:CP:RC:EGP* Internal Use
- 25.5.2 27529C** Each  
07/2001 *File IRM per transmittal*  
**Summons - Preparation**  
This IRM provides Summons guidelines for Collection, Examination, Employee Plans and Exempt Organizations and Criminal Investigation in one multifunctional IRM. Previously issued as IRM 109.1 CH. 2, catalog number has remained the same. *S:C:CP:RC:EGP* Internal Use

## IRM

- 25.5.3**            *27530D*            Each  
*07/2001 File IRM per transmittal*  
**Summons - Procedures**  
This IRM provides Summons guidelines for Collection, Examination, Employee Plans and Exempt Organizations and Criminal Investigation in one multifunctional IRM. Previously issued as IRM 109.1 CH. 3, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 25.5.4**            *27532Z*            Each  
*07/2001 File IRM per transmittal*  
**Summons - Examination of Books and Witnesses**  
This IRM provides Summons guidelines for Collection, Examination, Employee Plans and Exempt Organizations and Criminal Investigation in one multifunctional IRM. Previously issued as IRM 109.1 CH. 4, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 25.5.5**            *27533K*            Each  
*07/2001 File IRM per transmittal*  
**Summons - Summons for Taxpayer Records and Testimony**  
This IRM provides Summons guidelines for Collection, Examination, Employee Plans and Exempt Organizations and Criminal Investigation in one multifunctional IRM. Previously issued as IRM 109.1 CH. 5, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 25.5.6**            *27534V*            Each  
*07/2001 File IRM per transmittal*  
**Summons - Summonses on Third-Party Witnesses**  
This IRM provides Summons guidelines for Collection, Examination, Employee Plans and Exempt Organizations and Criminal Investigation in one multifunctional IRM. Previously issued as IRM 109.1 CH. 6, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 25.5.7**            *27536R*            Each  
*07/2001 File IRM per transmittal*  
**Summons - Special Procedures for John Doe Summonses**  
This IRM provides Summons guidelines for Collection, Examination, Employee Plans and Exempt Organizations and Criminal Investigation in one multifunctional IRM. Previously issued as IRM 109.1 CH. 7, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 25.5.8**            *27537C*            Each  
*07/2001 File IRM per transmittal*  
**Summons - Use of Summons Special Applications**  
This IRM provides Summons guidelines for Collection, Examination, Employee Plans and Exempt Organizations and Criminal Investigation in one multifunctional IRM. Previously issued as IRM 109.1 CH. 8, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 25.5.9**            *27538N*            Each  
*07/2001 File IRM per transmittal*  
**Summons - Fees and Costs for Summoned Witnesses**  
This IRM provides Summons guidelines for Collection, Examination, Employee Plans and Exempt Organizations and Criminal Investigation in one multifunctional IRM. Previously issued as IRM 109.1 CH. 9, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 25.5.10**            *27539Y*            Each  
*07/2001 File IRM per transmittal*  
**Summons - Enforcement of Summons**  
This IRM provides Summons guidelines for Collection, Examination, Employee Plans and Exempt Organizations and Criminal Investigation in one multifunctional IRM. Previously issued as IRM 109.1 CH. 10, catalog number remains the same. *S:C:CP:RC:ES* Internal Use
- 25.5.11**            *27540Z*            Each  
*07/2001 File IRM per transmittal*  
**Summons - Bank Secrecy Act Investigations**  
This IRM provides Summons guidelines for Collection, Examination, Employee Plans and Exempt Organizations and Criminal Investigation in one multifunctional IRM. Previously issued as IRM 109.1 CH. 11, catalog number has remained the same. *S:C:CP:RC:ES* Internal Use
- 25.6.1**            *36881J*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Introduction**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 1, catalog number remains the same. *W:CAS:AM:PPG:A* Internal Use
- 25.6.2**            *36882U*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - General Information and Procedures**  
This IRM defines all documents within Statute Of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 2, catalog number remains the same. *W:CAS:AM:PPG:A* Internal Use
- 25.6.3**            *36883F*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Credits and Payments**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 3, catalog numbers remain the same. *W:CAS:AM:PPG:A* Internal Use
- 25.6.4**            *36884Q*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Original Delinquent Returns**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and the Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 4, catalog number remains the same. *W:CAS:AM:PPG:A* Internal Use
- 25.6.5**            *36885B*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Assessments**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 5, catalog number remains the same. *W:CAS:AM:PPG:A* Internal Use
- 25.6.6**            *36886M*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Claims, Abatements and Refunds**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 6, catalog number has remained the same. *W:CAS:AM:PPG:A* Internal Use
- 25.6.7**            *36887X*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Reversing Erroneous Abatements After The Assessment Statutes Expiration Date (ASED)**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 7, catalog number has remained the same. *W:CAS:AM:PPG:A* Internal Use

- 25.6.8**            *36888I*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Estate and Gift Tax Returns (Form 706/709)**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 8, catalog number has remained the same. *W:CAS:AM:PPG:A Internal Use*
- 25.6.9**            *36889T*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Collection**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 9, catalog number has remained the same. *W:CAS:AM:PPG:A Internal Use*
- 25.6.10**          *36890U*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Civil Penalty Modules**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 10, catalog number has remained the same. *W:CAS:AM:PPG:A Internal Use*
- 25.6.11**          *36891F*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Employee Plan Master File (EPMF)**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 11, catalog number has remained the same. *W:CAS:AM:PPG:A Internal Use*
- 25.6.12**          *36892Q*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Statute Unpostable and Reject Records**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 12, catalog number has remained the same. *W:CAS:AM:PPG:A Internal Use*
- 25.6.13**          *36893B*            Each  
*11/2001 File IRM per transmittal*  
**Statute of Limitations - Transcripts**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 13, catalog number has remained the same. *W:CAS:AM:PPG:A Internal Use*
- 25.6.14**          *36894M*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Barred Assessments**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 14, catalog number has remained the same. *W:CAS:AM:PPG:A Internal Use*
- 25.6.15**          *36895X*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Self Employment Tax Cases**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 15, catalog number has remained the same. *W:CAS:AM:PPG:A Internal Use*
- 25.6.16**          *36896I*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Combat Zones for Statute Processing**  
This IRM defines all documents within Statute of Limitations and identifies the procedures for working cases that involve the Assessment Statute Expiration Date (ASED), Refund Statute Expiration Date (RSED) and Collection Statute Expiration Date (CSED). Previously issued as IRM 121.2 Chapter 16, catalog number has remained the same. *W:CAS:AM:PPG:A Internal Use*
- 25.6.17**          *36897T*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations - Legal Holidays**  
This IRM provides instructions for processing taxpayer/internal initiated cases that relate to Statute of Limitations. Previously issued as IRM 121.2 Chapter 17, catalog number has remained the same. *W:CAS:AM:PPG:A Internal Use*
- 25.6.22**          *28778J*            Each  
*01/2002 File IRM per transmittal*  
**Statute of Limitations - Statute Extensions by Consent Assessment**  
This IRM provides examiners with information and guidance on Statute of Limitations for examination processes. Previously issued as IRM 121.2 CH. 22, catalog number has remained the same. *S:C:CP:RC:EGP Internal Use*
- 25.6.23**          *29221J*            Each  
*01/2002 File IRM per transmittal*  
**Statute of Limitations - Examination, TE/GE and Service Center Examination Statute Controls**  
This IRM provides examiners with information and guidance on Statute of Limitations for examination processes. Previously issued as IRM 121.2 CH. 23, catalog number remains the same. *S:C:CP:RC:EGP Internal Use*
- LEM 25.6**        *32477J*            Each  
*10/2001 File IRM per transmittal*  
**Statute of Limitations**  
This IRM identifies Official Use Only (OUO) material not included in IRM 25.6. *W:CAS:AM:PPG:A Internal Use* **This product may not be ordered by the general public**
- 25.10.1**          *32681T*            Each  
*01/2002 File IRM per transmittal*  
**Information Technology (IT) Security Policy and Standards - Information Technology(IT) Security Policy and Guidance**  
Previously IRM 2.1.10, catalog number remains the same. This IRM contains security related policy and guidance that is to be used by all offices, business, operating, and functional units within IRS, external trading partners, and vendors with contractual arrangements with IRS, when information technology is used to accomplish the IRS mission. *M:S:C Internal Use*
- LEM 25.10.3**     *31152B*            Each  
*01/2002 File IRM per transmittal*  
**Integrated Data Retrieval System (IDRS) Security Handbook**  
This LEM is for personnel in all Business Units with IDRS security responsibilities. It provides procedural instructions for the administration of the security program for the IDRS. *M:S:S Internal Use* **This product may not be ordered by the general public**
- LEM 25.10.4**     *32682E*            Each  
*01/2002 File IRM per transmittal*  
**Resource Access Control Facility (RACF)**  
This LEM contains security related information for IBM and code-compatible systems and applications, which is used to configure IRS systems. Previously issued as LEM 2.1.10.7.2, catalog number has remained the same. *M:S:S Internal Use* **This product may not be ordered by the general public**

## IRM

**25.10.5** 31154X Each  
01/2002 File IRM per transmittal  
**Basic UNIX Security Requirements Handbook**

This IRM provides basic security requirements for Internal Revenue Service (IRS) UNIX computer and networks based on C2 functionality. *M:S:S* Internal Use

**LEM 25.10.6** 31156T Each  
01/2002 File IRM per transmittal  
**Secure Windows NT Configuration Standards**

This LEM contains the security related information, which is used to configure IRS systems and networks. This includes roles, responsibilities, actual policy settings, and file permissions. *M:S:S* Internal Use **This product may not be ordered by the general public**

**25.12.1** 36795W Each  
01/2002 File IRM per transmittal

**Delinquent Return Refund Hold Program - General and Administrative Information**  
This IRM contains information for working the Return Delinquency Refund Hold program. For use by employees in ACS, ASFR, Area Office, Compliance Services Collection Operations and Compliance Services Examination Operation who process Refund Hold Cases. Previously issued as IRM 121.7 CH. 1, catalog number has remained the same. *S:C:CP:FP:RD* Internal Use

**LEM 25.12.1** 32510J Each  
01/2002 File IRM per transmittal

**Delinquent Return Refund Hold Program**  
This LEM contains Official Use Only information to be used in conjunction with IRM 25.12.1. *S:C:CP:FP:RD* Internal Use **This product may not be ordered by the general public**

**25.12.2** 36796H Each  
01/2002 File IRM per transmittal

**Delinquent Return Refund Hold Program - Sensitive Cases and Circumstances**  
This IRM contains information for working the Return Delinquency Refund Hold program. For use by employees in ACS, ASFR, Area Office, Compliance Services Collection Operation and Compliance Services Examination Operation who process Refund Hold Cases. Previously issued as IRM 121.7 CH. 2, catalog number has remained the same. *S:C:CP:FP:RD* Internal Use

**25.12.3** 36797S Each  
01/2002 File IRM per transmittal

**Delinquent Return Refund Hold Program - Functional Processing**  
This IRM contains information for working the Return Delinquency Refund Hold program. For use by employees in ACS, ASFR, Area Office, Compliance Services Collection Operation and Compliance Services Examination Operation who process Refund Hold Cases. Previously issued as IRM 121.7 CH. 3, catalog number has remained the same. *S:C:CP:FP:RD* Internal Use

**LEM 25.12.3** 32511U Each  
01/2002 File IRM per transmittal

**Functional Processing**  
This LEM contains Official Use Only information for use with IRM 25.12.3. *S:C:CP:FP:RD* Internal Use **This product may not be ordered by the general public**

**25.12.4** 36798D Each  
01/2002 File IRM per transmittal

**Delinquent Return Refund Hold Program - Handling the Refund**  
This IRM contains information for working the Return Delinquency Refund Hold program. For use by employees in ACS, ASFR, Area Office, Compliance Services Collection Operation and Compliance Services Examination Operation who process Refund Hold Cases. Previously issued as IRM 121.7 CH. 4, catalog number has remained the same. *S:C:CP:FP:RD* Internal Use

**LEM 25.12.4** 32512F Each  
01/2002 File IRM per transmittal

**Handling the Refund**  
This LEM contains Official Use Only information for use with IRM 25.12.4. *S:C:CP:FP:RD* Internal Use **This product may not be ordered by the general public**

**25.15.1** 30263Z Each  
05/2002 File IRM per transmittal

**Relief from Joint And Several Liability - Introduction**  
This IRM contains instructions to provide both technical and procedural guidance on relief from joint and several liability and relief from application of community property laws. Previously issued as IRM 104.5 CH. 1, catalog number has remained the same. *W:ISP* Internal Use

**LEM 25.15.1** 33368H Each  
05/2002 File IRM per transmittal

**Relief from Joint and Several Liability / Introduction**  
This LEM discusses the purpose of the decision tool, which is to apply a limited scope approach in making a determination on cases being worked in the Cincinnati Centralized Innocent Spouse Operation (CCISO) or in the field, which meet certain criteria. *W:ISP* Internal Use **This product may not be ordered by the general public**

**25.15.2** 30264K Each  
01/2002 File IRM per transmittal

**Relief from Joint And Several Liability - General Procedures / Employees with Taxpayer Contact**  
This IRM contains instruction to provide technical and procedural guidance on relief from joint and several liability and relief from application of community property laws. Previously issued as IRM 104.5 CH. 2, catalog number has remained the same. *W:ISP* Internal Use

**25.15.3** 30266G Each  
01/2002 File IRM per transmittal

**Relief from Joint And Several Liability - Technical Provisions of IRC 6015**  
Previously issued as IRM 104.5 CH. 3, catalog number has remained the same. This IRM contains instructions to provide both technical and procedural guidance on relief from joint and several liability and relief from application of community property laws. *W:ISP* Internal Use

**25.15.5** 32027Z Each  
01/2002 File IRM per transmittal

**Relief from Joint and Several Liability - Relief From Community Property Laws / Community Property States**  
This IRM contains instructions for personnel applying "Innocent Spouse" provisions within Community Property States - IRC 66. *W:ISP* Internal Use

**25.15.6** 30268C Each  
01/2002 File IRM per transmittal

**Relief from Joint And Several Liability - Field Examination Procedures**  
Previously issued as IRM 104.5 CH. 6, catalog number has remained the same. This IRM contains instructions to provide both technical and procedural guidance on relief from joint and several liability and relief from application of community property laws. *W:ISP* Internal Use

**25.15.7** 30269N Each  
01/2002 File IRM per transmittal

**Relief from Joint And Several Liability - Compliance Campus Functions**  
Previously issued as IRM 104.5 CH. 7, catalog number has remained the same. This IRM contains instructions to provide both technical and procedural guidance on relief from joint and several liability and relief from application of community property laws. *W:ISP* Internal Use

**25.15.8** 30272K Each  
01/2002 File IRM per transmittal

**Relief from Joint And Several Liability - Field Collection Procedures**  
Previously issued as IRM 104.5 CH. 8, catalog number remains the same. This IRM contains instructions to provide both technical and procedural guidance on relief from joint and several liability and relief from application of community property laws. *W:ISP* Internal Use

**25.15.9** 30273V Each  
01/2002 File IRM per transmittal

**Relief from Joint And Several Liability - Account Processing for Relief from Joint and Several Liability**  
Previously issued as IRM 104.5 CH. 9, catalog number remains the same. This IRM contains instructions to provide both technical and procedural guidance on relief from joint and several liability and relief from application of community property laws. *W:ISP* Internal Use

- 25.15.10**      *32028K*      Each  
*01/2002 File IRM per transmittal*  
**Relief From Joint and Several Liability - Review of All Cases with Relief from Joint and Several Liability Issues**  
This IRM contains instructions for personnel applying "Innocent Spouse" provisions and quality review requirements where relief from joint and several liability is an issue. IRC 6013(e), 6015 and 66. *W:ISP* Internal Use
- 25.15.11**      *30275R*      Each  
*01/2002 File IRM per transmittal*  
**Relief from Joint And Several Liability - Taxpayer Advocate Service Contacts and Processing of Innocent Spouse Cases**  
Previously issued as IRM 104.5 CH. 11, catalog number remains the same. This IRM contains instructions to provide both technical and procedural guidance on relief from joint and several liability and relief from application of community property laws. *W:ISP* Internal Use
- 25.15.12**      *30276C*      Each  
*01/2002 File IRM per transmittal*  
**Relief from Joint And Several Liability - Appeals Procedures**  
Previously issued as IRM 104.5 CH. 12, catalog number remains the same. This IRM contains instructions to provide both technical and procedural guidance on relief from joint and several liability and relief from application of community property laws. *W:ISP* Internal Use
- 25.15.13**      *32029V*      Each  
*01/2002 File IRM per transmittal*  
**Relief From Joint and Several Liability - Customer Account Services / Telephone and Adjusting Functions**  
This IRM contains instructions for personnel applying "Innocent Spouse" provisions - IRC 6013(e) abd 6015. *W:ISP* Internal Use
- 25.15.14**      *32938P*      Each  
*01/2002 File IRM per transmittal*  
**Relief from Joint and Several Liability - Innocent Spouse Tracking System Inventory Validation Instructions**  
This IRM contains instructions to provide both technical and procedural guidance on relief from joint and several liability and relief from application of community property laws. *W:ISP* Internal Use
- 30.1.1**      *29704D*      Each  
*04/2000 File IRM per transmittal*  
**Introduction - Office of Chief Counsel Mission Statement**  
This section covers the Office of Chief Counsel mission statement. *CC:FM:PM:P* Internal Use
- 30.2.1**      *29706Z*      Each  
*06/2000 File IRM per transmittal*  
**Office of Chief Counsel Directives System - Directives and Internal Management Documents**  
This CCDM section covers the Chief Counsel Directives System which consist of issuances for the following: Chief Counsel Directives Manual; Notices, and National Office and Regional Internal Directives. All directives communicate policies, procedures, instructions, and/or delegations of authority to employees in the Office of Chief Counsel. *CC:FM:PM:P* Internal Use
- 30.2.2**      *29707K*      Each  
*04/2000 File IRM per transmittal*  
**Office of Chief Counsel Directives System - General Counsel Orders and Directives**  
This CCDM section pertains to General Counsel Orders and Directives. *CC:F&M:PM:P* Internal Use
- 30.3.1**      *29598J*      Each  
*05/2000 File IRM per transmittal*  
**Organization, Functions, Authorities, and Delegations - Organization, Designations and Delegations of Authority**  
This CCDM section covers organization, designation, and delegation of authority. *CC:F&M:P&M:P* Internal Use
- 30.3.2**      *29599U*      Each  
*05/2000 File IRM per transmittal*  
**Organization, Functions, Authorities and Delegations - Receiving Service of Subpoena or Summons**  
This section covers receiving service of subpoena or summons. *CC:F&M:P&M:P* Internal Use
- 30.3.3**      *29600K*      Each  
*05/2000 File IRM per transmittal*  
**Organization, Functions, Authorities, and Delegations - Joint Delegation Orders**  
This section covers joint delegation orders. *CC:F&M:PM:P* Internal Use
- 30.3.4**      *30568F*      Each  
*07/2000 File IRM per transmittal*  
**Organization, Functions, Authorities, and Delegations - Delegation of Authority to Chief Counsel Employees**  
This CCDM section covers a new section dealing with delegation of authority to Chief Counsel employees. *CC:EL:GL:BR3* Internal Use
- 30.4.1**      *29708V*      Each  
*04/2000 File IRM per transmittal*  
**Personnel Action Processing - Personnel Administration**  
This section of the CCDM pertains to personnel action processing. *CC:F&M:PM:P* Internal Use
- 30.4.2**      *29812E*      Each  
*05/2000 File IRM per transmittal*  
**Personnel Administration - Performance Assessment**  
This CCDM covers performance assessments. *CC:FM:PM:P* Internal Use
- 30.4.3**      *29601V*      Each  
*07/2000 File IRM per transmittal*  
**Personnel Administration - Awards Program**  
The Awards Program is covered in this section of the CCDM. *CC:FM:HR:P:E* Internal Use
- 30.4.4**      *29709G*      Each  
*04/2000 File IRM per transmittal*  
**Personnel Administration - SES Sabbaticals**  
This section pertains to SES Sabbaticals. *CC:F&M:PM:P* Internal Use
- 30.4.5**      *29602G*      Each  
*05/2000 File IRM per transmittal*  
**Personnel Administration - Training**  
The Training section provides general training information, selection of instructor cadres, managers role and responsibilities, and out-service training. *CC:GLS* Internal Use
- 30.4.6**      *29603R*      Each  
*04/2000 File IRM per transmittal*  
**Personnel Administration - Legal Assistance to Service Employees Sued Individually**  
This section covers legal assistance to service employees sued individually. *CC:F&M:PM:P* Internal Use
- 30.4.7**      *29604C*      Each  
*04/2000 File IRM per transmittal*  
**Personnel Administration - Equal Employment Opportunity**  
Information pertaining to equal employment opportunity is covered in this section of the CCDM. *CC:F&M:P&M:P* Internal Use
- 30.4.8**      *38030E*      Each  
*04/1999 File IRM per transmittal*  
**CCDM Part (30) - Administration**  
This CCDM section covers employee conduct and ethics issues, including unauthorized disclosures, conflicts of interest, and monitoring of conversations. *CC:F&M:PA* Internal Use
- 30.4.9**      *29605N*      Each  
*04/2000 File IRM per transmittal*  
**Personnel Administration - Investigation Involving Chief Counsel and Regional Counsel Employees**  
This section covers investigations involving Chief Counsel and Regional Counsel employees. *CC:F&M:P&M:P* Internal Use
- 30.4.10**      *29710H*      Each  
*04/2000 File IRM per transmittal*  
**Personal Administration - Grievances, Greivance Appeals, and Procedures**  
This section pertains to grievances, grievance appeals, and procedures. *CC:F&M:PM:P* Internal Use



## IRM

- 30.4.12** 29606Y Each  
04/2000 File IRM per transmittal  
**Personnel Administration - Bar Association, Tax Court and Supreme Court Admissions, Requirements and Procedures**  
This section covers Bar Association, Tax Court, and Supreme Court admissions, requirements, and procedures.  
CC:F&M:P&M:P Internal Use
- 30.4.13** 29607J Each  
04/2000 File IRM per transmittal  
**Personnel Administration - Outside Employment (Including Legal Assistance to the Poor), Except Teaching**  
This section provides information on outside employment (including legal assistance to the poor), except teaching.  
CC:F&M:P&M:P Internal Use
- 30.5.1** 29063N Each  
02/2000 File IRM per transmittal  
**Employment - Attorney Recruiting**  
This CCDM section deals with attorney recruiting. CC:FM:PM:P Internal Use
- 30.5.2** 29123E Each  
02/2000 File IRM per transmittal  
**Employment - Special Trial Attorney**  
This CCDM pertains to the Special Trial Attorney Program. CC:F&M:P&M:P Internal Use
- 30.5.3** 29608U Each  
04/2000 File IRM per transmittal  
**Employment - Paralegals**  
This section provides information on paralegals. CC:F&M:P&M:P Internal Use
- 30.5.4** 29609F Each  
04/2000 File IRM per transmittal  
**Employment - Employment Tenure Commitments for Attorney Personnel**  
This section covers employment tenure commitments for attorney personnel.  
CC:F&M:P&M:P Internal Use
- 30.5.5** 29124P Each  
02/2000 File IRM per transmittal  
**Employment - Reassignment Policy and Procedure**  
This CCDM pertains to policy and procedures for reassignment of attorneys.  
CC:F&M:P&M:P Internal Use
- 30.5.6** 29125A Each  
02/2000 File IRM per transmittal  
**Employment - Employee Details**  
This CCDM pertains to employee details.  
CC:F&M:P&M:P Internal Use
- 30.5.7** 29127W Each  
02/2000 File IRM per transmittal  
**Employment - Appointment, Separation, and Clearance Procedures**  
This CCDM pertains to appointment, separation, and clearance procedures.  
CC:F&M:P&M:P Internal Use
- 30.6.1** 29269D Each  
03/2000 File IRM per transmittal  
**Pay, Leave, and Allowances - Hours of Duty, Leave Administration, Part-Time Program, and Pay and Allowances**  
This CCDM section covers hours of duty, leave and administration, part-time program and pay and allowances.  
CC:FM:PM:P Internal Use
- 30.6.2** 29610G Each  
06/2000 File IRM per transmittal  
**Pay, Leave, and Allowances - Travel Guidelines**  
This section provides information on travel guidelines. CC:FM Internal Use
- 30.6.3** 29270E Each  
07/2000 File IRM per transmittal  
**Pay, Leave, and Allowances - Flexiplace**  
This section covers the basic procedures for implementing arrangements under which employees of the Office of the Chief Counsel may work alternate sites.  
CC:FM:HR:P:E Internal Use
- 30.7.2** 29271P Each  
03/2000 File IRM per transmittal  
**Management Systems and Techniques - General Counsel Memorandums**  
The section pertains to General Counsel memorandums. CC:F&M:P&M:P Internal Use
- 30.7.3** 29611R Each  
04/2000 File IRM per transmittal  
**Management Systems and Techniques - Uniform Issue List**  
This CCDM covers uniform issue list.  
CC:F&M:PM:P Internal Use
- 30.7.5** 29613N Each  
04/2000 File IRM per transmittal  
**Management Systems and Techniques - Strategic Business Plan**  
This section covers strategic business plan.  
CC:F&M:PM:P Internal Use
- 30.7.6** 29614Y Each  
04/2000 File IRM per transmittal  
**Management Systems and Techniques - Senior Executive Service Performance Plans**  
This CCDM section pertains to senior executive performance plans.  
CC:F&M:PM:P Internal Use
- 30.7.7** 29615J Each  
04/2000 File IRM per transmittal  
**Management Systems and Techniques - Reporting Requirements for Chief Counsel Workload and Time Information**  
This section provides information on reporting requirements for Chief Counsel workload and time information.  
CC:F&M:PM:P Internal Use
- 30.7.8** 29616U Each  
04/2000 File IRM per transmittal  
**Management Systems and Techniques - System Analysis**  
Systems analysis information is provided in the section of the CCDM.  
CC:F&M:PM:P Internal Use
- 30.7.9** 29617F Each  
04/2000 File IRM per transmittal  
**Management Systems and Techniques - Office of Chief Counsel Case Numbers**  
This section pertains to Chief Counsel case numbers. CC:F&M:PM:P Internal Use
- 30.7.10** 29618Q Each  
04/2000 File IRM per transmittal  
**Management Systems and Techniques - Closed Legal Case Files**  
Information pertaining to closed legal files is cover in this section of the CCDM.  
CC:F&M:PM:P Internal Use
- 30.7.11** 29619B Each  
06/2000 File IRM per transmittal  
**Management Systems and Techniques - Correspondence Guidelines**  
This section provides guidance for the preparation of correspondence in the Office of Chief Counsel. CC:FM:PM:P Internal Use
- 30.7.13** 29620C Each  
04/2000 File IRM per transmittal  
**Management Systems and Techniques - National Office Assistance in Survey Condition and Methodology (ASCM) Program**  
This section pertains to National Office Assistance in Survey Condition and Methodology (ASCM) Program.  
CC:F&M:PM:P Internal Use
- 30.7.14** 29621N Each  
04/2000 File IRM per transmittal  
**Management Systems and Techniques - Information Management Policy Board (IMPB)**  
Information Management Policy Board (IMPB) information is provided in this section. CC:F&M:PM:P Internal Use
- 30.7.15** 29622Y Each  
04/2000 File IRM per transmittal  
**Management Systems and Techniques - The Quality Process**  
This section provides information on the quality process. CC:F&M:PM:P Internal Use
- 30.7.16** 29623J Each  
04/2000 File IRM per transmittal  
**Management Systems and Techniques - Workload and Time Data Archives**  
Information pertaining to workload and time data archives is covered in this section.  
CC:F&M:PM:P Internal Use
- 30.8.1** 29813P Each  
05/2000 File IRM per transmittal  
**Office Management and Services - Building and Space Management, Equipment and Property, and Communications Management**  
This CCDM covers building and space management, equipment and property, and communications management.  
CC:FM:PM:P Internal Use

- 30.8.2**      *29711S*      Each  
*06/2000 File IRM per transmittal*  
**Office Management and Services - Equipment and Property**  
This section provides the requirements for coordination, between the National Office and the field, for major purchases or leases of equipment in Regional and District Offices. *CC:FM* Internal Use
- 30.8.3**      *29272A*      Each  
*03/2000 File IRM per transmittal*  
**Office Management and Services - Communications Management**  
This section pertains to communication and management. *CC:F&M:P&M:P* Internal Use
- 30.8.4**      *29274W*      Each  
*03/2000 File IRM per transmittal*  
**Office Management and Services - Calling Cards**  
This section covers calling card procedures. *CC:F&M:P&M:P* Internal Use
- 30.9.1**      *29712D*      Each  
*04/2000 File IRM per transmittal*  
**Security - Security of Confidential Information, Official Documents, Tax Data and Government and Personal Property**  
This section of the CCDM provides information on the security of confidential information, official documents, tax data, and Government and personal property. *CC:F&M:PM:P* Internal Use
- 30.9.2**      *29714Z*      Each  
*07/2000 File IRM per transmittal*  
**Security - Classification of Documents as "Official Use Only"**  
The following covers classification of documents as "Official Use Only". *CC:EL:D:BR4* Internal Use
- 30.9.3**      *29715K*      Each  
*04/2000 File IRM per transmittal*  
**Security - Annual Reports to Treasury Pertaining to Information Security Program**  
This CCDM section covers annual reports to treasury pertaining to information security program. *CC:F&M:PM:P* Internal Use
- 30.9.4**      *29716V*      Each  
*04/2000 File IRM per transmittal*  
**Security - Safety and Security**  
This CCDM section pertains to safety and security. *CC:F&M:PM:P* Internal Use
- 30.9.5**      *30282G*      Each  
*07/2000 File IRM per transmittal*  
**Security - Electronic Mail Use**  
The following covers electronic mail use. *CC:IS:C* Internal Use
- 30.10.1**      *29183G*      Each  
*02/2000 File IRM per transmittal*  
**Emergency Preparedness, Civil Defense, and Civil Disorder - Treasury Department Policy Concerning Collection of Information**  
This CCDM pertains to the Treasury Department concerning collection of information on civil disorder. *CC:F&M:P&M:P* Internal Use
- 30.11.1**      *29184R*      Each  
*12/2001 File IRM per transmittal*  
**Public Information - Speeches, Publications, and Teaching This section pertains only to personnel in the legal function"**  
Provides information concerning speeches, publications, and teaching and pertains only to personnel in the legal function. *CC:F&M:P&M:P* Internal Use
- 30.11.2**      *29185C*      Each  
*02/2000 File IRM per transmittal*  
**Public Information - Submittal of News Clippings**  
This CCDM pertains to the submittal of news clippings. *CC:F&M:P&M:P* Internal Use
- 30.11.3**      *29186N*      Each  
*02/2000 File IRM per transmittal*  
**Public Information - Press Releases and Comments to the Press**  
This CCDM pertains to press releases and comments to the press. *CC:F&M:P&M:P* Internal Use
- 30.12.1**      *29717G*      Each  
*04/2000 File IRM per transmittal*  
**Government Relations - Coordination with Financial Management Service**  
This CCDM section pertains to the coordination with financial management service. *CC:F&M:PM:P* Internal Use
- 30.13.1**      *29718R*      Each  
*04/2000 File IRM per transmittal*  
**Industry Specialization and Case Coordination - Industry Specialization Program**  
This section provides information on the industry specialization program. *CC:F&M:PM:P* Internal Use
- 30.14.1**      *29719C*      Each  
*04/2000 File IRM per transmittal*  
**Freedom of Information Act - Freedom of Information Requests for Appeal's Cases Memos (see also CCDM (35))**  
This section pertains to freedom of information requests for appeal's case memos see also CCDM (35)". *CC:F&M:PM:P* Internal Use
- 30.14.2**      *29720D*      Each  
*04/2000 File IRM per transmittal*  
**Freedom of Information Act - Freedom of Information Requests for Administrative & Legal Files During the Pendency of Tax Court**  
This section provides information on freedom of information requests for administrative and legal files during the pendency of tax court litigation. *CC:F&M:PM:P* Internal Use
- 30.16.1**      *29722Z*      Each  
*04/2000 File IRM per transmittal*  
**Electronic Research Services (Lexis, Westlaw, and CCH Access) - General**  
This section covers general information. *CC:F&M:PM:P* Internal Use
- 30.16.2**      *29187Y*      Each  
*02/2000 File IRM per transmittal*  
**Electronic Research Services (LEXIS, WESTLAW, AND CCH ACCESS) - Coordinators**  
This CCDM covers the duties of regional and national office coordinators. *CC:F&M:P&M:P* Internal Use
- 30.16.3**      *29723K*      Each  
*04/2000 File IRM per transmittal*  
**Electronic Research Services (Lexis, Westlaw, and CCH Access) - Initial or Additional Subscription to an Electronic Research**  
This section pertains to initial or additional subscription to an electronic research service. *CC:F&M:PM:P* Internal Use
- 30.16.5**      *29724V*      Each  
*04/2000 File IRM per transmittal*  
**Electronic Research Services (Lexis, Westlaw, and CCH access) - Requesting Identification Cards and Training**  
This section provides information on requesting identification cards and training. *CC:F&M:PM:P* Internal Use
- 30.16.6**      *29725G*      Each  
*04/2000 File IRM per transmittal*  
**Electronic Research Services (Lexis, Westlaw, and CCH Access) - Cancellation of Identification Cards**  
This section covers cancellation of identification cards. *CC:F&M:PM:P* Internal Use
- 30.16.7**      *29726R*      Each  
*04/2000 File IRM per transmittal*  
**Electronic Research Services (Lexis, Westlaw, and CCH Access) - Security of Identification Numbers**  
This section pertains to the security of identification numbers. *CC:F&M:PM:P* Internal Use
- 30.16.8**      *29727C*      Each  
*04/2000 File IRM per transmittal*  
**Electronic Research Services (Lexis, Westlaw, and CCH Access) - User Search Techniques**  
This section of the CCDM provides information on user search techniques. *CC:F&M:PM:P* Internal Use
- 30.16.9**      *29728N*      Each  
*04/2000 File IRM per transmittal*  
**Electronic Research Services (Lexis, Westlaw, and CCH Access) - Verifying Billing**  
Verifying billing is covered in this section of the CCDM. *CC:F&M:PM:P* Internal Use
- 30.16.10**      *29729Y*      Each  
*04/2000 File IRM per transmittal*  
**Electronic Research Services (Lexis, Westlaw, and CCH Access) - Use of the Stand-Alone LEXIS Printer, National Office Only**  
This section provides information on the use of stand alone LEXIS printer, national office only. *CC:F&M:PM:P* Internal Use

## IRM

- 30.17.1** 29188J Each  
02/2000 File IRM per transmittal  
**Communications with the White House Regarding Open Investigations / Adjudications, or Civil or Criminal / Enforcement Action**  
This covers information on Treasury Order 107-05. CC:F&M:P&M:P Internal Use
- 30.18.1** 29730Z Each  
04/2000 File IRM per transmittal  
**NORA/DORA - Legal Support for NORA/DORA Research Plan Projects**  
This section of the CCDM provides information concerning legal support for NORA/DORA research plan projects. CC:F&M:PM:P Internal Use
- 31.1.1** 29647T Each  
04/2000 File IRM per transmittal  
**Organization - Authority of Chief Counsel's Office**  
This section sets forth organizational aspects of the Office of Chief Counsel, Regional Counsel and District Counsel in regard to matters within Counsel and between the Department of Justice and United States Attorneys. CC:FM:PM:P Internal Use
- 31.1.2** 29648E Each  
04/2000 File IRM per transmittal  
**Organization - Criminal Tax Division**  
This CCDM section explains the Criminal Tax Division Function. CC:FM:PM:P Internal Use
- 31.1.3** 29649P Each  
04/2000 File IRM per transmittal  
**Organization - Regional Counsel and District Counsel Criminal Tax Function**  
This CCDM section explains the Regional Counsel and District Counsel Criminal Tax Function. CC:FM:PM:P Internal Use
- 31.1.4** 29650Q Each  
04/2000 File IRM per transmittal  
**Organization - Department of Justice**  
This section describes the Department of Justice function in tax cases. CC:FM:PM:P Internal Use
- 31.1.5** 29651B Each  
04/2000 File IRM per transmittal  
**Organization - Criminal Tax Cases with International Tax or Evidence Issues**  
This CCDM section describes Criminal Tax Cases with International Tax or Evidence issues. CC:FM:PM:P Internal Use
- 31.2.1** 29422W Each  
03/2000 File IRM per transmittal  
**Case Jacketing and File Maintenance - Case Jacketing Procedures**  
This CCDM section covers criminal tax case jacketing procedures. CC:FM:PM:P Internal Use
- 31.2.2** 29423H Each  
03/2000 File IRM per transmittal  
**Case Jacketing and File Maintenance - File Maintenance**  
This CCDM section covers file maintenance. CC:F&M:P&M:P Internal Use
- 31.2.3** 29424S Each  
03/2000 File IRM per transmittal  
**Case Jacketing and File Maintenance - Preservation of Files and Security**  
This CCDM section contains information on preservation of files and security. CC:F&M:P&M:P Internal Use
- 31.2.4** 29425D Each  
03/2000 File IRM per transmittal  
**Case Jacketing and File Maintenance - Recordkeeping**  
This CCDM section covers recordkeeping. CC:F&M:P&M:P Internal Use
- 31.3.1** 29427Z Each  
03/2000 File IRM per transmittal  
**Criminal Tax Policies and Procedures - Prosecution Standards**  
This CCDM section contains information on prosecution standards. CC:F&M:P&M:P Internal Use
- 31.3.2** 29428K Each  
03/2000 File IRM per transmittal  
**Criminal Tax Policies and Procedures - Exceptions Generally**  
This CCDM section contains information on exceptions generally. CC:F&M:P&M:P Internal Use
- 31.3.3** 29429V Each  
03/2000 File IRM per transmittal  
**Criminal Tax Policies and Procedures - Voluntary Disclosure**  
This CCDM section covers voluntary disclosure. CC:F&M:P&M:P Internal Use
- 31.3.4** 29430W Each  
03/2000 File IRM per transmittal  
**Criminal Tax Policies and Procedures - Dual and Successive Prosecution**  
This CCDM section covers dual and successive prosecution. CC:F&M:P&M:P Internal Use
- 31.3.5** 29431H Each  
03/2000 File IRM per transmittal  
**Criminal Tax Policies and Procedures - Health, Age and Mental Condition**  
This CCDM section covers health, age and mental condition. CC:F&M:P&M:P Internal Use
- 31.3.6** 29432S Each  
03/2000 File IRM per transmittal  
**Criminal Tax Policies and Procedures - Solicitation of Returns**  
This CCDM section covers solicitation of returns. CC:F&M:P&M:P Internal Use
- 31.3.7** 29433D Each  
03/2000 File IRM per transmittal  
**Criminal Tax Policies and Procedures - Fugitive and Absentee Taxpayers**  
This CCDM section covers fugitive and absentee taxpayers. CC:F&M:P&M:P Internal Use
- 31.3.8** 29435Z Each  
03/2000 File IRM per transmittal  
**Criminal Tax Policies and Procedures - I.R.C. Sect. 7207 Prosecutions**  
This CCDM section covers IRC Section 7202 prosecutions. CC:F&M:P&M:P Internal Use
- 31.3.9** 29436K Each  
03/2000 File IRM per transmittal  
**Criminal Tax Policies and Procedures - Multiple Taxpayer Referrals and Disclosure of Non-Recommended Taxpayers**  
This CCDM section covers multiple taxpayer referrals and disclosure of non-recommended taxpayers. CC:F&M:P&M:P Internal Use
- 31.4.1** 29014S Each  
02/2000 File IRM per transmittal  
**Processing Criminal Tax Cases - Initial Considerations in Handling a Criminal Tax Case**  
This IRM section contains information that covers the initial considerations in handling criminal tax cases. CC:CT:NO Internal Use
- 31.4.2** 29015D Each  
02/2000 File IRM per transmittal  
**Processing Criminal Tax Cases - Conference Procedures**  
This IRM section contains information that covers Conference Procedures. CC:EL:CT:A&R Internal Use
- 31.4.3** 29017Z Each  
02/2000 File IRM per transmittal  
**Processing Criminal Tax Cases - Supplemental Investigations**  
This IRM section contains information that covers Supplement Investigations. CC:EL:CT:A&R Internal Use
- 31.4.4** 29018K Each  
02/2000 File IRM per transmittal  
**Processing Criminal Tax Cases - Cases Presenting Special Problems or Processing**  
This IRM section contains information that covers Cases Presenting Special Problems or Processing. CC:EL:CT:A&R Internal Use
- 31.4.5** 29136H Each  
02/2000 File IRM per transmittal  
**Expedited Plea Program in Proposed Agreement Situations - Expedited Plea Program in Proposed Plea Agreement Situations**  
This CCDM section covers the expedited plea program in proposed agreement situations. CC:FM:PM:P Internal Use
- 31.4.6** 29020W Each  
02/2000 File IRM per transmittal  
**Processing Criminal Tax Cases - Case Captions in Correspondence with the Department of Justice**  
This IRM section contains information that covers Case Captions in Correspondence with the Department of Justice. CC:EL:CT:A&R Internal Use
- 31.4.7** 29021H Each  
02/2000 File IRM per transmittal  
**Processing Criminal Tax Cases - Criminal Reference Letter**  
This IRM section contains information that covers Criminal Reference Letter. CC:EL:CT:A&R Internal Use

- 31.4.8**            *29022S*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Tax Computations**  
This IRM section contains information that covers Tax Computations. *CC:EL:CT:A&R* Internal Use
- 31.4.9**            *29023D*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Civil Aspects of Criminal Reference Letters**  
This IRM section contains information that covers Civil Aspects of Criminal Reference Letters. *CC:EL:CT:A&R* Internal Use
- 31.4.10**          *29025Z*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Signature of the Criminal Reference Letter**  
This IRM section contains information that covers Signature of the Criminal Reference Letter. *CC:EL:CT:A&R* Internal Use
- 31.4.11**          *29026K*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Distribution of Criminal Reference Letters**  
This IRM section contains information that covers Distribution of Criminal Reference Letters. *CC:EL:CT:A&R* Internal Use
- 31.4.12**          *29027V*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Notification of Taxpayer or Taxpayer's Representative**  
This IRM section contains information that covers Notification of Taxpayer's Representative. *CC:EL:CT:A&R* Internal Use
- 31.4.13**          *29028G*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Counsel Declinations of Prosecution Recommendations**  
This IRM section contains information that covers Counsel Declinations of Prosecution Recommendations. *CC:EL:CT:A&R* Internal Use
- 31.4.14**          *29029R*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Referring Cases for Prosecution**  
This IRM section contain information that covers Referring Cases for Prosecution. *CC:EL:CT:A&R* Internal Use
- 31.4.15**          *29030S*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Handling Cases Referred to the Department of Justice**  
This IRM section contains information that covers Handling Cases Referred to the Department of Justice. *CC:EL:CT:A&R* Internal Use
- 31.4.16**          *29031D*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Referral of Cases for Grand Jury Investigation**  
This IRM section contains information that covers Referral of Cases for Grand Jury Investigation. *CC:EL:CT:A&R* Internal Use
- 31.4.17**          *29033Z*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Criminal Appeals and Certiorari**  
This IRM section contains information that covers Criminal Appeals and Certiorari. *CC:EL:CT:A&R* Internal Use
- 31.4.18**          *29034K*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Reports on Actions by the Courts**  
This IRM section contains information that covers Reports on Action by the Courts. *CC:EL:CT:A&R* Internal Use
- 31.4.19**          *29035V*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Closing Criminal Tax Cases**  
The IRM section contains information that covers Closing Criminal Tax Cases. *CC:EL:CT:A&R* Internal Use
- 31.4.20**          *29036G*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Release of Information**  
This IRM section contains information that covers release of information. *CC:EL:CT:A&R* Internal Use
- 31.4.21**          *29037R*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Administrative Requests for Grants of Statutory Use Immunity**  
This IRM section contains information that covers administrative request for grants of statutory use immunity. *CC:EL:CT:A&R* Internal Use
- 31.4.22**          *29038C*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Requesting Immunity for Acts of Production**  
This IRM section contains information that covers requesting immunity for acts of production. *CC:EL:CT:A&R* Internal Use
- 31.4.23**          *29039N*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Uniform Flow of Cases**  
This IRM section contains information that covers uniform flow of cases. *CC:EL:CT:A&R* Internal Use
- 31.4.24**          *29042K*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Joinder of Defendants**  
This IRM section contains information that covers joinder of defendants. *CC:EL:CT:A&R* Internal Use
- 31.4.25**          *29044G*            Each  
*02/2000 File IRM per transmittal*  
**Processing Criminal Tax Cases - Indictment or Information to Include an Intervening Year**  
This IRM section contains information that covers indictment or information to include an intervening year. *CC:EL:CT:A&R* Internal Use
- 31.5.1**            *28796F*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Introduction**  
This IRM section provides the history of the grand jury. *CC:CT:NO* Internal Use
- 31.5.2**            *28797Q*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Federal Rules of Criminal Procedure, Rule 6**  
This IRM section contains federal rules of criminal procedure, Rule 6. *CC:EL:CT* Internal Use
- 31.5.3**            *29891N*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Office of Chief Counsel Procedures**  
This IRM section contains information on Office of Chief Counsel procedures for grand jury matters. *CC:EL:CT* Internal Use
- 31.5.4**            *29892Y*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Processing the Case Files**  
This IRM section contains information on how to process the case files. *CC:EL:CT* Internal Use
- 31.5.5**            *29893J*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Referrals for Grand Jury Investigation**  
This IRM section provides information on referrals for grand jury investigation. *CC:EL:CT* Internal Use
- 31.5.6**            *29894U*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Request by CI Division for the Initiation of a Grand Jury Investigation (Service Initiated Request)**  
This IRM section contains information on request by the Criminal Investigation Division for the initiation of a grand jury investigation (Service Initiated Request). *CC:EL:CT* Internal Use
- 31.5.7**            *29895F*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Government Attorney-Initiated Request for Grand Jury Assistance**  
This IRM section contains information on requests for grand jury assistance initiated by the government attorney. *CC:EL:CT* Internal Use

## IRM

- 31.5.8**            *28798B*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Conversion by District Counsel of Prosecution Recommendation to Grand Jury Referral**  
This IRM section contains information on District Counsel conversion of prosecution recommendation to grand jury referral. *CC:EL:CT* Internal Use
- 31.5.9**            *28799M*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Expansion of Participation in Grand Jury Tax Investigation**  
This IRM section contains information on when and how expansion of participation in grand jury tax investigations are prepared. *CC:EL:CT* Internal Use
- 31.5.10**          *28800C*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Procedures for Providing Assistance**  
This CCDM section contains information on policy and procedures for providing assistance in grand jury investigations. *CC:EL:CT* Internal Use
- 31.5.11**          *29045R*            Each  
*02/2000 File IRM per transmittal*  
**Grand Jury Matters - Review Procedures**  
This IRM section contains information that covers review procedures. *CC:EL:CT:A&R* Internal Use
- 31.5.12**          *28801N*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Pending Civil Matters**  
This CCDM section contains information on how to handle pending civil matters once referred for grand jury investigation. *CC:EL:CT* Internal Use
- 31.5.13**          *28802Y*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Closing Procedures**  
This CCDM section contains information on closing procedures for grand jury investigations. *CC:EL:CT* Internal Use
- 31.5.14**          *28803J*            Each  
*12/1999 File IRM per transmittal*  
**Grand Jury Matters - Distribution of File Material**  
This CCDM section contains information on distribution of file materials relating to grand jury matters. *CC:EL:CT* Internal Use
- 31.6.1**            *29652M*            Each  
*04/2000 File IRM per transmittal*  
**Civil Considerations in Pending Criminal Matters - Priority of Criminal Cases**  
This section of the CCDM describes the priority of Criminal Cases. *CC:FM:PM:P* Internal Use
- 31.6.2**            *29653X*            Each  
*04/2000 File IRM per transmittal*  
**Civil Considerations in Pending Criminal Matters - Consents to Extend the Statute of Limitations on Assessment**  
This section explains the policies and procedures related to Consents to extend the statute of limitations on assessment. *CC:FM:PM:P* Internal Use
- 31.6.3**            *29655T*            Each  
*04/2000 File IRM per transmittal*  
**Civil Considerations in Pending Criminal Matters - Jeopardy Assessments in Criminal Cases**  
This section explains jeopardy assessments in criminal cases. *CC:FM:PM:P* Internal Use
- 31.6.4**            *29656E*            Each  
*04/2000 File IRM per transmittal*  
**Civil Considerations in Pending Criminal Matters - Collection Activity in Criminal Cases**  
This CCDM section describes collection activity in criminal cases. *CC:FM:PM:P* Internal Use
- 31.6.5**            *29657P*            Each  
*04/2000 File IRM per transmittal*  
**Civil Considerations in Pending Criminal Matters - Advanced Deposits of Tax Liabilities**  
This section describes advance deposits of tax liabilities. *CC:FM:PM:P* Internal Use
- 31.6.6**            *29658A*            Each  
*04/2000 File IRM per transmittal*  
**Civil Considerations in Pending Criminal Matters - Civil Compromise Offers in Criminal Tax Cases**  
This section describes civil compromise offers in criminal tax cases. *CC:FM:PM:P* Internal Use
- 31.6.7**            *29660M*            Each  
*04/2000 File IRM per transmittal*  
**Civil Considerations in Pending Criminal Matters - Miscellaneous Considerations**  
This sections describes additional miscellaneous considerations in pending criminal matters. *CC:FM:PM:P* Internal Use
- 31.7.1**            *29762J*            Each  
*04/2000 File IRM per transmittal*  
**Miscellaneous Provisions - Legal Assistance to the Criminal Investigation Division During Investigation**  
This section describes legal assistance to the Criminal Investigation Division during investigation. *CC:FM:PM:P* Internal Use
- 31.7.2**            *29137S*            Each  
*02/2000 File IRM per transmittal*  
**Miscellaneous Provisions - Searches and Seizures**  
This CCDM pertains to Searches and Seizures. *CC:F&M:P&M:P* Internal Use
- 31.7.3**            *29138D*            Each  
*02/2000 File IRM per transmittal*  
**Miscellaneous Provisions - Subpoenas Served Upon Government Officials**  
This CCDM pertains to subpoenas served upon government officials. *CC:F&M:P&M:P* Internal Use
- 31.7.4**            *29140P*            Each  
*02/2000 File IRM per transmittal*  
**Miscellaneous Provisions - Avoiding the Use in Criminal Tax Investigations of Testimony of a Target Immunized During Bankrup**  
This CCDM pertains to avoiding the use in criminal tax investigation of testimony of a target immunized bankruptcy proceedings. *CC:F&M:P&M:P* Internal Use
- 31.7.5**            *29141A*            Each  
*02/2000 File IRM per transmittal*  
**Miscellaneous Provisions - Electronic Surveillance**  
This CCDM pertains to electronic surveillance. *CC:F&M:P&M:P* Internal Use
- 31.7.6**            *29143W*            Each  
*02/2000 File IRM per transmittal*  
**Miscellaneous Provisions - Assignments That Require National Office Approval Concurrence**  
This CCDM pertains to assignments that require National Office approval concurrence. *CC:F&M:P&M:P* Internal Use
- 31.8.1**            *29437V*            Each  
*03/2000 File IRM per transmittal*  
**Forfeitures - Authority and Policies**  
This CCDM section provides directions and guidance regarding the handling of forfeiture work within the office of Chief Counsel. *CC:F&M:P&M:P* Internal Use
- 31.8.2**            *29438G*            Each  
*03/2000 File IRM per transmittal*  
**Forfeitures - Processing Case Files**  
This CCDM section sets forth rules unique to the jacketing, processing, maintenance and designation of forfeiture files. *CC:F&M:P&M:P* Internal Use
- 31.8.3**            *29439R*            Each  
*03/2000 File IRM per transmittal*  
**Forfeitures - Case Origin**  
This CCDM section covers case origin. *CC:F&M:P&M:P* Internal Use
- 31.8.4**            *29440S*            Each  
*03/2000 File IRM per transmittal*  
**Forfeitures - Forfeitures**  
This CCDM section covers forfeitures. *CC:F&M:P&M:P* Internal Use
- 31.8.5**            *29441D*            Each  
*03/2000 File IRM per transmittal*  
**Forfeitures - Case Considerations**  
This CCDM section cover case considerations. *CC:F&M:P&M:P* Internal Use
- 31.8.6**            *29443Z*            Each  
*03/2000 File IRM per transmittal*  
**Forfeitures - Miscellaneous Matters**  
This CCDM section covers miscellaneous matters. *CC:F&M:P&M:P* Internal Use

- 32.1.1**            *29172Z*            Each  
*02/2000 File IRM per transmittal*  
**Introduction - Jurisdiction Over  
Litigation Involving Disclosure Issues**  
This CCDM pertains to the jurisdiction over litigation involving disclosure issues.  
*CC:FM:PM:P Internal Use*
- 32.2.1**            *29173K*            Each  
*02/2000 File IRM per transmittal*  
**Disclosure, Testimony, and Production  
of Documents - Disclosure of Manual  
Material**  
This CCDM pertains to the disclosure of manual material. *CC:F&M:P&M:P Internal Use*
- 32.2.2**            *29174V*            Each  
*02/2000 File IRM per transmittal*  
**Disclosure, Testimony, and Production  
of Documents - Classification of Law  
Enforcement Manual Material**  
This CCDM covers the classification of law enforcement manual material.  
*CC:F&M:P&M:P Internal Use*
- 32.2.3**            *29175G*            Each  
*02/2000 File IRM per transmittal*  
**Disclosure, Testimony, and Production  
of Documents - Protection of Classified  
and Confidential Material**  
This CCDM pertains to the protection of classified and confidential material.  
*CC:F&M:P&M:P Internal Use*
- 32.2.4**            *29176R*            Each  
*02/2000 File IRM per transmittal*  
**Disclosure, Testimony, and Production  
of Documents - Del. Order 156 (Revised),  
Authorization of Testimony or the  
Production**  
This CCDM pertains to the Delegation Order 156 (Revised), authorization of testimony or the production of documents under Treasury Regulation 301.90000-1.  
*CC:F&M:P&M:P Internal Use*
- 32.3.1**            *29177C*            Each  
*02/2000 File IRM per transmittal*  
**Availability of Documents under IRC  
6103, 6104, & 6110 - Request for Access  
to Material in the Library Digest Group  
by Other**  
This pertains to requests for access to material in the Library Digest Group by other federal employees. *CC:F&M:P&M:P Internal Use*
- 32.4.1**            *29178N*            Each  
*02/2000 File IRM per transmittal*  
**Privacy Act of 1974 - General**  
This CCDM provides instructions and guidelines for implementing the Privacy Act of 1974 (Pub.L. 93-579) by the Office of Chief Counsel. *CC:F&M:P&M:P Internal Use*
- 32.4.2**            *29179Y*            Each  
*02/2000 File IRM per transmittal*  
**Privacy Act of 1974 - Solicitation of  
Social Security Account Numbers from  
Expert Witnesses**  
This CCDM provides instructions for giving the notice required by Section 7 of the Privacy Act of 1974 (Pub.L. 93-579) to expert witnesses. *CC:F&M:P&M:P Internal Use*
- 32.4.3**            *29180Z*            Each  
*02/2000 File IRM per transmittal*  
**Privacy Act of 1974 - GSA Notices Under  
the Privacy Act of 1974**  
The purpose of this CCDM section is to adopt for distribution, as appropriate, the notices promulgated by the GSA pursuant to subsection 3(e)(3) of the Privacy Act of 1974. *CC:F&M:P&M:P Internal Use*
- 32.4.4**            *29181K*            Each  
*02/2000 File IRM per transmittal*  
**Privacy Act of 1974 - Access,  
Amendment, Accounting, and Litigation**  
This CCDM covers access, amendment, accounting, and litigation.  
*CC:F&M:P&M:P Internal Use*
- 32.5.1**            *29144H*            Each  
*02/2000 File IRM per transmittal*  
**Freedom of Information Act - Request  
and Appeals**  
This CCDM section contains information on request for access to Chief Counsel documents or an administrative appeal has been filed pursuant to the FOIA.  
*CC:F&M:PM:P Internal Use*
- 32.5.2**            *29145S*            Each  
*02/2000 File IRM per transmittal*  
**Freedom of Information Act - Freedom  
of Information Act Litigation**  
This CCDM contains procedures for Freedom of Information Act litigation.  
*CC:F&M:PM:P Internal Use*
- 32.6.1**            *29182V*            Each  
*02/2000 File IRM per transmittal*  
**Reporting Court Cases Which Challenge  
Treasury Regulations - General**  
This CCDM pertains to reporting court cases for Item: 38005T Part (32).  
*CC:F&M:P&M:P Internal Use*
- 33.2.1**            *29146D*            Each  
*02/2000 File IRM per transmittal*  
**Labor and Related Matters -  
Labor/Management Contract  
Negotiations**  
This CCDM section contains information on adverse action and unacceptable performance cases. *CC:FM:PM:P Internal Use*
- 33.2.2**            *29148Z*            Each  
*02/2000 File IRM per transmittal*  
**Labor and Related Matters - Adverse  
Action and Unacceptable Performance  
Cases**  
This CCDM pertains to Adverse Action and Unacceptable Performance Cases.  
*CC:F&M:P&M:P Internal Use*
- 33.2.3**            *29149K*            Each  
*02/2000 File IRM per transmittal*  
**Labor and Related Matters - Arbitration  
Procedure for Disciplinary and Contract  
Grievance Matters/Grievability and  
Arbitrabi**  
This CCDM pertains to arbitration procedure for disciplinary and contact grievance matters/grievability and arbitrability issues.  
*CC:F&M:P&M:P Internal Use*
- 33.2.4**            *29151W*            Each  
*02/2000 File IRM per transmittal*  
**Labor and Related Matters - Unfair Labor  
Practice (ULP) Proceedings**  
This CCDM pertains to Unfair Labor Practice (ULP) Proceedings.  
*CC:F&M:P&M:P Internal Use*
- 33.2.5**            *29152H*            Each  
*02/2000 File IRM per transmittal*  
**Labor and Related Matters -  
Representation Proceedings**  
This CCDM pertains to Representation proceedings. *CC:F&M:P&M:P Internal Use*
- 33.2.6**            *29153S*            Each  
*02/2000 File IRM per transmittal*  
**Labor and Related Matters - Equal  
Employment Opportunity (EEO)  
Proceedings**  
This CCDM pertains to Equal Employment Opportunity (EEO) Proceedings.  
*CC:F&M:P&M:P Internal Use*
- 33.2.7**            *29154D*            Each  
*02/2000 File IRM per transmittal*  
**Labor and Related Matters -  
Representation of Management for  
Agencies Other Than Internal Revenue  
Service and the Office of**  
This CCDM pertains to the representation of management for agencies other than Internal Revenue Service and the Office of Chief Counsel. *CC:F&M:P&M:P Internal Use*
- 33.2.8**            *29156Z*            Each  
*02/2000 File IRM per transmittal*  
**Labor and Related Matters - Reports**  
This CCDM pertains to reporting requirements that apply to labor and related matters. *CC:F&M:P&M:P Internal Use*
- 33.2.9**            *29157K*            Each  
*02/2000 File IRM per transmittal*  
**Labor and Related Matters - Preparation  
and Review Procedures**  
This CCDM pertains to preparation and review procedures. *CC:F&M:P&M:P Internal Use*
- 33.2.10**            *29158V*            Each  
*02/2000 File IRM per transmittal*  
**Labor and Related Matters - Processing  
Awards of Attorney's Fees and Litigation  
Costs Made Against the Internal  
Revenue Serv**  
This CCDM pertains to processing awards of Attorney's fees and litigation costs made against the Internal Revenue Service.  
*CC:F&M:P&M:P Internal Use*

## IRM

- 33.3.1** 29159G Each  
02/2000 File IRM per transmittal  
**Claims, Suits, Inspection and Related Matters - Federal Tort Claims Act**  
This CCDM pertains to the Federal Tort Claims Act. CC:F&M:P&M:P Internal Use
- 33.3.2** 29160H Each  
02/2000 File IRM per transmittal  
**Claims, Suits, Inspection and Related Matters - Suits for the Recovery of Monetary Damages Brought Against the United States**  
This CCDM covers suits for the recovery of monetary damages brought against the United States and/or individual employees of the Service where the Federal Tort Claims Act does not serve as the sole jurisdictional basis. CC:F&M:P&M:P Internal Use
- 33.3.3** 29161S Each  
02/2000 File IRM per transmittal  
**Claims, Suits, Inspection and Related Matters - Removal of Actions brought in State Courts**  
This CCDM pertains to the removal of actions brought in State Courts. CC:F&M:P&M:P Internal Use
- 33.3.4** 29162D Each  
02/2000 File IRM per transmittal  
**Claims, Suits, Inspections, and Related Matters - Military Personnel and Civilian Employees' Claims Act of 1964**  
This CCDM pertains to the Military Personnel and Civilian Employees' Claims Act of 1964. CC:F&M:P&M:P Internal Use
- 33.3.5** 29164Z Each  
02/2000 File IRM per transmittal  
**Claims, Suits, Inspection and Related Matters - Federal Claims Collection Act, As Amended**  
This CCDM covers the Federal Claims Collection Act, as amended. CC:F&M:P&M:P Internal Use
- 33.3.7** 29165K Each  
02/2000 File IRM per transmittal  
**Claims, Suits, Inspection and Related Matters - Inspection Service Matters**  
This CCDM pertains to Inspection of service matters. CC:F&M:P&M:P Internal Use
- 33.3.9** 29166V Each  
02/2000 File IRM per transmittal  
**Claims, Suits, Inspection and Related Matters - Miscellaneous Procedures**  
This CCDM covers miscellaneous procedures. CC:F&M:P&M:P Internal Use
- 33.4.1** 29167G Each  
02/2000 File IRM per transmittal  
**Practice Matters and Garnishment - Practice Before the Internal Revenue Service**  
This CCDM pertains to practice before the Internal Revenue Service. CC:F&M:P&M:P Internal Use
- 33.5.1** 29168R Each  
02/2000 File IRM per transmittal  
**Public Contract Law Matters - Procurement and Related Matters**  
This CCDM pertains to procurement and related matters. CC:F&M:P&M:P Internal Use
- 33.6.1** 29169C Each  
02/2000 File IRM per transmittal  
**Administrative Matters - Opening and Closing Procedures**  
This CCDM pertains to closing and opening GLS case procedures. CC:F&M:P&M:P Internal Use
- 33.6.2** 30287J Each  
06/2000 File IRM per transmittal  
**Administrative Matters - Purpose**  
This section pertains to uniform procedures that identify those issues and cases which must be brought promptly to the attention of the National Headquarters. CC:GLS Internal Use
- 34.1.1** 29128H Each  
02/2000 File IRM per transmittal  
**Introduction - Organization of General Litigation Division**  
This CCDM section contains information on the organization of the General Litigation Division and its branches responsibilities. CC:FM:PM:P Internal Use
- 34.2.1** 29129S Each  
02/2000 File IRM per transmittal  
**Coordination of General Litigation Issues and Cases - Coordination with Other Chief Counsel Functions and Other Government A**  
This CCDM provides information on coordination with other Chief Counsel functions and other government agencies. CC:F&M:P&M:P Internal Use
- 34.3.1** 29130T Each  
02/2000 File IRM per transmittal  
**General Litigation Legal Files - Opening and Jacketing General Litigation Case Files**  
This CCDM pertains to opening and jacketing general litigation case files. CC:F&M:P&M:P Internal Use
- 34.3.2** 29131E Each  
02/2000 File IRM per transmittal  
**General Litigation Legal Files - Case Cards and Records**  
This CCDM pertains to case cards and records. CC:F&M:P&M:P Internal Use
- 34.3.3** 29132P Each  
02/2000 File IRM per transmittal  
**General Litigation Legal Files - Processing Incoming Mail/National Office Division Docket Room**  
This CCDM pertains to processing incoming mail-National Office Division docket room. CC:F&M:P&M:P Internal Use
- 34.3.4** 29133A Each  
02/2000 File IRM per transmittal  
**General Litigation Legal Files - Closing General Litigation Case Files**  
This CCDM pertains to general litigation case files. CC:F&M:P&M:P Internal Use
- 34.3.5** 29135W Each  
02/2000 File IRM per transmittal  
**General Litigation Legal Files - General Litigation Bulletin Index-Digest System**  
This CCDM pertains to the general litigation bulletin index-digest system. CC:F&M:P&M:P Internal Use
- 34.5.1** 29661X Each  
04/2000 File IRM per transmittal  
**Offer in Compromise - Authority in Offers in Compromise**  
This section pertains to offers in compromise. CC:FM:PM:P Internal Use
- 34.5.2** 29663T Each  
04/2000 File IRM per transmittal  
**Offers in Compromise - Legal Opinion of Counsel I.R.C. Section 7122(b)**  
This section of the CCDM pertains to legal opinion of Counsel I.R.C. Section 7122(b). CC:F&M:PM:P Internal Use
- 34.5.3** 29664E Each  
04/2000 File IRM per transmittal  
**Offers in Compromise - Procedures for Processing Offers in Compromise**  
This section provides information on the procedures for processing offers in compromise. CC:F&M:PM:P Internal Use
- 34.5.5** 29665P Each  
04/2000 File IRM per transmittal  
**Offers in Compromise - Miscellaneous Matters**  
This section of the CCDM relates to miscellaneous matters. CC:F&M:PM:P Internal Use
- 34.6.1** 38021T Each  
06/1999 File IRM per transmittal  
**General Handbook - Case Referral Procedures**  
This CCDM contains procedures for transmitting cases to the Department of Justice and identifies which cases must be sent to National Office for Prereview. This IRM replaces information previously published as (34)600 within IRM Part (34). CC:F&M:PA Internal Use
- 34.7.1** 29666A Each  
04/2000 File IRM per transmittal  
**Suits to Collect - General**  
This section provides general information for suits to collect. CC:F&M:PM:P Internal Use
- 34.7.2** 29668W Each  
04/2000 File IRM per transmittal  
**Suits to Collect - Procedures Applicable to Most Suits to Collect**  
This section pertains to procedures applicable to most suits to collect. CC:F&M:PM:P Internal Use

- 34.7.3** 32411T Each  
08/2001 File IRM per transmittal  
**Suits to Collect - Suit Letters**  
This chapter relays information pertinent to developing and writing a suit referral letter.  
CC:PA:CBS Internal Use
- 34.7.4** 29669H Each  
04/2000 File IRM per transmittal  
**Suits to Collect - Reducing the Tax Claim to Judgment**  
This section pertains to reducing the tax claim to judgement. CC:F&M:PM:P Internal Use
- 34.7.5** 29671T Each  
04/2000 File IRM per transmittal  
**Suits to Collect - Foreclosure of the Tax Lien**  
This section provides information on the foreclosure of the tax lien.  
CC:F&M:PM:P Internal Use
- 34.7.6** 29672E Each  
04/2000 File IRM per transmittal  
**Suits to Collect - Setting Aside Fraudulent Conveyance and Establishing Transferee**  
Information concerning setting aside a fraudulent conveyance and establishing transferee is contained in this section of the CCDM. CC:F&M:PM:P Internal Use
- 34.7.7** 29673P Each  
04/2000 File IRM per transmittal  
**Suits to Collect - Enforcing the Levy**  
Information concerning enforcing the levy is provided in this section.  
CC:F&M:PM:P Internal Use
- 34.7.8** 29674A Each  
04/2000 File IRM per transmittal  
**Suits to Collect - Actions Under 28 U.S.C. Section 2410**  
This section provides information on actions under 28 U.S.C. Section 2410.  
CC:F&M:PM:P Internal Use
- 34.7.9** 29676W Each  
04/2000 File IRM per transmittal  
**Suits to Collect - Intervention**  
Intervention information is provided in this section of the CCDM. CC:F&M:PM:P Internal Use
- 34.7.10** 29677H Each  
04/2000 File IRM per transmittal  
**Suits to Collect - Erroneous Refunds**  
This section pertains to erroneous refunds.  
CC:F&M:PM:P Internal Use
- 34.7.11** 29678S Each  
04/2000 File IRM per transmittal  
**Suits to Collect - Establishing Fiduciary Liability Under 31 U.S.C. Section 3713**  
This section provides information on establishing fiduciary liability under 31 U.S.C. Section 3713. CC:F&M:PM:P Internal Use
- 34.7.12** 29679D Each  
04/2000 File IRM per transmittal  
**Suits to Collect - Suits Against Third Parties for Withheld Taxes IRC Section 3505, Etc.**  
This section pertains to suits against third parties for withheld taxes IRC Section 3505, etc. CC:F&M:PM:P Internal Use
- 34.7.13** 29680E Each  
04/2000 File IRM per transmittal  
**Suits to Collect - Miscellaneous Acts**  
This section provides information concerning miscellaneous Acts.  
CC:F&M:PM:P Internal Use
- 34.7.14** 29681P Each  
04/2000 File IRM per transmittal  
**Suits to Collect - Section 6334(e)(1) Proceedings**  
This section pertains to Section 6334(e)(1) Proceedings which describe a new judicial action added by the Internal Revenue Service Restructuring and Reform Act of 1998. In particular, pursuant to I.R.C. Section 6334(e)(1), judicial approval is now required prior to administrative seizure of certain principal residences. CC:EL:GL:BR1 Internal Use
- 34.8.1** 38022E Each  
02/1999 File IRM per transmittal  
**Settlement Option Procedures/General Litigation Cases - General**  
This CCDM contains procedures designed to facilitate the settlement of General Litigation cases, commonly referred to as the "Settlement Option Procedure" (SOP). This IRM replaces text previously published as (34)800 in IRM Part (34).  
CC:F&M:PF Internal Use
- 34.9.1** 38026W Each  
03/1999 File IRM per transmittal  
**Non-Bankruptcy Insolvencies - Introduction**  
This CCDM section sets forth general procedures and information for handling cases that involve collection of federal taxes in non-bankruptcy insolvency proceedings.  
CC:F&M:PA Internal Use
- 34.9.4** 38027H Each  
03/1999 File IRM per transmittal  
**Non-Bankruptcy Insolvencies - Non-Bankruptcy Insolvency Proceedings**  
This CCDM section sets forth specific procedures and information for non-bankruptcy insolvencies, such as receiverships, assignments for the benefit of creditors, corporate dissolutions, etc.  
CC:F&M:PA Internal Use
- 34.10.1** 27624A Each  
05/1999 File IRM per transmittal  
**Bankruptcy Code Cases - General Information and Procedures**  
This CCDM section covers general information and procedures for Counsel employees on Bankruptcy Code cases, including tax claims in bankruptcy, referrals to the Department of Justice, and adverse decisions from Bankruptcy Judges.  
CC:F&M:PA Internal Use
- 34.10.2** 27626W Each  
05/1999 File IRM per transmittal  
**Bankruptcy Code Cases - Tax Procedures**  
This CCDM section provides procedures for Counsel employees handling tax litigation issues that arise in a bankruptcy case.  
CC:F&M:PA Internal Use
- 34.10.3** 27627H Each  
12/1999 File IRM per transmittal  
**Bankruptcy Code Cases - Significant Bankruptcy/Insolvency Case Program**  
This CCDM section provides guidance for Counsel employees handling significant bankruptcy/insolvency cases and bankruptcy cases involving criminal investigations or payment of monetary awards.  
CC:PA:CBS:2 Internal Use
- 34.11.1** 29682A Each  
04/2000 File IRM per transmittal  
**General Litigation Operating Procedures and Non-Court Actions - Relationship with Department of Justice**  
The relationship with the Department of Justice is described in this section.  
CC:F&M:PM:P Internal Use
- 34.11.2** 29684W Each  
04/2000 File IRM per transmittal  
**General Litigation Operating Procedures and Non-Court Actions - Miscellaneous Information About General Litigation Matters**  
Miscellaneous information about general litigation matters is described in this section.  
CC:F&M:PM:P Internal Use
- 34.11.3** 29685H Each  
04/2000 File IRM per transmittal  
**General Litigation Operating Procedures and Non-Court Actions - Cases on Appeal**  
This section pertains to cases on appeal.  
CC:F&M:PM:P Internal Use
- 34.11.4** 29686S Each  
04/2000 File IRM per transmittal  
**General Litigation Operating Procedures and Non-Court Actions - Advisory Opinions**  
Advisory opinions are covered in this CCDM section. CC:F&M:PM:P Internal Use
- 34.11.5** 29687D Each  
04/2000 File IRM per transmittal  
**General Litigation Operations Procedures and Non-Court Actions - Other Non-Court Actions**  
Other non-court actions is described in this section of the CCDM. CC:F&M:PM:P Internal Use
- 34.11.6** 29612C Each  
08/2000 File IRM per transmittal  
**General Litigation Operating Procedures and Non-Court Actions - Third Party Contact Procedures**  
This new CCDM section provides guidance with third party procedures.  
CC:PA:CBS:3 Internal Use



## IRM

- 34.12.1** 29689Z Each  
04/2000 File IRM per transmittal  
**Miscellaneous Court Proceedings - Procedures Applicable to Miscellaneous Court Proceedings**  
Procedures applicable to miscellaneous court proceedings are described in this section. CC:F&M:PM:P Internal Use
- 34.12.2** 29690A Each  
04/2000 File IRM per transmittal  
**Miscellaneous Court Proceedings - Injunctions**  
This section pertains to summons actions. CC:F&M:PM:P Internal Use
- 34.12.3** 29692W Each  
04/2000 File IRM per transmittal  
**Miscellaneous Court Proceedings - Summons Actions**  
This section pertains to summons actions. CC:F&M:PM:P Internal Use
- 34.12.4** 29693H Each  
04/2000 File IRM per transmittal  
**Miscellaneous Court Proceedings - Civil Actions by Persons Other than Taxpayers (I.R.C. Section 7426)**  
Civil actions by persons other than taxpayers (I.R.C. Section 7426) is covered in this section of the CCDM. CC:F&M:PM:P Internal Use
- 34.12.5** 29694S Each  
04/2000 File IRM per transmittal  
**Miscellaneous Court Proceedings - Tort Suits and Other Non-Tax Suits**  
This CCDM section covers tort suits and other non-tax suits. CC:FM:PM:P Internal Use
- 34.12.6** 29695D Each  
04/2000 File IRM per transmittal  
**Miscellaneous Court Proceedings - Interference with Levy**  
Information pertaining to interference with levy is provided in this section. CC:F&M:PM:P Internal Use
- 34.12.7** 29697Z Each  
04/2000 File IRM per transmittal  
**Miscellaneous Court Proceedings - Other Court Proceedings**  
Information pertaining to other court proceedings is provided in this section. CC:F&M:PM:P Internal Use
- 34.12.8** 29698K Each  
04/2000 File IRM per transmittal  
**Miscellaneous Court Proceedings - Tort Suits and Other Non-Tax Suits**  
Information pertaining to tort suits and other non-tax suits is provided in this section. CC:F&M:PM:P Internal Use
- 34.12.9** 29699V Each  
07/2000 File IRM per transmittal  
**Miscellaneous Court Proceedings - Tax Return Preparer Litigation**  
This CCDM covers information on tax return preparer litigation. CC:EL:GL:BR2 Internal Use
- 34.12.10** 29701W Each  
04/2000 File IRM per transmittal  
**Miscellaneous Court Proceedings - Procedures in False Withholding Statement Cases Under Section 6682**  
Procedures in false withholding statement cases under Section 6682 are covered in this section of the CCDM. CC:F&M:PM:P Internal Use
- 34.13.1** 29702H Each  
04/2000 File IRM per transmittal  
**Privacy Act of 1974 - Preparation of Forms 5466 in Accounting for Disclosure to Department of Justice and Other Government D**  
Information pertaining to preparation of Forms 5466 in accounting for disclosure to Department of Justice and other government departments in general litigation cases is provided in this section. CC:F&M:PM:P Internal Use
- 34.14.1** 29703S Each  
07/2000 File IRM per transmittal  
**Special Assistant United States Attorney Program - General**  
This section pertains to the Special Assistant United States Attorney Program. CC:FM:PM:P Internal Use
- 34.15.1** 38023P Each  
02/1999 File IRM per transmittal  
**GLCATS - GLCATS**  
This CCDM covers changes made to the General Litigation - Counsel Automated Tracking System. This information was previously published as (34)(15)10 in IRM Part (34). CC:F&M:PF Internal Use
- 35.1.1** 29814A Each  
08/2000 File IRM per transmittal  
**Introduction - Role of a Chief Counsel Attorney**  
This CCDM deals with role of a Chief Counsel attorney. CC:PA:APJP Internal Use
- 35.1.2** 29816W Each  
05/2000 File IRM per transmittal  
**Introduction - U.S. Tax Court Jurisdiction**  
This CCDM contains information on U.S. Tax Court Jurisdiction. CC:FM:PM:P Internal Use
- 35.1.3** 29817H Each  
05/2000 File IRM per transmittal  
**Introduction - Tax Court Terms and Definitions**  
This CCDM contains information on tax court terms and definitions. CC:FM:PM:P Internal Use
- 35.1.4** 29830A Each  
05/2000 File IRM per transmittal  
**Introduction - Service and Filing of Documents**  
This CCDM contains information on service and filing of documents. CC:FM:PM:P Internal Use
- 35.1.5** 29818S Each  
05/2000 File IRM per transmittal  
**Introduction - Court's Notation on Served Documents**  
This CCDM section contains information on Court's Notation on Served Documents. CC:FM:PM:P Internal Use
- 35.1.6** 29819D Each  
05/2000 File IRM per transmittal  
**Introduction - Small Tax Case Procedure**  
This CCDM contains information on small tax case procedure. CC:FM:PM:P Internal Use
- 35.1.7** 29820E Each  
05/2000 File IRM per transmittal  
**Introduction - Declaratory Judgement and Section 6110 Cases**  
This CCDM contains information on declaratory judgement and section 6110 cases. CC:FM:PM:P Internal Use
- 35.1.8** 29821P Each  
05/2000 File IRM per transmittal  
**Introduction - Trial Terms**  
This CCDM contains information on trial terms. CC:FM:PM:P Internal Use
- 35.1.9** 29822A Each  
05/2000 File IRM per transmittal  
**Introduction - Trial Sessions**  
This CCDM section contains information on trial sessions. CC:FM:PM:P Internal Use
- 35.1.10** 29824W Each  
05/2000 File IRM per transmittal  
**Introduction - Trial Calendars**  
This CCDM section contains information on trial calendars. CC:FM:PM:P Internal Use
- 35.1.11** 29825H Each  
05/2000 File IRM per transmittal  
**Introduction - Continuance from Trial Calendars**  
This CCDM section contains information on continuance from trial calendars. CC:FM:PM:P Internal Use
- 35.1.12** 29826S Each  
05/2000 File IRM per transmittal  
**Introduction - Motions Sessions**  
This CCDM section contains information on motions sessions. CC:FM:PM:P Internal Use
- 35.1.13** 29827D Each  
05/2000 File IRM per transmittal  
**Introduction - Listing of Counsel for Respondent in Tax Court Opinions**  
This CCDM section contains information on listing of Counsel for respondent in tax court opinions. CC:FM:PM:P Internal Use
- 35.1.14** 29829Z Each  
05/2000 File IRM per transmittal  
**Introduction - Special Functions of the Procedural Branch**  
This CCDM deals with Special Functions of the Procedural Branch. CC:FM:PM:P Internal Use

- 35.2.1**      *29833H*      Each  
*08/2000 File IRM per transmittal*  
**Nondocketed Cases - Legal Advice in General**  
This CCDM contains information on legal advice in general. *CC:PA:APJP* Internal Use
- 35.2.2**      *29783M*      Each  
*05/2000 File IRM per transmittal*  
**Nondocketed Cases - Elimination of Fraud Penalty and Reduction of Criminal Income**  
This CCDM section contains information on elimination of fraud penalty and reduction of criminal income. *CC:FM:PM:P* Internal Use
- 35.2.3**      *29784X*      Each  
*05/2000 File IRM per transmittal*  
**Nondocketed Cases - Deficiency Notices**  
This CCDM section contains information on deficiency notices. *CC:FM:PM:P* Internal Use
- 35.2.4**      *29480C*      Each  
*05/2000 File IRM per transmittal*  
**Nondocketed Cases - Compliance with 7521 Notices to Taxpayers**  
This CCDM section contains information on compliance with section 7521 notices to taxpayers. *CC:FM:PM:P* Internal Use
- 35.2.5**      *29481N*      Each  
*05/2000 File IRM per transmittal*  
**Nondocketed Cases - Employee Plan Final Determination Letters**  
This CCDM section contains information on employee plan final determination letters. *CC:FM:PM:P* Internal Use
- 35.2.6**      *29490Y*      Each  
*05/2000 File IRM per transmittal*  
**Nondocketed Cases - Exempt Organizations Final Determination Letters and Final Ruling Letters**  
This CCDM section contains information on exempt organizations final determination letters and final ruling letters. *CC:FM:PM:P* Internal Use
- 35.2.7**      *29834S*      Each  
*06/2000 File IRM per transmittal*  
**Nondocketed Cases - Advice to Appeals and District Director**  
This CCDM section contains information on advice to appeals and district director. *CC:DOM:FS* Internal Use
- 35.2.8**      *29835D*      Each  
*05/2000 File IRM per transmittal*  
**Nondocketed Cases - Disclosure Cases**  
This CCDM contains information on disclosure cases. *CC:FM:PM:P* Internal Use
- 35.2.9**      *29837Z*      Each  
*05/2000 File IRM per transmittal*  
**Nondocketed Cases - Determination by Appeals**  
This CCDM section contains information on determination by appeals. *CC:FM:PM:P* Internal Use
- 35.2.10**     *29838K*      Each  
*05/2000 File IRM per transmittal*  
**Nondocketed Cases - Determination by District Directors**  
This CCDM section contains information on determination by district director. *CC:FM:PM:P* Internal Use
- 35.2.11**     *29839V*      Each  
*05/2000 File IRM per transmittal*  
**Nondocketed Cases - Terminations and Jeopardy Assessments**  
This CCDM section contains information on terminations and jeopardy assessments. *CC:FM:PM:P* Internal Use
- 35.2.12**     *29840W*      Each  
*05/2000 File IRM per transmittal*  
**Nondocketed Cases - Anticipated Collection Problems**  
This CCDM section contains information on anticipated collection problems. *CC:FM:PM:P* Internal Use
- 35.2.13**     *29841H*      Each  
*08/2000 File IRM per transmittal*  
**Nondocketed Cases - Service Center Advice Procedures**  
This CCDM section contains information on Service Center Advice Procedures. *CC:DOM:FS* Internal Use
- 35.2.14**     *30678C*      Each  
*08/2000 File IRM per transmittal*  
**Nondocketed Cases - Third Party Contact Procedures**  
This section of the CCDM is new and pertains to third party procedures. *CC:PA:CBS:3* Internal Use
- 35.2.15**     *30283R*      Each  
*06/2000 File IRM per transmittal*  
**Nondocketed Cases - Claims for Relief From Joint and Several Liability**  
This section of the CCDM pertains to claims for relief from joint and several liability - section 6015(b). *CC:DOM:FS* Internal Use
- 35.3.1**      *29842S*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - Guidelines for Coordination**  
This CCDM covers guidelines for coordination. *CC:FM:PM:P* Internal Use
- 35.3.2**      *29843D*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - Related Cases Defined**  
This CCDM covers related cases defined. *CC:FM:PM:P* Internal Use
- 35.3.3**      *29845Z*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - Coordination of Tax Court and Criminal Cases**  
This CCDM covers coordination of tax court and criminal cases. *CC:FM:PM:P* Internal Use
- 35.3.4**      *29846K*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - Statutory Notices in Cases Having Criminal Aspects**  
This CCDM covers statutory notices in cases having criminal aspects. *CC:FM:PM:P* Internal Use
- 35.3.5**      *29847V*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - Answers in Cases Having Criminal Aspects**  
This CCDM covers answers in cases having criminal aspects. *CC:FM:PM:P* Internal Use
- 35.3.6**      *29848G*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - Tax Court Cases at Issue**  
This CCDM covers tax court cases at issue. *CC:FM:PM:P* Internal Use
- 35.3.8**      *29849R*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - United States Attorneys**  
This CCDM covers United States attorneys. *CC:FM:PM:P* Internal Use
- 35.3.9**      *29850S*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - Coordination of Tax Court and Refund Cases**  
This CCDM covers coordination of tax court and refund cases. *CC:FM:PM:P* Internal Use
- 35.3.10**     *29851D*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - Coordination of Tax Litigation and General Litigation Cases**  
This CCDM covers coordination of tax litigation and general litigation cases. *CC:FM:PM:P* Internal Use
- 35.3.11**     *29853Z*      Each  
*08/2000 File IRM per transmittal*  
**Coordination - Coordination of Employee Benefit Cases**  
The coordination section provides guidance, policy and procedure for the coordination of employee benefit cases. *CC:TEGE:EOEG:ET* Internal Use
- 35.3.12**     *29854K*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - Coordination, Handling, and Control of Tax Shelter Cases**  
This CCDM covers coordination, handling, and control of tax shelter cases. *CC:FM:PM:P* Internal Use
- 35.3.13**     *29997C*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - Windfall Profit Tax Cases**  
This CCDM deals with windfall profit tax cases. *CC:FM:PM:P* Internal Use
- 35.3.14**     *29855V*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - Designation for Litigation Procedures**  
This CCDM covers designation for litigation procedures. *CC:FM:PM:P* Internal Use
- 35.3.15**     *29856G*      Each  
*05/2000 File IRM per transmittal*  
**Coordination - Industry Specialization Program**  
This CCDM covers industry specialization program. *CC:FM:PM:P* Internal Use

## IRM

<b>35.3.16</b>	<i>29998N</i>	Each	<b>35.4.4</b>	<i>29881R</i>	Each	<b>35.4.14</b>	<i>29901Y</i>	Each
<i>05/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>		
<b>Coordination - Market Segment Specialization</b>			<b>Motions and Answers - Designation of Place Trial</b>			<b>Motions and Answers - Motions Pertaining to Calendared Cases</b>		
This CCDM deals with market segment specialization. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Designation of Place of Trial. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Motions to Calendared Cases. <i>CC:FM:PM:P</i> Internal Use		
<b>35.3.17</b>	<i>29999Y</i>	Each	<b>35.4.5</b>	<i>29882C</i>	Each	<b>35.4.15</b>	<i>29902J</i>	Each
<i>05/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>		
<b>Coordination - Voluntary Binding Arbitration</b>			<b>Motions and Answers - Employee Plan Declaratory Judgement Cases</b>			<b>Motions and Answers - Motions Pertaining to Opinions and Decisions</b>		
This CCDM covers voluntary binding arbitration. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Employee Plan Declaratory Judgement Cases. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Motions Pertaining to Opinions and Decisions. <i>CC:FM:PM:P</i> Internal Use		
<b>35.3.18</b>	<i>30001Z</i>	Each	<b>35.4.6</b>	<i>29883N</i>	Each	<b>35.4.16</b>	<i>29903U</i>	Each
<i>08/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>		
<b>Coordination - Coordination and Reconciliation of National Office Advice</b>			<b>Motions and Answers - Exempt Organization Declaratory Judgement Cases</b>			<b>Motions and Answers - Miscellaneous Motions</b>		
This CCDM covers coordination and reconciliation of National Office advice. <i>CC:DOM:FS</i> Internal Use			This CCDM deals with Exempt Organization Declaratory Judgement Cases. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Miscellaneous Motions. <i>CC:FM:PM:P</i> Internal Use		
<b>35.3.19</b>	<i>29857R</i>	Each	<b>35.4.7</b>	<i>29884Y</i>	Each	<b>35.4.17</b>	<i>29904F</i>	Each
<i>05/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>		
<b>Coordination - Large Case Coordination Procedures</b>			<b>Motions and Answers - Disclosure Actions</b>			<b>Motions and Answers - Decisions Without Trial</b>		
This CCDM covers large case coordination procedures. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Disclosure Actions. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Decision Without Trial. <i>CC:FM:PM:P</i> Internal Use		
<b>35.3.20</b>	<i>30002K</i>	Each	<b>35.4.8</b>	<i>29885J</i>	Each	<b>35.4.18</b>	<i>29905Q</i>	Each
<i>05/2000 File IRM per transmittal</i>			<i>06/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>		
<b>Coordination - Mediation</b>			<b>Motions and Answers - Bankruptcy Cases</b>			<b>Motions and Answers - Form of Answers</b>		
This CCDM covers mediation. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Bankruptcy Cases. <i>CC:DOM:FS</i> Internal Use			This CCDM deals with Form of Answers. <i>CC:FM:PM:P</i> Internal Use		
<b>35.3.21</b>	<i>29858C</i>	Each	<b>35.4.9</b>	<i>29886U</i>	Each	<b>35.4.19</b>	<i>29906B</i>	Each
<i>05/2000 File IRM per transmittal</i>			<i>08/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>		
<b>Coordination - Coordination with Financial Management Service</b>			<b>Motions and Answers - Motions Practices</b>			<b>Motions and Answers - General Requirements for Answer</b>		
This CCDM covers coordination with financial management service. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Motion Practices. <i>CC:PA:APJP</i> Internal Use			This CCDM deals with General Requirements for Answer. <i>CC:FM:PM:P</i> Internal Use		
<b>35.3.22</b>	<i>30284C</i>	Each	<b>35.4.10</b>	<i>29887F</i>	Each	<b>35.4.20</b>	<i>29907M</i>	Each
<i>06/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>		
<b>Coordination - Internal Use Computer Software Research Credit Cases</b>			<b>Motions and Answers - Grievances, Grievance Appeals, and Procedures</b>			<b>Motions and Answers - Response to Petitioner's Allegations</b>		
Internal use computer software research credit cases is covered in this section. <i>CC:DOM:FS</i> Internal Use			This CCDM deals with Grievance Appeals, and Procedures. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Response to Petitioner's Allegations. <i>CC:FM:PM:P</i> Internal Use		
<b>35.4.1</b>	<i>29878U</i>	Each	<b>35.4.11</b>	<i>29888Q</i>	Each	<b>35.4.21</b>	<i>29908X</i>	Each
<i>05/2000 File IRM per transmittal</i>			<i>08/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>		
<b>Motions and Answers - Initial Analysis of New Case</b>			<b>Motions and Answers - Jurisdictional Motions</b>			<b>Motions and Answers - Affirmative Allegations in General</b>		
This CCDM with role Initial Analysts of New Case. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with jurisdictional motions. <i>CC:FM:PM:P</i> Internal Use			This CCDM section deals with affirmative allegations in general. <i>CC:FM:PM:P</i> Internal Use		
<b>35.4.2</b>	<i>29879F</i>	Each	<b>35.4.12</b>	<i>29889B</i>	Each	<b>35.4.22</b>	<i>29910J</i>	Each
<i>05/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>			<i>05/2000 File IRM per transmittal</i>		
<b>Motions and Answers - Imperfect Petitions</b>			<b>Motions and Answers - Motions Pertaining to Pleadings</b>			<b>Motions and Answers - Affirmative Allegations to Sustain Fraud</b>		
This CCDM deals with Imperfect Petitions. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Motions Pertaining to Pleadings. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Affirmative Allegations to Sustain Fraud. <i>CC:FM:PM:P</i> Internal Use		
<b>35.4.3</b>	<i>29880G</i>	Each	<b>35.4.13</b>	<i>29890C</i>	Each	<b>35.4.23</b>	<i>29911U</i>	Each
<i>05/2000 File IRM per transmittal</i>			<i>05/2000 Use/Issue Prev Issue First</i>			<i>05/2000 File IRM per transmittal</i>		
<b>Motions and Answers - Jeopardy Assessment Cases</b>			<b>Motions and Answers - Joinder of Party Petitioners</b>			<b>Motions and Answers - Transferee and Fiduciary Liability</b>		
This CCDM deals with Jeopardy Assessment Cases. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Joinder of Party Petitioners. <i>CC:FM:PM:P</i> Internal Use			This CCDM deals with Transferee and Fiduciary Liability. <i>CC:FM:PM:P</i> Internal Use		

- 35.4.24**      *29912F*      Each  
*05/2000 File IRM per transmittal*  
**Motions and Answers - Matters of Interest in Section 531 Cases**  
This CCDM deals with Matters of Interest in Section 531 Cases. *CC:FM:PM:P* Internal Use
- 35.4.25**      *29913Q*      Each  
*05/2000 File IRM per transmittal*  
**Motions and Answers - Answers in Declaratory Judgment Cases (Other than I.R.C. 7478 Cases)**  
This CCDM deals with Answers in Declaratory Judgment Cases (Other than I.R.C. Section 7478 Cases) *CC:FM:PM:P* Internal Use
- 35.4.26**      *29914B*      Each  
*05/2000 File IRM per transmittal*  
**Motions and Answers - Protest Cases-Summary Procedures To Efficiently Dispose of Cases**  
This CCDM deals with Protest Cases Summary Procedures to Efficiently Dispose of Cases. *CC:FM:PM:P* Internal Use
- 35.4.27**      *30285N*      Each  
*06/2000 File IRM per transmittal*  
**Motions and Answers - Application of Failure to Pay Addition to Tax to Returns Prepared Under I.R.C. 6020(b)**  
This section provides Counsel attorneys guidance for issues resulting from the recent enactment of section 6651(g) providing for the application of the section 6651(a)(2) failure to pay addition to tax returns prepared pursuant to section 6020(b). *CC:DOM:FS* Internal Use
- 35.5.1**      *38053D*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Preliminary Considerations**  
This CCDM section covers preliminary considerations, such as case development, burden of proof, pretrial orders, ethical considerations, and special problems in innocent spouse cases, necessary in the trial preparation phase of Tax Court cases. *CC:F&M:PA* Internal Use
- 35.5.2**      *38054O*      Each  
*08/2000 File IRM per transmittal*  
**Trial Preparation - Documentary Materials and Services in General**  
This CCDM section covers the requisition and/or certification of documents, testimony, and services as needed during the trial preparation phase of Tax Court cases. *CC:DOM:FS* Internal Use
- 35.5.3**      *38055Z*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Assistance of Agents**  
This CCDM section covers obtaining the assistance of revenue agents or special agents, expenses of agents, and the employment of former agents during trial preparation of Tax Court cases. *CC:F&M:PA* Internal Use
- 35.5.4**      *38056K*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Technical and Expert Assistance, Sources of Information**  
This CCDM section covers various types of technical and expert assistance and how this assistance can be obtained. *CC:F&M:PA* Internal Use
- 35.5.5**      *38057V*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Test Cases Notice to National Office**  
This CCDM section discusses test cases and why it is important to advise the National Office of such cases. *CC:F&M:PA* Internal Use
- 35.5.6**      *38058G*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Exhibits**  
This CCDM section discusses exhibits and other documents to be introduced in evidence during the trial of Tax Court cases. *CC:F&M:PA* Internal Use
- 35.5.7**      *38059R*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Subpoenas, Notice to Produce**  
This CCDM section discusses the issuance of subpoenas and Notices to Produce in the trial preparation phase of Tax Court cases. *CC:F&M:PA* Internal Use
- 35.5.8**      *38060S*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Statutory Notice, Transcript of Account, Limitation Period**  
This CCDM section covers the need to obtain statutory notices and transcripts of account and the need to consider statutes of limitations issues during trial preparation of Tax Court cases. *CC:F&M:PA* Internal Use
- 35.5.9**      *38061D*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Review of Testimony and Evidence**  
This CCDM section covers preparation of witnesses for giving testimony, preparation for expert testimony, the need to establish venue factors, and guidance concerning allegations of illegally obtained evidence during trial preparation of Tax Court cases. *CC:F&M:PA* Internal Use
- 35.5.10**      *38062O*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Depositions to Perpetuate Evidence**  
This CCDM section discusses considerations surrounding the use of depositions to perpetuate testimony and the procedures for taking and using depositions during trial preparation and at the trial of Tax Court cases. *CC:F&M:PA* Internal Use
- 35.5.11**      *38063Z*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Trial Brief**  
This CCDM section covers the purpose and contents of trial briefs used in Tax Court cases. *CC:F&M:PA* Internal Use
- 35.5.12**      *38064K*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Pretrial Discovery**  
This CCDM section discusses the policy, purposes, and procedures for using pretrial discovery in Tax Court cases. *CC:F&M:PA* Internal Use
- 35.5.13**      *38065V*      Each  
*06/2000 File IRM per transmittal*  
**Trial Preparation - Defenses Against Discovery**  
This CCDM section covers where a discovery request is directed to a party or the party's duly authorized agent in accordance with the court's rules. It may not be resisted on the grounds that the information sought would not be admissible in evidence if such information might reasonably lead to the discovery of admissible evidence. *CC:DOM* Internal Use
- 35.5.14**      *38066G*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Discovery of a Party's Statement**  
This CCDM section discusses situations in which a party may obtain copies of relevant statements made by that party during trial preparation of Tax Court cases. *CC:F&M:PA* Internal Use
- 35.5.15**      *38067R*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Expert Witness**  
This CCDM section covers situations in which an expert witness' identity, qualifications, and testimony are subject to discovery and situations in which impeachment materials may be exempted from discovery in Tax Court cases. *CC:F&M:PA* Internal Use
- 35.5.16**      *38068C*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Coordination of Request for Discovery or Admissions in cases Having Related Criminal Aspects**  
This CCDM section covers potential implications of requests for discovery in Tax Court cases having related criminal aspects and how such request should be handled. *CC:F&M:PA* Internal Use
- 35.5.17**      *38069N*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Disclosure**  
This CCDM section covers the procedures to be followed upon receipt of request or demands for disclosure of official records or information through the use of discovery request and request for admissions. *CC:F&M:PA* Internal Use
- 35.5.18**      *38070O*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Supplementation and Changes of Responses**  
This CCDM section discusses the circumstances during trial preparation that require the supplementation of discovery responses based on information acquired after the original responses were provided. *CC:F&M:PA* Internal Use

## IRM

- 35.5.19**      *38071Z*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Protective Orders**  
This CCDM section covers situations during the trial preparation phase of Tax Court cases that may require the filing of motions for protective orders or alternatives in response to objectionable discovery request. *CC:F&M:PA Internal Use*
- 35.5.20**      *38072K*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Admissions**  
This CCDM section covers various aspects of request for admissions during trial preparation, including the prudent use of admissions, preparations of admissions, and responses to admissions. *CC:F&M:PA Internal Use*
- 35.5.21**      *38073V*      Each  
*08/2000 File IRM per transmittal*  
**Trial Preparation - Enforcement Actions and Sanctions**  
This CCDM section discusses situations during trial preparation that require discovery enforcement actions and the seeking of sanctions as a result of the failure to comply with discovery, including issues regarding petitioners who are fugitives from justice. *CC:DOM:FS:PROC Internal Use*
- 35.5.22**      *38074G*      Each  
*04/1999 File IRM per transmittal*  
**Trial Preparation - Tax Court Reporting Procedures for Potentially Dangerous Taxpayers**  
This CCDM section provides only a reference to CCDM (35)930 for Tax Court Reporting Procedures for Potentially Dangerous Taxpayers. *CC:F&M:PA Internal Use*
- 35.6.1**      *29863V*      Each  
*05/2000 File IRM per transmittal*  
**Subpoenas and Witnesses - Subpoenas**  
This CCDM covers subpoenas. *CC:FM:PM:P Internal Use*
- 35.6.2**      *29864G*      Each  
*05/2000 File IRM per transmittal*  
**Subpoenas and Witnesses - Witness Fees and Expenses**  
This CCDM covers witness fees and expenses. *CC:FM:PM:P Internal Use*
- 35.6.3**      *29865R*      Each  
*05/2000 File IRM per transmittal*  
**Subpoenas and Witnesses - Advance Payment of Witness Fees and Mileage**  
This CCDM covers subpoenas and witnesses. *CC:FM:PM:P Internal Use*
- 35.6.5**      *29866C*      Each  
*05/2000 File IRM per transmittal*  
**Subpoenas and Witnesses - Miscellaneous**  
This CCDM covers miscellaneous information. *CC:FM:PM:P Internal Use*
- 35.7.1**      *30003V*      Each  
*05/2000 File IRM per transmittal*  
**Stipulation of Facts - The Procedure in the Tax Court**  
This CCDM covers the procedure in tax court. *CC:FM:PM:P Internal Use*
- 35.7.2**      *30004G*      Each  
*05/2000 File IRM per transmittal*  
**Stipulation of Facts - Stipulation of Facts Conference**  
This CCDM covers stipulation of facts conference. *CC:FM:PM:P Internal Use*
- 35.7.3**      *30005R*      Each  
*05/2000 File IRM per transmittal*  
**Stipulation of Facts - Form of Stipulation**  
This CCDM provides form of stipulation. *CC:FM:PM:P Internal Use*
- 35.7.4**      *30006C*      Each  
*05/2000 File IRM per transmittal*  
**Stipulation of Facts - Preparing the Stipulation**  
This CCDM covers preparing the stipulation. *CC:FM:PM:P Internal Use*
- 35.7.5**      *30008Y*      Each  
*05/2000 File IRM per transmittal*  
**Stipulation of Facts - Declaratory Judgement Cases**  
This CCDM covers declaratory judgement cases. *CC:FM:PM:P Internal Use*
- 35.8.1**      *29867N*      Each  
*05/2000 File IRM per transmittal*  
**Settlements and Other Procedures - Processing Tax Court cases**  
This CCDM deals with Processing Tax Court Cases. *CC:FM:PM:P Internal Use*
- 35.8.2**      *29868Y*      Each  
*08/2000 File IRM per transmittal*  
**Settlements and Other Procedures - Appeals Settlements**  
This section pertains to appeals settlements and procedures. *CC:DOM:FS Internal Use*
- 35.8.3**      *29869J*      Each  
*05/2000 File IRM per transmittal*  
**Settlements and Other Procedures - Appeals Referrals to Counsel**  
This CCDM deals with Appeals Referrals to Counsel. *CC:FM:PM:P Internal Use*
- 35.8.4**      *29870K*      Each  
*05/2000 File IRM per transmittal*  
**Settlements and Other Procedures - Settlements and Other Procedures**  
This CCDM deals with Settlements and Other Procedure. *CC:FM:PM:P Internal Use*
- 35.8.5**      *29871V*      Each  
*08/2000 File IRM per transmittal*  
**Settlements and Other Procedures - Processing Small Tax Cases and Other Small Cases**  
This CCDM deals with processing small tax cases and other small cases. *CC:DOM:FS Internal Use*
- 35.8.6**      *30009J*      Each  
*05/2000 File IRM per transmittal*  
**Settlements and Other Procedures - Cases Set for Washington, D.C., Sessions**  
This CCDM covers cases set for Washington, D.C. sessions. *CC:FM:PM:P Internal Use*
- 35.8.7**      *29872G*      Each  
*05/2000 File IRM per transmittal*  
**Settlements and Other Procedures - Settlement of Declaratory Judgment Cases**  
This CCDM deals with Settlement of Declaratory Judgment Cases. *CC:FM:PM:P Internal Use*
- 35.8.8**      *29873R*      Each  
*05/2000 File IRM per transmittal*  
**Settlements and Other Procedures - Role of Judges in Settlement Negotiations**  
This CCDM deals with Role of Judges in Settlement Negotiations. *CC:FM:PM:P Internal Use*
- 35.8.9**      *29874C*      Each  
*05/2000 File IRM per transmittal*  
**Settlements and Other Procedures - Affirmative Issues**  
This CCDM deals with Affirmative Issues. *CC:FM:PM:P Internal Use*
- 35.8.10**      *29875N*      Each  
*05/2000 Special Handling/See Remarks*  
**Settlements and Other Procedures - Coordination of Tax Court and Related Cases**  
This CCDM deals with Coordination of Tax Court and Related Issues. *CC:FM:PM:P Internal Use*
- 35.8.11**      *29876Y*      Each  
*05/2000 File IRM per transmittal*  
**Settlements and Other Procedures - Joint Committee Cases**  
This CCDM deals with Joint Committee Cases. *CC:FM:PM:P Internal Use*
- 35.8.12**      *29877J*      Each  
*08/2000 File IRM per transmittal*  
**Settlements and Other Procedures - Litigation and Settlement Policy**  
This CCDM deals with Litigations and Settlement Policy. *CC:DOM:FS Internal Use*
- 35.9.1**      *30010K*      Each  
*05/2000 File IRM per transmittal*  
**Court Sessions - Calendar Calls**  
This CCDM covers Calendar Calls. *CC:FM:PM:P Internal Use*
- 35.9.2**      *30011V*      Each  
*05/2000 File IRM per transmittal*  
**Court Sessions - Trial of the Case**  
This CCDM deals with Rule 155 Computation Preparation. *CC:FM:PM:P Internal Use*
- 35.9.3**      *30012G*      Each  
*05/2000 File IRM per transmittal*  
**Court Sessions - Tax Court Reporting Procedures for Potentially Dangerous Taxpayers**  
This CCDM provides tax court reporting procedures for potentially dangerous taxpayers. *CC:FM:PM:P Internal Use*
- 35.10.1**      *30013R*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - General Requirements**  
This CCDM covers general requirements. *CC:FM:PM:P Internal Use*

- 35.10.2**      *30014C*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - Transcript of Account**  
This CCDM provides a transcript of account. *CC:FM:PM:P* Internal Use
- 35.10.3**      *30015N*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - Special Problems of Assessment and Payment**  
This CCDM covers special problems of assessment and payment. *CC:FM:PM:P* Internal Use
- 35.10.4**      *30016Y*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - Overpayments**  
This CCDM deals with overpayments. *CC:FM:PM:P* Internal Use
- 35.10.5**      *30017J*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - Transferee and Fiduciary Liability Cases**  
This CCDM covers transferee and fiduciary liability cases. *CC:FM:PM:P* Internal Use
- 35.10.6**      *30018U*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - Miscellaneous Problems**  
This CCDM covers miscellaneous problems. *CC:FM:PM:P* Internal Use
- 35.10.7**      *30019F*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - Settlement Documents Preparation**  
This CCDM provides settlement documents preparation. *CC:FM:PM:P* Internal Use
- 35.10.8**      *30020G*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - Settlement Documents in Cases Having Other Aspects**  
This CCDM covers settlement documents in cases having other aspects. *CC:FM:PM:P* Internal Use
- 35.10.9**      *30021R*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - Processing Settlement Documents**  
This CCDM provides processing settlement documents. *CC:FM:PM:P* Internal Use
- 35.10.10**      *30022C*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - Rule 155 Computation Preparation**  
This CCDM covers Rule 155 computation preparation. *CC:FM:PM:P* Internal Use
- 35.10.11**      *30023N*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - Review and Filing of Rule 155 Computation**  
This CCDM covers review and filing of rule 155 computation. *CC:FM:PM:P* Internal Use
- 35.10.12**      *30024Y*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - Contested Rule 155 Computations**  
This CCDM covers contested rule 155 computations. *CC:FM:PM:P* Internal Use
- 35.10.13**      *30025J*      Each  
*05/2000 File IRM per transmittal*  
**Decisions and Dismissals - Consolidated Cases**  
This CCDM covers consolidated cases. *CC:FM:PM:P* Internal Use
- 35.11.1**      *30026U*      Each  
*05/2000 File IRM per transmittal*  
**Briefs - When Required**  
This CCDM provides briefs-when required. *CC:FM:PM:P* Internal Use
- 35.11.2**      *30027F*      Each  
*05/2000 File IRM per transmittal*  
**Briefs - Types of Briefs**  
This CCDM covers types of briefs. *CC:FM:PM:P* Internal Use
- 35.11.3**      *30028Q*      Each  
*05/2000 File IRM per transmittal*  
**Briefs - Form and Contents Brief**  
This CCDM covers form and contents of brief. *CC:FM:PM:P* Internal Use
- 35.11.4**      *30029B*      Each  
*05/2000 File IRM per transmittal*  
**Briefs - Reply Brief**  
This CCDM covers reply brief. *CC:FM:PM:P* Internal Use
- 35.11.5**      *30031N*      Each  
*05/2000 File IRM per transmittal*  
**Briefs - Special Trial Judge Cases**  
This CCDM deals with special trial judge cases. *CC:FM:PM:P* Internal Use
- 35.11.6**      *30032Y*      Each  
*05/2000 File IRM per transmittal*  
**Briefs - Supplemental Briefs**  
This CCDM provides supplemental briefs. *CC:FM:PM:P* Internal Use
- 35.11.7**      *30034U*      Each  
*08/2000 File IRM per transmittal*  
**Briefs - Preparation of Briefs**  
This CCDM covers preparation of briefs. *CC:DOM:FS* Internal Use
- 35.11.8**      *30033J*      Each  
*05/2000 File IRM per transmittal*  
**Briefs - Review of Briefs in the National Office**  
This CCDM provides a review of briefs in the national office. *CC:FM:PM:P* Internal Use
- 35.12.1**      *30035F*      Each  
*05/2000 File IRM per transmittal*  
**Actions and Decision - Purpose of Actions on Decision**  
This CCDM covers purpose of actions on decision. *CC:FM:PM:P* Internal Use
- 35.12.2**      *30036Q*      Each  
*05/2000 File IRM per transmittal*  
**Actions and Decision - Issues on Which Actions on Decision are to be Prepared**  
This CCDM covers issues on which actions on decision are prepared. *CC:FM:PM:P* Internal Use
- 35.12.3**      *30037B*      Each  
*05/2000 File IRM per transmittal*  
**Actions and Decision - Legislative Suggestions and Recommendations for Changes in Regulations or Rulings**  
This CCDM covers legislative suggestions and recommendations for changes in regulations of rulings. *CC:FM:PM:P* Internal Use
- 35.12.4**      *30038M*      Each  
*06/2000 File IRM per transmittal*  
**Actions and Decision - Preparation and Format for AOD**  
This CCDM covers preparation and format for AOD. *CC:DOM:FS* Internal Use
- 35.12.5**      *30039X*      Each  
*05/2000 File IRM per transmittal*  
**Actions and Decision - Review and Approval of Actions in the National Office**  
This CCDM covers review and approval of actions in the national office. *CC:FM:PM:P* Internal Use
- 35.12.6**      *30040Y*      Each  
*08/2000 File IRM per transmittal*  
**Actions and Decision - Notification to Service Personnel and to the Public**  
This CCDM covers notification to service personnel and to the public. *CC:DOM:FS* Internal Use
- 35.12.7**      *30041J*      Each  
*05/2000 File IRM per transmittal*  
**Actions and Decision - Reconsideration of Actions**  
This CCDM covers reconsideration of actions. *CC:FM:PM:P* Internal Use
- 35.13.1**      *30044Q*      Each  
*05/2000 File IRM per transmittal*  
**Actions Following Tax Court's Opinion and Decision - Purpose and Scope**  
This CCDM covers purpose and scope. *CC:FM:PM:P* Internal Use
- 35.13.2**      *30045B*      Each  
*08/2000 File IRM per transmittal*  
**Actions Following Tax Court's Opinion and Decision - Appeal of Tax Court Cases**  
This CCDM covers appeal of tax court cases. *CC:DOM:FS* Internal Use
- 35.13.3**      *30046M*      Each  
*05/2000 File IRM per transmittal*  
**Actions Following Tax Court's Opinion and Decision - Taxpayer Appeals**  
This CCDM covers taxpayer appeals. *CC:FM:PM:P* Internal Use
- 35.13.4**      *30047X*      Each  
*05/2000 File IRM per transmittal*  
**Actions Following Tax Court's Opinion and Decision - Commissioner Appeals**  
This CCDM covers commissioner appeals. *CC:FM:PM:P* Internal Use

## IRM

- 35.13.5**      *30049T*      Each  
*05/2000 File IRM per transmittal*  
**Actions Following Tax Court's Opinion and Decision - Protective Appeals and Cross-Appeals**  
This CCDM covers protective appeals and cross-appeals. *CC:FM:PM:P* Internal Use
- 35.13.6**      *30050U*      Each  
*05/2000 File IRM per transmittal*  
**Actions Following Tax Court's Opinion and Decision - Interlocutory Appeals From Tax Court Orders**  
This CCDM covers interlocutory appeals from tax court orders. *CC:FM:PM:P* Internal Use
- 35.13.7**      *30051F*      Each  
*05/2000 File IRM per transmittal*  
**Actions Following Tax Court's Opinion and Decision - Petition for Rehearing in the Court of Appeals**  
This CCDM covers petition for rehearing in the court of appeals. *CC:FM:PM:P* Internal Use
- 35.13.8**      *30052Q*      Each  
*05/2000 File IRM per transmittal*  
**Actions Following Tax Court's Opinion and Decision - Certiorari**  
This CCDM covers certiorari. *CC:FM:PM:P* Internal Use
- 35.13.9**      *30053B*      Each  
*05/2000 File IRM per transmittal*  
**Actions Following Tax Court's Opinion and Decision - Cases Remanded to the Tax Court/Recomputations**  
This CCDM covers cases remanded to the tax court/recomputations. *CC:FM:PM:P* Internal Use
- 35.13.10**      *30054M*      Each  
*05/2000 File IRM per transmittal*  
**Actions Following Tax Court's Opinion and Decision - Assessment of Tax**  
This CCDM covers assessment of tax. *CC:FM:PM:P* Internal Use
- 35.13.11**      *30055X*      Each  
*05/2000 File IRM per transmittal*  
**Actions Following Tax Court's Opinion and Decision - Closing Appealed Tax Court Cases**  
This CCDM covers closing appealed tax court cases. *CC:FM:PM:P* Internal Use
- 35.14.1**      *30067P*      Each  
*05/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - Scope and Purpose**  
This CCDM covers scope and purpose. *CC:FM:PM:P* Internal Use
- 35.14.2**      *30286Y*      Each  
*06/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - Training New Attorneys and New Secretaries**  
This section provides guidance for training new attorneys and secretaries in Chief Counsel procedures and office functions. *CC:FM:PM:P* Internal Use
- 35.14.4**      *30068A*      Each  
*05/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - The Origin and Processing of a Case**  
This CCDM covers the origin and processing of a case. *CC:FM:PM:P* Internal Use
- 35.14.5**      *30070M*      Each  
*05/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - Jacket Numbers and Correspondence Symbols**  
This CCDM covers jacket numbers and correspondence symbols. *CC:FM:PM:P* Internal Use
- 35.14.10**      *30071X*      Each  
*05/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - Request for Documents and Services**  
This CCDM covers request for documents and services. *CC:FM:PM:P* Internal Use
- 35.14.11**      *30073T*      Each  
*05/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - Files**  
This CCDM covers files. *CC:FM:PM:P* Internal Use
- 35.14.12**      *30074E*      Each  
*05/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - Number of Copies**  
This CCDM covers number of copies. *CC:FM:PM:P* Internal Use
- 35.14.13**      *30075P*      Each  
*05/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - Execution of Documents**  
This CCDM covers execution of documents. *CC:FM:PM:P* Internal Use
- 35.14.14**      *30076A*      Each  
*05/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - Form of Tax Court Documents**  
This CCDM covers execution of documents. *CC:FM:PM:P* Internal Use
- 35.14.15**      *30078W*      Each  
*05/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - Use of Xerographic Reproductions**  
This CCDM covers use of xerographic reproductions. *CC:FM:PM:P* Internal Use
- 35.14.16**      *30079H*      Each  
*05/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - Statute of Limitations-Unaudited Returns-Collections**  
This CCDM covers statute of limitations-unaudited returns-collections. *CC:FM:PM:P* Internal Use
- 35.14.17**      *30081T*      Each  
*05/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - Transfer of Cases**  
This CCDM covers transfer of cases. *CC:FM:PM:P* Internal Use
- 35.14.18**      *30083P*      Each  
*05/2000 File IRM per transmittal*  
**General Procedures (Attorney and Secretary) - Closing Tax Court Cases**  
This CCDM covers closing tax court cases. *CC:FM:PM:P* Internal Use
- 35.15.1**      *30084A*      Each  
*05/2000 File IRM per transmittal*  
**Records and Reports - Calendar Status Report**  
This CCDM covers calendar status report. *CC:FM:PM:P* Internal Use
- 35.15.2**      *30086W*      Each  
*05/2000 File IRM per transmittal*  
**Records and Reports - Post-Trial Notice to Tax Court Judges on the Status of Settled Cases**  
This CCDM covers post-trial notice to tax court judges on the status of settled cases. *CC:FM:PM:P* Internal Use
- 35.15.3**      *30087H*      Each  
*05/2000 File IRM per transmittal*  
**Records and Reports - Post-Trial Calendar Report-Reporting Procedures**  
This CCDM covers post-trial calendar report-reporting procedures. *CC:FM:PM:P* Internal Use
- 35.16.1**      *30088S*      Each  
*05/2000 File IRM per transmittal*  
**Refund Litigation-Introduction - Scope of Refund Litigation**  
This CCDM covers scope of refund litigation. *CC:FM:PM:P* Internal Use
- 35.16.2**      *30089D*      Each  
*05/2000 File IRM per transmittal*  
**Refund Litigation-Introduction - Authority and Organization of the Department of Justice**  
This CCDM covers authority and organization of the department of justice. *CC:FM:PM:P* Internal Use
- 35.16.3**      *30091P*      Each  
*05/2000 File IRM per transmittal*  
**Refund Litigation-Introduction - Role of Chief Counsel in Refund Litigation**  
This CCDM covers role of Chief Counsel in refund litigation. *CC:FM:PM:P* Internal Use
- 35.17.1**      *30092A*      Each  
*06/2000 File IRM per transmittal*  
**Preliminary Steps in Processing Refund Suits - Tax Controversies at the Administrative Level-How a Refund Case May Arise**  
This CCDM covers tax controversies at the administrative level-how a refund case may arise. *CC:DOM:FS* Internal Use

- 35.17.2**      *30094W*      Each  
*05/2000 File IRM per transmittal*  
**Preliminary Steps in Processing Refund Suits - Processing of Refund Suits Prior to Receipt of Case by District Counsel Attor**  
This CCDM covers processing of refund suits prior to receipt of case by district counsel attorney. *CC:FM:PM:P* Internal Use
- 35.17.3**      *30096S*      Each  
*05/2000 File IRM per transmittal*  
**Preliminary Steps in Processing Refund Suits - Initial Consideration of a New Case by the District Counsel Attorney**  
This CCDM covers initial consideration of a new case by the District Counsel Attorney. *CC:FM:PM:P* Internal Use
- 35.17.4**      *30097D*      Each  
*05/2000 File IRM per transmittal*  
**Preliminary Steps in Processing Refund Suits - Inspection of Administrative File**  
This CCDM covers inspection of administrative file. *CC:FM:PM:P* Internal Use
- 35.17.5**      *30099Z*      Each  
*05/2000 File IRM per transmittal*  
**Preliminary Steps in Processing Refund Suits - Unaudited Years**  
This CCDM covers unaudited years. *CC:FM:PM:P* Internal Use
- 35.17.6**      *30106D*      Each  
*05/2000 File IRM per transmittal*  
**Preliminary Steps in Processing Refund Suits - Maintenance of Files**  
This CCDM covers maintenance of files. *CC:FM:PM:P* Internal Use
- 35.17.7**      *30108Z*      Each  
*05/2000 File IRM per transmittal*  
**Preliminary Steps in Processing Refund Suits - Late Defense Letters-Telephone Call to Department of Justice Attorney**  
This CCDM covers late defense letters-telephone call to the Department of Justice attorney. *CC:FM:PM:P* Internal Use
- 35.17.8**      *30109K*      Each  
*05/2000 File IRM per transmittal*  
**Preliminary Steps in Processing Refund Suits - Case Coordination**  
This CCDM covers case coordination. *CC:FM:PM:P* Internal Use
- 35.17.9**      *30111W*      Each  
*05/2000 File IRM per transmittal*  
**Preliminary Steps in Processing Refund Suits - Reporting of Indian Tax Cases to the Department of Justice**  
This CCDM covers reporting of indian tax cases to the department of justice. *CC:FM:PM:P* Internal Use
- 35.18.1**      *30112H*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Introduction**  
This CCDM provides the introduction. *CC:FM:PM:P* Internal Use
- 35.18.2**      *30113S*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Defense Letter Form and Style**  
This CCDM covers defense letter form and style. *CC:FM:PM:P* Internal Use
- 35.18.3**      *30114D*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Review of Defense Letters in National Office**  
This CCDM covers review of defense letters in National Office. *CC:FM:PM:P* Internal Use
- 35.18.4**      *30116Z*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Case Classification**  
This CCDM covers case classification. *CC:FM:PM:P* Internal Use
- 35.18.5**      *30117K*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Counterclaims and Third-Party Complaint Authorization**  
This CCDM covers counterclaims and third-party complaint authorization. *CC:FM:PM:P* Internal Use
- 35.18.7**      *30118V*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Courts**  
This CCDM discusses courts. *CC:FM:PM:P* Internal Use
- 35.18.8**      *30119G*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Actions Authorized**  
This CCDM contains actions authorized. *CC:FM:PM:P* Internal Use
- 35.18.9**      *30121S*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation -Parties**  
This CCDM gives discussion of parties. *CC:FM:PM:P* Internal Use
- 35.18.10**      *30122D*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Venue**  
This CCDM contains discussion of venue. *CC:FM:PM:P* Internal Use
- 35.18.12**      *30124Z*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Claim for Refund-Defined**  
This CCDM covers claim for refund-defined. *CC:FM:PM:P* Internal Use
- 35.18.13**      *30125K*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Statutes of Limitations**  
This CCDM covers statutes of limitations. *CC:FM:PM:P* Internal Use
- 35.18.14**      *30127G*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Setoff Defenses**  
This CCDM covers setoff defenses. *CC:FM:PM:P* Internal Use
- 35.18.15**      *30128R*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Equitable Recoupment**  
This CCDM covers equitable recoupment. *CC:FM:PM:P* Internal Use
- 35.18.16**      *30129C*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Equitable Estoppel**  
This CCDM covers equitable estoppel. *CC:FM:PM:P* Internal Use
- 35.18.17**      *30132Z*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Affirmative Defenses**  
This CCDM covers affirmative defenses. *CC:FM:PM:P* Internal Use
- 35.18.18**      *30133K*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Res Judicata and Collateral Estoppel**  
This CCDM covers Res Judicata and Collateral Estoppel. *CC:FM:PM:P* Internal Use
- 35.18.19**      *30134V*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Consents and Waivers**  
This CCDM covers consents and waivers. *CC:FM:PM:P* Internal Use
- 35.18.20**      *30135G*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Closing Agreements and Compromises**  
This CCDM covers closing agreements and compromises. *CC:FM:PM:P* Internal Use
- 35.18.21**      *30136R*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Tax Court Petition for Same Tax Period**  
This CCDM covers tax court petition for same tax period. *CC:FM:PM:P* Internal Use
- 35.18.22**      *30137C*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Assignment of Claim**  
This CCDM covers assignment of claim. *CC:FM:PM:P* Internal Use
- 35.18.23**      *30138N*      Each  
*05/2000 File IRM per transmittal*  
**Defense Evaluation and Letter Preparation - Constitutional Issues**  
This CCDM pertains to Constitutional issues. *CC:FM:PM:P* Internal Use



## IRM

- 35.19.1** 30147Y Each  
05/2000 File IRM per transmittal  
**Supplemental Procedures Prior to Trial - Introduction**  
This CCDM covers introduction. CC:FM:PM:P Internal Use
- 35.19.2** 30148J Each  
05/2000 File IRM per transmittal  
**Supplemental Procedures Prior to Trial - Supplemental Investigations**  
This CCDM covers supplemental investigations. CC:FM:PM:P Internal Use
- 35.19.3** 30149U Each  
05/2000 File IRM per transmittal  
**Supplemental Procedures Prior to Trial - Other Request for Nonlegal Assistance**  
This CCDM covers other requests for non-legal assistance. CC:FM:PM:P Internal Use
- 35.19.4** 30151G Each  
05/2000 File IRM per transmittal  
**Supplemental Procedures Prior to Trial - Further Legal Development-Field Service Advice Requests**  
This CCDM covers further legal development-field service advice requests. CC:FM:PM:P Internal Use
- 35.19.5** 30152R Each  
05/2000 File IRM per transmittal  
**Supplemental Procedures Prior to Trial - Supplemental Defense Letters**  
This CCDM covers supplemental defense letters. CC:FM:PM:P Internal Use
- 35.19.6** 30153C Each  
05/2000 File IRM per transmittal  
**Supplemental Procedures Prior to Trial - Informal Discussion With and Assistance to the Department of Justice Attorney**  
This CCDM covers informal discussion with and assistance to the department of justice attorney. CC:FM:PM:P Internal Use
- 35.19.7** 30154N Each  
05/2000 File IRM per transmittal  
**Supplemental Procedures Prior to Trial - Trial Assistance**  
This CCDM covers trial assistance. CC:FM:PM:P Internal Use
- 35.20.1** 30156J Each  
05/2000 File IRM per transmittal  
**Offer and Settlement Letters - Introduction**  
This CCDM covers introduction. CC:FM:PM:P Internal Use
- 35.20.2** 30157U Each  
05/2000 File IRM per transmittal  
**Offer and Settlement Letters - Initial Consideration of a Proposed Settlement**  
This CCDM covers initial consideration of a proceed settlement. CC:FM:PM:P Internal Use
- 35.20.3** 30158F Each  
05/2000 File IRM per transmittal  
**Offer and Settlement Letters - Coordination**  
This CCDM covers coordination. CC:FM:PM:P Internal Use
- 35.20.4** 30159Q Each  
05/2000 File IRM per transmittal  
**Offer and Settlement Letters - Settlements Including Taxpayer or Period not in Suit**  
This CCDM covers settlement including taxpayer or period not in suit. CC:FM:PM:P Internal Use
- 35.20.5** 30161C Each  
05/2000 File IRM per transmittal  
**Offer and Settlement Letters - Settlement Conferences**  
This CCDM covers settlement conferences. CC:FM:PM:P Internal Use
- 35.20.6** 30162N Each  
05/2000 File IRM per transmittal  
**Offer and Settlement Letters - Recommendation on Offer**  
This CCDM covers recommendation on offer. CC:FM:PM:P Internal Use
- 35.20.7** 30163Y Each  
05/2000 File IRM per transmittal  
**Offer and Settlement Letters - Settlement Letters-Content**  
This CCDM covers settlement letters-content. CC:FM:PM:P Internal Use
- 35.20.8** 30164J Each  
05/2000 File IRM per transmittal  
**Offer and Settlement Letters - Form and Contents**  
This CCDM covers form and content. CC:FM:PM:P Internal Use
- 35.20.9** 30166F Each  
05/2000 File IRM per transmittal  
**Offer and Settlement Letters - Joint Committee Cases**  
This CCDM covers joint committee cases. CC:FM:PM:P Internal Use
- 35.20.10** 30167Q Each  
05/2000 File IRM per transmittal  
**Offer and Settlement Letters - Conflicting Recommendations**  
This CCDM covers conflicting recommendations. CC:FM:PM:P Internal Use
- 35.21.1** 30168B Each  
05/2000 File IRM per transmittal  
**Adverse Decisions and Appeal Letters - Introduction**  
This CCDM covers steps to prepare an appeal recommendation to the DOJ and response to the Department if there is a conflict between Counsel's recommendation and the Tax Division or a taxpayer's petition for certiorari. CC:FM:PM:P Internal Use
- 35.21.2** 30169M Each  
05/2000 File IRM per transmittal  
**Adverse Decisions and Appeal Letters - Action Required of District Counsel Attorney**  
This CCDM covers action required of district counsel attorney. CC:FM:PM:P Internal Use
- 35.21.3** 30170N Each  
05/2000 File IRM per transmittal  
**Adverse Decisions and Appeal Letters - Action Required of Tax Litigation Division Attorney**  
This CCDM covers action required of tax litigation attorney. CC:FM:PM:P Internal Use
- 35.21.4** 30171Y Each  
05/2000 File IRM per transmittal  
**Adverse Decisions and Appeal Letters - Appeal Letters**  
This CCDM covers appeal letters. CC:FM:PM:P Internal Use
- 35.21.5** 30172J Each  
05/2000 File IRM per transmittal  
**Adverse Decisions and Appeal Letters - Timely Transmittal of Files in Cases Concerning Appellate Action**  
This CCDM covers timely transmittal of files in cases concerning appellate action. CC:FM:PM:P Internal Use
- 35.21.7** 30173U Each  
05/2000 File IRM per transmittal  
**Adverse Decisions and Appeal Letters - Conflicts Between Appeal Recommendations**  
This CCDM covers conflicts between appeal recommendations. CC:FM:PM:P Internal Use
- 35.21.8** 30174F Each  
05/2000 File IRM per transmittal  
**Adverse Decisions and Appeal Letters - Taxpayer Appeals**  
This CCDM covers taxpayer appeals. CC:FM:PM:P Internal Use
- 35.21.9** 30175Q Each  
05/2000 File IRM per transmittal  
**Adverse Decisions and Appeal Letters - Taxpayer's Petition for Certiorari**  
This CCDM covers taxpayer's petition for certiorari. CC:FM:PM:P Internal Use
- 35.22.1** 30176B Each  
05/2000 File IRM per transmittal  
**Closing Refund Cases - Closing a Case**  
This CCDM covers the closing of cases. CC:FM:PM:P Internal Use
- 35.22.2** 30177M Each  
05/2000 File IRM per transmittal  
**Closing Refund Cases - Payment Memoranda**  
This CCDM covers payment memoranda. CC:FM:PM:P Internal Use
- 35.23.1** 30178X Each  
05/2000 File IRM per transmittal  
**Declaratory Judgements - General**  
This CCDM covers general. CC:FM:PM:P Internal Use
- 35.23.2** 30181U Each  
05/2000 File IRM per transmittal  
**Declaratory Judgements - Exempt Organization Declaratory Judgement Procedures**  
This CCDM covers exempt organization declaratory judgement procedures. CC:FM:PM:P Internal Use

- 35.23.3**      *30182F*      Each  
*05/2000 File IRM per transmittal*  
**Declaratory Judgements - I.R.C. 7476: Employee Plan Declaratory Judgement Cases**  
This CCDM covers I.R.C. Sect. 7476: employee plan declaratory judgement cases. *CC:FM:PM:P* Internal Use
- 35.23.4**      *30183Q*      Each  
*05/2000 File IRM per transmittal*  
**Declaratory Judgements - Governmental Obligation Declaratory Judgement Procedure**  
This CCDM covers governmental obligation declaratory judgement procedure. *CC:FM:PM:P* Internal Use
- 35.23.5**      *30184B*      Each  
*05/2000 File IRM per transmittal*  
**Declaratory Judgements - Gift Valuation Declaratory Judgement Procedure**  
This CCDM covers gift valuation declaratory judgement procedure. *CC:FM:PM:P* Internal Use
- 35.23.6**      *30185M*      Each  
*05/2000 File IRM per transmittal*  
**Declaratory Judgements - Estate Tax Installment Payment Declaratory Judgement Procedure**  
This CCDM covers estate tax installment payment declaratory judgement procedure. *CC:FM:PM:P* Internal Use
- 35.24.1**      *29942T*      Each  
*05/2000 File IRM per transmittal*  
**Partnership Actions - Introduction**  
This CCDM deals with Introduction. *CC:FM:PM:P* Internal Use
- 35.24.2**      *29943E*      Each  
*05/2000 File IRM per transmittal*  
**Partnership Actions - Jurisdictional Motions**  
This CCDM deals with Jurisdictional Motions. *CC:FM:PM:P* Internal Use
- 35.24.3**      *30186X*      Each  
*05/2000 File IRM per transmittal*  
**Partnership Actions - Tax Court Rules**  
This CCDM covers tax court rules. *CC:FM:PM:P* Internal Use
- 35.24.4**      *29944P*      Each  
*05/2000 File IRM per transmittal*  
**Partnership Actions - Judicial Review of Notice of FPAA**  
This CCDM deals with Judicial Review of Notice of FPAA. *CC:FM:PM:P* Internal Use
- 35.24.6**      *29945A*      Each  
*05/2000 File IRM per transmittal*  
**Partnership Actions - Notices and Assessment**  
This CCDM deals with Notices and Assessment. *CC:FM:PM:P* Internal Use
- 35.24.7**      *29947W*      Each  
*05/2000 File IRM per transmittal*  
**Partnership Actions - Munro Stipulation for Deficiency Cases**  
This CCDM deals with Munro Stipulation for Deficiency Cases. *CC:FM:PM:P* Internal Use
- 35.24.8**      *29948H*      Each  
*05/2000 File IRM per transmittal*  
**Partnership Actions - Statue of Limitations-Coordination With CEP Audit**  
This CCDM deals with Statue of Limitations With CEP Audit. *CC:FM:PM:P* Internal Use
- 35.25.1**      *29949S*      Each  
*05/2000 File IRM per transmittal*  
**Abatement of Interest Actions - Introduction**  
This CCDM deals with Introduction. *CC:FM:PM:P* Internal Use
- 35.25.2**      *29950T*      Each  
*05/2000 File IRM per transmittal*  
**Abatement of Interest Actions - Jurisdiction**  
This CCDM deals with Jurisdiction. *CC:FM:PM:P* Internal Use
- 35.25.3**      *29951E*      Each  
*05/2000 File IRM per transmittal*  
**Abatement of Interest Actions - Tax Court Rules**  
This CCDM deals with Tax Court Rules. *CC:FM:PM:P* Internal Use
- 35.25.4**      *29952P*      Each  
*05/2000 File IRM per transmittal*  
**Abatement of Interest Actions - Answers**  
This CCDM deals with Answers. *CC:FM:PM:P* Internal Use
- 35.25.5**      *29953A*      Each  
*05/2000 File IRM per transmittal*  
**Abatement of Interest Actions - Trial Preparation**  
This CCDM deals with Trial Preparation. *CC:FM:PM:P* Internal Use
- 35.25.6**      *29955W*      Each  
*05/2000 File IRM per transmittal*  
**Abatement of Interest Actions - Decisions**  
This CCDM deals with Decisions. *CC:FM:PM:P* Internal Use
- 35.25.7**      *29956H*      Each  
*05/2000 File IRM per transmittal*  
**Abatement of Interest Actions - EFRA**  
This CCDM deals with TEFRA. *CC:FM:PM:P* Internal Use
- 35.25.8**      *29957S*      Each  
*05/2000 File IRM per transmittal*  
**Abatement of Interest Actions - Small Tax Case Procedure**  
This CCDM deals with Small Tax Case Procedures. *CC:FM:PM:P* Internal Use
- 35.25.10**      *30472M*      Each  
*12/1999 File IRM per transmittal*  
**Procedural Litigation Branch - Abatement of Interest Procedures**  
This section of the CCDM provides information on abatement of interest procedures. *CC:DOM:FS* Internal Use
- 39.0.1**      *29352J*      Each  
*03/2000 File IRM per transmittal*  
**Operations - Chief Counsel Directives Manual**  
This section covers the Chief Counsel Directives Manual. *CC:FM:PM:P* Internal Use
- 39.0.2**      *29353U*      Each  
*03/2000 File IRM per transmittal*  
**Operations - Part (39) of the CCDM**  
The section cover Part (39) of the CCDM. *CC:F&M:P&M:P* Internal Use
- 39.1.1**      *29354F*      Each  
*03/2000 File IRM per transmittal*  
**Delegations, Signature Principles, Citation Forms, Etc. - General**  
This section covers general information. *CC:F&M:P&M:P* Internal Use
- 39.1.2**      *29355Q*      Each  
*03/2000 File IRM per transmittal*  
**Delegations, Signature Principles, Citation Forms, Etc. - Delegations of Authority**  
This section pertains to delegations of authority. *CC:FM:PM:P* Internal Use
- 39.1.3**      *29356B*      Each  
*03/2000 File IRM per transmittal*  
**Delegations, Signature Principles, Citation Forms, Etc. - Signature Principles**  
This section pertains to signature principles. *CC:F&M:P&M:P* Internal Use
- 39.1.4**      *29357M*      Each  
*03/2000 File IRM per transmittal*  
**Delegations, Signature Principles, Citation Forms, Etc. - Coordination of Domestic Activity**  
This section provides information on the coordination of domestic activities. *CC:F&M:P&M:P* Internal Use
- 39.1.5**      *29444K*      Each  
*03/2000 File IRM per transmittal*  
**Delegations, Signature Principles, Citation Forms, Etc. - Changes in Position or Holding**  
This CCDM section covers changes in position or holding. *CC:FM:PM:P* Internal Use
- 39.1.6**      *29445V*      Each  
*03/2000 File IRM per transmittal*  
**Delegations, Signature Principles, Citation Forms, Etc. - Citation Forms**  
This CCDM section covers citation forms. *CC:FM:PM:P* Internal Use
- 39.1.7**      *29645X*      Each  
*04/2000 File IRM per transmittal*  
**Delegations, Signature Principles, Citation Forms, Etc. - Assistance Referrals**  
This CCDM section provides information on assistance referrals procedures. *CC:FM:PM:P* Internal Use

## IRM

- 39.1.8** 29446G Each  
03/2000 File IRM per transmittal  
**Delegations, Signature Principles, Citation Forms, Etc. - Correspondence**  
This section of the CCDM provides information on correspondence.  
CC:FM:PM:P Internal Use
- 39.1.9** 29447R Each  
03/2000 File IRM per transmittal  
**Delegations, Signature Principles, Citation Forms, Etc. - Conference Rooms**  
This section covers conference rooms.  
CC:FM:PM:P Internal Use
- 39.1.10** 29448C Each  
07/2000 File IRM per transmittal  
**Delegations, Signature Principles, Citation Forms, Etc. - Representation of Taxpayers Before Internal Revenue Service**  
This section covers the representation of taxpayers before the Internal Revenue Service.  
CC:FM:PM:P Internal Use
- 39.1.11** 29449N Each  
03/2000 File IRM per transmittal  
**Delegations, Signature Principles, Citation Forms, Etc. - Issue Meeting**  
Issue meeting is discussed in this section of the CCDM.  
CC:FM:PM:P Internal Use
- 39.1.12** 29451Z Each  
03/2000 File IRM per transmittal  
**Delegations, Signature Principles, Citation Forms, Etc. - Processing Written Determinations Under IRC 6110**  
This section covers processing written determination under IRC 6110.  
CC:FM:PM:P Internal Use
- 39.2.1** 29452K Each  
03/2000 File IRM per transmittal  
**General Administration - General**  
General information for technical general administration is cover in this CCDM section.  
CC:FM:PM:P Internal Use
- 39.2.2** 29453V Each  
03/2000 File IRM per transmittal  
**General Administration - Reports**  
The section covers reports for technical general administration.  
CC:FM:PM:P Internal Use
- 39.2.4** 29454G Each  
03/2000 File IRM per transmittal  
**General Administration - User Fees**  
This section covers user fees.  
CC:FM:PM:P Internal Use
- 39.2.5** 29455R Each  
03/2000 File IRM per transmittal  
**General Administration - Records**  
This CCDM section provides information on records for technical general administration.  
CC:FM:PM:P Internal Use
- 39.2.6** 29456C Each  
03/2000 File IRM per transmittal  
**General Administration - Centralized Receipt, Control and Dispatch of Correspondence in Domestic**  
This section covers centralized receipt, control and dispatch of correspondence in Domestic.  
CC:FM:PM:P Internal Use
- 39.2.8** 29457N Each  
03/2000 File IRM per transmittal  
**General Administration - Control and Listing of Domestic's Internal-Use Forms**  
This section covers control and listing of Domestic's internal-use form.  
CC:FM:PM:P Internal Use
- 39.2.9** 29458Y Each  
03/2000 File IRM per transmittal  
**General Administration - Disclosure of Information**  
This section covers disclosure of information.  
CC:FM:PM:P Internal Use
- 39.2.10** 29459J Each  
03/2000 File IRM per transmittal  
**General Administration - Implementing the "Freedom of Information Act" within Domestic**  
This section of the CCDM covers implementing the "Freedom of Information Act" within Domestic.  
CC:FM:PM:P Internal Use
- 39.2.12** 29460K Each  
03/2000 File IRM per transmittal  
**General Administration - Implementing the Privacy Act within Domestic**  
This section provides information on implementing the Privacy Act within Domestic.  
CC:FM:PM:P Internal Use
- 39.2.13** 29461V Each  
03/2000 File IRM per transmittal  
**General Administration - Implementing the Security Standards within Domestic**  
This section covers implementing the Security Standards within Domestic.  
CC:FM:PM:P Internal Use
- 39.3.1** 29462G Each  
03/2000 File IRM per transmittal  
**Legislation and Miscellaneous Matters - Processing and Drafting of Proposed Legislation**  
This section covers the processing and drafting of proposed legislation.  
CC:FM:PM:P Internal Use
- 39.3.2** 29463R Each  
03/2000 File IRM per transmittal  
**Legislation and Miscellaneous Matters - Private Relief Legislation**  
This section of the CCDM provides information on private relief legislation.  
CC:FM:PM:P Internal Use
- 39.3.3** 29464C Each  
03/2000 File IRM per transmittal  
**Legislation and Miscellaneous Matters - Reporting Court Cases that Challenge Treasury Regulations**  
This section covers reporting court cases that challenge Treasury regulations.  
CC:FM:PM:P Internal Use
- 39.3.4** 29465N Each  
03/2000 File IRM per transmittal  
**Legislation and Miscellaneous Matters - Legislation-Correspondence**  
This section provides information on legislation-correspondence.  
CC:FM:PM:P Internal Use
- 39.3.5** 29466Y Each  
03/2000 File IRM per transmittal  
**Legislation and Miscellaneous Matters - Plans for Implementation of Legislation**  
This section provides information on the plans for implementation of legislation.  
CC:FM:PM:P Internal Use
- 39.4.1** 29467J Each  
03/2000 File IRM per transmittal  
**Tax Forms, Tax Publications and Public Use Forms - Introduction**  
The introduction to tax forms, tax publications and public use forms is presented in this section.  
CC:FM:PM:P Internal Use
- 39.4.2** 29468U Each  
03/2000 File IRM per transmittal  
**Tax Forms, Tax Publications and Public Use Forms - Review and Approval of Tax Forms and Instructions**  
This section covers the review and approval of tax forms and instructions.  
CC:FM:PM:P Internal Use
- 39.4.3** 29469F Each  
03/2000 File IRM per transmittal  
**Tax Forms, Tax Publications and Public Use Forms - Review and Approval of Tax Publications**  
This section of the CCDM provides information on the review and approval of tax publications.  
CC:FM:PM:P Internal Use
- 39.4.4** 29470G Each  
03/2000 File IRM per transmittal  
**Tax Forms, Tax Publications, and Public Use Forms - Approval of Public Use Forms Originating in Domestic**  
This CCDM section provides information on the approval of public use forms originating in Domestic.  
CC:FM:PM:P Internal Use
- 39.5.1** 29471R Each  
03/2000 File IRM per transmittal  
**Special Projects - General**  
This section covers general information for Technical special projects.  
CC:FM:PM:P Internal Use
- 39.5.2** 29472C Each  
03/2000 File IRM per transmittal  
**Special Projects - Responsibilities**  
This CCDM section covers responsibilities for Technical special projects.  
CC:FM:PM:P Internal Use
- 39.5.3** 29473N Each  
03/2000 File IRM per transmittal  
**Special Projects - Establishing Special Projects**  
This CCDM section covers establishing special projects.  
CC:FM:PM:P Internal Use
- 39.5.4** 29474Y Each  
03/2000 File IRM per transmittal  
**Special Projects - Conducting Special Projects**  
This section provides information on conducting special projects.  
CC:FM:PM:P Internal Use

- 39.5.5**            *29475J*            Each  
*03/2000 File IRM per transmittal*  
**Special Projects - Closing Special Projects**  
This CCDM section covers closing special projects. *CC:FM:PM:P* Internal Use
- 39.6.1**            *29476U*            Each  
*03/2000 File IRM per transmittal*  
**Letter Rulings, Determination Letters, Information Letters, and Closing Agreements - General Provisions**  
This CCDM section covers general provisions. *CC:FM:PM:P* Internal Use
- 39.6.2**            *29477F*            Each  
*03/2000 File IRM per transmittal*  
**Ltr Rulings, Determination Ltrs, Info Ltrs, & Closing Agree.- Requirements w/Respect to Submission of Requests for Ltr Rulin**  
This section of the CCDM covers requirements with respect to submission of requests for letter rulings and determination letters. *CC:FM:PM:P* Internal Use
- 39.6.3**            *29478Q*            Each  
*03/2000 File IRM per transmittal*  
**Letter Rulings, Determination Letters, Information Letters, and Clsoing Agreements - Letter Rulings**  
This section covers letter rulings. *CC:FM:PM:P* Internal Use
- 39.6.4**            *29479B*            Each  
*03/2000 File IRM per transmittal*  
**Letter Rulings, Determination Letters, Information Letters, and Closing Agreements - Closing Agreements Covering Specific Ma**  
This section covers closing agreements covering specific matters. *CC:FM:PM:P* Internal Use
- 39.6.7**            *29482Y*            Each  
*03/2000 File IRM per transmittal*  
**Letter Rulings, Determination Letters, Information Letters, and closing Agreements - Handbook**  
This section of the CCDM covers handbook. *CC:FM:PM:P* Internal Use
- 39.7.1**            *29483J*            Each  
*03/2000 File IRM per transmittal*  
**Technical Advice - General**  
This section of the CCDM covers general information in Technical Advice. *CC:FM:PM:P* Internal Use
- 39.7.2**            *29484U*            Each  
*03/2000 File IRM per transmittal*  
**Technical Advice - Procedures**  
This section provides information on procedures. *CC:FM:PM:P* Internal Use
- 39.7.3**            *29485F*            Each  
*03/2000 File IRM per transmittal*  
**Technical Advice - Procedure for Requesting Application of IRC 780(b) in the Case of Technical Advice**  
This section provides information on procedures. *CC:FM:PM:P* Internal Use
- 39.7.4**            *29486Q*            Each  
*03/2000 File IRM per transmittal*  
**Technical Advice - Status Memorandum**  
This section covers status memorandum. *CC:FM:PM:P* Internal Use
- 39.8.1**            *29487B*            Each  
*03/2000 File IRM per transmittal*  
**Assistance to Other Offices - Introduction**  
This section provides the introduction to the Assistance to Other Offices. *CC:FM:PM:P* Internal Use
- 39.8.2**            *29488M*            Each  
*03/2000 File IRM per transmittal*  
**Assistance to Other Offices - Assistance Furnished Outside Domestic**  
This section covers assistance furnished outside Domestic. *CC:FM:PM:P* Internal Use
- 39.8.3**            *29489X*            Each  
*03/2000 File IRM per transmittal*  
**Assistance to Other Offices - Technical Assistance and Technical Information**  
This section covers technical assistance and technical information. *CC:FM:PM:P* Internal Use
- 39.8.5**            *29491J*            Each  
*03/2000 File IRM per transmittal*  
**Assistance to Other Offices - Nontaxable Dividends**  
This section covers nontaxable dividends. *CC:FM:PM:P* Internal Use
- 39.8.6**            *29492U*            Each  
*03/2000 File IRM per transmittal*  
**Assistance to Other Offices - Engineering Assistance**  
This section of the CCDM provides information on engineering assistance. *CC:FM:PM:P* Internal Use
- 39.8.7**            *29493F*            Each  
*03/2000 File IRM per transmittal*  
**Assistance to Other Offices - Litigation**  
This section provides information on litigation. *CC:FM:PM:P* Internal Use
- 39.8.8**            *29494Q*            Each  
*03/2000 File IRM per transmittal*  
**Assistance to Other Offices - Assistance Requests from Public Affairs**  
This section provides information on assistance requests from public affairs. *CC:FM:PM:P* Internal Use
- 39.10.1**            *29495B*            Each  
*03/2000 File IRM per transmittal*  
**General Counsel Memorandums - General**  
This CCDM section covers general in General Counsel Memorandums. *CC:FM:PM:P* Internal Use
- 39.10.2**            *29496M*            Each  
*03/2000 File IRM per transmittal*  
**General Counsel Memorandums - Issuance of GCMs**  
This section cover issuance of GCMs. *CC:FM:PM:P* Internal Use
- 39.10.3**            *29497X*            Each  
*03/2000 File IRM per transmittal*  
**General Counsel Memorandums - Signature Authority**  
This section provides information on signature authority. *CC:FM:PM:P* Internal Use
- 39.10.4**            *29499T*            Each  
*03/2000 File IRM per transmittal*  
**General Counsel Memorandums - Coordination of GCMs**  
This section of the CCDM pertains to the coordination of GCMs. *CC:FM:PM:P* Internal Use
- 39.10.5**            *29500J*            Each  
*03/2000 File IRM per transmittal*  
**General Counsel Memorandums - Reconciliation of Cases**  
This section pertains to reconciliation of cases. *CC:FM:PM:P* Internal Use
- 39.10.6**            *29501U*            Each  
*03/2000 File IRM per transmittal*  
**General Counsel Memorandums - Processing of GCMs**  
This section pertains to the processing of GCMs. *CC:FM:PM:P* Internal Use
- 39.10.7**            *29502F*            Each  
*03/2000 File IRM per transmittal*  
**General Counsel Memorandums - Content and Format of General Counsel Memorandum**  
This section pertains to the processing of GCMs. *CC:FM:PM:P* Internal Use
- 39.11.1**            *29503Q*            Each  
*03/2000 File IRM per transmittal*  
**Technical Coord. Reports, Action on Decisions, & Conferences w/Outside Organizations - Conferences With Representatives of O**  
This section pertains to conferences with representatives of outside organizations. *CC:FM:PM:P* Internal Use
- 39.11.2**            *29504B*            Each  
*03/2000 File IRM per transmittal*  
**Tech. Coord. Reports, Actions on Decisions, & Conferences with Outside Organizations - Technical Coord. Between the National**  
This section pertains to technical coordination between the Ntional Office and the Field Offices. *CC:FM:PM:P* Internal Use
- 39.11.3**            *29505M*            Each  
*03/2000 File IRM per transmittal*  
**Technical Coordination Reports, Actions on Decisions, & Conferences with Outside Organizations - Notices and Announcements o**  
This section pertains to notices and announcements of general interest. *CC:FM:PM:P* Internal Use
- 39.11.4**            *29506X*            Each  
*03/2000 File IRM per transmittal*  
**Technical Coordination Reports, Actions on Decisions, & Conferences with Outside Organizations - News Release**  
This section provides information on news releases. *CC:FM:PM:P* Internal Use

## IRM

- 39.11.5**      *29508T*      Each  
*03/2000 File IRM per transmittal*  
**Technical Coordination Decisions, Actions on Decisions, & Conferences with Outside Organizations - Announcements of Acquiesc**  
This section pertains to announcements of acquiescence and nonacquiescence. *CC:FM:PM:P Internal Use*
- 42.1.1**      *29264A*      Each  
*03/2000 File IRM per transmittal*  
**Matters Involving Foreign Law and Information Gathering Abroad - Introduction**  
This CCDM section in an introduction to matters involving foreign law and information gathering abroad. *CC:FM:PM:P Internal Use*
- 42.2.1**      *29304Z*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Evidence from Abroad Administratively - Issuance of Summons Under IRC. Section 7602**  
This section covers issuance of summons under IRC. Section 7602. *CC:FM:PM:P Internal Use*
- 42.2.2**      *29266W*      Each  
*03/2000 File IRM per transmittal*  
**Obtaining Evidence from Abroad Administratively - Formal Document Request**  
This CCDM describes the formal document request as another method of gathering information from abroad administratively. *CC:F&M:P&M:P Internal Use*
- 42.2.3**      *29267H*      Each  
*03/2000 File IRM per transmittal*  
**Obtaining Evidence from Abroad Administratively - Assistance by Assistant Commissioner (International)**  
This CCDM covers assistance by the Assistant Commissioner (International). *CC:F&M:P&M:P Internal Use*
- 42.2.4**      *29268S*      Each  
*03/2000 File IRM per transmittal*  
**Obtaining Evidence from Abroad Administratively - Document 6743, Sources of Information from Abroad (Rev. 4-84)**  
Document 6743, sources of information from abroad (rev. 4-84) contains general information on the types of records maintained by specific foreign countries and the availability of these records. *CC:F&M:P&M:P Internal Use*
- 42.2.5**      *29302D*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Evidence from Abroad Administratively - Tax Treaties**  
This section pertains to tax treaties. *CC:F&M:P&M:P Internal Use*
- 42.2.6**      *29305K*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Evidence from Abroad Administratively - Tax Information Exchange Agreements (TIEAs)**  
This section pertains to tax information exchange agreements. *CC:F&M:P&M:P Internal Use*
- 42.2.7**      *29306V*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Evidence from Abroad Administratively - Mutual Assistance in Criminal Matters**  
This section pertains to mutual assistance in criminal matters. *CC:F&M:P&M:P Internal Use*
- 42.2.8**      *29307G*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Evidence from Abroad Administratively - Executive Agreements**  
This section pertains to executive agreements. *CC:F&M:P&M:P Internal Use*
- 42.3.1**      *29308R*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Evidence from Abroad Judicially - Judicial Subpoenas**  
This section covers judicial subpoenas. *CC:F&M:P&M:P Internal Use*
- 42.3.2**      *29309C*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Evidence from Abroad Judicially - Letters Rogatory**  
This section covers letters rogatory. *CC:F&M:P&M:P Internal Use*
- 42.3.3**      *29310D*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Evidence from Abroad Judicially - Discovery**  
This section pertains to discovery. *CC:F&M:P&M:P Internal Use*
- 42.4.1**      *29312Z*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Testimony from Persons Outside the United States By Use of Dispositions - General**  
This section covers general. *CC:F&M:P&M:P Internal Use*
- 42.4.2**      *29313K*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Testimony from Persons Outside the United States by Use of Dispositions - Civil Cases**  
This sections pertains to civil cases. *CC:F&M:P&M:P Internal Use*
- 42.4.3**      *29314V*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Testimony from Persons Outside the United States by Use of Dispositions - Criminal Cases**  
This section pertains to criminal cases. *CC:F&M:P&M:P Internal Use*
- 42.5.1**      *29315G*      Each  
*04/2000 File IRM per transmittal*  
**Authentication of Documents - Foreign Public Documents**  
This section pertains to foreign public documents. *CC:F&M:P&M:P Internal Use*
- 42.5.2**      *29316R*      Each  
*04/2000 File IRM per transmittal*  
**Authentication of Documents - Foreign Business Records**  
This section pertains to foreign business records. *CC:F&M:P&M:P Internal Use*
- 42.6.1**      *29317C*      Each  
*04/2000 File IRM per transmittal*  
**Proof of Foreign Law - Procedural Rules**  
This section covers procedural rules. *CC:F&M:P&M:P Internal Use*
- 42.6.2**      *29318N*      Each  
*04/2000 File IRM per transmittal*  
**Proof of Foreign Law - Available Sources**  
This sections covers available sources of material on foreign law including local universities and law libraries. *CC:F&M:P&M:P Internal Use*
- 42.7.1**      *29319Y*      Each  
*04/2000 File IRM per transmittal*  
**Service of Documents Abroad - General**  
This section covers general information for service of documents abroad. *CC:F&M:P&M:P Internal Use*
- 42.8.1**      *29320Z*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Assistance from the Associate Chief Counsel (Technical and International) - General**  
This section provides general information on obtaining assistance from the Associate Chief Counsel (Technical and International). *CC:F&M:P&M:P Internal Use*
- 42.8.2**      *29321K*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Assistance from the Associate Chief Counsel (Technical and International) - Procedures**  
This sections provides information on procedures for obtaining assistance from the Associate Chief Counsel (Technical and International). *CC:F&M:P&M:P Internal Use*
- 42.8.3**      *29322V*      Each  
*04/2000 File IRM per transmittal*  
**Obtaining Assistance from the Associate Chief Counsel (Technical and International) - Information to be provided to the Asso**  
This section pertains to information to be provided to the Associate Chief Counsel (Technical and International). *CC:F&M:P&M:P Internal Use*
- 42.9.1**      *29323G*      Each  
*04/2000 File IRM per transmittal*  
**Section 6038A - Summonses Served on Reporting Corp. to Produce (Either Directly or Indirectly or as Agent of Related Party)**  
This sections provides information on summonses served on reporting corporations to produce (either directly or indirectly or as agent of related party) records or testimony pertaining to a transaction between the reporting corporation and the related party. *CC:F&M:P&M:P Internal Use*
- 42.10.1**      *29324R*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Nature and Purpose of APAS**  
This section provides information on the nature and purpose of Advance Pricing Agreements (APAs). *CC:F&M:P&M:P Internal Use*

**42.10.2**      *29325C*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Scope of this Chapter**  
 This section provides information on the scope of this chapter.  
*CC:F&M:P&M:P Internal Use*

**42.10.3**      *29326N*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Extent of Coverage of APAs**  
 This section provides information on the extent of coverage of APAs.  
*CC:F&M:P&M:P Internal Use*

**42.10.4**      *29327Y*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Coordination with Mutual Agreement Procedures**  
 This section covers coordination with mutual agreement procedures.  
*CC:F&M:P&M:P Internal Use*

**42.10.5**      *29328J*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Organization of APA Program, and Roles of the National, Regional and District Offices in**  
 This section provides information on the organization of the APA program, and the roles of the national, regional, and district offices in the program.  
*CC:F&M:P&M:P Internal Use*

**42.10.6**      *29329U*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Initial Processing of APA Requests**  
 This section provides information on initial processing of APA requests.  
*CC:F&M:P&M:P Internal Use*

**42.10.7**      *29330V*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Negotiation and Approval of Unilateral APAs**  
 This section provides information about negotiation and approval of unilateral APAs.  
*CC:F&M:P&M:P Internal Use*

**42.10.8**      *29332R*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Negotiation and Approval of Bilateral and Multilateral APAs**  
 This sections provides information on negotiation and approval of bilateral and unilateral APAs. *CC:F&M:P&M:P Internal Use*

**42.10.9**      *29333C*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Coordination with Ongoing Litigation**  
 This section provides information on coordination with ongoing litigation.  
*CC:F&M:P&M:P Internal Use*

**42.10.10**      *29334N*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Application of APA Methodology to Prior Years**  
 This section covers the application of APA methodology to prior years.  
*CC:F&M:P&M:P Internal Use*

**42.10.11**      *29335Y*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Addition Provisions Relating to Participation of IRS Personnel in APA Negotiations**  
 This section pertains to the additional provisions relating to participation of IRS personnel in APA negotiations.  
*CC:F&M:P&M:P Internal Use*

**42.10.12**      *29336J*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Prefiling Procedures**  
 This section pertains to prefiling procedures. *CC:F&M:P&M:P Internal Use*

**42.10.13**      *29337U*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Documentation of Conferences and Related Matters**  
 This section provides information on documentation of conferences and related matters. *CC:F&M:P&M:P Internal Use*

**42.10.14**      *29338F*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Annual Reports and Related Matters**  
 This section covers annual reports and related matters. *CC:F&M:P&M:P Internal Use*

**42.10.15**      *29339Q*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Legal Review of APAs**  
 This section provides information on the legal review of APAs. *CC:F&M:P&M:P Internal Use*

**42.10.16**      *29340R*      Each  
*04/2000 File IRM per transmittal*  
**Advance Pricing Agreements (APAS) - Supplemental Office Procedural Manual**  
 This section covers supplemental office procedural manual. *CC:F&M:P&M:P Internal Use*



## Documents

- 1300**                    **33555G**                    Each  
*02/2002 Use/Issue Prev Issue First*  
**Home-Based Business Tax Avoidance Schemes**  
Doc. 01300 is a trifold brochure that will be used by tax practitioners, taxpayers, and IRS employees as part of a larger communications effort regarding these unlawful tax avoidance schemes. *S:T Tax Related Public Use*
- 5089**                    **23595U**                    Pad  
*07/1977 Use/Issue Prev Issue First*  
**Expedite Tag**  
This item is attached to work that requires immediate attention and the quickest service possible. To be used ONLY when absolutely necessary. *HQ Internal Use*
- 5240**                    **44082O**                    Each  
*05/1976 Destroy Prev Issues Upon Rec*  
**Safety Inspector Certificate**  
Document 5240 is a Safety Inspector Certificate. *A:RE:S Internal Use*
- 5529**                    **44365G**                    Each  
*01/1990 Use/Issue Prev Issue First*  
**Incentive Awards Folder**  
The award certificates and other award documents are placed in this folder when award presentations are made to Internal Revenue Service employees. *N:ADC:H:P:P Internal Use*
- 5531**                    **44367C**                    Each  
*08/1989 Destroy Prev Issues Upon Rec*  
**Distribution of Salary Checks, Bonds and Form 5068, Leave and Earnings Statements**  
Document 5531 instructs designated agents and sub-agents about the distribution procedures for salary checks and savings bonds. *HR:H:S:R Internal Use*
- 5541**                    **44377Y**                    Each  
*11/1983 Use/Issue Prev Issue First*  
**Signature - Initial (tab)**  
This tab is used to organize assembly of correspondence for ease of reference for reviewing and clearing officials. *HR:F:S:R Internal Use*
- 5542**                    **44378J**                    Each  
*11/1990 Use/Issue Prev Issue First*  
**Enclosures (Tab)**  
The Enclosure Tab (backed by a side marked "Attachments") is required so that materials enclosed in a signature package can be identified. *C:HQ Internal Use*
- 5595**                    **44429P**                    Each  
*02/2001 Destroy Prev Issues Upon Rec*  
**Planning Guide**  
Doc. 5595 is a four-year planning calendar designed to be used for scheduling by managers and supervisors. *T:M:PS:M Internal Use*
- 5657**                    **44492O**                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**2000 Martinsburg Computing Center Posting Cycles**  
Document 5657 is a calendar which shows the 1998 MCC year processing cycles. This timing element is essential to users of the document in the performance of functional tax processing responsibilities. This calendar also is available in size 11 x 17 (Document 5657-A, catnum 63632W). *M:I:E:MC:O Internal Use*
- 5657 A**                    **63632W**                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**2000 Martinsburg Computing Center Posting Cycles**  
Document 5657A is a calendar which shows the MCC processing year cycles. This timing element is essential to users of the document in the performance of functional tax processing responsibilities. This calendar also is available in size 8 1/2 x 11 (Document 5657, catnum 44492O). *M:I:E:MC:O:W:M Internal Use*
- 5995**                    **44790V**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**OFF Code Index - Pocket Edition**  
Document 5995 is a vest pocket, ready-reference listing of organization, function, and program codes approved for use in preparing service center work plans and schedules, as well as the performance and cost reports required by IMPIS (Integrated Management-Planning Information System). This product was initially distributed to all offices that receive IRM 121.9 Chapter 1. This item is distributed through IMDDS using File 419, Catalog number 01409J. Additional stock can be ordered from EADC. *W:CAS:JOC:PA:DR Internal Use*
- 5995 A**                    **28783C**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Valid OFF Combination**  
Exhibits of the valid organization, function and program (OFF) codes used by service centers for time reporting used in conjunction with IRM121.9 (36880Y). Once copy will be included with every order for IRM 121.9. Item is not orderable by itself. *W:CAS:JOC:PA:DR Internal Use*
- 6023**                    **72568J**                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Group Exemption Contract**  
Document 6023 is revised every six months as a complete revision to include organizations that have been newly granted group exemptions. It is used extensively in EO processing service centers and key district offices. This item is distributed on the IMDDS Program using File Number 267, Cat. No. 01440Y. For more information, see Chapter 5 instructions in Document 7130. *T:BSP Internal Use*
- 6036**                    **44826M**                    Each  
*11/1999 Destroy Prev Issues Upon Rec*  
**Examination Division Reporting Codes Booklet**  
This document is designed to provide ready reference for all technical employees within the Examination Division. This pocket size listing of examination codes is used in various reporting systems. This item is distributed on the IMDDS Program using File Number 478, Cat. No. 01611X. For more information, see Chapter 5 instructions in Document 7130. *S:C:CP:CW:EMIS Internal Use*
- 6042**                    **44831F**                    Each  
*07/1975 No Previous Issue*  
**ADP Training Program Identification Label**  
This label will be affixed by printing contractors on all cartons and envelopes that will be used to ship ADP Training Material. They will serve as distinctive signals that the material requires special handling. *W:HR:LE:CSS5A Internal Use*
- 6077**                    **44864A**                    Each  
*11/1982 Use/Issue Prev Issue First*  
**Deficiency Case \$50,000 or More**  
This document is affixed to the outside of case folder to flag a \$50,000 or more deficiency case that requires expeditious processing by the Service Center. Print on Pink Paper. *OP:EX:CS:W Internal Use*
- 6078**                    **44865L**                    Each  
*11/1982 Destroy Prev Issues Upon Rec*  
**Deficiency Overassessment Case \$10,000-\$49,999**  
This document is affixed to outside of case folder to flag \$10,000 to \$49,999, deficiency case that requires expeditious processing by the Service Center. PRINT ON GREEN PAPER. *OP:EX:CS:W Internal Use*
- 6146**                    **44923G**                    Each  
*12/1971 Destroy Prev Issues Upon Rec*  
**Adhesive Bin Labels (Blanks)**  
This Document is a sheet containing three circular labels and one rectangular label. The labels will be used to identify the tax form stored in a particular container. *W:CAR:MP:M:L Internal Use*
- 6172**                    **44944J**                    Each  
*03/2001 Destroy Prev Issues Upon Rec*  
**FY2001 ACES Course Catalog**  
This document lists all the Servicewide training programs currently in use and those expected to become available during the coming year. It is updated annually to keep abreast of all the program changes taking place within the training area. For daily changes, check the ACES site at <http://acesweb.hou.swr.irs.gov> *A:C:P:ACES Internal Use*



## Documents

- 6209**                    *61462O*                    Each  
*03/2002 Special Handling/See Remarks*  
**ADP and IDRS Information 2001**  
Document 6209 is a handy reference guide which contains sensitive ADP and IDRS data relative to various components of the IRS. This item is distributed on the IMDDS Program using File Number 231, Cat. No. 01426U. For more information, see Chapter 5 instructions in Document 7130. *M:I:SD:D:TE* Internal Use **This product may not be ordered by the general public**
- 6262**                    *45037V*                    Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**ADP Training Course Catalog**  
This document, which is updated annually, lists all current ADP Training Courses developed in SPCDI and presents a brief summary of each. *W:HR:LE:CSS5A* Internal Use
- 6295**                    *45057N*                    Each  
*11/1986 Destroy Prev Issues Upon Rec*  
**IRS and Judicial District Boundaries**  
This map includes locations for Commissioners, Regional Commissioners, National Computer Center, Service Center Directors, and District Directors. *CI:P:T* Internal Use
- 6315**                    *45075J*                    Each  
*09/1988 Use/Issue Prev Issue First*  
**CSRS/FERS Personal Retirement Information**  
Document 6315 is a folder for the storage of various CSRS/FERS retirement literature. *A:PS:C:B* Internal Use
- 6323**                    *45083J*                    Each  
*02/1975 No Previous Issue*  
**Copy Machine Warning Notice**  
This document is designed to be attached to copy machine covers or displayed in the copy machine area. See IRM 1(17)36.52 for the use of this document. *HR:F:P:P* Internal Use
- 6334**                    *45091J*                    Each  
*06/1991 Destroy Prev Issues Upon Rec*  
**Map of Employee Plans and Exempt Organizations Key Districts by State and Region**  
This map shows key districts and associate districts of exempt organizations. *CP:E:PE* Internal Use
- 6358**                    *45109E*                    Sheet  
*06/1996 Destroy Prev Issues Upon Rec*  
**(Peel-off labels) IDRS Security**  
Document 6358 is affixed to magnetic media requiring security handling. Any/all inquiries about this product are to be directed to the originator (Gene Small, 202/501-3200 ext. 3702). *IS:N:O:O:A* Internal Use
- 6374**                    *45124T*                    Each  
*05/2000 Destroy Prev Issues Upon Rec*  
**Law Enforcement Retirement Brochure**  
Doc. 6374 answers the most common questions concerning retirement benefits for the Service's Law Enforcement Officers. *A:PP* Internal Use
- 6379**                    *45128L*                    Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Exempt Organizations Management Information Systems Codes**  
Document 6379 is a quick reference booklet containing Exempt Organizations and Government Entities computer systems codes and their definitions. Field specialists use the guide when preparing case-related documents which are then input into case tracking systems such as AIMS, IRDS and EDS. *T:BSP* Internal Use
- 6388**                    *45132T*                    Each  
*03/1990 Destroy Prev Issues Upon Rec*  
**Employee Benefit Plans: Explanation 1 - Minimum Participation Standards**  
Document 6388 is the first of a series of eleven documents, used with a series of corresponding worksheets, explaining the evaluation of employee benefit plans. Doc. 6388 is used with Form 5622 (worksheet 1) and Doc.'s 6389-6393, and 7001-7005. *OP:E:EP:FC* Internal Use
- 6389**                    *45133E*                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Explanation No. 2 Minimum Vesting Standard-Defined Contribution Plan**  
The Document is used to provide a more expeditious method of processing plans received in the district offices. Doc. 6389 is used with Form 5623 and Doc's 6388, 6390-6393 and 7000-7005. *CP:E:EP:FC* Internal Use
- 6390**                    *45134P*                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Explanation No. 2 A Minimum Vesting Standards Defined Benefit Plan**  
The Document is used to provide a more expeditious method of processing plans received in the district offices. Also incorporated current citations and minor language changes resulting from issuance of final regulations. This document is on the On Demand Program and is available from CADC. equipment will produce a final document in this format. *CP:E:EP:FC* Internal Use
- 6391**                    *45135A*                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Benefit Plans: Explanation 3 - Joint & Survivor**  
The Document's purpose is to identify major problems that come up over Joint and Survivor Annuity Requirements under IRC Section 401(a)(11). *CP:E:EP:FC* Internal Use
- 6392**                    *45136L*                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Explanation No. 4-Miscellaneous Provisions**  
This document is the 5th of a series of eleven documents, used with a series of corresponding worksheets, explaining the evaluation of employee benefit plans. *CP:E:EP:FC* Internal Use
- 6393**                    *45137W*                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Explanation No.5-Coverage and Nondiscrimination Requirements: Defined Contribution Plans**  
The Document's purpose is to explain/identify major problems concerning coverage and discrimination of Benefit plans. *CP:E:EP:FC* Internal Use
- 6398 A**                    *45142P*                    Each  
*02/2001 Destroy Prev Rev. Immediately*  
**Training Material Catalog**  
This Document illustrates the available TPDS courses. The course information is provided from the course structure down to its components. The course material components are listed in four categories (Primary, Support, Other and Miscellaneous). The course material is presented in ascending numerical course order. This item is distributed on the IMDDS Program using File Number 207. *W:CAR:MP:M:L:CADC* Internal Use
- 6408**                    *45151A*                    Each  
*06/2001 Destroy Prev Issues Upon Rec*  
**Notice of Levy Address Directory**  
Document 6408 is a ready reference primarily for Collection and Customer Service employees. It contains specific addresses necessary for Revenue Officer use when serving Notices of Levy Forms 668-A(c)(DO) / CATNUM 15704T and 668-W(c)(DO) / CATNUM 15703I; plus Forms 668-A(c)(ACS) / CATNUM 61633N and 668-W(c)(ACS) / CATNUM 62049B. *S:C:CP:FP:E* Internal Use
- 6418**                    *45161W*                    Each  
*06/1990 Destroy Prev Issues Upon Rec*  
**The Economists Your Resource**  
This publication is to advise field offices and staff of the role of the economists in the Audit Division, National Office, and of the availability of their services. Interested users will include management, training staff and field personnel participating in Field Audit, in the Coordinated Examination Program, domestic and international aspects, in the Estate Tax Program, and in settlement of litigation of Economic Issues therein. *OP:EX:C:C* Internal Use
- 6441**                    *45179C*                    Each  
*05/1981 Destroy Prev Issues Upon Rec*  
**This Document Requires Protection**  
Cover sheet used on documents which must always be under personal observation of an authorized IRS employee or locked in a container. This document should be reused whenever possible and not treated as a one-time use item. *A:RE* Internal Use

## Documents

- 6476**                    *45211R*                    Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Employee Plans Computer System Codes**  
Document 6476 is a quick reference booklet containing Employee Plans computer systems codes and their definitions. Field specialists use the guide when preparing case-related documents which are then input into case tracking systems such as AIMS, IRDS and EDS. *T:BSP* Internal Use
- 6493**                    *45219B*                    Each  
*12/1997 Destroy Prev Issues Upon Rec*  
**Identifying and Preventing Possible Unauthorized Disclosures of Tax Information**  
This document is to be distributed to all employees to alert them to situations which may lead to unauthorized disclosures. *CP:EX:GLD:O* Internal Use
- 6529**                    *45238I*                    Each  
*01/1992 Destroy Prev Issues Upon Rec*  
**Collection Command Code Formats**  
This document covers the Collection Division command codes, and will be necessary during the cross-training anticipated during Centralized Services implementation. *CO:O:2:LS* Internal Use
- 6548**                    *72380P*                    Each  
*01/2001 Special Handling/See Remarks*  
**IDRS Correspondex**  
Document 6548 contains new and revised exhibits of each "C" letter on the IDRS (Integrated Data Retrieval System) Master Letter Tape File. The document is updated on a monthly basis via transmittals distributed per IMDDS File No. 228 (Distribution Pattern No. 01424Y). Users interfile the letters according to "Remove" and "Insert" instructions on the transmittal page(s). The pages also include references to the complete alpha, numeric, functional, and OMB indexes provided to maintain the integrity of the IDRS Correspondex. For more information, see Chapter 5 instructions in Document 7130 (Cat. *QA:M* Internal Use
- 6581**                    *45270I*                    Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Guide for the Computerized Certification of State FUTA Credits - Unemployment Tax Form 940 and Schedule H**  
Document 6581 contains the instructions for computerized certification of state Federal Unemployment Tax Act (FUTA) credits. *S:C:CP:RC:SCC* General Admin Public Use
- 6595**                    *45280E*                    Each  
*11/1979 No Previous Issue*  
**We Need Course Developer/Instructor**  
Distribution to field offices will be made by originating office initially. Pamphlet is used to inform employees of opportunities as course developer/instructors in the Training and Development Division. *HR:T:R* Internal Use
- 6626**                    *45303S*                    Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**Merit Systems Protection Board Regulations**  
The Document is given to an employee, who is dismissed from the service, so that he/she can be informed about his/her appeal rights. *N:ADC:H:R* Internal Use
- 6647**                    *45313O*                    Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**National Agreement NORD V**  
This document is the contract/agreement between Internal Revenue Service and the National Treasury Employees Union. It covers all bargaining professional and non-professional employees of IRS regions, districts and the national office. There is an additional requirement for NTEU offices. See Doc. 6647, Article 11, Section 5, Para. B, for more information and/or contact your Host Site Labor Relations Office. *M:H:L* Internal Use
- 6648**                    *45314Z*                    Each  
*10/1998 Use/Issue Prev Issue First*  
**National Agreement NC V**  
This document is the contract/agreement between Internal Revenue Service and the National Treasury Employees Union. It covers all bargaining professional and non-professional employees of the Centers of Internal Revenue. There is additional distribution requirements for NTEU offices, see Doc. 6648 Article 11, Section 5, Para. B for further information and/or contact your Host Site Labor Relations office. *M:S:L* Internal Use
- 6678**                    *45351C*                    Each  
*04/1981 No Previous Issue*  
**Explanation for Form 6677 Plan Termination Standards**  
Explanation for Plan Termination Standards questions on Form 6677 developed to help process termination applications by EP Specialists in key district offices. *T:EP* Internal Use
- 6712**                    *45373Q*                    Each  
*02/1982 Destroy Prev Issues Upon Rec*  
**Office of Chief Counsel Executive Correspondence Folder**  
Doc. 6712 is used by The Office of Chief Counsel for correspondence requiring review and/or signature. Documents 6443, 6444, 6445, and 6450 are used within Doc. 6712. *CC:F&M:AS* Internal Use
- 6720**                    *45380F*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**2002 GMF Campus Processing Cycles**  
Document 6720 is a calendar showing the 2001 GMF (Generalized Mainline Framework) service center processing cycles. It enables users to determine the complementary MCC cycle for which they are processing work. *W:CAS:SP:PM:CS* Internal Use
- 6807**                    *60173I*                    Each  
*07/1982 No Previous Issue*  
**Computer Based Training (A Collection of Readings)**  
This Document contains selected readings introducing Training Personnel to Computer Technology and Computer Based Training. *HR:T* Internal Use
- 6845**                    *60207D*                    Each  
*07/1987 No Previous Issue*  
**Notice To New And Returning Employees About Unemployment Compensation**  
Document 6845 issued to remind new and returning employees about their obligations concerning unemployment compensation. *HR:H:R:W* Internal Use
- 6888**                    *62012O*                    Each  
*09/1983 No Previous Issue*  
**Deskercise - Brochure**  
This Brochure stresses the need for desk-bound employees to do regular exercises at their desk. *M:S:CE:AA:OR* Internal Use
- 6927**                    *62028Y*                    Each  
*12/1987 Destroy Prev Issues Upon Rec*  
**The Technical Information System Reference Manual**  
Document will provide instructional assistance to IRS agency personnel in use of Technical Information System. This item is distributed on the IMDDS Program using File Number 280, Cat. No. 01447X. For more information, see Chapter 5 instructions in Document 7130. *ISM:S* Internal Use
- 6958**                    *62281D*                    Each  
*08/1984 No Previous Issue*  
**First Aid Quick Reference Guide**  
This document is carried by special agents in raid kits or in cars used in field operations for first aid reference. Document 6958 is a Laminated Cutsheet *CI:S:T* Internal Use
- 6981**                    *62194F*                    Each  
*12/1984 No Previous Issue*  
**IMF Tax Forms File Folder (1-inch)**  
These folders are specially designed to house tax returns during the pipeline processing at the service centers and eventual storage at the Federal Records Centers. This specially designed folder is durable to withstand the constant pulling and refiling of tax returns and for the large amount of reference activity after the tax returns are stored at Federal Records Centers. *W:CAS:ST:AN:PA* Internal Use

## Documents

- 6982**                    *62195Q*                    Each  
*12/1984 No Previous Issue*  
**IMF File Folders - 2 Inch**  
These folders are specially designed to house tax returns during the pipeline processing at the service centers and eventual storage at the Federal Records Centers. This specially designed type folder is durable to withstand the constant pulling and refiling of tax returns during pipeline processing and for the large amount of reference activity after the tax returns are stored at Federal Records Centers.  
*W:CAS:ST:AN:PA Internal Use*
- 6983**                    *62152Z*                    Each  
*12/1984 No Previous Issue*  
**BMF - 4" File Folder**  
These folders are specially designed to house tax returns during the pipeline processing at the service centers and eventual storage at the Federal Records Centers. This specially designed type folder is durable to withstand the constant pulling and refiling of tax returns during pipeline processing and for the large amount of reference activity after the tax returns are stored at Federal Records Centers. This folder was previously ordered by Service Centers from a contract administered by Contracts and Procurement Branch.  
*W:CAS:ST:AN:PA Internal Use*
- 6986**                    *14784D*                    Each  
*06/2001 Destroy Prev Issues Upon Rec*  
**Disclosure Awareness Pocket Guide**  
This pamphlet provides a brief overview of employees' responsibilities with regard to Disclosure matters. It is used at orientation sessions, workshops, and other circumstances that would require information about disclosure issues. *CL:GLD Internal Use*
- 6987 A**                    *12068C*                    Each  
*09/1998 Destroy Prev Issues Upon Rec*  
**IRS Mission Statement Poster**  
This poster is for IRS executives, both National and Field office, to hang on their office walls. Distribution will made from the contractor plant. Limited (unframed) quantities are available from EADC. *CL:C Internal Use*
- 7001**                    *62843V*                    Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Employee Benefit Plans: Explanation 6 - Limitations on Contributions and Benefits**  
Document 7001 is the 7th of a series of eleven documents, used with a series of corresponding worksheets, explaining the evaluation of employee benefit plans. Doc. 7001 is used with Form 8384 (worksheet 6) and Doc.'s 6388-6393, and 7002-7005.  
*TE:EP Internal Use*
- 7002**                    *62844G*                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Benefit Plans: Explanation 7 - Top Heavy Requirements**  
Document 7002 is the 8th of a series of eleven documents, used with a series of eleven corresponding worksheets, explaining the evaluation of employee benefit plans. Doc. 7002 is used with Form 8385 (worksheet 7) and Doc.'s 6388-6393, 7001, and 7003-7005. *CP:E:EP:FC Internal Use*
- 7003**                    *62845R*                    Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**Employee Benefit Plans: Explanation 8 - Employee Leasing**  
Document 7003 is the 9th of a series of eleven documents, used with a series of eleven corresponding worksheets, explaining the evaluation of employee benefit plans. Doc. 7003 is used with Form 8386 (worksheet 8) and Doc.'s 6388-6393, 7001-7002, and 7004-7005.  
*CP:E:EP:FC Internal Use*
- 7004**                    *62846C*                    Each  
*12/1998 Use/Issue Prev Issue First*  
**Employee Benefit Plans: Explanation 9 - Required Distributions**  
Document 7004 is the 10th of a series of eleven documents, used with a series of eleven corresponding worksheets, explaining the evaluation of employee benefit plans. Doc. 7004 is used with Form 8387 (worksheet 9) and Doc.'s 6388-6393, 7001-7003, and 7005. *CP:E:EP:FC Internal Use*
- 7005**                    *62847N*                    Each  
*04/1994 Destroy Prev Issues Upon Rec*  
**Employee Benefit Plans: Explanation 10 - Affiliated Service Group**  
Document 7005 is the last of a series of eleven documents, used with a series of eleven corresponding worksheets, explaining the evaluation of employee benefit plans. Doc. 7005 is used with Form 8388 (worksheet 10) and Doc.'s 6388-6393 and 7001-7004. *OP:E:EP:FC Internal Use*
- 7017**                    *62795W*                    Sheet  
*04/1993 Use/Issue Prev Issue First*  
**(Label for telephone subject to monitoring)**  
Document 7017 is a green, fluorescent peel-off label created to comply with the Federal Property Management Regulation (FPMR) 101-37-311.4 which mandates identifying those telephones which are subject to monitoring. The label text alerts to Service spot-checking of both employee courtesy and data accuracy.  
*IS:OC:N:LV Internal Use*
- 7059**                    *63185E*                    Each  
*05/1993 Destroy Prev Rev. Immediately*  
**Guidelines for Writing Training Materials - Book One: Writer's Guide**  
This document will be used by task force members, program managers, CDI's and other training course developers as a reference guide to help ensure consistency and completeness in IRS training materials.  
*N:ADC:H:E Internal Use*
- 7059 A**                    *15738Z*                    Each  
*05/1993 No Previous Issue*  
**Guidelines for Writing Training Materials - Book Two: Developer's Guide**  
This Document coordinate with Book One: Writer's Guide, which will be used by task force members, program managers, CDI's and other training course developers as a reference guide to help ensure consistency and completeness in IRS training materials.  
*N:ADC:H:E Internal Use*
- 7071**                    *63192T*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Name Control Job Aid**  
Document 7071 is a ready-reference item designed to assist OCR terminal operators when verifying name control data. The originator reinstated this document in 1991 to provide a uniform product for maintaining consistency among the service centers and between employees. Document 7071 contains data common to all IRMs Part III. All locally developed items used as job aids should be disposed of upon receipt of the new version of Document 7071.  
*S:CAS:B:B Internal Use*
- 7099**                    *63521O*                    Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**Outreach Presenter's Resource Guide**  
Document 7099 is used by Taxpayer Service employees. This document was designed to assist Taxpayer Service employees in planning speeches. The guide contains speaking tips, list possible topics, outlines, and references. This item is part of the Community Outreach Tax Education Program. *W:CAR:SPEC:PPD:E Internal Use*
- 7106**                    *63553Y*                    Each  
*06/1991 Destroy Prev Issues Upon Rec*  
**Summary of Post Employment Restrictions**  
Present Doc. 6603 determined to be not adequate. This item supersedes Doc. 6603, and will be issued to all current employees and to new employees as they enter on duty and to separating employees. To be issued concurrent with new Post-Employment Restrictions for IRS and Non-Attorney Chief Counsel Employees, '(Document 7107):' *HR:H:L Internal Use*
- 7107**                    *63554J*                    Each  
*06/1991 Destroy Prev Issues Upon Rec*  
**Post-Gov't Employment Restrictions for IRS and Non-Attorney Chief Counsel Employees**  
This document will be issued to employees other than clerical and secretarial employees when they separate from the Service. Also must be available to any employee who requests a copy. To be issued concurrent with Document 7106. *M:S:L Internal Use*

## Documents

- 7130**            **63740X**            Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**IRS Printed Product Catalog**  
This document is a catalog of all IRS published products that are available from the Area Distribution Centers (ADCs). It includes instructions on how to order published products from the ADCs and from other government agencies. It is revised every 6 months). This item is distributed on the IMDDS Program using File Number 345, Cat. 01459P. For more information, see Chapter 5 in Document 7130. *W:CAR:MP:M:PS:DFPS* Internal Use
- 7150**            **64162P**            Each  
*02/1987 No Previous Issue*  
**Appeals Mission**  
Document 7150 is the Appeals Mission Statement. The document also exist as a 18<"> x 24<"> poster. *AP:LMSB:SP* Internal Use
- 7150 A**            **32738N**            Each  
*02/1987 Use/Issue Prev Issue First*  
**Appeals Mission Statement Poster**  
IRS Appeals Division Mission Statement *AP:LMSB:SP* Internal Use
- 7281**            **64685T**            Each  
*04/1994 Destroy Prev Issues Upon Rec*  
**Universal Wiring Handbook**  
Document 7281 is a reference guide for telecommunications managers and technical staff when implementing the concept of Universal Wiring. The book covers all aspects from the initial planning stage through the testing and acceptance of a completed system. The Universal Wiring System is designed to be responsive to current and projected TSM (Tax Systems Modernization) functional requirements. It also will provide the economical advantages of a system which does not require additional cabling or wiring each time a new data or voice system is installed. *M:I:T:B* Internal Use
- 7329**            **10069T**            Each  
*07/1999 Destroy Prev Rev. Immediately*  
**Automated Lien System (ALS) User Guide**  
Document 7329 is a quick reference guide which provides step-by-step instructions for Collection function Lien Unit employees on how to use the ALS (Automated Lien System). *OP:CO:C:SP* Internal Use
- 7334**            **10093T**            Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Explanation #11 Employee and Matching Contributions**  
This explanation is to identify major problems concerning the special nondiscrimination requirements that apply to employee and matching contributions. *T:EP* Internal Use
- 7335**            **10092I**            Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Explanation #12 Section 401(k) Requirements**  
This explanation is to identify major problems that relate to plans which include a cash or deferred arrangement. *T:EP* Internal Use
- 7350**            **10267Z**            Each  
*12/1999 Destroy Prev Issues Upon Rec*  
**Procedures on Ordering Forms (POOF)**  
This document was developed to establish procedures and guidelines for over-the-counter distribution of tax forms and publications to individual taxpayers. It contains the necessary information for walk-in assistants to effectively perform their duties. Supervisors or district director representatives will provide specific information about the local procedures and practices for each office. *T:FS:M:L* Internal Use
- 7357**            **10284K**            Each  
*12/1993 Destroy Prev Issues Upon Rec*  
**Project Management Guide Version 2.1**  
Document 7357 is a guide for managers involved in major information systems projects. The book identifies other IRS guides, handbooks, and reference materials geared toward refining the project management approach within the Service. Consequently, Document 7357 is a primary reference tool for staff and support personnel seeking an understanding of IRS project management for information systems. Copies of this book are shipped direct to all points on IMDDS Files 232 (CATNUM 01608A) and 239 (CATNUM 01016U). *IS:S:P* Internal Use
- 7362**            **10289N**            Each  
*07/1988 No Previous Issue*  
**IRS Software Prototyping Methodology**  
The purpose of this handbook is to provide IRS organizations with a common framework for the development and implementation of ADP software applications using prototyping techniques. It provides guidance to the project manager, analyst or technician on what needs to be done during a software prototype. *M:I:S:SP:SQ* Internal Use
- 7368**            **10296C**            Each  
*10/1993 Use/Issue Prev Issue First*  
**Basic Guide for Processing Statute Cases**  
Document 7368 is a quick reference work-tool used daily by tax examiners and revenue officers in the Collection, Examination and Returns Processing functions when analyzing/processing statute cases. *W:CAS:AM:PPG:A* Internal Use
- 7391**            **10524L**            Each  
*11/1988 No Previous Issue*  
**IRS Statistical Sampling Handbook**  
The FSP is the end product of a structured analysis. It communicates the functional requirements of the Service Replacement Systems (SCRS) development. *W:S:PA* Internal Use
- 7394**            **10590R**            Each  
*08/1996 Destroy Prev Issues Upon Rec*  
**Omnibus Taxpayer Bill of Rights**  
Need to inform/educate all employees about contents of Taxpayer Bill of Rights 11. New law affects all employees across the board. *M:S:CE:TX:CS* Internal Use
- 7400**            **10655L**            Each  
*01/1989 No Previous Issue*  
**Management Achievement Program - Entry Level Manager Profile Questionnaire - Observer Assessment**  
This Document is a questionnaire designed to help managers assess their current strengths and possible developmental needs as a manager. *A:PS:PM* Internal Use
- 7401**            **10656W**            Each  
*01/1989 No Previous Issue*  
**Management Achievement Program - Mid-Level Manager Profile Questionnaire - Self-Assessment**  
This document is a questionnaire that is designed to help the managers assess their current strengths and possible developmental needs as a manager. *A:PS:PM* Internal Use
- 7402**            **10657H**            Each  
*01/1989 No Previous Issue*  
**Management Achievement Program - Mid-Level Manager Profile Questionnaire - Observer Assessment**  
This questionnaire is designed to help managers assess their current strengths and possible developmental needs as a manager. *A:PS:PM* Internal Use
- 7403**            **10658S**            Each  
*01/1989 No Previous Issue*  
**Management Achievement Program - Division Chief Manager Profile Questionnaire - Self-Assessment**  
This questionnaire is designed to help managers assess their current strengths and possible developmental needs as a manager. *A:PS:PM* Internal Use
- 7404**            **10659D**            Each  
*01/1989 No Previous Issue*  
**Management Achievement Program - Division Chief Manager Profile Questionnaire - Observer Assessment**  
This questionnaire is designed to help managers assess their current strengths and possible developmental needs as a manager. *A:PS:PM* Internal Use
- 7405**            **10660E**            Each  
*07/1993 Use/Issue Prev Issue First*  
**Management Achievement Program Handbook**  
This handbook is intended to provide managers and program specialists with an introduction and overview of the Management Achievement Program. It covers the main components of the new program, new processes and forms. *A:PS:PM* Internal Use
- 7407**            **10667D**            Each  
*01/1989 No Previous Issue*  
**Management Achievement Program Binders**  
Used with Management Achievement Program Handbook. Doc. 7405. *A:PS:PM* Internal Use

## Documents

**7474**            **11045T**            Each  
*10/1990 Destroy Prev Issues Upon Rec*  
**IRS Drug Free Workplace Manager's Guide**

This manual is for all IRS manager's to use as a reference in making the IRS a drug-free workplace. *M:S:P:B* Internal Use

**7475**            **11046E**            Each  
*12/1998 Destroy Prev Issues Upon Rec*  
**State Abbreviations, Major City Codes and Address Abbreviations**

Document 7475 is a pocket reference job aid for ease of use at a workstation. The booklet comprises sections which provide information complementary to the title of the document. This Document is referred to in Publication 1346 and can be obtained by the public from EADC only. *W:CAS:SP:IMF:1* Internal Use

**7544**            **11201T**            Each  
*09/1990 No Previous Issue*  
**Examination Reference Guide to Table 37 / Exam Program Monitoring**

This pamphlet will provide the field with a reference guide to what is on Table 37, Examination Program Monitoring and what is contained on the pages. *CP:EX:CS:WMS* Internal Use

**7550**            **11595E**            Each  
*10/1990 Use/Issue Prev Issue First*  
**IRS Drug Free Workplace Employees' Guide**

Document 7550 explains the responsibilities of employees and the IRS in maintaining a drug free workplace. *A:PS:PM* Internal Use

**7553 B**            **14879L**            Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Customer Service Probe & Response Guide (Text only)**

This guide is used in conjunction with Pub. 17 and provides assistors with probe and response points necessary to ascertain information from taxpayers in order to respond to their inquiries. *W:CAS:AM:PPG:ATA* Internal Use **This product may not be ordered by the general public**

**7553 E**            **30952Z**            Each  
*10/2000 No Previous Issue*  
**Accounts Resolution Guide**

The Accounts Resolution Guide is a job aid/quick guide for resolution of certain notice (8815) and refund (4262) taxpayer inquiries. It is to be used by all Account Management, Compliance Services and Field Assistance (W&I/IS/SE) employees who respond to account-related inquiries. *S:CAS:AM* Internal Use

**7555**            **11769K**            Each  
*11/2001 Destroy Prev Issues Upon Rec*

**Information Security---You Are The Key**  
The Computer Security Act of 1987 (Public Law 100-235) mandated Service development of a computer security awareness training program for all employees and contractors. Document 7555 is a component of that program and complies with the complementary requirements of Treasury Directive No. 85-02. Training Doc 9546-002 dated 3-90 (89537Y) covers the same information. *IS:O:O:S:S* Internal Use

**7560 A**            **22867V**            Each  
*09/1996 No Previous Issue*  
**Post Of Duty Directory**

This post of duty listing is a job aid used by the toll free assistors in Taxpayer Service. It includes the city, state, local time of operation, and region. *C:TPS* Internal Use

**7563**            **10783E**            Each  
*01/1990 No Previous Issue*  
**Disability Documents**

Document 7563 is a yellow file folder used to hold disability documents, to be used in disability retirement cases. Personnel can easily identify these folder due to their bright yellow color. *A:PS:C:B* Internal Use

**7564**            **11918V**            Each  
*01/1990 No Previous Issue*

**Voluntary Retirement Documents Folder**  
Special folders are necessary to ensure proper handling of voluntary retirements. *A:PS:C:B* Internal Use

**7565**            **11919G**            Each  
*01/1990 No Previous Issue*  
**Death Documents Folder**

Special folders are necessary to ensure proper handling of death cases. *A:PS:C:B* Internal Use

**7568**            **11936R**            Each  
*04/1994 No Previous Issue*  
**Note**

Document 7568 is a note which is attached to the inside front cover of history folders for products belonging to the IRS Print On Demand Program. The note alerts printing analysts to provide reproducible copies of products to ADC's instead of sending a job to print. *T:M:PS:AFP* Internal Use

**7591**            **45645B**            Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**IRS Policy Against Sexual Harassment (Poster)**

Document 7591, was revised by the originating office (NHQ:EEO) to reflect the new IRS Sexual Harassment Hotline toll free telephone number: 1-866-622-5064. This poster should be posted and/or displayed in all IRS Offices Servicewide to inform ALL IRS EMPLOYEES of the IRS Policy Against Sexual Harassment in the workplace. The TDD/TTY hotline number will remain the same on the posters. The IRS Sexual Harassment poster trim size will be 11" x 17". Document 7591 will print face only on 80# White, Matte-Coated cover in PMS 3005 Cyan (Blue) and Black ink. *N:EEO* Internal Use

**7603**            **10377W**            Each  
*06/1990 No Previous Issue*

**Freeze Condition Codes**  
Document 7603 is the result of a recommendation received by the Accounts Receivable (A/R) Steering Committee. The document is used by service center and district office employees and serves as an aid to alert them of accounts with freeze codes, thereby preventing service collection action via balance due notices, adjustments, credit offsets, etc. *R* Internal Use

**7622**            **12400U**            Each  
*09/1990 No Previous Issue*

**Personal Affairs Record & Info**  
This booklet is used to record information for family use. *A:PS* Internal Use

**7637**            **12501G**            Each  
*08/1990 No Previous Issue*  
**Occupational Safety and Health for IRS Employees**  
*HQ:SS:F* Internal Use

**7640**            **12534B**            Each  
*12/1997 Destroy Prev Issues Upon Rec*  
**Pay Setting Desk Guide**

This document was developed as a result of Critical Success Factor 10: to improve the timeliness and accuracy of payroll and personnel actions and retirement processing. It was developed with the intent that it would be used by the personnel specialist in all personnel offices servicewide when establishing salary rates on personnel actions and pay settings. This document is limited to use by Personnel/Human Resources Offices only. Text prints in black and Cover is surface tinted in PMS 321 (Teal) *N:ADC:H:P:C* Internal Use

**7669**            **12726D**            Each  
*11/1990 No Previous Issue*

**Fair Labor Standards Act (FLSA) Manager's Guide**  
Document 7669 is used by all IRS managers to educate themselves about their responsibilities in administering the Fair Labor Standards Act. *M:S:P:S* Internal Use

**7702**            **12903G**            Each  
*10/1994 Destroy Prev Issues Upon Rec*

**How a Tax Case Gets to Court**  
This document is for chief counsel employees to give an overview of the process of having a tax case go to litigation. *CC:F&M:TC* Internal Use

**7729**            **13080U**            Each  
*03/1991 No Previous Issue*

**Unauthorized Procurement**  
This pamphlet explains and gives examples of unauthorized procurements. *A:P:P:P* Internal Use

## Documents

- 7791**                    **13427V**                    Each  
*05/1994 Destroy Prev Issues Upon Rec*  
**Automated Insolvency System User's Guide**  
 Document used By District office Collection, Special Procedures function personnel as a user's guide to the Automated Insolvency System. Also available to any other functions that may have access to the system. *S:C:CP:T&I Internal Use*
- 7826**                    **13684S**                    Each  
*04/1993 Destroy Prev Issues Upon Rec*  
**Desk Guide for Appeals Officers**  
 This document is a guide to show Appeals Officers how to prepare case memos. *AP:SHR Internal Use*
- 7837**                    **13747Q**                    Each  
*09/1992 Destroy Prev Issues Upon Rec*  
**ISD Quality Measures Handbook**  
 Document 7837 is a job aid for ISD employees and TSM (Tax System Modernization) project staff. The book is designed to guide the user when developing meaningful quality measures that ensure meeting customer needs and improving efficiency and productivity. *M:I:IR Internal Use*
- 7851**                    **13815H**                    Each  
*11/1991 No Previous Issue*  
**Here's What and How for the Best Mail Service**  
 Overview of functions of N.O. Mail Services. *HR:N:FM Internal Use*
- 7875**                    **14080E**                    Each  
*03/1993 Destroy Prev Issues Upon Rec*  
**Software Development Life Cycle Design Document**  
 Document 7875 contains guidelines for Software Development Life Cycle (SDLC) system developers to follow when documenting the design stage of a proposed automated information system. *M:I:S:SP:SQ Internal Use*
- 7882**                    **14100L**                    Each  
*04/1993 Destroy Prev Issues Upon Rec*  
**Software Development Life Cycle Analysis Document**  
 Document 7882 contains guidelines for Software Development Life Cycle (SDLC) system developers to follow when documenting the analysis stage of a proposed automated information system. *M:I:S:SP:SQ Internal Use*
- 7920**                    **14339W**                    Each  
*03/1992 No Previous Issue*  
**Database Design**  
 Document 7920 is for use by database administrators and designers, technical managers, and other personnel involved in the development or interpretation of documentation involving logical and physical database design. The guidelines and standards presented in the document are applicable to all ADP (Automated Data Processing) software systems developed in the IRS that are implementing a DBMS (Database Management System). (NOTE: The standards apply to systems developed by IRS personnel as well as those by contracted ADP support.) *M:I:SD:RM:AP:SQ Internal Use*
- 7921**                    **14351E**                    Each  
*02/1992 No Previous Issue*  
**Responsibility is Yours - Do's and Don'ts for Securing Portable Computers**  
 Doc. 7921 serves to focus attention on the need to take all necessary precautions in order to protect equipment and to stress employee responsibility. Product will serve as a reminder to all employees that security is everyone's responsibility. *A:RE Internal Use*
- 7923**                    **14353A**                    Each  
*09/1992 No Previous Issue*  
**Ethics Resources Guide: Folder & Tabs**  
 This vinyl folder with tabs will be given to each IRS employee as part of Ethics training material, Course No. 9919 A&B. Folder should be maintained by employee to house all ethics material for length of career. *M:EO:D Internal Use*
- 7932**                    **14392Z**                    Each  
*09/1994 Destroy Prev Issues Upon Rec*  
**Section 482 Teleconference Handbook**  
 Document is part of a Counsel Technical Communications Teleconference. *CC:F&M:TC Internal Use*
- 7935**                    **14427F**                    Each  
*03/1992 No Previous Issue*  
**Juran Institute Quality Improvement Tools - Instructors Package**  
 IRS obtained a 10-year licensing agreement to publish and distribute an unlimited number of these instructor packages, to people at all levels of the organization. These packages will help in training employees in systems management and Total Quality techniques. The kit contains the following: Binder for Volume I; Binder for Volume II; Text for Volume I; Text for Volume II; Tabs for Volume I; Tabs for Volume II; Setup Case for Audio Visual masters; and the audio visual masters. *AC:Q Internal Use*
- 7936**                    **14444Q**                    Each  
*03/1992 No Previous Issue*  
**Juran Institute Quality Improvement Tools - Desk Guide**  
 IRS has obtained a 10-year licensing agreement to publish and distribute an unlimited number of these desk guides to people at all levels of the organization. These desk guides will assist with systems management and improvement on a daily basis, for total quality. The desk guide contains the following: Binder, Text and tabs. *NHQ:QTAC:OP Internal Use*
- 7946**                    **14485L**                    Each  
*03/1992 No Previous Issue*  
**Super Suggestion Poster**  
 This poster is used to promote the Super Suggestion Program. An initial distribution is being made to all R.O.'s, D.O.'s, and Srv. Ctrs to the attention of Personnel: Suggestion Coordinator. *N:ADC:H:P:P Internal Use*
- 7968**                    **14585M**                    Each  
*05/1992 No Previous Issue*  
**Site Preparation Guide for Telecommunications Analysts**  
 The guide is used by telecommunications field personnel to identify site preparations requirements for the installation of telecommunications systems and universal wire. *M:I:G Internal Use*
- 7979**                    **14653D**                    Each  
*06/1995 Destroy Prev Issues Upon Rec*  
**Chief Counsel Technical Update**  
 Associate Chief Counsel Technical Update. Note: Item changed from originator control to stocked at all CIDS. *CC:F&M:TC Internal Use*
- 7988**                    **14684C**                    Each  
*10/1992 No Previous Issue*  
**Ethics: Resources for You Brochure (When in Doubt What to Do...)**  
 Doc 7988 is the Ethics brochure that accompanies Doc. 7923, The Ethics Resource Guide. The brochure discusses where to go and to do when an employee has questions about ethics. *M:EO:D Internal Use*
- 8418**                    **14689F**                    Each  
*02/1993 No Previous Issue*  
**On-Site Interview Report**  
 This information is used by field personnel (primarily Exam & CID) to determine interviewing restrictions / requirements overseas. This product printed in 1993 has 7,200 copies BOH in EADC. The document will not be reprinted per Delores Carr (202 874-1369) of A/C International, once the existing stock is depleted. TBrown. *CP:IN:P Internal Use* **This product may not be ordered by the general public**
- 8443**                    **20936D**                    Each  
*07/1994 No Previous Issue*  
**IRS Coordinated Examination Program Auditing Standards**  
 This Document is used only by the Coordinated Examination Programs (CEP) Auditing Standards for the IRS employees. This Document is a reference guide for everyday use of the employees. *CP:EX:C Internal Use*
- 8449**                    **25773C**                    Each  
*05/1998 No Previous Issue*  
**Leadsheet Worksheet System**  
 Document 8449 is an exhibits package used by Revenue Agents preparing workpapers using the leadsheet approach. Document 8449 is used in conjunction with TPDS material and should be stocked at CAD. *OP:EX:ST Internal Use* **This product may not be ordered by the general public**

## Documents

- 9039 A**      *12106F*      Each  
*08/1995 Destroy Prev Issues Upon Rec*  
**The IRS Systems Management Handbook**  
Document 9039A is for use by all IRS employees to provides guidance in systems management. This book contains procedures needed to support the Core Business Systems and Total Quality Organization joint agreement between IRS and NTEU. *AC:Q* Internal Use
- 9039 B**      *21958B*      Each  
*03/1996 No Previous Issue*  
**Creating A System Management Environment**  
Doc. 9039B is to help executives and top level managers establish and maintain a consistent environment for managing systems as part of daily activity. *AC:Q* Internal Use
- 9040**      *14935K*      Each  
*01/1994 No Previous Issue*  
**Audit Information Management System - Open and Closed Case Data Files Data Dictionary**  
This document assist Field Personnel with definitions for the Open and Closed Case Database. *S:C:CP:CW:EMIS* Internal Use
- 9072**      *15218C*      Each  
*01/1993 No Previous Issue*  
**Accounting for Change**  
This document will be used to implement the compliance 2000 initiative on change of methods on accounting (Rev. Pro. 92-20). *CC:F&M:TC* Internal Use
- 9074**      *15229J*      Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Examination Quality Measurement System (EQMS) Quality Standards**  
Document 9074 is a quick reference, tri-fold brochure which contains the quality standards developed in support of the Examination function quality improvement program. The standards provide objective criteria against which the case quality of SB/SE examiners is evaluated. *S:SR:PMC* Internal Use
- 9075**      *15230K*      Each  
*08/1995 Destroy Prev Issues Upon Rec*  
**Examination Quality Measurement System - Auditing Standards (Poster)**  
This poster will be used to publicize the EQMS Auditing Standards. *S:C:CP:RC:ES* Internal Use
- 9077**      *15236Y*      Each  
*01/1993 No Previous Issue*  
**Standards of Ethical Conduct/Government-Wide**  
Doc. 9077 is a portion of the Office of Government Ethics (OGE) published Uniform Standards of Ethical Conduct for Employees of the Executive Branch. *N:ADC:H:R* Internal Use
- 9087**      *15332H*      Each  
*01/1999 Destroy Prev Rev. Immediately*  
**Corporate Education Training Program for Customer Service**  
This publication outlines the Customer Service Education Department Training guidelines for Customer Service Representatives and lists the courses available for technical training. *M:S:CE:TX:CS* Internal Use
- 9089**      *15356R*      Each  
*08/1994 Destroy Prev Issues Upon Rec*  
**Telecommunications Tactical Plan (2nd Edition)**  
Document 9089 is a roadmap reference and implementation book for use by Service executives, telecommunications and information systems managers and staffs at the national and field level. The book, which specifies the Service target telecommunications architecture, requires telecommunications personnel to develop and execute telecommunications site plans. *IS:N:T:N:T* Internal Use
- 9098**      *15624K*      Each  
*12/1999 Destroy Prev Rev. Immediately*  
**Market Segment Specialization Program (MSSP)**  
This pamphlet explains the new high priority direction of Examination for all Exam Employees. It's an information only document. *OP:EX:CS:M* Internal Use
- 9123**      *15797Q*      Each  
*02/1998 Destroy Prev Issues Upon Rec*  
**Filing a False Federal Income Tax**  
This poster is for presentations for CI. *CI:S:RPE* Internal Use
- 9123 (SP)**      *15992P*      Each  
*01/1994 No Previous Issue*  
**Filing a false federal income tax return (Spanish Version)**  
This is for proofs for the spanish version of Doc. 9123. *CI:S:RPE* Internal Use
- 9126**      *15879V*      Each  
*07/1993 No Previous Issue*  
**Application Development Standards (ADS) Handbook**  
Document 9126 contains standards, guidelines, tips, and examples to assist information systems analysts in interpreting and applying the products, procedures, and technologies they will encounter in the normal course of their work. *M:I:SD:RM:AP:SQ* Internal Use
- 9129**      *15840M*      Each  
*07/1993 No Previous Issue*  
**Penalty Teleconference Brochure**  
This document is used to convey penalty policies and information to chief counsel employees. *CC:F&M:TC* Internal Use
- 9139**      *15888G*      Each  
*08/1995 No Previous Issue*  
**Report of The Task Force on Sexual Harassment**  
Document 9139 is the report of the task force on sexual harassment. This booklet is for reference by IRS executives and managers. *M:EO:A* Internal Use
- 9141**      *15891D*      Each  
*09/1993 No Previous Issue*  
**Guidance for all Employees on Deputy Agency Ethics Official**  
D9141 provides guidance to all new employees as they receive TPDS (Training Publication Distribution System) information. It is used along with the new Ethics Resource Guide. *M:H:E* Internal Use
- 9142**      *15893Z*      Each  
*09/1993 No Previous Issue*  
**Guidance for all Employees on Reporting Misconduct**  
D9142 provides guidance to all employees as they receive TPDS Training Publication Distribution System) information. It is used as a guide to reporting misconduct along with the new Ethics Resource Guide. *M:H:E* Internal Use
- 9157**      *15970B*      Each  
*03/1999 Special Handling/See Remarks*  
**IRS Managers' Communications Toolkit**  
Document 9157 is distributed to all IRS managers nationwide. This booklet is intended to aid managers in leading change. EADC in Richmond Virginia is to maintain additional stock for each revision date of this document. When the stock for specific revisions is depleted it will not be reprinted. IRS offices can order this item for training or information purposes. When placing an order for Document 9157 the orderer MUST specify the exact revision date being ordered. *CL:C:IC* Internal Use
- 9157 A**      *21083D*      Each  
*10/1994 No Previous Issue*  
**IRS Managers' Communications Toolkit Binder Inserts**  
Document 9157A is a Binder Insert kit for use with Document 9157, IRS Managers' Communications Toolkit. This document consist of a cover memo, 1 binder cover insert and 1 binder spine insert. This kit should convert any standard binder with a front and spine insert panel into a Toolkit binder. *CL:C:IC* Internal Use
- 9161**      *15989S*      Each  
*08/1993 Destroy Prev Issues Upon Rec*  
**Currency and Banking Retrieval System User's Guide**  
Originated by DCC, Doc 9161 guides authorized users in accessing documents from the DCC database. Provides instructions on use of the Currency and Banking Retrieval System. Used by CI, Exam, Collection, plus other Treasury groups. *IS:N:D:CB:S* Internal Use

## Documents

- 9162**                    *16003L*                    Each  
*09/1993 No Previous Issue*  
**CFOL Command Codes**  
Document 9162 is a quick reference guide for field personnel use when accessing CFOL (Corporate Files On-Line) command codes. Doc 9162 was a guide used at terminals by IDRS users servicewide to make more efficient use of Corporate Files on Line (CFOL) command codes. Effective with Chapter 14 of the 1995 revision of Document 6209 (catnum 61462O), ADP and ODRS OInformation, Doc 9162 is obsolete as present stock is depleted. *IS:D:I:CFL* Internal Use
- 9165**                    *16142L*                    Each  
*05/1995 Destroy Prev Issues Upon Rec*  
**Video Users Guide to Section 530 - The Experts Talk about Granting Relief**  
This item is part of Counsel Technical Communications. This guide provides information when employees are misclassified as independent contractors. This guide can be used as a reference tool to follow along with the video tape or as a desk reference for technical information. *CC:F&M:TC* Internal Use
- 9168**                    *16260I*                    Each  
*09/1993 No Previous Issue*  
**Partnership Allocations Video Users Guide**  
This document is part of Counsel Technical Communications. This is a user-guide in auditing partnership allocations. *CC:F&M:TC* Internal Use
- 9170**                    *16381M*                    Each  
*09/1993 No Previous Issue*  
**TSS Critical Elements and Performance Standards**  
TSS elements and standards is for all the Field Taxpayer Service assistants and managers. This item is distributed on the IMDDS Program using Cat. Number 01003R. For more information, see Chapter 5 instructions in Document 7130. *T:C:P:S:C* Internal Use
- 9171**                    *16393E*                    Each  
*09/1993 No Previous Issue*  
**TSR Critical Elements and Performance Standards**  
TSR & TSS elements and standards are to distributed to all the Field Taxpayer Service assistants and managers. This item is distributed on the IMDDS Program using Cat. Number 01004C. For more information, see Chapter 5 instructions in Document 7130. *T:C:P:S:C* Internal Use
- 9183**                    *16904F*                    Each  
*04/1994 No Previous Issue*  
**Clarity Standards Desk Guide**  
This Document will serve as ready reference for service employees who originate or revise taxpayer correspondence such as letters and notices. *T:FP:N* Internal Use
- 9185**                    *17191Q*                    Each  
*03/2000 Destroy Prev Issues Upon Rec*  
**Purchase Card Guide**  
This document provides instructions on the use of credit cards to IRS cardholders, including Revenue Officers and Special Agents. This booklet has been revised with current new regulations. The previous Doc 9184, Revenue Officers Guide, has been consolidated with this Doc. 9185. Document 9184 has been obsolete. *A:P:P:P* Internal Use
- 9186**                    *17214E*                    Each  
*03/2001 Destroy Prev Issues Upon Rec*  
**Taxpayer Advocate Service Case Criteria Card**  
Doc. 9186 is to be used by all Taxpayer Advocate Officers as a quick reference job aid to determine which complaints and inquiries should be forwarded to the Taxpayer Advocate Program. *TA:TAO* Internal Use
- 9189**                    *17507S*                    Each  
*12/1994 No Previous Issue*  
**THE SPIRIT LIVES - Native Americans and the Internal Revenue Service**  
Document 9189 contains general information on Native Americans. Also, this brochure addresses the IRS's outreach efforts to recruit Native Americans. This document should be used by all IRS offices as a handout during Native American Special Emphasis Programs and at special events in November (Native American Heritage Month). Document 9189 was developed by servicewide EEO. *M:EO:A* Internal Use
- 9190**                    *17754T*                    Each  
*10/1993 No Previous Issue*  
**The IRS Planning for Quality Handbook**  
Document 9190 is to be used as a guide for designing major IRS processes. Some of those who should use this document are Core Business Systems Teams, Subsystems and Process owners. This book is looseleaf and three hole punched for inserting into a three ring binder. Each user must furnish their own binder as they are not stocked by the IRS Area Distribution Centers. This item MUST NOT be furnished to the public because it contains copyrighted information. Each shrink wrapped book also contains a separate cover printed in blue ink. The separate cover is not three hole punched because it is to be *C:Q* Internal Use
- 9210**                    *20202Q*                    Each  
*01/1989 No Previous Issue*  
**All Purpose Seal for Awards - Gold**  
Doc. 9210 is a seal to be affixed to award or recognition certificates. It is a 2 1/8" diameter circle, metallic gold, stamp embossed with "Internal Revenue Service" surrounding the IRS crest. *N:ADC:H:P:P* Internal Use **This product may not be ordered by the general public**
- 9222**                    *20489L*                    Each  
*01/1994 No Previous Issue*  
**Privacy Project Report**  
Document 9222 contains the reports and corresponding appendices to the three-phase comprehensive review initiated in January 1991 of the IRS privacy strategy. The review was performed Servicewide to ensure that the strategy (1) protects taxpayer information against inappropriate use, and (2) is appropriate and timely for modernization of basic information systems and Servicewide operations. *IS:PA* Internal Use
- 9225**                    *20515W*                    Each  
*02/1994 No Previous Issue*  
**Bankruptcy Disclosure Handbook**  
This document is for chief counsel and disclosure personnel for use concerning bankruptcy issues. 2/28/2002 There is a chapter in the Disclosure Litigation Training Text, Doc 8448, available on the website that addresses disclosures in the bankruptcy context. Also, IRS released in hard copy form, which tax services and LEXIS have reproduced electronically, Litigating Guideline Memoranda (LGMs). DL-4, Disclosure of Returns and Return Information in Bankruptcy cases, contains virtually the same content as Doc 9225. The web site is <http://www.irs.treas.gov/pub/irs-utl/doc8448-rev4-2000.pdf>. *A*  
*CC:PA:DPL* Internal Use
- 9230**                    *20542D*                    Each  
*03/1994 No Previous Issue*  
**AUR Security Rules**  
This document will be used by AUR Service Center Managers, who will give it to their employees who use the AUR system. *R:C:I:A* Internal Use
- 9234**                    *20573C*                    Each  
*09/1994 No Previous Issue*  
**Telecommunications Specialists Guide to Developing Reasonable Accommodation for Employees ...**  
Document 9234 is the outgrowth of a task force which convened to discuss ways/means of enhancing the quality of working conditions for employees with disabilities. The document assists Information Systems professionals in providing telecommunications and Automated Data Processing (ADP) adaptive equipment as appropriate to the disabled employees identified needs. *IS:N:T:N:T* Internal Use



## Documents

- 9235**                    *209111*                    Each  
*06/1994 No Previous Issue*  
**Telecommunications Core Curriculum Training Performance Summary Guide**  
The Technical Management Division will ensure the effective and efficient implementation and maintenance of all hardware, software, and tele- communications components of our corporate information systems environ- ment. The services we provide our customers include capacity planning, performance management, systems and communications software, IRS telecommunications support, and management and support of Departmental (Treasure-Wide) network services.  
*M:CE:IT* Internal Use
- 9240**                    *20617T*                    Each  
*04/1994 No Previous Issue*  
**Employee Benefit Plans, Explanation No. 5c Coverage & Nondiscrimination Req: General Test & Benefit**  
General Test and average Benefit Test  
*T:EP* Internal Use
- 9241**                    *20618E*                    Each  
*04/1994 Destroy Prev Issues Upon Rec*  
**Employee Benefit Plans: Explanation No. 5B Permitted Disparity**  
The purpose of 5B is to identify major problems relating to permitted disparity requirements of section 401 (l) of the Code.  
*T:EP* Internal Use
- 9242**                    *20619P*                    Each  
*04/1994 No Previous Issue*  
**Employee Benefit Plans - Explanation No. 5 - Coverage & Nondiscrimination Req. Defined Benefit Plans**  
coverage and nondiscrimination req. Defined benefit plans  
*T:EP* Internal Use
- 9249**                    *20733U*                    Each  
*06/1994 No Previous Issue*  
**New Command Code (Names)**  
This poster is an introduction to the new command code "NAMES" available under the (CFOL) program. CFOL is an expanding component under Tax Systems Modernization (TSM). These posters are initially being sent to IDRS users in all Regions, Districts and Service Centers. This item is distributed on the IMDDS Program using Cat. Number 01608A. For more information, see Chapter 5 instructions in Document 7130. *T:C:T:F* Internal Use
- 9262**                    *20853N*                    Each  
*01/1995 No Previous Issue*  
**Seeing Things Differently: A Guide to Managing Conflict**  
A Guide to Managing Conflict will help to provide necessary guidance, skills and support in resolving conflict promptly and informally. It is being distributed to all managers. *M:S:CE:PD:A* Internal Use
- 9266**                    *20863J*                    Each  
*04/1998 Destroy Prev Issues Upon Rec*  
**Participant's Guide to NORD/NC V Contract Changes**  
Doc. 9266 highlights changes made in collective bargaining agreements with NTEU. This item is normally distributed through IMDDS all-managers pattern. *M:S:L* Internal Use
- 9270**                    *20881F*                    Each  
*06/1994 No Previous Issue*  
**Leadership Attribute Inventory Cover Assessment**  
Doc. 9270 is an inventory of leadership attributes for managers to rate the effectiveness of people for each of the listed activities. *M:S:CE:PD:L* Internal Use
- 9271**                    *20901M*                    Each  
*06/1994 No Previous Issue*  
**IRS/NTEU National EEO Task Force Report - Supplemental Report**  
In 1991, an IRS/NTEU National EEO Task Force studied the high incidence of disciplinary actions among certain racial groups within IRS. This supplemental report supports the previous data and shows that disciplinary actions continue at an uneven rate.  
*PC:C:I* Internal Use
- 9278**                    *20957G*                    Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Reasonable Accommodation for Persons with Disabilities**  
Document 9278 is a brochure for use by all IRS managers. It provides information on reasonable accomodation for persons with disabilities.This document is distributed to all managers in the DC Metro area only (except Counsel and TIGTA).  
*M:HQ:EOM:SPO* Internal Use
- 9282 A**                    *23286G*                    Each  
*12/1996 No Previous Issue*  
**Business Reply Label (Collection)**  
This document was created specifically for use by the Lien Department when filing Federal Tax Liens and releases with the courthouses in the Gulf Coast District. This product received a National Product Number. *W:CAR:SPEC:PPD:E* General Admin Public Use
- 9282 B**                    *33234A*                    Each  
*12/2001 No Previous Issue*  
**BUSINESS REPLY LABEL(MEMPHIS)**  
This label is used by VITA/TCE sites to mail Form 8453, "US Individual Income Tax Declaration for Electronic Filing" to the Memphis IRS Center. When using, affix label to upper right corner of #10 envelope. Be sure label is at edge of top right corner. Do not use tape. Do not write on envelope or use envelope with no printing other than return address.  
*W:CAR:SPEC:PPD:E* Tax Related Public Use
- 9282 C**                    *33246S*                    Each  
*12/2001 No Previous Issue*  
**BUSINESS REPLY LABEL (OGDEN)**  
This label is used by VITA/TCE sites to mail Form 8453, "US Individual Income Tax Declaration for Electronic Filing" to the Ogden IRS Center. When using, affix label to upper right corner of #10 envelope. Be sure label is at edge of top right corner. Do not use tape. Do not write on envelope or use envelope withpinting other than return address. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 9282 D**                    *33257Z*                    Each  
*12/2001 No Previous Issue*  
**BUSINESS REPLY LABEL (ANDOVER)**  
This label is used by VITA/TCE sites to mail Form 8453, "US Individual Income Tax Declaration for Electronic Filing" to The Andover IRS Center. When using,affix label to upper right corner of #10 envelope. Be sure level is at edge of top right corner. Do not use tape. Do not write on envelope or use envelope with printing other than return address. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 9282 E**                    *33261H*                    Each  
*12/2001 No Previous Issue*  
**BUSINESS REPLY LABEL (AUSTIN)**  
This label is used by VITA/TCE sites to mail Form 8453, "US Individual Income Tax Declaration for Electronic Filing" to The Austin IRS Center. When using, affix label to upper right corner of #10 envelope. Be sure level is at edge of top right corner. Do not use tape. Do not write on envelope or use envelope withpinting other than return address. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 9282 F**                    *33268G*                    Each  
*12/2001 No Previous Issue*  
**BUSINESS REPLY LABEL (CINCINNATI)**  
This label is used by VITA/TCE sites to mail Form 8453, "US Individual Income Tax Declaration for Electronic Filing" to the Cincinnati IRS Center. When using, affix label to upper right corner of #10 envelope. Be sure label is at edge of top right corner. Do not use tape. Do not write on envelope or use envelope with printing other than return address. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 9284**                    *21005F*                    Each  
*08/1994 No Previous Issue*  
**Resource Book: The Privacy Act of 1974**  
This book is used as a resource tool for Disclosure Litigation attorneys in dealing with Privacy Act questions. This item is distributed on the IMDDS Program using Cat. Number 01454M. For more information, see Chapter 5 instructions in Document 7130. *CC:EL:D* Internal Use

## Documents

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|---|--|--|
| <p><b>9285</b>                    <i>21011J</i>                    Each<br/> <i>08/1994 No Previous Issue</i><br/> <b>Discharge and Dischargeability Deskbook</b><br/>                     This publication is used by Chief Counsel attorneys throughout the country. This item is distributed on the IMDDS Program using Cat. Number 01532Z. For more information, see Chapter 5 instructions in Document 7130. <i>CC:EL:GL</i> Internal Use</p>  | <p><b>9343</b>                    <i>12107Q</i>                    Each<br/> <i>11/2000 Destroy Prev Issues Upon Rec</i><br/> <b>Leadership Department Catalog</b><br/>                     Doc. 9343 details the Service's Leadership Curriculum. The catalog describes the process of determining training requirements for leaders. The Leadership Department uses the Leadership Attributes as the base to match needs to educational modules. <i>N:ADC:H:L</i> Internal Use</p>   | <p><b>9397</b>                    <i>21559I</i>                    Each<br/> <i>05/1995 No Previous Issue</i><br/> <b>Employment Tax Myths and Misconceptions Brochure</b><br/>                     This is part of the Counsel Technical Communication office. This item discusses information concerning employment tax myths. <i>CC:F&amp;M:TC</i> Internal Use</p>   |
| <p><b>9287</b>                    <i>21014Q</i>                    Each<br/> <i>09/1994 No Previous Issue</i><br/> <b>The Basics of Financial Products User Guide</b><br/>                     This book is another product from the Office of Assistant Chief Counsel, Financial Institutions and Products to improve understanding of how financial products are used in the marketplace. This document is an introduction to the basics of financial products such as forward, futures, and options contracts, notional principal contracts, hedging transactions, short sales, and straddles and how all of these are traded. <i>CC:F&amp;M:TC</i> Internal Use</p>   | <p><b>9347</b>                    <i>12195K</i>                    Each<br/> <i>12/1994 No Previous Issue</i><br/> <b>Surveillance Handbook</b><br/>                     This document will assist Chief Counsel attorneys who may have questions regarding the various methods of surveillance and the permissible uses of the evidence derived therefrom. <i>CC:CT</i> Internal Use</p>  | <p><b>9404</b>                    <i>21576T</i>                    Each<br/> <i>05/1995 No Previous Issue</i><br/> <b>FRPS Services Module - Customer User Guide</b><br/>                     Welcome to the Facilities Request Processing System (FRPS) - Services Module. The automated system for requesting Facilities services. With FRPS, you have the ability to input requisitions electronically to Facilities. This eliminates the timely preparation of a paper document (Form 1334), and the approval and mail process. As a result you requests are processed more quickly. <i>M:RE:FS</i> Internal Use</p>   |
| <p><b>9300</b>                    <i>10567C</i>                    Each<br/> <i>09/1994 No Previous Issue</i><br/> <b>Ten Core Ethical Principles/Five Principles of Public Service Ethics</b><br/>                     This form is placed in the back of all training documents: new, revised, and reprinted. <i>M:CE:PD:GB</i> Internal Use</p>  | <p><b>9352</b>                    <i>14190B</i>                    Each<br/> <i>04/1997 Destroy Prev Issues Upon Rec</i><br/> <b>Quality Standards For PRP Casework</b><br/>                     Document 9352 is a quick reference sheet to be used by Problem Resolution Officers. This sheet contains the minimum standards for acceptable PRP casework and may be supplemented by regional or local office instructions. <i>C:TA</i> Internal Use</p>  | <p><b>9405</b>                    <i>21577E</i>                    Each<br/> <i>05/1995 No Previous Issue</i><br/> <b>FRPS - Services Module - FM User Guide</b><br/>                     This is the user guide for FRPS. <i>M:RE:FS</i> Internal Use</p>   |
| <p><b>9306</b>                    <i>21093Z</i>                    Each<br/> <i>08/1995 No Previous Issue</i><br/> <b>Action Plan for the Prevention of Sexual Harassment</b><br/>                     Document 9306 is an action plan that has been developed to prevent sexual harassment. This booklet is for use by all IRS managers. <i>M:EO:A</i> Internal Use</p>  | <p><b>9364</b>                    <i>21306T</i>                    Each<br/> <i>04/1995 No Previous Issue</i><br/> <b>PCAS Handbook</b><br/>                     Document 9364 is the outgrowth of a cooperative effort between the Chief Financial Officer (CFO) and the Chief Information Officer (CIO). The book contains joint organization procedures, reports, and guidelines to help ensure that PCAS codes are established for TSM and non-TSM (Tax Systems Modernization) projects and sub-projects funded by FY-95 Appropriation 4 resources. <i>IS:S:F</i> Internal Use</p> | <p><b>9406</b>                    <i>21578P</i>                    Each<br/> <i>05/1995 No Previous Issue</i><br/> <b>FRPS - Forms &amp; Supply Module - FM User Guide</b><br/>                     This is the FMB User guide to the Stock Inventory Management and Customer Ordering (SIMCO) system, the automated system for managing your forms and supplies. <i>M:RE:FS</i> Internal Use</p>  |
| <p><b>9320</b>                    <i>21191E</i>                    Each<br/> <i>10/1994 No Previous Issue</i><br/> <b>A Taxing Trail of History - Commemorating the Bicentennial of the Whiskey Rebellion</b><br/>                     Document 9320 was produced as part of the IRS Historical Studies Program. This brochure is to be distributed by the originator to IRS offices in the state of Pennsylvania and bordering states. This distribution was determined because the historical sites of the Whiskey Rebellion are in Pennsylvania. This document is a guide with directions and information about each Whiskey Rebellion site. The brochure is printed on Laid Finish Cover, Cream, 65# in PMS 209 (Red) ink. <i>PC</i> Internal Use</p> | <p><b>9373</b>                    <i>21434M</i>                    Each<br/> <i>02/1995 No Previous Issue</i><br/> <b>IRS User Fees Training Aid</b><br/>                     This is a pocket guide containing the IRS installment agreement user fees. <i>M:CE</i> Internal Use</p>  | <p><b>9418</b>                    <i>21624S</i>                    Each<br/> <i>06/1995 No Previous Issue</i><br/> <b>TTV Update Section 162K</b><br/>                     Userguide for TTV Update teleconference. <i>CC:F&amp;M:TC</i> Internal Use</p>  |
| <p><b>9335</b>                    <i>10557G</i>                    Each<br/> <i>11/1999 Use/Issue Prev Issue First</i><br/> <b>Interim Handbook of Employee Conduct and Ethical Behavior</b><br/>                     Interim Handbook of Employee Conduct and Ethical Behavior is an interim document for use until Treasury Supplemental Rules are available. It incorporates a number of regs, statutes, policies, advice and guidance into one document. <i>N:ADC:H:R</i> Internal Use</p>  | <p><b>9377</b>                    <i>21474W</i>                    Each<br/> <i>06/1995 No Previous Issue</i><br/> <b>Universal Wire Implementation Guide</b><br/>                     Document 9377 is a reference tool which provides telecommunications analysts, technicians, and managers with detailed information to effectively implement and maintain the Universal Wire Plan in all Service locations. <i>M:I:T:B</i> Internal Use</p>   | <p><b>9428</b>                    <i>21714X</i>                    Each<br/> <i>07/1995 No Previous Issue</i><br/> <b>Preparing Unscheduled Maintenance Reports (UMRs)</b><br/>                     Document 9428 provides generic minimum problem reporting requirements for all computer systems and components regardless of size or location. The contents of this handbook focuses on reporting both hardware and software problems for internal (on-site) resolution. Systems operators, administrators, management and others with similar responsibilities must familiarize themselves with the requirements of this handbook and take the appropriate actions to resolve or correct problems which restrict, slow or stop scheduled production or processing. This document supersedes and obsoletes SCRS-11 and 1 <i>IS:N:O:A</i> Internal Use</p> |

## Documents

- 9439**                    *21783K*                    Each  
*11/1999 Destroy Prev Issues Upon Rec*  
**Prevention of Sexual Harassment - A Reference Guide For Managers**  
Document 9439, Prevention of Sexual Harassment - A Desk Reference Guide for Managers, was revised by the originating office Servicewide EEO & Diversity. It is intended to educate and inform managers about the prevention of SEXUAL HARASSMENT in the workplace. This document will be printed head to head on 60# White, Dull-Coated stock in PMS 3005 Cyan (Blue) and Black ink. Cover Prints on 80# White, Litho-Coated Cover in PMS 3005 Cyan (Blue) and Black ink. Trim Size: 17" x 22" saddle stitch to 8 1/2" x 11". This document will be printed in 14 point type for those persons with seriously impaired N:EEO Internal Use
- 9442**                    *21799U*                    Each  
*08/1995 No Previous Issue*  
**Understanding CPM**  
Document to be used for a teleconference by the Chief Counsel (TTV) team. CC:F&M:TC Internal Use
- 9451**                    *21857P*                    Each  
*09/1995 No Previous Issue*  
**Alternative Dispute Resolution Handbook**  
Item to be used for a nationwide teleconference. CC:F&M:TC Internal Use
- 9464**                    *22008W*                    Each  
*11/1995 No Previous Issue*  
**Intercompany Transactions Consolidated**  
Document to be used by the TTV team. CC:F&M:TC Internal Use
- 9465**                    *22024W*                    Each  
*11/1995 No Previous Issue*  
**International Mergers and Acquisitions**  
Document to be used by the TTV team CC:F&M:TC Internal Use
- 9468**                    *22051D*                    Each  
*06/2001 No Previous Issue*  
**Protecting Your Password--A Guide to Good Practice**  
Document 9468 contains information to help computer users protect their password. M:S:C:S Internal Use
- 9470**                    *22131M*                    Each  
*12/1995 No Previous Issue*  
**Basis of Corporate Tax**  
Document used by the TTV team. CC:F&M:TC Internal Use
- 9476**                    *22152P*                    Each  
*12/1995 No Previous Issue*  
**Supplement to - Incompany Transactions Consolidated**  
Document to be used by the TTV team (Chief Counsel) CC:F&M:TC Internal Use
- 9485**                    *22279H*                    Each  
*09/1998 No Previous Issue*  
**Automated Data Processing Property Management Section (APMS)--ADP Property Management.....**  
Document 9485 provides standardized procedures, definitions, and requirements which will be used to ensure basic and financial accountability for all owned or leased ADP property maintained within the Service. The guide establishes policy for the Integrated Network and Operating Management System (INOMS) and is for use Servicewide by ADP Inventory Coordinators. Doc 9485 can be downloaded in PDF Format from the INOMS Web Page. The address is HTTP://WW2.aus.irs.gov/inoms/inoms\_hp.htm. (5/7/98) This document is supporting documentation to IRM 2.1.9, ADP Property Management and IDRS. It will be M:I:E:CP:T:A Internal Use
- 9492**                    *22299Z*                    Each  
*11/2001 No Previous Issue*  
**HQ Records Management Brochure**  
Doc. 9492 is a brochure for Headquarters employees describing the importance of keeping good records. HQ:SS Internal Use
- 9515**                    *22342V*                    Each  
*06/1997 No Previous Issue*  
**IRS Management Controls Handbook**  
This item is printed yearly and is used by all IRS Managers Nationwide. It is a reference tool for managers to fulfill their responsibilities for day-to-day activities. CFO:A:M Internal Use
- 9526**                    *22361C*                    Set  
*09/1996 Use/Issue Prev Issue First*  
**Supplemental File on Other Responsible Officers - 100% Penalty File Tabs (Other than Appeals Cases)**  
This document will be used as a Supplemental file for 100% Penalty Investigative tabs (Other than Appeals cases). It was converted to the National Numbering System and supersedes RC SE Doc 310 and MAR 2313. COLL Internal Use
- 9553**                    *22419H*                    Each  
*05/1997 No Previous Issue*  
**Home Office Safety Handbook**  
This document was originally published as a part of Document 9424, Flexiplace Program Guidelines. It is now being made available from the Area Distribution Center (ADC) as a separate document. This Home Office Safety Handbook is needed by those employees who actually participate in the Flexiplace Program. M:RE Internal Use
- 9559**                    *22444S*                    Each  
*06/1996 No Previous Issue*  
**No Document for Association**  
This document is used when there is no IDRS source documents to be associated to the labels. T:R Internal Use
- 9570 B**                    *25211Z*                    Each  
*11/1997 No Previous Issue*  
**Occupant Emergency Plan - Norfolk Federal Building**  
This document describes standard operating procedures for the physical protection of all employees and visitors in the Norfolk Federal Building. The procedures cover fires, bomb threats, explosions, demonstrations, sit-ins, civil disorders, terrorist actions and other emergency situations. EX:E:1413 Internal Use
- 9589**                    *22429D*                    Each  
*10/2001 Destroy Prev Rev. Immediately*  
**Field Envelope Ordering Information**  
This document provides information and instructions for field offices to place envelope orders on GPO Program 2551-S. Included in the document are general information, current price list, envelope diagrams, and instructions for completing the Form 9880, Envelope Order Form, Catalog #22417L. Contractor information and prices are valid through September 30, 2002. W:CAR:MP:M:PS:AFPS Internal Use
- 9592**                    *22517M*                    Each  
*06/1996 No Previous Issue*  
**Total Quality Organization: Application for Certification (Southeast Region)**  
This product describes how the Support Services Division of the Southeast Region developed a Total Quality Organization (TQO) Plan, the self-assessment process it uses (including critical elements), and the Partnership Agreement between the National Treasury Employees Union and the Director, Support Services (Southeast Region). DSS:PMB Internal Use
- 9600**                    *92449T*                    Set  
*06/1996 Use/Issue Prev Issue First*  
**100% Penalty Investigative Case File Tabs (w/out top block)**  
This product is a set of tab dividers used to organize 100% penalty case files. Used by various functions (i.e., Collection, Exam, and Appeals) throughout the NE and SE Regions. These tabs serve as a checklist for the originator and facilitate the review process. This product was converted to the national numbering system. Prior to 6-96 this was identified as RC-SE Doc 309. This product also supersedes NAR Doc 59 and RC-C Doc 307. COMPLIANCE Internal Use
- 9600 A**                    *22575S*                    Set  
*06/1996 Use/Issue Prev Issue First*  
**Key File - 100% Penalty Investigative File Tabs (Other than Appeals Cases)**  
These tabs are used to organize the files of certain cases (other than those in Appeals). Some district offices' Special Procedures Function require that these tab dividers be transmitted with each case. This was converted to a National Numbering System. Revisions prior to (6-96) were identified as RC SE Doc. 309 (Rev. 9-91). W:CAR:MP:M:PS:AFPS Internal Use

## Documents

- 9600 B**      *22737G*      Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**(Tab Dividers for Offer-in-Compromise Case Files)**  
Document 9600-B is used by offer-in-compromise (OIC) specialists and tax examiners to organize their case file(s) prior to the various levels of review. The preprinted tab headings facilitate user separation of the papers to be filed. *OP:CO:C:SP* Internal Use
- 9600 C**      *22965A*      Set  
*09/1996 Use/Issue Prev Issue First*  
**Key File 100% Penalty Investigative Case File Tabs (Other than Appeals cases)**  
Tabs used with key file 100% Penalty cases (Other than Appeals cases) in Northeast and Southesat Regions. It was converted to the national numbering system. Revisions prior to 09-96 were identified as RC SE Doc 309 and MAR 2313. *W* Internal Use
- 9608**      *22632C*      Each  
*07/1996 No Previous Issue*  
**Procurement Network System (PRONET), Version 4.0: User's Guide for Procurement Personnel**  
This is a network guide for employees using PRONET (Procurement Network System), a procurement system that documents small purchases, prepares obligating documents, and generates activity reports. This book is divided into modules, which parallel the logical flow of data in the acquisition process. *PROCUREMENT* Internal Use
- 9612**      *22689H*      Each  
*06/1998 Destroy Prev Issues Upon Rec*  
**Manager's Guide to Workers' Compensation Claims**  
Document 9612 is used to provide administration of the Federal Employees Compensation Act (FECA). The handbook guides managers, employees, and Workers Compensation Center (WCC) staff on benefits provided to those who are injured in the workplace while on duty. *DSS:POAD:WCC* Internal Use
- 9612 A**      *28274M*      Each  
*07/1999 No Previous Issue*  
**Summary of Changes to the Managers Guide to Workers Compensation Claims**  
This document provides updated information concerning Department of Labor (DOL) regulatory and procedural changes within the Worker's Compensation program. These changes became effective January 1, 1999. This update is necessary for IRS managers to accurately perform their management responsibilities when employees are injured on the job. *POAD:WCC* Internal Use
- 9622**      *22539A*      Each  
*06/1996 No Previous Issue*  
**ISP Forum: Mergers and Acquisitions**  
Document will be used at a teleconference on July 2, 1996. Item is stocked in EADC, however, approval is needed from the originator office for any quantities requested. *CC:F&M:TC* Internal Use
- 9627**      *22588V*      Each  
*05/1998 No Previous Issue*  
**Information Systems Security Procedural Guide**  
The purpose of this document is to provide standardized procedures to be used by Internal Revenue Service organizations to ensure the protection of sensitive but unclassified (SBU) information systems, applications, and networks. This document contains "how to" guidance for items addressed in IRM 2.1.10, Information Systems Security. *IS:S:A:CM* Internal Use
- 9629**      *22638Q*      Each  
*07/1996 No Previous Issue*  
**ISP Forum: Aerospace**  
Document to be used for a teleconference. *CC:F&M:TC* Internal Use
- 9636**      *22854S*      Each  
*09/1996 No Previous Issue*  
**Managers Guide To TIMIS Organization Codes**  
Document is distributed to all managers to provide instructions for proper coding and to assist them in the correct processing of time cards and personnel actions, also instructions for proper coding and where to obtain additional assistance. This item is applicable to all regions. Distribution was made to all managers in the Northeast and Southeast regions with a supply placed in the EADC for additional supply as needed. *CSS:TPC* Internal Use
- 9637**      *22855D*      Each  
*09/1996 No Previous Issue*  
**Managers Guide To Accounting Codes**  
Document provided to all managers to provide instructions for proper coding and where to obtain additional assistance. This information is applicable to all regions. Distribution was made to all managers with a supply placed in the EADC for any additional needs. *CSS:TPC* Internal Use
- 9643**      *65648A*      Each  
*10/1997 No Previous Issue*  
**Disclosure Guidelines (Do's and Dont's)**  
Used by the Disclosure Officer to disseminate important disclosure do's and don'ts to employees of the Cincinnati Service Center (CSC). There is also an automated listing of this information on the CSC Novell Network Menu, under General Information. This product was converted to the national numbering system and prior to 10-97 was identified as RC-C Doc 264. *CP:EX:D* Internal Use
- 9648**      *22956P*      Each  
*09/1996 No Previous Issue*  
**Travel Reimbursement and Accounting System (TRAS) - Traveler's Handbook (TRAS User Guide)**  
This document is a user manual for the Travel Reimbursement and Accounting System (TRAS), and addresses topics such as travel advances, travel vouchers, and comparative costs. *M:I:SD:FA* Internal Use
- 9648 B**      *23191Y*      Each  
*11/1996 No Previous Issue*  
**Travel Reimbursement and Accounting System (TRAS) Administrator's Guide (Version 7.2)**  
This is a new document used by System Administrators of Travel Reimbursement and Accounting System (TRAS) to maintain equipment on the database. This product was created and written by Charlotte Software Development Center. *IS:ID:I:CHDC* Internal Use
- 9648 E**      *23744F*      Each  
*01/1997 No Previous Issue*  
**TRAS Travel Security Administrator (TSA) Handbook**  
This TRAS guide is used by system administrator on System C as they are liaison to end-users. It was developed by the Charlotte (Software) Development Center (CDC). *M:I:SD:FA* Internal Use
- 9652**      *12108B*      Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**Indianapolis Local Procedures Guide**  
This local procedure guide is a resource tool used by telephone assistants in the Indianapolis Call Site. It will give them uniformity and consistency of the information provided to taxpayers when they have a procedural inquiry. This information is not listed in the POD listing or other available source. This product converted to the national numbering system and supersedes Dir-Ind Doc 223. *TX* Internal Use
- 9652 A**      *22908F*      Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**IRS Indiana District and State Department of Revenue Telephone Numbers**  
Telephone assistants in the Indianapolis Call Site will provide the IRS phone numbers to a taxpayer who has a Collection or Examination appointment and they need to contact a particular office. The state numbers will be provided when a taxpayer has a state inquiry. *TX* Internal Use
- 9653**      *22909Q*      Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**Managing Diversity Is An Important Business Decision, Student Text Book**  
Used by Southeast Region EEO Offices as an informational package for EEO Advisory Committee and other EEO personnel to conduct briefings on managing diversity. *RC:EEO* Internal Use
- 9653 A**      *22911C*      Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**Managing Diversity Is An Important Business Decision, Instructor Guide**  
Used by Southeast Region EEO offices as an informational package designed for EEO Advisory Committee and other EEO personnel to conduct briefings on managing diversity. *RC:EEO* Internal Use

## Documents

- 9654**                    *22926B*                    Each  
*09/1996 Destroy Prev Issues Upon Rec*  
**Processing Information Return Penalty Cases and Taxpayer Responses**  
Local procedures are needed to supplement the current IRM (20)700 procedures. Previous local procedures are outdated. Current revision implements all CFOL and other IDRS improvements and clarifies previous material. The procedures will be used by the Civil Penalty Unit, Tax Examiners, of Examination Branch at the Cincinnati Service Center. *CP:EX* Internal Use
- 9669**                    *22761G*                    Each  
*02/2000 Destroy Prev Issues Upon Rec*  
**Employee Personnel Resource Guide**  
The Document 9669 is used by all IRS employees as a research tool in finding answers to personnel, payroll, benefits and services questions. An extensive list of important Internet/Intranet addresses, Chapters which are more logically organized, A Table of Contents and Index which are clearer and easier to use, An appendix which includes an informative "life events" chart. This document superseded Documents 9460 and 9371. This document can be access via the IRS Intranet at <http://www.dss.swro.swr.irs.gov/acss/web/personnel/pub/eprg0200/this> version contains bookmarks for easy navigation thru *A:PS* Internal Use
- 9676**                    *22783U*                    Each  
*08/1996 No Previous Issue*  
**Computer Familiarization-Caring For and Using Your Desktop Computer**  
This product is used as a owner's manual for the Integrated Collection System (ICS) desktop computer. *IS (NEW ORLEANS)* Internal Use
- 9676 A**                    *22785Q*                    Each  
*08/1996 No Previous Issue*  
**Computer Familiarization - Caring For and Using Your Laptop Computer**  
This product is used by revenue officers as a owner's manual for the Integrated Collection System (ICS) laptop computer. *IS (NEW ORLEANS)* Internal Use
- 9682**                    *22857Z*                    Each  
*09/1996 No Previous Issue*  
**Car Wash Audit Technique Guide**  
This guide was created as the result of a study conducted (by six revenue officers) to examine the car wash industry as it relates to tax returns of varying types (Form 1120, 1120S, 1065 and Schedule C). *CO:P&S* Internal Use
- 9686**                    *22877R*                    Each  
*03/1997 No Previous Issue*  
**Notice to Employees Entering Nonpay Status Payment of Health Benefit Premiums**  
Item is used to alert employees going into nonpay status that has health benefit on ways of how to pay his/her health premiums while in Nonpay status. This product was converted to the National Numbering System, and supersedes NAR BSC Notice 113 (10-91). *SS:TPB:SCP:EXP* Internal Use
- 9708**                    *92451F*                    Each  
*05/1998 Destroy Prev Issues Upon Rec*  
**100% Penalty Investigative Case File Tabs (Appeals Cases)**  
Used to organize 100% penalty case files. Also serves as a checklist for the originator and will facilitate the review process of the function. Tab dividers have the following topics: 5013; 2973; History Sheets; Taxpayer Protest; 1154(DO)/1155(DO); 1153(DO)/2751; 4183/4523; 941; 4180; 433-A Officer; 433-B Corporation; Signature Cards; Bank Statements; Cancelled Checks; Minutes By-Laws; and Miscellaneous. This product was converted to the National Numbering System. Revisions prior to 11-96 were identified as RC SE Doc 311 (Rev. 9-91), same catalog number and MAR 2313(g) no catalog number. *S:CO:A4* Internal Use
- 9710**                    *23208I*                    Each  
*11/1996 No Previous Issue*  
**Benefits and Services Handbook**  
This product is to be used by training branch employees to instruct employees on benefits and services available to them as an IRS employee. This product was converted to the National Numbering System, it is a new item not previously in ESN. *DSS:T* Internal Use
- 9721**                    *22155W*                    Each  
*11/1999 No Previous Issue*  
**Message Guide for Sharing Information**  
This communications guide clarifies major messages and tax topics used by executives and other field communicators. It was converted to the National Numbering System and supersedes RC SE Doc 353, but kept the same catalog number. *CL:C:MR DSS:COM* Internal Use
- 9735**                    *22042S*                    Each  
*02/1998 Destroy Prev Issues Upon Rec*  
**Federal Manager's Financial Integrity Act and Management Controls - Self-Assessment Checklist**  
This document is used to assist managers in assessing management controls annually, as required by the Federal Managers Financial Integrity Act. Also used with Doc 7681, catalog number 12777U. This product was converted to the National Numbering System. Revisions prior to 02-97 were identified as RC SE Doc 428A (11-95), same catalog number. *DSS:AHS:CONTROLLER* Internal Use
- 9736**                    *24039P*                    Each  
*02/1997 No Previous Issue*  
**Atlanta Host Site Management Institute**  
This new document will be used to supplement Atlanta Host Site Corporate Education Leadership Curriculum. *AHS:E:TDS II* Internal Use
- 9742**                    *23212Q*                    Each  
*11/1996 No Previous Issue*  
**Flexiplace Program Agreement Detroit Computing Center**  
This agreement is distributed to all employees to make them aware of the Flexiplace Agreement approved for the Detroit Computing Center employees. This product has been placed on the on demand program. (8-27-97/st) *IS:D:PP* Internal Use
- 9762**                    *22913Y*                    Each  
*09/1996 No Previous Issue*  
**Desk Guide for Bankruptcy Tax Crime Referrals**  
Doc. 9762 is designed to help Collection employees who may encounter instances of bankruptcy related tax crimes in the performance of their duties. *M:S:CE:TX* Internal Use
- 9768**                    *22933Q*                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Internal Revenue Manual - SGML CD-ROM**  
Contains the Internal Revenue Manual (excluding official use only IRMs), for Windows systems. Distributed via IMDDS using File 400, cat 01408Y. *W:CAR:MP:M:PS:O* Internal Use
- 9773**                    *22966L*                    Each  
*10/1996 No Previous Issue*  
**TTV Update: Financial Products 1996**  
Document to be used at a Teleconference. Item stocked only at EADC. *CC:F&M:TC* Internal Use
- 9847**                    *24368V*                    Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Dallas Field Publishing Services User Guide**  
This document is a guide to the services provided by and policies of Dallas Field Publishing Services. It is to be used by employees of the Midstates and Western Regions. *OP:FS:M:P:DFF* Internal Use
- 9849**                    *24719E*                    Each  
*07/1997 No Previous Issue*  
**CCH CD-ROM USER GUIDE (from the Midstates Region Compliance Officer)**  
This document will be given to requisitioners to help them fill out requisitions and avoid unauthorized procurement. Previously issued as WR Pub. 346 *CP:EX* Internal Use
- 9850**                    *24790D*                    Set  
*10/2001 No Previous Issue*  
**Supplemental File On Other Responsible Officers Trust Fund Recovery Investigative Case File Tabs**  
Various local packages are being used - some manually prepared, others printed as "one-time" items.  
This documents will be used to organize 100% penalty files. Previously issued as WR Pub 181 *SB/SE* Internal Use

## Documents

- 9850 A**      *24948J*      Set  
*10/2001 Destroy Prev Issues Upon Rec*  
**Trust Fund Recovery Penalty Investigative Case File Tabs**  
 Key file tabs to identify 100% Penalty Investigative Case Files. Previously issued as WR Publication 181-A. *S:C:FO:AREA13,TERR 1* Internal Use
- 9851**      *24831N*      Set  
*01/2001 Destroy Prev Issues Upon Rec*  
**Trust Fund Recovery Penalty Tab Dividers**  
 Tab dividers are used to identify critical areas involved with penalty cases. Previously issued as SWR COL-861. *S:T:DALLAS* Internal Use
- 9861**      *24824Y*      Set  
*07/1998 Destroy Prev Issues Upon Rec*  
**CASE FILE TABS**  
 Previously issued as WR Pub 354 (7-91) *FPS* Internal Use
- 9874**      *25026W*      Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**ACES Guidelines and Procedures Handbook**  
 This document establishes guidelines for use of the Administrative Corporate Education System. *A:C:P:ACES* Internal Use
- 9899**      *24385G*      Each  
*05/1997 No Previous Issue*  
**Flexiplace Understanding (Agreement) Ohio District Employees**  
 This document is the Flexiplace Understanding (Agreement) approved by the National Office and effective on April 29, 1997. This agreement is for employees of the Ohio District which includes NTEU Chapters 9, 27, 37, 44, 74, 75, and 100. This agreement is initially being distributed to all employees of the Ohio District with it's implementation. Additional copies needed can be ordered from the Area Distribution Center (ADC). *D:QIP* Internal Use
- 9902**      *24467L*      Each  
*07/1997 No Previous Issue*  
**Referrals to Specialist, A Procedural Guide for General Program - Ohio District**  
 This is a guide for Revenue and Tax Agents to reference when they need to locate an internal specialist. This guide covers all procedures, including the forms and their instructions, for the Ohio District. This document is initially distributed to all using offices. Additional copies may be obtained from the area distribution center. *D:E* Internal Use
- 9921**      *23184J*      Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Pre-Retirement Planning Seminar**  
 This participant guide is for employees who attend the pre-retirement seminars. If you are unable to attend a seminar IVT, you may order a closed-captioned video or CD-ROM through Employee Connection by calling toll-free (800) 829-6007 and selecting main menu 4 (Multimedia Request), submenu 1 for the video or submenu 7 for the CD-ROM. Employee Connection toll-free TTY number is (800) 382-8169. A copy of Document 9921, along with a video or CD-ROM, will be sent to your mailing address in the payroll system. *A:PP* Internal Use
- 9925**      *23280S*      Each  
*12/1997 Destroy Prev Rev. Immediately*  
**Customer Service Training For Messaging Staff - Desk Guide**  
 This guide is for Exam Revenue Agents and Tax Auditors detailed to Customer Service to assist in returning taxpayer calls in the following subject areas: Capital Gains and Losses, Corporation/Partnerships, Depreciation, Employee Business Expenses, Individual Retirement Accounts, etc. *M:S:CE:TX:CS* Internal Use
- 9931**      *23322N*      Each  
*03/1997 No Previous Issue*  
**IRS Employee Assistance Program**  
 The IRS and NTEU have chosen the Managed Health Network Occupational Health Services (MHN/OHS), Employee Assistance Program to make Confidential Professional Employee Counseling, Management Consultation, and Worklife Information and Referral available to all IRS Employees and their Families. *M:S:P:B* Internal Use
- 9937**      *23740N*      Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Interest-Based Conflict Management-A Pocket Guide**  
 Doc. 9937 is a pocket guide for use with conflict management training. *N:ADC:H:L* Internal Use
- 9946**      *24113K*      Each  
*02/1998 Destroy Prev Issues Upon Rec*  
**IRS Disclosure Awareness Pocket Guide for Contractors**  
 This is a brochure that accompanies the Safeguard Video for all IRS contractors dealing with taxpayer information. *CL:GLD:D* Internal Use
- 9948**      *24198H*      Each  
*02/2001 Destroy Prev Rev. Immediately*  
**Employee Verification/Work Number for Everyone**  
 This bookmark will provide all employees with a guide of telephone numbers and appropriate areas to call in regards to different personnel actions. *AWSS:MHS:T:TE* Internal Use
- 9981**      *24576X*      Each  
*06/1997 No Previous Issue*  
**Time Off Option in Lieu of Cash as an Incentive Award (TOO) Guidelines**  
 Item is needed to explain to employees the new Time Off Option in Lieu of Cash Award Program. This new product was converted to the National Numbering System. *DD:PM* Internal Use
- 9989**      *24618S*      Each  
*07/1997 No Previous Issue*  
**Do Not X-Ray Label**  
 This item is used to prevent security personnel from damaging sensitive equipment with X-Rays. It should be affixed to containers entering the IRS property as appropriate. *DSS* Internal Use
- 9994 B**      *24805R*      Each  
*08/1997 No Previous Issue*  
**Computer Familiarization Instructor Guide for Laptop**  
 This document is designed primarily for revenue officers or other users of laptop computers. This document is designed and relies on the instructor's ability to explain the system to the class and demonstrate how it will be used to perform daily activities. *C:ICS* Internal Use
- 9994 C**      *24806C*      Each  
*08/1997 No Previous Issue*  
**Computer Familiarization Instructor Guide Desktop Computer**  
 This document is designed for users of desktop computers including, revenue officers group managers, upper level management, secretaries, SPf and SCCB. It provides general on-hand laptop and demonstrates how the desktop should be used. Subjects include instruction on using the calendar, troubleshooting, and learning WordPerfect. *C:ICS* Internal Use
- 9994 D**      *24807N*      Each  
*08/1997 No Previous Issue*  
**ICS Instructor Guide for Revenue Officer Training**  
 This guide is presented in six segments; General Discussion, System Overview, Performing Case Actions, Getting Started, Case Scenarios and Office Procedures. It provides items not mentioned in the User Guide. *C:ICS* Internal Use
- 9997**      *24653Z*      Each  
*07/1997 No Previous Issue*  
**Audit Sampling and Workpaper Documentation (Natural Work Group)**  
 This book was created as a guide to be used in a CPE class. It provides sample workpapers with documentation, advantages of audit sampling, application of auditing standards and excerpts from Computer Audit Specialists. *PAO* Internal Use
- 10001**      *24120Z*      Each  
*03/1997 No Previous Issue*  
**Midwest Automated Compliance System**  
 This Document is to promote the use of the MACS System. *CP:EX:CS:WMS* Internal Use

## Documents

- 10003**      *24129U*      Each  
*02/1997 No Previous Issue*  
**Taxpayer Bill of Rights 2 - Collection Activities**  
Doc. 10003 is to be used to clarify some of the policy and procedural changes to Collection activities brought about by the Taxpayer Bill of Rights 2. This document is designed to be self-instructional, but is also suitable for group discussions or as a CPE module. *M:S:CE:TX* Internal Use
- 10017**      *24238G*      Each  
*04/1997 No Previous Issue*  
**Submission Processing Curricula Development Institute February 1997**  
Document will be used by Submission Processing Managers to plan training of new & experienced employees. *M:S:CE:TX:SP* Internal Use
- 10018**      *24240S*      Each  
*10/2001 No Previous Issue*  
**SBREFA (Small Business Regulatory Enforcement Fairness Act) at a Glance**  
SBREFA at a Glance is to educate telephone assistants regarding a new Service policy on the Small Business Regulatory Enforcement Fairness Act (SBREFA). It will be used by field and National Office personnel. *S:T* Internal Use
- 10025**      *24314X*      Each  
*05/1997 No Previous Issue*  
**Transferee Liability Desk Reference Guide for Revenue Officers**  
Doc. 10025 is to be used as an on-the-job reference tool to help revenue officers to identify fact patterns and transferee liability situations. Field collection offices may also use the guide in local CPE sessions. *S:M:HR* Internal Use
- 10029**      *24398J*      Each  
*04/1999 Destroy Prev Issues Upon Rec*  
**Request Tracking System (RTS) User Manual**  
This document is used for training of users in the regional implementation of the Request Tracking System (RTS). Also, this item can now be downloaded from the Internet. *M:P:T:I* Internal Use
- 10037**      *24480E*      Each  
*06/1997 No Previous Issue*  
**National Examining Officer's Guide (EOG)**  
This document is needed to accompany an electronic file (Examining Officers Guide that is being distributed to all Examination technical employee to provide an automated tool for researching. *CP:EX:CS:SCP* Internal Use
- 10042**      *24514Z*      Each  
*04/2001 No Previous Issue*  
**Integrated Collection System (ICS) User Guide**  
Document 10042 explains the Integrated Collection System (ICS) which is part of the Service plan for overall automation of its activities. The guide elaborates on the ICS objective to automate many labor intensive Collection tasks. *IS:AD:CS:I* Internal Use
- 10052**      *24958F*      Each  
*10/1997 No Previous Issue*  
**Integrated Collection System (ICS) Indiana District, Office Procedures for Special Procedures Branch**  
These locally developed office procedures are used by employees of the Indiana District, Special Procedures Branch, as a guide for the Integrated Collection System (ICS) implementation in their district. *C:ICS* Internal Use
- 10052 A**      *13226I*      Each  
*10/1997 No Previous Issue*  
**Integrated Collection System (ICS) Indiana District Office Procedures for Group Secretary**  
These locally developed office procedures are used by employees of the Indiana District, Collection Group Secretaries as a guide for the Integrated Collection System (ICS) implementation in their district. *C:ICS* Internal Use
- 10052 B**      *13225X*      Each  
*10/1997 No Previous Issue*  
**Integrated Collection System (ICS) Indiana District Office Procedures for Collection Field Managers**  
These locally developed office procedures are used by employees of the Indiana District, Collection Field Managers, as a guide for the Integrated Collection System (ICS) implementation in their district. *C:ICS* Internal Use
- 10052 C**      *13229P*      Each  
*10/1997 No Previous Issue*  
**Integrated Collection System (ICS) Indiana District Office Procedures for Revenue Officers/Aides/OCR**  
These locally developed office procedures are used by employees of the Indiana District, Revenue Officers, R/O Aides, and OCR as a guide for the Integrated Collection System (ICS) implementation in their district. *C:ICS* Internal Use
- 10093**      *11158X*      Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**Ohio Local Law Supplement-Legal Reference Guide for Revenue Officers**  
The document contains information on state laws impacting upon the Collection function. Revenue Officers use it as a reference guide. Revisions may contain remove and insert type printings. The Local Law Supplement is updated every 2 years by District Counsel. This product was converted to the national numbering system and prior to 10-1998 were identified as RC-C Doc 308, same catalog number. *C:SPB* Internal Use
- 10098**      *12124B*      Each  
*05/1999 Destroy Prev Issues Upon Rec*  
**Occupant Emergency Plan - Minton Capehart Federal Building-Indiana District Office**  
IRS is the designated agency to provide the Occupant Emergency Plan for the Minton Capehart Federal Building. This document provides the instructions and procedures to be followed when an emergency such as fire, physical security threats, bomb threats, medical (life threatening), and after hours problems. Copies are provided to other agencies in the building by the originator. Specific contacts and phone numbers are provided to those who need the information by the originator and are/will not be contained within reprints or the pdf file posted on the intranet. *DSS:CHS:FM:S* Internal Use
- 10101**      *25354R*      Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Customer Service Examination Support: Manager's Guide**  
This document was developed to provide guidelines to managers during the callback messaging initiative. This product was formerly identified as Form 11381. This Manager's guide is used to managers in Examination with employees detailed to Customer Service during the filing season. It provides an overview of the support Examination gives and the manager's responsibilities. *OP:EX:CS:SCP* Internal Use
- 10152**      *24601X*      Each  
*07/1997 No Previous Issue*  
**Instructions for Form 1767, Publishing Services Requisition**  
Document 10152 contains the instructions for completing Sections A, B and C of Form 1767, Publishing Services Requisition. This document should be used as a reference by all IRS employees to accurately complete Form 1767 when submitting publishing requests to Multimedia Production Division servicerwide. *T:M:PS* Internal Use
- 10156**      *24962N*      Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**SURVEY 2001 Report Interpretation Guide**  
Doc. 10156 is a job aid to assist all employees in interpreting the reports received regarding SURVEY 2001. *M:NC* Internal Use
- 10157**      *24964J*      Each  
*07/1999 Destroy Prev Issues Upon Rec*  
**SURVEY99-Q&A For Your Employee Satisfaction/Balanced Measures Meeting**  
Doc. 10157 is a brochure for all employees to assist them in getting the most out of SURVEY99 meetings. *M:NC* Internal Use
- 10158**      *25011X*      Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**"Don't Have Time to Wait In Line" Poster**  
Doc. 10158 is a poster used in Taxpayer Assistance Centers listing other ways to get assistance from IRS such as web site and toll-free numbers. *W:CAR:FA:RPM* Internal Use

## Documents

- 10160**      *25223R*      Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**"Taxpayer Assistance Center Hours of Service" Poster**  
 Poster is a sign listing the hours of service for taxpayer assistance centers that will be used by taxpayer assistance centers nationwide. *W:CAR:FA:RPM* Internal Use
- 10160 A**      *26789W*      Each  
*12/2001 No Previous Issue*  
**"Taxpayer Assistance Center Hours of Service" Poster with fill-in space**  
 Poster is a sign listing the hours of service for taxpayer assistance centers that will be used by taxpayer assistance centers nationwide. *W:CAR:FA:RPM* Internal Use
- 10161**      *25224C*      Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**"Making a Payment?" Poster**  
 Poster is a sign listing the methods of payments for taxpayer assistance centers that will be used by taxpayer assistance centers nationwide. One copy has been sent to each walk-in office (2-6-02). *W:CAR:FA:RPM* Internal Use
- 10162**      *25225N*      Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**"Your Computer..." Walk-in Poster**  
 Doc. 10162 is a poster used by walk-in sites to inform taxpayers that they can access IRS through their computers. *W:CAR:FA:RPM* Internal Use
- 10164**      *25594D*      Each  
*03/1998 No Previous Issue*  
**Headquarters Records Management for IRC**  
 This document was developed for Information Resource Coordinators for all Headquarters. The document outlines the policy and procedures for Records Management. *HQ:SS:B* Internal Use
- 10166**      *26456Y*      Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Cover & Tabs for IRM Part 21**  
 Doc 10166 is 86 color-coded tabbed dividers with a cover and spine to be used by Customer Service Representatives including Field Assistance employees to facilitate with IRM 21. *W:CAS:AM:PPG:TM* Internal Use
- 10167**      *26462C*      Each  
*09/1998 No Previous Issue*  
**Centralized Quality Review System (CQRS) Q&A Brochure**  
 The CQRS frequently asked questions and answers brochure is for information purposes. It answers questions about a new quality review system and data collection instrument. It is sent to all Operations Managers (OPN range -4000 to 5999, -6600 to -7999, -9000=Exam, Coll, Customer Service, CID). *OP:C:A:Q:Q* Internal Use
- 10168**      *26541A*      Each  
*10/1998 No Previous Issue*  
**Information Systems Manager's Communications Toolkit**  
 The purpose of this Document is to provide the latest in organizational changes *IS:I* Internal Use
- 10169**      *26868U*      Each  
*12/2001 No Previous Issue*  
**"In This Office, We Can:" (types of services provided)**  
 Poster is a sign listing the services taxpayers can receive at a Taxpayer Assistance Center to be used in Taxpayer Assistance Centers nationwide. *W:CAR:FA:RPM* Internal Use
- 10169 SP**      *33307U*      Each  
*12/2001 No Previous Issue*  
**"En Esta Oficina Podemos" (Spanish version of "In This Office, We Can:" poster**  
 Product is a Spanish version of the sign listing the services taxpayers can receive at taxpayer assistance centers that will be used by taxpayer assistance centers nationwide. *W:CAR:FA:RPM* Internal Use
- 10174**      *24685J*      Each  
*09/1997 Destroy Prev Issues Upon Rec*  
**ICS Georgia District Office Procedures for Revenue Officers/Revenue Representatives**  
 This product is an ICS user guide for revenue officers and revenue representatives. The guide provides guidance and instructions for completing tasks which have been affected by ICS and other case-related activities. *CP:CO:ICS* Internal Use
- 10174 A**      *24686U*      Each  
*09/1997 Destroy Prev Issues Upon Rec*  
**ICS Georgia District Office Procedures for Group Managers**  
 This product is a ICS user guide for group managers. The guide provides guidance and instruction for completing tasks which have been affected by ICS and other case-related activities. *CP:CO:ICS* Internal Use
- 10174 B**      *24688Q*      Each  
*09/1997 No Previous Issue*  
**ICS Georgia District Office Procedures for Group Secretaries/Support Staff**  
 This product is a ICS user guide for group secretaries and support staff. The guide provides guidance and instructions for completing case-related activities. *CP:CO:ICS* Internal Use
- 10174 D**      *24761A*      Each  
*09/1997 No Previous Issue*  
**ICS Office Procedures for Special Procedures Branch (Georgia District)**  
 This ICS user guide provides instruction for Special Procedures Branch to explain the lien and levy processing, reassignment & transfer of account, and bankruptcy installment agreement. *CP:CO:ICS* Internal Use
- 10175**      *24698M*      Each  
*07/1997 No Previous Issue*  
**Case Scenarios for Revenue Officers (Instructor copy)**  
 This document provides 30 scenario demonstrations for the ICS instructor. It lists pertinent information required to resolve a situation coupled with reminders and proper actions that a Revenue Officer should perform. *C:ICS* Internal Use
- 10175 A**      *24699X*      Each  
*07/1997 No Previous Issue*  
**ICS Scenarios for Group Managers**  
 This new document provides 19 thought provoking scenarios for ICS group managers. The class is designed for discussion to resolve these problems. *CO:ICS* Internal Use
- 10175 B**      *24700N*      Each  
*07/1997 No Previous Issue*  
**ICS Case Scenarios for Revenue Officers**  
 This document provides 30 scenario demonstrations for Revenue Officers. It should be associated with the instructor guide, Doc. 10175 (24698M). These situation scenarios are task-driven and are written to assist Revenue Officers solve cases. *C:ICS* Internal Use
- 10186**      *24777K*      Each  
*08/1997 No Previous Issue*  
**Prohibition of Weapons**  
 This poster warns all individuals entering federal buildings of the prohibition of weapons or firearms (including concealed weapons with permits) while in any federal facility unless expressly authorized by statute. *DSS:MHS:P:LR2:NA* Internal Use
- 10194 A**      *24994X*      Each  
*10/1997 No Previous Issue*  
**AFS/Procurement Handbook**  
 This handbook provides an overview of the interface between the Automated Financial System (AFS) and the Procurement System. It also includes a description of the procedures involved in executing the interface. Item will be used by all employees that work with requisitions that pay and receipt for goods/services servicewide. Product was converted to the National Numbering System. Printings prior to 10-97 were identified as an unnumbered product. *RC:F:A* Internal Use
- 10195**      *24882E*      Each  
*10/2000 Destroy Prev Issues Upon Rec*  
**Automated Trust Fund Recovery (ATFR) Application**  
 Document 10195 is a self-instructional user guide showing the menu-driven ATFR application designed to compute trust fund penalties automatically. The application also has additional, unique features (some of) which allow the user to (1) control trust fund case inventories, (2) track trust fund related data to generate reports, (3) monitor both assessment statute expiration dates (ASEDs) and determination dates, (4) generate required forms and letters, (5) calculate the trust fund penalty on open IDRS modules, and (6) systematically download specific Business Master File (BMF) data from the In *S:C:CP:FP:E* Internal Use



## Documents

- 10197**      *24895H*      Each  
*09/1997 No Previous Issue*  
**Automated Vacancy Announcement (AVAS) User's Guide**  
This user's guide was prepared to help guide employees through the Automated Vacancy Announcement System (AVAS) computer system that is used to apply for vacancies. This new product was converted to the National Numbering System. *DSS:MHS:P* Internal Use
- 10200**      *24919G*      Each  
*09/1997 No Previous Issue*  
**IRS/NTEU RIF and Title V, Code of Federal Regulations (CFR), Part 351**  
This agreement applies only to the RIF of the employees occupying the positions within the competitive areas that IRS had identified in writing to NTEU prior to the submission of proposals. It applies to no other RIF and any proposal to conduct another RIF will carry with it the obligation on management to separately notify the union and negotiate to and through impasse, if requested, absent an emergency as that term is understood in Title VII of the CSRA. *DSS:OD:RIF* Internal Use
- 10203**      *24966F*      Each  
*10/1997 No Previous Issue*  
**Sexual Harassment Guide for Management**  
This desk reference guide will assist management in effectively addressing and investigating allegations of sexual harassment in the workplace. This document was originated in the Virginia-West Virginia District. *D:E* Internal Use
- 10231**      *25316D*      Each  
*02/1998 No Previous Issue*  
**Manager's Guide to Position Classification/Position Management**  
This guide is used by line managers, supervisors, and provides an overview of the Consolidated Position Classification/Position Management PC/PM Program, including products, services and procedures, SER. *DSS:POAD:PC/PM* Internal Use
- 10254**      *25518B*      Each  
*02/1998 No Previous Issue*  
**Examination Peer Review Guide**  
This guide was developed with the intent of being a fluid document to familiarize members of the review team with all aspects of the review process. It includes information on gathering the necessary data needed for the review, planning the review, meeting with the team members to discuss the review process and their respective assignments, report writing and closing contracts. *E* Internal Use
- 10261**      *25639F*      Each  
*03/1998 No Previous Issue*  
**Information For Seasonal Employees Being Placed In Non-Pay Status**  
This document is a summary of information regarding seasonal employment privileges and obligations as an employee with the Memphis Service Center. It is given to seasonal employees being placed in a non-pay status. This product was converted to the national numbering system. Revisions prior to 3/98 were identified as MSC Doc. 9 (Rev. 6/97). *DSS:MHS:F:MS* Internal Use
- 10274**      *24722B*      Each  
*08/1997 No Previous Issue*  
**Trust Fund Recovery Penalty Program**  
This is an automated program needed for revenue officers in the field. *OP:CO:C:SP* Internal Use
- 10278**      *24859P*      Each  
*12/1997 Use/Issue Prev Issue First*  
**Foreign Controlled Corporation Non-CEP Transfer Pricing Audit Guide**  
This document will be used by agents seeking guidance on foreign controlled corporations. Planned to use as a desk guide while in the field. *M:S:CE:TX* Internal Use
- 10280**      *24945C*      Each  
*06/2001 Destroy Prev Issues Upon Rec*  
**Manager Guide Safeguarding Taxpayer Records Renewing Our Commitment**  
The UNAX Manager Booklets- Document 10280 was distributed via the IMDDS All Managers audience. In FY 2002, Document 10280 was not revised and therefore, was not automatically distributed to all managers because most managers have the current revision. If copies are needed, offices can either download it from the Multimedia website or order directly from their servicing ADC. Stock: the # Litho Dull Coated is Surface Printed (Tinted) with PMS 5665 C (Gray) Ink. *IS:E* Internal Use
- 10281**      *24946N*      Each  
*06/2001 Destroy Prev Issues Upon Rec*  
**UNAX Employee Booklet**  
The UNAX Employee Booklets Doc. 10281 is used by all managers during UNAX briefings. UNAX came about because of a law making it a crime for IRS employees who has access to IRS Data to unlawfully access Taxpayer Information which could be electronic, paper or discussion. Document 10281 (Employee Booklets) & Form 11370 (Certification Form) were shipped via the IMDDS All Employee Distribution Pattern. Document 10281 will NOT be shipped automatically to all employees in FY 2002 because the revision has not changed and most employees have the current revision. If any office needs Document 10281 in *IS:E* Internal Use
- 10288**      *25086Y*      Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**IRS Restructuring and Reform Act of 1998**  
This document contains information for All IRS Employees with an Overview of 1997 New Tax Laws and A Summary of Tax Law Provision contained in the three new laws. This document should not be considered a training document, nor is it intended to replace formal structured training material. Detailed training on these new laws be provided for employees in the future. This is distributed on File 479(cat. 016121) "Tax Professionals". *W:CAS:AM:P* Internal Use
- 10288 A**      *32739Y*      Each  
*10/2001 Special Handling/See Remarks*  
**IRS Economic Growth and Tax Relief Reconciliation Act of 2001**  
This supplemental Document 10288 A is an overview of 2001 new tax laws and supplement training/desk guide to be issued to all IRS employees to ensure and provide consistent answers to questions. *W:CAS:AM:PPG* Internal Use
- 10289**      *25158H*      Each  
*11/1999 Destroy Prev Issues Upon Rec*  
**Foreign Language Award Program for Law Enforcement Officers**  
This document implements instructions and procedures for Foreign Language Proficiency Awards for Law Enforcement Officers *OP:CI:F:M* Internal Use
- 10293**      *25378B*      Each  
*02/2000 Destroy Prev Rev. Immediately*  
**ACES (Administration Corporate Education System) User Guide (Tab Set)**  
Tabs will be used in conjunction with the ACES User Guide to identify areas within the document. *CORPORATE EDUCATION* Internal Use
- 10304**      *25640G*      Each  
*02/2000 Destroy Prev Issues Upon Rec*  
**ALERTS ver. 70 Users Manual**  
The document is a User Manual for ALERTS ver 7.0 and will be used in training end-users in a classroom setting. *DSS:MA:SA* Internal Use
- 10400**      *25428W*      Each  
*01/1998 No Previous Issue*  
**Hours Flexiplace Program Home Safety Guide**  
Document 10400 The Hours Flexiplace Program Home Safety Guide has been place on the On Demand Program for Future Orders. *HQ:HR:MP:T* Internal Use
- 10402**      *25461H*      Each  
*06/2000 Destroy Prev Issues Upon Rec*  
**Internal Revenue Service Collecting Principles**  
Document 10402 contains the collecting principles which all Service collecting employees are to follow when dealing with taxpayers. *S:C:CP:FP* Internal Use

## Documents

- 10402 A**      *25462S*      Each  
*06/2000 Destroy Prev Issues Upon Rec*  
**(Poster) Internal Revenue Service Collecting Principles**  
 Document 10402A is a poster which contains the collecting principles that all Service collecting employees are to follow when dealing with taxpayers. *S:C:CP:FP* Internal Use
- 10407**      *25549A*      Each  
*02/1998 No Previous Issue*  
**Lien Stripping: Is It Permissible in Chapter 13 Cases**  
 This item is distributed to Chief Counsel attorneys and managers as a way of addressing the issue of whether a Chapter 13 debtor has right to strip a lien, ie reduce the claim or void the lien. This handbook is not a statement of policy and does not have the force and effect of an IRS policy statement. *CC:P&A* Internal Use
- 10435**      *26033V*      Each  
*07/1998 No Previous Issue*  
**Fraud Program Procedures**  
 This product is a listing of procedures used to develop a case for fraud. Converted to the National Numbering System. Printings prior to 7-98 were identified as an unnumbered product. *E:QMS* Internal Use
- 10602**      *25583W*      Each  
*07/1998 No Previous Issue*  
**Motor Vehicle Management Handbook**  
 Document 10602 (07-98) Motor Vehicles Management Handbook (formerly IRM 1(14)47) Policies & Procedures Governing Acquisition Use, Operation, Maintenance, Disposal, Management & Control of IRS-Owned, Government or Commercially Leased or Rented Vehicles for use by Support Services. This item is distributed on the IMDDS Program using File 350, Cat. 01475P. For more information, see Chapter 5 in Document 7130. *A:RE* Internal Use
- 10603**      *25584H*      Each  
*07/1998 No Previous Issue*  
**Personal Property Management Handbook**  
 Document 10603 (07-98) Personal Property Management Handbook Formerly IRM 1(14) 49. This item is distributed on the IMDDS Program using File 482 cat. 01477L. For more information, see Chapter 5 Instructions in Document 7130. *M:RE:FP* Internal Use
- 10604**      *25585S*      Each  
*07/1998 No Previous Issue*  
**Furniture & Equipment Standards Handbook**  
 Document 10604 (07-98) Furniture and Equipment Standards Handbook formerly IRM 1(14)48. Specific Policies & Procedures Governing Furniture & Equipment Standards for use by Support Services. This item is distributed in the IMDDS Program using File 483 cat. 01478W. For more information, see Chapter 5 in Document 7130. *M:RE:FP* Internal Use
- 10809**      *25851P*      Each  
*04/2001 No Previous Issue*  
**IMDDS - Desk Guide for Multimedia Production Division Employees**  
 This document provides Multimedia Production Division employees with tips, hints and other useful information about the Internal Management Documents Distribution System (IMDDS). When revised it is automatically distributed through IMDDS to all Multimedia employees and IMDDS coordinators. *DFPS* Internal Use
- 10815**      *25940J*      Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**IRS Business Card Program Information and Instructions for Ordering Business Cards**  
 Document 10815 (09-1998) provides information to employees on how to purchase business cards with personal funds. It includes a list of vendors that have been given the proper artwork and specifications to produce approved business cards for IRS employees. Additional guidance can be found at <http://publish.no.irs.gov/pubsys/bcard/bcards.html>. *T:FS:M:PS* Internal Use
- 10818**      *25946X*      Each  
*10/1998 Destroy Prev Issues Upon Rec*  
**IRS Check List for Congressional Staff Use**  
 List of questions and answers to give to congressional staffers. Item is on the "On Demand" *CL:LA* Internal Use
- 10819**      *25954X*      Each  
*05/1998 No Previous Issue*  
**Automated Financial System Reference Guide**  
 This guide provides a "Easy-to-Use", research reference source for AFS users. Provides a condensed resource of information to assist frequent and occasional users to enter and process documents in AFS. An AFS Online Users guide is available on the Administrative Accounting Web site [http://www.fin.irs.gov/sasd/NCFOAA/AFS\\_Online\\_Users\\_Guide/WebHelp/AFS.htm](http://www.fin.irs.gov/sasd/NCFOAA/AFS_Online_Users_Guide/WebHelp/AFS.htm). *N:CFO:A* Internal Use
- 10820**      *25956T*      Each  
*07/1998 No Previous Issue*  
**Receipt and Acceptance Quick Reference Guide**  
 This guide defines receipt & acceptance criteria for ALL payment documents throughout the Service. It provides a standardized approach for everyone throughout the IRS to utilize when performing receipt & acceptance. *CFO:S:E* Internal Use
- 10822**      *25981E*      Each  
*06/1998 Destroy Prev Issues Upon Rec*  
**Uniform Capitalization**  
 This document provides a detailed explanation of how to apply section 263A. It is to be used as a reference guide and to train IRS employees in Exam and Appeals. *CC:F&M:TC* Internal Use
- 10829**      *26052C*      Each  
*07/1998 No Previous Issue*  
**Highlights of the IRS Restructuring and Reform Act of 1998 - Part 1**  
 This document will be used to highlight the IRS Restructuring and Reform Act of 1998, to inform all IRS employees on Significant Issues Effective Upon Date of Enactment. *M:S:CE:T* Internal Use
- 10845**      *26211J*      Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**ACES User Guide**  
 This document gives users of the Administrative Corporate Education System information on querying, adding, and updating information in the database and how to run reports. *A:C:P:ACES* Internal Use
- 10846**      *26214Q*      Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**IRM Part 21 - Master Table of Contents**  
 This document was designed to be used with the IRM Part 21, Customer Service Manual. It contains a listing of each IRM Part 21 and it's chapter name. Also, the table of contents from each of the 68 sections in IRM Part 21 are combined into one section of this document. A glossary and an alphabetical index are also included. *OP:C:CO:E:I* Internal Use
- 10848**      *26217X*      Each  
*09/1998 No Previous Issue*  
**Labor Relations: IRS RRA98 Conduct Provisions - Employee's Guide**  
 This document will be used by all employees for conduct provisions in the IRS Restructuring and Reform Act of 1998. *M:S:CE:T* Internal Use
- 10853**      *26333Y*      Each  
*06/2000 No Previous Issue*  
**Occupational Safety and Health Handbook.**  
 Document 10853 Occupational Safety and Health Handbook is Replacing IRM 1(14)71. *A:RE* Internal Use  
[Users\\_Guide/WebHelp/AFS.htm](http://www.fin.irs.gov/sasd/NCFOAA/AFS_Online_Users_Guide/WebHelp/AFS.htm)
- 10855**      *26335U*      Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Understanding the Use of Statistics for Employees - Facilitator's Guide**  
 This guide will be used by managers to brief all enforcement officers on the new guidelines for managing statistics within the Service. *N:ADC:H:L* Internal Use
- 10855 A**      *30279J*      Each  
*09/2000 No Previous Issue*  
**Understanding the Use of Statistics for Employees - Participant's Guide**  
 This guide is for a mandatory briefing for employees whose jobs are dependent on the comprehension and application of statistics to their jobs and interactions with taxpayers. *N:ADC:H:L* Internal Use

## Documents

- 10866**      *26464Y*      Each  
*09/1998 Destroy Prev Issues Upon Rec*  
**Equal Employment Opportunity User Manual ALERTS ver. 7.0**  
The document is an EEO User Manual for ALERTS ver 7.0 and will be used for training EEO customers in a classroom setting. Local EEO Offices will use for training in their offices. *DSS:MS:A Internal Use*
- 10882**      *26542L*      Each  
*09/1998 No Previous Issue*  
**New Identification Badge**  
This form is used by the Covington Host Site, Security Personnel, to badge the Cincinnati Service Center employees and gives general information to the badge holder about proper use. This product was converted to the national numbering system and supersedes SC-C 1037. This product was revised and converted to a document 10882 on the 10-98 revision. The 10-98 revision supersedes Form 10856 (1-97). *DSS:CHS:F:B:S Internal Use*
- 10882 A**      *20438U*      Each  
*09/1998 No Previous Issue*  
**Key Card Use and Care - Cincinnati Service Center**  
This document is given to all employees who are issued a proximity (key) card to gain entrance into one of the Cincinnati Service Center buildings controlled by an electronic access security system. This product was converted to the national numbering system and prior to 9-98 was identified as SC-C 1037-A(12-93). *DSS:CHS:F:B:S Internal Use*
- 10898**      *26651X*      Each  
*11/1998 No Previous Issue*  
**Modernizing the IRS Putting Service First**  
This document highlights the modernization of the IRS, mandated by The IRS Restructuring and Reform Act of 1998. Document 10898 contains Document 6987B, Mission Statement. (Wallet size) This product will be mailed to all employees with payperiod 26 statement. A limited supply is stocked in EADC. *CL:C Internal Use*
- 10901**      *26702D*      Each  
*10/1998 Use/Issue Prev Issue First*  
**Center for Conflict Management: General Use Business Card**  
This is designed to provide the names and office telephone numbers of employees in the Center for Conflict Management. It is business card size to allow for convenient reference in the event a customer needs to make use of the Center's Services. *M:S:CE:PD:A Internal Use*
- 10910**      *26743Y*      Each  
*11/1998 No Previous Issue*  
**Chief Counsel User Guide to Automation Services**  
This document will provide information to Chief Counsel's Automated Systems Environment (CASE) about how to get assistance from Counsel's OIS division. It will include how to contact and support information for CASE users. This document will be distributed to all Chief Counsel employee's nationwide. *CC:F&M:IS:SS:CTD Internal Use*
- 10919**      *26829V*      Each  
*11/1998 No Previous Issue*  
**IRS Functional Training Plan (Master), Training on the Provisions of RRA 98'**  
This document will be used to provide information to assist managers in completing their responsibility to ensure that employees receive the appropriate training on the Internal Revenue Service (IRS) Restructuring and Reform Act (RRA) of 1998. This document was sent to all Appeals employees with the attn to their managers. *M:S:CE:TX Internal Use*
- 10920**      *26833D*      Each  
*11/1998 No Previous Issue*  
**IRS Functional Training Plan (APPEALS), Training on the Provisions of RRA 98'**  
This document will be used to provide information to assist managers in completing their responsibility to ensure that employees receive the appropriate training on the Internal Revenue Service (IRS) Restructuring and Reform Act (RRA) of 1998. *M:S:CE:TX Internal Use*
- 10921**      *26835Z*      Each  
*11/1998 No Previous Issue*  
**IRS Functional Training Plan (Collection), Training on the Provisions of RRA 98'**  
This document will be used to provide information to assist managers in completing their responsibility to ensure that employees receive the appropriate training on the Internal Revenue Service (IRS) Restructuring and Reform Act (RRA) of 1998. This document was distributed to all collection employees International and walk-in office employees were excluded. The attn line informed them that the package should be given to their managers. *M:S:CE:TX Internal Use*
- 10922**      *26836K*      Each  
*11/1998 No Previous Issue*  
**IRS Functional Training Plan (Customer Service), Training on the Provisions of RRA 98'**  
This document will be used to provide information to assist managers in completing their responsibility to ensure that employees receive the appropriate training on the Internal Revenue Service (IRS) Restructuring and Reform Act (RRA) of 1998. This document was sent to all customer service employees with the label requesting that the package be given to the manager. *M:S:CE:TX Internal Use*
- 10923**      *26837V*      Each  
*11/1998 No Previous Issue*  
**IRS Functional Training Plans (EP/EO), Training on thr Provisions of RRA 98'**  
This document will be used to provide information to assist managers in completing their responsibility to ensure that Employee Plans and Exempt Organizations employees receive the appropriate training on the Internal Revenue Service (IRS) Restructuring and Reform Act (RRA) of 1998.. *M:S:CE:TX Internal Use*
- 10924**      *26838G*      Each  
*11/1998 No Previous Issue*  
**IRS Functional Training Plan (Examination), Training on the Provisions of RRA 98'**  
This document will be used to provide information to assist managers in completing their responsibility to ensure that employees receive the appropriate training on the Internal Revenue Service (IRS) Restructuring and Reform Act (RRA) of 1998. This document was sent to all exam employees except International withan attention line that requested the document go to all managers. *M:S:CE:TX Internal Use*
- 10925**      *26839R*      Each  
*11/1998 No Previous Issue*  
**IRS Functional Training Plan (International), Training on the Provisions of RRA 98'**  
This document will be used to provide information to assist managers in completing their responsibility to ensure that employees receive the appropriate training on the Internal Revenue Service (IRS) Restructuring and Reform Act (RRA) of 1998. This document was sent to all International Exam and Coll Employees, with instructions to give to their manager. *M:S:CE:TX Internal Use*
- 10941**      *27042Q*      Each  
*07/1999 No Previous Issue*  
**Accommodating People with Disabilities - A Desk Reference Guide**  
Document 10941, will be provided to executives, managers, and other personnel to assist them in hiring, placing, advancing, and providing reasonable accommodation to qualified individuals with disabilities. This Desk Reference Guide will help to increase your knowledge of disability rights and the legal requirements for reasonable accommodation contained in the Federal statute and regulations. *C:E Internal Use*
- 10947**      *27079D*      Each  
*10/2000 No Previous Issue*  
**Info Line (Customer Service Employees, Georgia)**  
This newsletter contains information to promote quality service, organizational development and is printed on an "as needed" basis. It will be distributed to all Atlanta Customer Service employees. *W:CAR:SPEC:PPD:E Internal Use*

## Documents

- 10976**            *27281R*            Each  
*08/2000 No Previous Issue*  
**Internal Revenue Service Foreign Travel Procedures**  
 Document 10976 contains the procedural guidelines and timeframes to be followed by the Service employee who is going on a tour of duty assignment outside of the United States. The document, which is designed in an easy-to-follow instructional format, is intended to assist the employee when preparing the required foreign travel request package for processing by the International Travel Office.  
*LM:IN:OO:TAAS* Internal Use
- 10978**            *27288Q*            Each  
*01/2001 No Previous Issue*  
**Transaction Pocket Guide**  
 Doc. 10978 is an abbreviated version of Tax Codes listed in Doc. 6209 plus NMF Transaction Codes for quick reference. Also includes most commonly used 800's for IRS and Abstract Codes. Doc. is used by all functions and programs dealing with taxpayer Accounts. This item is distributed through the IMDDS program using File 231, catalog no. 01426U. See Document 7130, Chapter 5 for instructions to get on distribution. *OP:FS:S:A:N* Internal Use
- 10984**            *27355W*            Each  
*02/1999 No Previous Issue*  
**Subject Locator List Call Center - Indianapolis**  
 This document will be used by Customer Service Representatives of the Indianapolis Call Center. CSR's will reference this document daily to correctly transfer a taxpayer's incoming telephone call to another assistor trained in a specific tax law or account issue. *CS:QAPM* Internal Use
- 10988**            *27371W*            Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Internal Revenue Manual Numerical and Alphabetical Index**  
 This document contains numerical and alphabetical listings of the Internal Revenue Manual (IRM). The IRM Numerical Index also includes a transitional index and a listing of prior IRM numbers. This document is published quarterly. Document 10988 is distributed through IMDDS using File 445, catalog number 01001V.  
*N:ADC:R:SPDER* Internal Use
- 10997**            *27416Y*            Each  
*03/1999 No Previous Issue*  
**What You Need to Know About Section 1203 Pamphlet**  
 This trifold product is for all IRS employees so that they will have an understanding of RRA98, which defines some basic concepts about employee conduct and requires those who are determined to have violated any provision under Section 1203 to be removed from the Service. *N:ADC:H:R* Internal Use
- 11000**            *27426U*            Each  
*03/1999 No Previous Issue*  
**The Trainer's Toolkit (CD-ROM)**  
 This document is a CD-ROM containing a compilation of several documents which promulgate training processes and procedures. It contains an update of our (CE) process document. The CD is to be used as a desk reference guide for all personnel developing training. *N:ADC:H:E:P:PS* Internal Use
- 11006**            *27479H*            Each  
*10/1998 No Previous Issue*  
**Customer Service Technical Readiness Assessment (CSTRA) User's Guide**  
 The User's Guide Document explains how to interpret customer service technical readiness assessment (CSTRA) results. Also, it instructs Professional Development Counselors and employees on how to interpret feedback and CSTRA content and outcomes. *M:S:CE:PDD* Internal Use
- 11007**            *27481T*            Each  
*10/1998 No Previous Issue*  
**Performance Development System (PDS) Personal Identification Code (PIC)**  
 This User's Guide Document provides instruction to employees regarding the development of a personal identification code (PIC). The code is used as an identifier to ensure anonymity of assessment results for career development. *M:S:CE:PDD* Internal Use
- 11009**            *27483P*            Each  
*10/1998 No Previous Issue*  
**Customer Service Function Competency Dictionary**  
 The document provides the names, definitions, modules, and scales for the general and technical competencies that define the Customer Service Function. It is used by counselors of the Education Branch and Customer Service employees.  
*M:S:CE:PDD* Internal Use
- 11010**            *27484A*            Each  
*10/1998 No Previous Issue*  
**IRS Guide to Performance Development Systems (PDS)**  
 This document provides the names and phone numbers of Performance Development Systems' (PDS) staff.  
 In addition, it is an overview of the PDS process. It is used by all employees.  
*M:S:CE:PDD* Internal Use
- 11023**            *27645D*            Each  
*04/1999 No Previous Issue*  
**Multimedia Computer Based Training (CBT) Headphones**  
 This document is to be used with multimedia CBT's and should only be ordered / shipped to Education Branch/Training Branches or GDS. *M:S:CE:IT:IITI* Internal Use
- 11033**            *27757W*            Each  
*07/1999 Destroy Prev Issues Upon Rec*  
**IRS Print Consolidation Final Report**  
 This document is the final report of the Study Team Analysis of Print and Mail operations in the 10 service centers and 3 computing centers and the feasibility of consolidating these operations.  
*OP:FS:M* Internal Use
- 11041**            *27821V*            Each  
*04/1999 No Previous Issue*  
**RRR 98 Section 1203: Conduct Provisions Procedures (videotape)**  
 This document is a videotape for use by managers for RRA 98 Section 1203 Phase II discussions with employees.  
*N:ADC:H:R* Internal Use
- 11042**            *27822G*            Each  
*05/1999 Use/Issue Prev Issue First*  
**RRR '98 Section 1203 Resource Guide (All Managers)**  
 This document will prepare All Managers for conducting Section 1203 Provisions Procedure Briefings with their employees. It is mandatory that every employee attend these briefings. *M:S:L* Internal Use
- 11043**            *27823R*            Each  
*05/1999 Use/Issue Prev Issue First*  
**RRR '98 Section 1203 Procedural Handbook (All Employees)**  
 This document is used to inform All IRS Employees about mandatory meetings on RRA '98) Section 1203 procedures. The 5/1999 revision will not be reprinted per the originator. Customers can download the 5/1999 revision from the IRS Intranet.  
*M:S:L* Internal Use
- 11062**            *27971C*            Each  
*05/1999 No Previous Issue*  
**Restructuring Agreement Between IRS and NTEU**  
 This is the Restructuring agreement between the IRS and the NTEU, distributed to all IRS employees, as part of the IRS Modernization effort. *M:S:L* Internal Use
- 11066**            *28009P*            Each  
*06/1999 No Previous Issue*  
**TRDB Graphic and Transcript Desk Guide**  
 This Guide introduces new Command Code Tax Return Print (TRPRT) for requesting Graphic Prints through TRDB. Also contains guidelines for the Graphic Batch Transcript Print requests, and guidelines for the Media Transport and Control (mailroom) area. Desk Guide is for use by all Customer Service employees and some Processing employees. *OP:C:A:A:A* Internal Use
- 11089**            *28270U*            Each  
*07/1999 No Previous Issue*  
**RGS Reports Generation Software Desk Procedures Correspondence Examination Cincinnati Service Center**  
 Document is reference material used by clerks in Exam Branch of the Cincinnati Service Center for using the RGS (Reports Generation Software). *CP:E* Internal Use

## Documents

- 11090**      *28272Q*      Each  
*07/1999 No Previous Issue*  
**Hiring Guide for Criminal Investigation Recruiters**  
Document 11090 provides Criminal Investigation (CI) Recruitment Coordinators with comprehensive information concerning the Treasury Enforcement Agency position which, in CI, is organizationally identified as Special Agent (SA). *OP:CI:F:M* Internal Use
- 11092**      *28294E*      Each  
*12/1999 No Previous Issue*  
**Ohio District Self-Study Library Materials**  
This catalog is used by employees located in POD's of Ohio District to find self-study materials available from the Self-Study Library located at the John Weld Peck Federal Building in Cincinnati, OH. Employees may complete Form 12328 to request these materials. *D:QIP* Internal Use
- 11099**      *26854G*      Each  
*07/1999 No Previous Issue*  
**FEDEX DOS and DONT'S**  
This product will be used by Memphis Service Center mailroom personnel as a tool to educate employees on the proper and improper procedures for shipping items by means of Federal Express. *DSS:MHS* Internal Use
- 11101**      *27057P*      Each  
*08/1999 No Previous Issue*  
**Crisis Management - Incident Reporting**  
This item supplements the occupant emergency plan established for each IRS facility in the Southeast Region. It provides managers and management officials comprehensive procedures for responding to incidents affecting IRS operations. Please note that the copy posted on <http://publish.no.irs.gov> does not contain the memorandum from Ty Ayers, Director Support Services Southeast Region. *DSS:GHS:F:PA* Internal Use
- 11103**      *27297B*      Each  
*09/1999 No Previous Issue*  
**Time and Leave Handbook**  
IRM's 0601 and 1273 has been Obsolete - This handbook serves as a Replacement for both. *A:PS:O* Internal Use
- 11105**      *27364H*      Each  
*08/1999 No Previous Issue*  
**FY 1998/1999 Coordinated Examination Program Customer Satisfaction Report**  
This item provides insight into customer satisfaction and reaction to the thought process. *OP:EX:C:SS* Internal Use
- 11108**      *28386F*      Each  
*08/1999 No Previous Issue*  
**Guide to the Internet/Intranet**  
This document was created by a task team in the Virginia-West Virginia District office. It contains general information about the Internet and IRS Intranet, their differences, and how they can be utilized. It is appropriate for any IRS employee using the NT workstations, or other pc's with network or modem capabilities. *D:CR* Internal Use
- 11123**      *28483Z*      Each  
*09/1999 No Previous Issue*  
**Service Center Printing and Outgoing Mail Processing Standards**  
This product establishes standards for all printing operations in the Service Centers including internal and external products and for outgoing mail operations. *OP:FS:M:PS:O* Internal Use
- 11124**      *28488C*      Each  
*08/2000 No Previous Issue*  
**Management Analysis Resource Guide for Small Business Self-Employed Operating Division**  
Provides guidance to District, Regional, and national Office managers and management officials regarding how data should be analyzed to monitor Service programs in Examination, Collection, and Customer Service. These documents are needed as part of the Balanced Measures System. *N:CFO:O:D* Internal Use
- 11135**      *73067D*      Each  
*10/1999 Use/Issue Prev Issue First*  
**Getting to Know Treasury Inspector General for Tax Administration**  
This pamphlet is being used to introduce the Treasury Inspector General for Tax Administration to all IRS employees *IG:MS:PI:P* Internal Use
- 11154**      *73153Q*      Each  
*10/1999 No Previous Issue*  
**Multimedia Kit (CD-Rom player/Sound Card/Cable/Headphone)**  
This multimedia kit includes four pieces - cd-rom player, sound card, cable, and headphones. Orders should only be accepted from/to Education Branch Chiefs or GDS's. *IS:IR:IITI* Internal Use
- 11155**      *73163M*      Each  
*11/1999 No Previous Issue*  
**Guide to Congressional Correspondence**  
This guide contains three sections: Congressional Correspondence Handbook, Congressional Correspondence Procedures and Congressional Correspondence Letter Writing Tips. It is used for IRS employees responding to letters from Congress. *CL:LA* Internal Use
- 11156**      *73171M*      Each  
*11/1999 No Previous Issue*  
**Electronic Research Welcome Guide**  
This product serves as an introduction to the new national electronic tax law research contracts with LEXIS-NEXIS and CCH, Inc. This guide is intended as a job aid for users of these tax research services. *N:ADC:R:SPER* Internal Use
- 11158**      *73209Z*      Each  
*03/2000 No Previous Issue*  
**Level 1 Evaluation: Policies, Procedures, and Integrated Training Evaluation and Measurement Services (ITEMS)**  
This document is the policy and procedural guidance regarding trainee and instructor evaluation of ACES-built training events--capturing, transmitting, compiling, reporting, analyzing, and using Level 1 Evaluation data--as well as Intergrated Training Evaluation and Measurement Services (ITEMS). This document is to be used by education professionals and staff in National Office, Education Branches, and Training Delivery Sites. Document is printed landscape with 67# white cover and IRS blue ink on the cover. *N:ADC:H:E:P:PS* Internal Use
- 11163**      *28715A*      Each  
*12/1999 No Previous Issue*  
**IRS Performance Management System Participant Guide**  
This guide is part of Document 11184, "Internal Revenue Service Performance Management System Orientation Package" and tells users how to complete Form 12450, "IRS Performance Management System - Executive Performance Agreement"; Form 12450 A, "IRS Performance Management System - Manager Performance Agreement"; and Form 12450 B, "IRS Performance Management System - Management Official Performance Agreement." It also describes how the Performance Management System dovetails with Balanced Measures and the new Mission Statement. It also describes how to implement the System into daily worklife. *N:ADC:H:L* Internal Use
- 11164**      *28717W*      Each  
*12/1999 No Previous Issue*  
**IRS Performance Management System: Overview for Managers and Management Officials**  
This overview is part of Document 11184, "Internal Revenue Service Performance Management System Orientation Package" and describes the Performance Management System step by step and how it affects managers and management officials. Copies of Form 12450 A, "IRS Performance Management System - Manager Performance Agreement", and Form 12450 B, "IRS Performance Management System - Management Official Performance Agreement" are included. *M:S:CE:PD:A* Internal Use
- 11169**      *28736D*      Each  
*11/1999 No Previous Issue*  
**FY-2000 Employee Training: An Overview for the New Millenium.**  
This Document is an All Employees Communication on Training and Development in Response to Feedback  
*N:ADC:H:E:P:PS* Internal Use

## Documents

- 11186**      *73269B*      Each  
*12/1999 No Previous Issue*  
**IRS Performance Management System: Leader's Guide**  
This guide is part of Document 11184, "Internal Revenue Service Performance Management System Orientation Package", and is used By IRS executives as they lead orientation sessions for managers and management officials. This guide shows how to complete the Performance Management Agreements (Form 12450, "Performance Management System - Executive Performance Agreement"; Form 12450 A, "IRS Performance Management System - Manager Performance Agreement"; and Form 12450 B, "IRS Performance Management System - Management Official Performance Agreement") and familiarizes participants with the Performanc *M:S:CE:PD:A* Internal Use
- 11187**      *73270C*      Each  
*12/1999 No Previous Issue*  
**IRS Performance Management System Orientation: Guide for Evaluating Executives, Managers, and Management Officials**  
This guide is part of Document 11184, "Internal Revenue Service Performance Management System Orientation Package" and describes the Performance Management Cycle and presents the Forms 12450, "IRS Performance Management System - Executive Performance Agreement"; 12450 A, "IRS Performance Management System - Manager Performance Agreement"; and Form 12450 B, "IRS Performance Management System - Management Official Performance Agreement." It also describes the roles and responsibilities of participants and participating offices. *M:S:P:E* Internal Use
- 11188**      *73277B*      Each  
*12/1999 No Previous Issue*  
**Guidelines for Using IRS Taxpayer Advocate Logos**  
Document 11188 is a brochure detailing guidelines for using IRS Taxpayer Advocate logos. *TA:CCL* Tax Related Public Use
- 11189**      *73290U*      Each  
*05/2001 Destroy Prev Rev. Immediately*  
**Taxpayer Advocate Service - Training Guide for Service-wide Employees**  
This training guide will be used for training Service-wide Employees as part of Title 1, Section 1102 (a) of the Internal Revenue Service Restructuring and Reform Act of 1998, mandated significant changes for Taxpayer Advocates. *TA:TAO* Internal Use
- 11192**      *73299P*      Each  
*02/2001 Destroy Prev Issues Upon Rec*  
**Employee Satisfaction Survey Results Brochure**  
Document 11192 was revised which will be used internal for communicating annual Employees Satisfaction survey results. This brochure will highlight what's new for SURVEY 2001. It will also summarizes SURVEY 2000 results and showcase field accomplishments for Balanced Measures. This document will distributed to all IRS employees including TIGTA and Chief Counsel. Document 11192 will be a bi-fold brochure printed two-sided (4 pages), head to head on 60# White, Matte coated offset book in PMS 348C Green and Black ink. Trim Size: 22" x 17" folded to 8 1/2" x 11". *N:CFO:O:S* Internal Use
- 11197**      *28788F*      Each  
*12/1999 No Previous Issue*  
**Quality Professional Training Curriculum Guide**  
This curriculum is for quality professionals and their managers to use when assessing employees' individual training needs. It provides linkages between IRS general competencies and technical competencies for professionals, and it also provides a supplemental reading list for users. *C:DO:TSI:Q* Internal Use
- 11198**      *28791C*      Each  
*12/1999 No Previous Issue*  
**EP/EO RGS User Group - Survey of RGS Users - Final Report**  
This survey was initiated as a project of the Letter of Agreement between the Idated August 6, 1998. All EP/EO employees who were using RGS at the time were sin April and May of 1999. This survey was intended to help determine how the asystem. Specifically, the survey was designed to: Evaluate the Fitness For Use of the program; Evaluate the adequacy of RGS training; Evaluate the adequacy of RGS automation support; Identify any desired enhancements; and Evaluate distribution of RGS program upgrades. *O:E:FS* Internal Use
- 11199**      *28804U*      Each  
*12/1999 No Previous Issue*  
**Guide To Exchanges And Vendor Communications**  
This brochure will provide a guide to exchanges with vendors. Expected to be used by Procurement and technical program staff throughout the IRS and possibly the Treasury Department and bureaus. *A:P:P:P* Internal Use
- 11210**      *28905G*      Each  
*01/2000 No Previous Issue*  
**Y2K Quick Reference Guide**  
This document will be used by all IRS employees to answer taxpayer Y2K inquiries. *OP:C:W:E* Internal Use
- 11215**      *29012W*      Each  
*02/2000 No Previous Issue*  
**Need to Know Where to Go**  
Document 11215 is a quick reference guide for users of the Entity Management Information System (MIS), which is a component of the merged ICS (Integrated Collection System)/Entity Integrated System. The document is designed to provide a more precise measurement of all Collection function work completed. *S:C:CP:CW:CCS* Internal Use
- 11216**      *29041Z*      Each  
*02/2000 No Previous Issue*  
**Prevention of Sexual Harassment Quick Tips**  
Item is a tool to assist managers to recognize and sufficiently address sexual harassment in the workplace. *D:E* Internal Use
- 11220**      *29056Y*      Each  
*02/2000 No Previous Issue*  
**An Explanation of the Provisions of the Tax Relief Extension Act of 1999**  
The Internal Revenue Service's Learning and Education Division is purchasing an informational of-the-shelf product on the Tax Relief Extension Act of 1999 that will be distributed to IRS technical employees. The product will be available in both a printed and electronic format. The public would order this product from Tax Analysts, a private Tax Information company. *LEARNING AND EDUCATI* Internal Use
- 11228**      *29102B*      Each  
*01/2001 No Previous Issue*  
**Introducing Multimedia Publishing Division**  
Document 11228 was produced by the Multimedia Publishing Division to serve as a guide to the type of services available for our customers. There is a description of the different branches, and the services each offers. Samples of some of the products we produce are also displayed. *W:CAR:MP:M:T:S* Internal Use
- 11234**      *29215F*      Each  
*03/2000 No Previous Issue*  
**Pinformation**  
This Document provides information about EMPLOYEE EXPRESS AND EMPLOYEE CONNECTION. *A:HQ:HR:W:S* Internal Use
- 11237**      *29253T*      Each  
*03/2000 No Previous Issue*  
**Manager's Security Briefing**  
This reference assists managers in the Memphis Service Center in their responsibilities to protect employees, taxpayer information, and other IRS assets. *M:I:E:TC:O* Internal Use
- 11238**      *29254E*      Each  
*03/2000 No Previous Issue*  
**Employee's Security Briefing**  
This reference outlines Memphis Service Center employee's regarding safety and security. *M:I:E:TC:O* Internal Use

## Documents

- 11239**      *29288K*      Each  
*03/2000 No Previous Issue*  
**TAMIS/PROMIS - Taxpayer Advocate Service Management Information System User Guide**  
This book is used as a guide for using TAMIS/PROMIS systems for employees in Taxpayer Advocate Service. It is convenient for establishing and updating the referenced systems and can be used to explain the system and its uses. *C:TA:AR:GRE* Internal Use
- 11245**      *29371Q*      Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Employee Account Representative card**  
This is an informational card that is given to employees giving them ready access to the numbers and options that they can use to access their accounts. *SS:TPC* Internal Use
- 11247**      *29378P*      Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**Employee Satisfaction Dictionary Poster**  
This document is in pdf format only. It is to be downloaded from Publishing Services' web site, [publis.no.irs.gov](http://publis.no.irs.gov) & printed on 8-1/2 x 11 paper. To print document, double click on current date under electronic availability. It should be used to promote/inform employees about Survey 2000. *N:CFO:O:S* Internal Use
- 11248**      *29390X*      Each  
*11/2000 No Previous Issue*  
**FTS 2001 Sprint FONCARD Nationwide Transition Information Brochure**  
This trifold brochure explains IRS transition from AT&T Calling Cards to Sprint FONCARDS. It contains a perforated Form 12836, Phonocard Order Form, that is used by employees that are unable to access the system electronically. *IS:T:B* Internal Use
- 11252**      *29535A*      Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Computer Assisted Review of Error Resolution System**  
Computer Assisted Review of Error Resolution System (CARE) is the "on-line" quality review of Taxpayer Notice Codes (TPNDCs) initiated by the Error Resolution System (ERS). *OP:FS:S:P:I* Internal Use
- 11253**      *29551A*      Each  
*07/2000 No Previous Issue*  
**Criminal Investigation (CI) Mentoring Guide**  
Document 11253 is a reference tool which provides a general description of the centralized special agent hiring process for Criminal Investigation (CI). The book is designed for training CI mentors concerning their roles and responsibilities as a mentor for new hires under the Centralized Hiring Process. NOTE: Under no circumstances are the contents of this document to be used or cited as authority for setting or sustaining a technical position. *CI:S:PS* Internal Use
- 11260**      *29575K*      Each  
*04/2000 No Previous Issue*  
**Lexis - Nexis Job Aid**  
This is a guide for assisting employees as they access Lexis Nexis in the course of their duties. *OP:EX* Internal Use
- 11269**      *29596N*      Each  
*04/2000 No Previous Issue*  
**Creating The Local Change Management Plan**  
This document is used to provide locate leaders with the process and tools to develop a change management plan. Electronic copy can be obtained from [HTTP://WWW.DSS.SWRO.IRS.GOV/WEB/OE/CHANGE.HTM](http://WWW.DSS.SWRO.IRS.GOV/WEB/OE/CHANGE.HTM) *N:ADC:H:L* Internal Use
- 11272**      *29741G*      Each  
*05/2000 No Previous Issue*  
**IMDDS Functional Coordinator Training Guide**  
This guide is used to train IMDDS Functional Coordinators. It can be printed off the Multimedia web site, or print on demand. *OP:FS:M:DFPS* Internal Use
- 11280**      *29758B*      Each  
*05/2000 No Previous Issue*  
**Third Party Authoriz Helpful Hints for IRS Employees**  
This pamphlet makes available helpful hints for Revenue Officers and Revenue Agents in the field when handling Powers of Attorney and Tax Information Authorizations. It also provides them with CAF Unit voice and fax numbers. *OP:C:A:A:A* Internal Use  
**This product may not be ordered by the general public**
- 11282 A**      *29764F*      Each  
*07/2000 No Previous Issue*  
**Poster Cards - Chemical or Biological Threats**  
New Poster providing steps to be taken in the event of a chemical or biological threat. The poster is to address the recent threats received at submission processing and computing centers. *A:RE* Internal Use
- 11288**      *29978V*      Each  
*07/2000 No Previous Issue*  
**Fed/State Joint Forms Distribution Program**  
The IRS has had a successful pilot program with 10 states for approximately five years. The Joint Forms Distribution Program is a reciprocal collaboration whereby IRS and participating states fill orders for each other's corresponding tax products. This Document acts as a informational piece for existing customers and potential new customers. June 29, 2000  
*OP:FS:M:L:EA* General Admin Public Use
- 11291**      *29988R*      Each  
*06/2000 No Previous Issue*  
**PC-TARE Transition Handbook**  
This handbook or user guide contains information to help employees operate PC-Tare (Personal Computer time and Attendance Remote Entry system) as a stand-alone application. *A:PS:TP:CIN* Internal Use
- 11298**      *30208A*      Set  
*06/2000 Destroy Prev Issues Upon Rec*  
**Taxpayer Advocate Casefile Index tabs**  
The tabs are placed inside Taxpayer Advocate case files. *TA:SEA* Internal Use
- 11299**      *30222E*      Each  
*09/2000 No Previous Issue*  
**Retricted Area Monitor Guide**  
This document is a supplement to Document 6406, Security Orientation Pamphlet. Document 11299 may be used for some Center employees and possibly others who monitor access to restricted areas. A review of centers revealed a need to have a brief orientation document available for restricted area area monitors that can be also used as reference guide. *A:RE* Internal Use
- 11301**      *30239Z*      Each  
*07/2000 No Previous Issue*  
**Congressional Correspondence Checklist**  
This card assists employees when they are writing correspondence to members of Congress by providing a review of format and content requirements. *CL:LA* Internal Use
- 11312**      *30412K*      Each  
*07/2000 No Previous Issue*  
**MFT 31 Brochure - Master File Transaction**  
This tri-fold brochure is used by IRS Employees who deal with IMF Tax Account issues. It describes the new MFT 31 process. *OP:FS:S:A:N* Internal Use
- 11318**      *30634A*      Each  
*08/2000 No Previous Issue*  
**Internet Primer**  
This guide is designed as an introduction to the Internet. It contains the basics on what the Net is, what the Internet is used for, and how the Net impacts upon IRS occupations (related to Examination and Collection) and how the Internet can help the IRS employees in their jobs. This was initially distributed to all Examination and Collection Managers Servicewide. *LM:SR:UNY-DORA* Internal Use
- 11325**      *30736X*      Each  
*08/2000 Use/Issue Prev Issue First*  
**Don't Let This Happen to You, Section 1203 Tax Compliance**  
Document 11325 will be distributed to ALL IRS EMPLOYEES by the National Finance Center (NFC) as a stuffer in their Leave & Earnings Statements and to new employees during orientation. This product will be a trifold brochure printed two-sided (11" x 8-1/2" and folded to 3-2/3" x 8-1/2") on 60# White, Dull Coated Cover in PMS Red 032C and Black ink. This product will be available electronically through the Multimedia Intranet Website: [www.publish.no.irs.gov](http://www.publish.no.irs.gov).  
*N:ADC:C* Internal Use

## Documents

- 11328**      *30767W*      Each  
*09/2000 No Previous Issue*  
**Wage & Investment Division Logo Poster**  
 This poster is used to make employees familiar with the Wage & Investment logo and the organization that it represents. *W:C* Internal Use
- 11329**      *30778D*      Each  
*03/2002 No Previous Issue*  
**Taxpayer Advocate Service Systemic Adocacy Program Guide - Student Guide**  
 This product serves as a guide for staff and advocacy TAS analysts. It includes procedures for the types of work they perform. Product is produced with yellow vellum covers and printed tabs for each of the 15 chapter headings. *TA:DIA* Internal Use
- 11330**      *30807V*      Each  
*08/2000 No Previous Issue*  
**Working in the New IRS (WIN) Project (Leaders Guide)**  
 The purpose of the WIN program is to provide an educational tool that effectively facilitates bringing all IRS employees from the "old" organization into the new modernized IRS. The WIN Leader's Guide will be used by IRS managers to present the information contained in the WIN briefings to all IRS employees. *N:ADC:H:E:S:C* Internal Use
- 11331**      *30808G*      Each  
*08/2000 No Previous Issue*  
**Working in the New IRS (WIN) Project (Participants Guide)**  
 The purpose of the WIN program is to provide an educational tool that effectively facilitates bringing all IRS employees from the "old" organization into the new modernized IRS. The WIN Participant Guide will be used by all IRS employees as a reference/resource document both during and after the WIN briefings. *N:ADC:H:E:S:C* Internal Use
- 11345**      *30954V*      Each  
*02/2001 Destroy Prev Rev. Immediately*  
**Changing a Bureaucracy One Paragraph at a Time**  
 This book will be used during a video course for improving written communication. It's applicable to all employees who want to improve their writing skills. *CL:LA* Internal Use
- 11345 (CD)**      *31896K*      Each  
*03/2001 No Previous Issue*  
**Changing A Bureaucracy One Paragraph At A Time (CD)**  
 This CD will be used in conjunction with Document 11345 (Workbook) when Document 11345V (Video) is not available. *CL:LA* Internal Use
- 11345 V**      *31971Q*      Each  
*02/2001 No Previous Issue*  
**Changing A Bureaucracy One Paragraph At A Time Video**  
 This video is used in conjunction with Document 11345 (workbook) and is only available to training coordinators. *CL:LA* Internal Use
- 11346**      *30955G*      Each  
*09/2000 No Previous Issue*  
**Agency Wide Shared Services-Directory of Services**  
 This Directory of Services will serve as a desk guide reference to geographic and functional points of contact for Personnel, Facilities, Financial, EEO & Diversity and Procurement services. *A* Internal Use
- 11348**      *31010U*      Each  
*10/2000 No Previous Issue*  
**Taxpayer Advocate Service Manager's Resource Guide**  
 The Taxpayer Advocate Service Manager's Resource Guide is designed for all group managers. It contains information on the TAS organization, automated systems, casework inventory, research and review, administrative systems security, training, and general administration (PMS, EPFs, LR and NTEU). *C:TA:HR* Internal Use
- 11349**      *31038W*      Set  
*01/2001 Use/Issue Prev Issue First*  
**RRA Case File Tabs**  
 (SB/SE) will be used by Revenue Officers on all case files involving Collection Due Process (CDP) under RRA98. *CO* Internal Use
- 11350**      *57313E*      Each  
*09/2000 No Previous Issue*  
**Guide for Using Adobe Acrobat (PDF) File**  
 This goal of this guide is to provide assistance to Examiners as they use Adobe Acrobat files in the course of their work-related activities. *OP:EX:CS* Internal Use
- 11357**      *31080S*      Each  
*09/2000 No Previous Issue*  
**ODTA Tracking Systems (Users Guide)**  
 This document is a user guide for the Operating Division Taxpayer Advocate and describes the systems used to track advocacy issues. *TA:ODTA:WI* Internal Use
- 11360**      *31102V*      Each  
*10/2000 No Previous Issue*  
**LMSB Quality Assurance Reviewer Training Guide (Industry)**  
 This new training document was created as a result of the IRS restructure. It will be used as a training tool in the Industry Program Quality Assurance Reviewer's Class. *LM:Q* Internal Use
- 11361**      *31104R*      Each  
*10/2000 No Previous Issue*  
**LMSB Quality Assurance Reviewer Training - Coordinated Industry Program**  
 This product is used as a training aid to guide reviewers in Quality Assurance and is meant to supplement the professional judgement reviewers use to determine the quality of examinations. Materiality, significance and frequency of occurrence are also important factors in the determination of quality. *LM:Q* Internal Use
- 11372**      *31180T*      Each  
*10/2001 No Previous Issue*  
**Senior Commissioner's Representative Handbook**  
 This product is used by the new Commissioner's Representatives (CRs) and Senior Commissioner's Representatives (SCRs) with their responsibilities in assisting with service coordination and delivery following stand up. It also provides the Divisions and support organizations an overview of service delivery. *AWSS:CS:AO* Internal Use
- 11417**      *31592P*      Each  
*02/2001 No Previous Issue*  
**Applying for Voluntary Retirement**  
 This document is used to explain the process for applying for voluntary retirement. *A:PS:C* Internal Use
- 11418**      *31593A*      Each  
*02/2001 No Previous Issue*  
**Applying for Disability Retirement**  
 Document used to identify the process for applying for disability retirement. *A:PS:C* Internal Use
- 11424**      *31716P*      Each  
*02/2001 No Previous Issue*  
**Office Closed Poster**  
 This product serves as a window display poster to inform visitors to IRS locations that the office is closed due to inclement weather. *A:RE:O:A3:RF* Internal Use
- 11426**      *31764Z*      Each  
*02/2001 No Previous Issue*  
**IRS Correspondence Manual**  
 This manual provides guidelines for all IRS employees regarding correspondence development. This Document will be obsolete once the IRM is updated to reflect new correspondence policies. *N:ADC:M:C* Internal Use
- 11427**      *31765K*      Each  
*02/2001 No Previous Issue*  
**End-User Reference for IS Desktop Products and Services**  
 A quick reference guide that provides a brief overview of the services provided by ECS. *IS:F:E* Internal Use
- 11433**      *31856A*      Each  
*03/2001 No Previous Issue*  
**Employee Benefit Plan Section 401 (h) Explanation No. 13**  
 Document 11433 provides the explanations for specialists when they use Form 13069 Worksheet No. 13, Section 401(h) when reviewing certain parts of retirement plans concerning retiree medical benefits. *T:EP* Internal Use



## Documents

- 11434**      *31874W*      Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**ICS/Entity MIS Integrated Program Handbook**  
Document 11434 was developed to thoroughly introduce Collection Group Managers and revenue officers on how to manage their workloads via use of a more powerful application designed to deliver information (in most cases) instantaneously. The data delivered via the ICS/Entity MIS application is to be used ONLY as a means of working more efficiently and effectively while providing quality customer service to taxpayers. *S:C:CP:CW:CCS* Internal Use
- 11451**      *32035Z*      Each  
*05/2001 No Previous Issue*  
**Personnel Operations Contact Listing**  
This brochure contains contact information for Personnel Services Area B. It is distributed to employees during meetings and outreach activities. *A:PS:O:B* Internal Use
- 11465**      *32096M*      Each  
*05/2001 No Previous Issue*  
**Congressional TAS Case Expedite File Folder (Orange)**  
This file folder was created for identification of the various programs that Taxpayer Advocate oversees. *TA:TAO* Internal Use
- 11466**      *32097X*      Each  
*09/2001 Use/Issue Prev Issue First*  
**ECMS Case File Folder (Green)**  
This file folder was created for identification of the various program that Taxpayer Advocate oversees. *TA:TAO* Internal Use
- 11467**      *32099T*      Each  
*05/2001 No Previous Issue*  
**TAS Criteria 1-4 File Folder (Red)**  
This file folder was created for identification of the various programs that Taxpayer Advocate oversees. *TA:TAO* Internal Use
- 11468**      *32100J*      Each  
*05/2001 No Previous Issue*  
**TAS Criteria 5-7 File Folder (Yellow)**  
This file folder was created for identification of the various programs that Taxpayer Advocate oversees. *TA:TAO* Internal Use
- 11469**      *32101U*      Each  
*05/2001 No Previous Issue*  
**TAS Case Referral In File Folder (Blue)**  
This file folder was created for identification of the various programs that Taxpayer Advocate oversees. *TA:TAO* Internal Use
- 11477**      *32120B*      Each  
*12/2001 Destroy Prev Rev. Immediately*  
**ACES Quick Reference Cards (Pocket Inserts)**  
This document contains three cards (pocket inserts) containing codes and information about the Administrative Corporate Education System (ACES). These cards are to be used with the plastic flip pockets (Document 11477A). *A:C:P:ACES* Internal Use
- 11477 A**      *32121M*      Each  
*06/2001 No Previous Issue*  
**ACES Quick Reference Pockets (3 Pocket Set)**  
This document is a set of three clear plastic pockets that are clipped together and designed to be fastened to a computer monitor. The pockets will hold printed inserts (Document 11477) that contain information about the Administrative Corporate Education System (ACES). *A:C:P:ACES* Internal Use
- 11479**      *32132T*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Appeals Officer GS-0930**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11480**      *32133E*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Customer Service Representative GS-0962**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:H:P:P* Internal Use
- 11481**      *32134P*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Data Transcriber GS-0356**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:H:P:P* Internal Use
- 11482**      *32135A*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Estate Tax Attorney GS-0905**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11483**      *32137W*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Estate Tax Examiner GS-0920**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11484**      *32138H*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Mail and File Clerk GS-0305**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:H:P:P* Internal Use
- 11485**      *32139S*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Management and/or Program Analyst GS-0343**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:H:P:P* Internal Use
- 11486**      *32140T*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Management and Program Clerk and Assistant GS-0344**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11487**      *32141E*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Miscellaneous Administrative/Program Specialist GS-0301**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

## Documents

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| <p><b>11488</b>            <i>32142P</i>            Each<br/> <i>09/2001 Use/Issue Prev Issue First</i><br/> <b>Performance Plan for Miscellaneous Clerk and Assistant GS-0303 (Includes Measured and Unmeasured Positions)</b><br/> This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.<br/> <i>N:ADC:H:P:P Internal Use</i></p> | <p><b>11493</b>            <i>32148D</i>            Each<br/> <i>07/2001 No Previous Issue</i><br/> <b>Performance Plan for Secretary GS-0318</b><br/> This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.<br/> <i>N:ADC:S:PP:P Internal Use</i></p>   | <p><b>11498</b>            <i>32155S</i>            Each<br/> <i>07/2001 No Previous Issue</i><br/> <b>Performance Plan for Property Appraisal and Liquidation Specialist GS-1171</b><br/> This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.<br/> <i>N:ADC:S:PP:P Internal Use</i></p>  |
| <p><b>11489</b>            <i>32143A</i>            Each<br/> <i>07/2001 No Previous Issue</i><br/> <b>Performance Plan for Personnel/Employee Development Clerk and Assistant GS-0203</b><br/> This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.<br/> <i>N:ADC:S:PP:P Internal Use</i></p>                                     | <p><b>11494</b>            <i>32150P</i>            Each<br/> <i>07/2001 No Previous Issue</i><br/> <b>Performance Plan for Tax Auditor GS-501</b><br/> This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.<br/> <i>N:ADC:S:PP:P Internal Use</i></p>  | <p><b>11500</b>            <i>32178R</i>            Each<br/> <i>06/2001 No Previous Issue</i><br/> <b>Guide to Penalty Determinations</b><br/> This document is to be used as an IRS employees guide to conduct violations and suggested penalties. This information will also be published in the IRM at a later date. This information will be issued as IRM 6.751.12Exhibit 6. <i>N:ADC:H:R Internal Use</i></p>   |
| <p><b>11490</b>            <i>32145W</i>            Each<br/> <i>07/2001 No Previous Issue</i><br/> <b>Performance Plan for Internal Revenue Agent GS-0512</b><br/> This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.<br/> <i>N:ADC:H:P:P Internal Use</i></p>  | <p><b>11495</b>            <i>32151A</i>            Each<br/> <i>07/2001 No Previous Issue</i><br/> <b>Performance Plan for Tax Examiner (Measured) GS-0592</b><br/> This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.<br/> <i>N:ADC:H:P:P Internal Use</i></p>  | <p><b>11502</b>            <i>32188N</i>            Each<br/> <i>06/2001 No Previous Issue</i><br/> <b>Systems Development Information Technology Services</b><br/> These cards are to be distributed to all Systems Development employees to familiarize them with the organization's vision, mission and value statements similar to the IRS issuance of the agency's mission to gain better understanding. <i>IS:SD:RM Internal Use</i></p>   |
| <p><b>11491</b>            <i>32146H</i>            Each<br/> <i>07/2001 No Previous Issue</i><br/> <b>Performance Plan for Revenue Officer GS-1169</b><br/> This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.<br/> <i>N:ADC:H:P:P Internal Use</i></p>   | <p><b>11496</b>            <i>32153W</i>            Each<br/> <i>07/2001 No Previous Issue</i><br/> <b>Performance Plan for Tax Examiner (Unmeasured) GS-0592</b><br/> This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.<br/> <i>N:ADC:H:P:P Internal Use</i></p>  | <p><b>11505</b>            <i>32196N</i>            Each<br/> <i>12/2001 Destroy Prev Issues Upon Rec</i><br/> <b>Introducing IDRS Multiple Accesses Enhancement - Part 1</b><br/> This document is for IDRS security staffs and users. The document describes an enhancement to IDRS that enables IDRS users to access and update taxpayer accounts on multiple IDRS databases without having to signoff of one database and sign-on another. <i>M:S:S Internal Use</i></p>   |
| <p><b>11492</b>            <i>32147S</i>            Each<br/> <i>07/2001 No Previous Issue</i><br/> <b>Performance Plan for Revenue Officer (OIC) GS-1169</b><br/> This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.<br/> <i>N:ADC:S:PP:P Internal Use</i></p>  | <p><b>11497</b>            <i>32154H</i>            Each<br/> <i>07/2001 No Previous Issue</i><br/> <b>Performance Plan for Tax Specialist (Tax Compliance Officer, Tax Resolution Representative, Tax Specialist) GS-0526</b><br/> This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.<br/> <i>N:ADC:H:P:P Internal Use</i></p> | <p><b>11511</b>            <i>32224U</i>            Each<br/> <i>06/2001 No Previous Issue</i><br/> <b>Welcome to the IRS (Managers Guidelines)</b><br/> This document is the Manager's Guidelines. Under the STABLE initiative, Congress has authorized the Service to hire thousands of new employees over the next 3-5 years. To maximize the effectiveness of these new hires, Strategic Human Resources has developed a servicewide orientation / organizational socialization program called 'Welcome to the IRS'. The Welcome to the IRS program seeks to reinforce a new hire's IRS career decision. <i>N:ADC:H:E:S:C Internal Use</i></p> |

## Documents

**11513**      **32230Y**      Each  
*07/2001 No Previous Issue*  
**TRAS Quick Reference Guide-All Travelers**  
AWSS Financial Services is developing the training and marketing of the new TRAS system. These Tri-fold Quick Reference Guides are designed to aid the users of the TRAS application. The Guide for all Travelers will eventually be designed to be printed and distributed to all travelers, with the ability to reorder the form. *N:ADC:H:P:P Internal Use*

**11513 A**      **32231J**      Each  
*07/2001 No Previous Issue*  
**TRAS Quick Reference Guide-Preparer, Reviewer, Approver**  
AWSS Financial Services is developing the training and marketing of the new TRAS system. The tri-fold Quick Reference Guide is designed to aid the user of the TRAS application. The Guide for Preparer, Reviewers, and Approvers is designed to be distributed to all managers. *N:ADC:H:P:P Internal Use*

**11516**      **32264E**      Each  
*06/2001 No Previous Issue*  
**TRAS User Guide**  
AWSS Financial Services is developing the training and are marketing the new TRAS System. The guide is designed to aid the users of the new web application. *N:ADC:FS Internal Use*

**11519**      **32285H**      Each  
*07/2001 No Previous Issue*  
**IRS Performance Management System - Manager CJE Discussion Guide**  
IRS implemented new Critical Job Elements (CJE) that support the goals and strategies of the modernized IRS. This guide is used by managers when conducting employee discussions to explain how the CJE's align with the three Balanced Measures: Employee Satisfaction, Customer Satisfaction, and Business Results. *N:ADC:H:L Internal Use*

**11520**      **32286S**      Each  
*07/2001 No Previous Issue*  
**IRS Performance Management System - Employee CJE Discussion Guide**  
IRS implemented new Critical Job Elements (CJE's) that support the goals and strategies of the modernized IRS. This guide is to be provided to employees (all employee distribution, except TIGTA and Counsel) to explain how the CJE's align with the three Balanced Measures: Employee Satisfaction, Customer Satisfaction, and Business Results. *N:ADC:H:L Internal Use*

**11521**      **32287D**      Each  
*07/2001 No Previous Issue*  
**IRS Performance Management System - CJE Discussion Videotape**  
IRS implemented new Critical Job Elements (CJE's) that support the goals and strategies of the modernized IRS. This videotape discusses how the new CJE's align with the modernized IRS and the three Balanced Measures: Employee Satisfaction, Customer Satisfaction, and Business Results. *N:ADC:H:L Internal Use*

**11534**      **32381Q**      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Computer Specialist GS-0334**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:H:P:P Internal Use*

**11535**      **32382B**      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Qualifying Position for Tax Specialist GS-0598**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:H:P:P Internal Use*

**11538**      **32412E**      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Actuary - GS-1510**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:H Internal Use*

**11539**      **32413P**      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Appeals Quality Measurement System Reviewer GS-930 or GS-1169**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P Internal Use*

**11540**      **32414A**      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Appeals Settlement Officer GS-1169**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P Internal Use*

**11541**      **32416W**      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Appeals Team Case Leader GS-0930-15**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P Internal Use*

**11542**      **32417H**      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Area Distribution Center Clerk GS-0303**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P Internal Use*

**11543**      **32418S**      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Bankruptcy Specialist GS-1101**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P Internal Use*

**11544**      **32419D**      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Building Management Specialist GS-1176**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P Internal Use*

**11545**      **32420E**      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Cash Clerk GS-0530**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P Internal Use*

## Documents

**11546**            *32421P*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Document Analyst GS-1397**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11547**            *32422A*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Fingerprint Specialist GS-072**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11548**            *32424W*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Physical Scientist GS-1301**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11549**            *32425H*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Civilian Pay Clerk and Technician Time and Leave Clerk GS-0544**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11550**            *32426S*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Revenue Officer (Collection Fraud Referral Specialist) GS-1169**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11551**            *32427D*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Contract Cost/Price Analyst GS-1102**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11552**            *32429Z*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Contract Specialist GS-1102**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11553**            *32430A*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Disclosure Specialist GS-0950**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11554**            *32432W*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Order Entry Clerk (Distribution Centers Use Only) GS-0303**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11555**            *32433H*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Electronic Technician GS-0856**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11556**            *32434S*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Equal Employment Specialist GS-0260**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11557**            *32435D*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Equal Opportunity Assistant GS-0361**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11558**            *32437Z*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Revenue Agent (Examination Fraud Referral Specialist) GS-0512**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11559**            *32438K*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for General Inspection and Investigation GS-1801 GS-1810**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11560**            *32439V*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Information and Arts Group Including Multimedia Specialist GS-1001, Interior Designer GS-1008, Language**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

## Documents

**11561**            *32440W*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Legal Technician (Typing) and Estate Tax Assistant GS-0986**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11562**            *32441H*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Printing Clerk GS-0351**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11563**            *32442S*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Procurement Analyst GS-1102**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11564**            *32443D*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Procurement Technician GS-1106**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11565**            *32445Z*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Public Affairs Specialist GS-1035**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11566**            *32446K*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Purchasing Agent GS-1105**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11567**            *32447V*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Revenue Agent Reviewer GS-0512**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11568**            *32448G*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Recreation Specialist GS-0188**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11569**            *32449R*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Revenue Officer Reviewer GS-1169**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11570**            *32450S*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Security Specialist GS-080**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11571**            *32451D*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Supply Clerk and Technician GS-2005**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11572**            *32453Z*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Appeals Tax Computation Specialist GS-0512 and GS-0526**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11573**            *32454K*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Tax Specialist (Appeals Service Center Programs) GS-0526**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11574**            *32455V*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Tax Compliance Officer Reviewer GS-0526**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11575**            *32456G*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Television Production Specialist GS-1071**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

## Documents

- 11576**      *32457R*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Traffic Management Specialist GS-2130**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11577**      *32458C*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Transportation Clerk and Assistant GS-2102**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11578**      *32459N*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Visual Information Specialist GS-1084**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11579**      *32461Z*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Writer/Editor GS-1082**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11580**      *32462K*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Information Receptionist GS-0304**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11582**      *32466C*      Each  
*03/2002 No Previous Issue*  
**A Guide to the Internal Revenue Manual (IRM)**  
Document 11582 is a user guide for the Internal Revenue Manual (IRM). It explains how the restructuring of the IRS has changed the way the IRM is organized. For example, the IRM is now organized by business process and activity, not by IRS function. The guide further explains the Parts of the IRM, electronic research tools, specialized research tools, and the index. *N:ADC:R:SPDER* Internal Use  
**This product may not be ordered by the general public**
- 11591**      *32537A*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Financial Clerical & Assistant GS-0503**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11592**      *32550T*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Lead Police Officer GS-0083**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11593**      *32551E*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Police Officer-Canine GS-0083**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11594**      *32552P*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Police Officer GS-0083**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11595**      *32553A*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Appeals Clerk GS-0303**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11596**      *32555W*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Appeals Tax Computation Specialist GS-0512-13**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11598**      *32557S*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Appeals Officer (International Specialist) GS-0930**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11599**      *32558D*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Disclosure Tax Law Specialist GS-0987**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11600**      *32560P*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for CI Photographer (Scientific & Technical) GS-1060**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

## Documents

**11601**            **32561A**            Each  
*07/2001 No Previous Issue*

**Performance Plan for CI Investigative Analyst GS-1801 or GS-0301**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11602**            **32563W**            Each  
*07/2001 No Previous Issue*

**Performance Plan for Printing Management Specialist GS-1654**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11603**            **32564H**            Each  
*07/2001 No Previous Issue*

**Performance Plan for CI Compliance Support Assistant GS-1802**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11604**            **32565S**            Each  
*07/2001 No Previous Issue*

**Performance Plan for FDC Investigative Aide GS-1802**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11605**            **32566D**            Each  
*07/2001 No Previous Issue*

**Performance Plan for CI Tax Fraud Investigative Assistant GS-1802**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11606**            **32568Z**            Each  
*07/2001 No Previous Issue*

**Performance Plan for Criminal Investigator GS-1811**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11607**            **32569K**            Each  
*07/2001 No Previous Issue*

**Performance Plan for Inventory Management Specialist GS-2010**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11608**            **32571W**            Each  
*07/2001 No Previous Issue*

**Performance Plan for Security Guard GS-0085**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11609**            **32572H**            Each  
*07/2001 No Previous Issue*

**Performance Plan for Security Assistant GS-0086**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11610**            **32573S**            Each  
*07/2001 No Previous Issue*

**Performance Plan for Appeals Case Processor GS-0303**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11611**            **32574D**            Each  
*07/2001 No Previous Issue*

**Performance Plan for Equipment Operator GS-0350**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11612**            **32576Z**            Each  
*07/2001 No Previous Issue*

**Performance Plan for Budget Analyst GS-0560**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11613**            **32577K**            Each  
*07/2001 No Previous Issue*

**Performance Plan for Budget Technician GS-0561**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11614**            **32578V**            Each  
*07/2001 No Previous Issue*

**Performance Plan for Appeals Tax Examiner GS-0592**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

**11615**            **32579G**            Each  
*07/2001 No Previous Issue*

**Performance Plan for Appeals Case Records Examiner GS-0592**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

## Documents

**11616**            *32580H*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Transfer Tax Technician GS-0950**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11617**            *32581S*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Tax Law Specialist GS-0987**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11618**            *32582D*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Claims Clerk GS-0998**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11619**            *32584Z*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Technical Writer (Tax Law) GS-1083**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11620**            *32585K*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Fuel Compliance Officer GS-1101**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11621**            *32586V*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Student Trainee (Criminal Investigation) GS-1899**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11625**            *32604G*            Each  
*08/2001 No Previous Issue*  
**Information Technology Asset Management System (ITAMS) Service Center Service and Problem Management Training Guide**

This product familiarizes the user of ITAMS with the integrated applications and how they work together in graphical environment concerning ADP Equipment and related Assets. *M:I:E:CP:T* Internal Use

**11628**            *32623N*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Economist GS-01101 (Statistics of Income Division Only)**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11629**            *32624Y*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Human Resources Specialist GS-0200 and Education Services Specialist GS-1700**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11630**            *32625J*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Administrative Officer GS-0341**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11631**            *32626U*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Support Services Specialist GS-0342**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11632**            *32627F*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Financial Management Analyst GS-0501**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11633**            *32628Q*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Medical Clerk (OA) GS-0679**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11634**            *32629B*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Architect and Engineer GS-0808, 0809, 0818, 0830, 0850**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11635**            *32630C*            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Nurse GS-0610**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use



## Documents

**11636**            *32631N*            Each  
*07/2001 No Previous Issue*

**Performance Plan for Appeals Financial Analyst GS-1160**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11637**            *32632Y*            Each  
*07/2001 No Previous Issue*

**Performance Plan for Appeals Appraiser GS-1171**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11638**            *32639X*            Each  
*07/2001 No Previous Issue*

**Performance Plan for Telecommunications Assistant GS-0394**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11639**            *32640Y*            Each  
*07/2001 No Previous Issue*

**Performance Plan for Statistician (Economics) GS-1530**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11640**            *32641J*            Each  
*07/2001 No Previous Issue*

**Performance Plan for Statistical Assistant GS-1531**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11641**            *32642U*            Each  
*07/2001 No Previous Issue*

**Performance Plan for Computer Specialist GS-0334 (Statistics of Income Division Only)**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11642**            *32643F*            Each  
*07/2001 No Previous Issue*

**Performance Plan for Geologist GS-1350**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11643**            *32644Q*            Each  
*07/2001 No Previous Issue*

**Performance Plan for Mathematical Statistician GS-1529**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11644**            *32645B*            Each  
*07/2001 No Previous Issue*

**Performance Plan for Operations Research Analyst GS-1515**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11647**            *32683P*            Each  
*08/2001 No Previous Issue*

**Human Resources Investment Fund FY 2002 Guidelines**

This document is the guidelines for the HRIF FY02 program. Offering an overview of the program, description and criteria of six programs offered, and instructions on how to apply. The document is available to all IRS employees. *N:ADC:H:E:S:EC* Internal Use

**11649**            *32712H*            Each  
*11/2001 No Previous Issue*

**Federal Women's Program Brochure**

Document 11649 contains information about the Federal Women's Program (FWP) that will be used as an information tool to inform all IRS Managers and Employees servicewide. The FWP is a Special Emphasis Program specifically required by Executive Order and Federal Regulation within the Equal Opportunity Program of each Federal agency. The FWP was established to assist in the elimination of barriers to the meaningful employment of women in the Federal workplace. This brochure has useful (Q & A's) regarding the FWP. This brochure will be available electronically through the Multimedia Intranet Weds *N:EEO* Internal Use

**11650**            *32713S*            Each  
*09/2001 No Previous Issue*

**Management Information System (MIS) Entity Handbook for Revenue Officers**

Document 11650 contains instructions for the menu screens of the Entity database. The 32-page booklet is a ready reference guide which enables revenue officers to easily navigate the Entity system. *S:C:CP:CW:CCS* Internal Use

**11651**            *32714D*            Each  
*07/2001 No Previous Issue*

**Performance Plan for Engineering Positions GS-0800**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11652**            *32716Z*            Each  
*07/2001 No Previous Issue*

**Performance Plan for Forester GS-0460**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11653**            *32717K*            Each  
*07/2001 No Previous Issue*

**Performance Plan for Business Valuation Specialist GS-0512**

This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

## Documents

- 11654**            **32718V**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Appraiser GS-1171**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11655**            **32719G**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Wage Grade Positions**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11656**            **32720H**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Computer Operator GS-0332**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11657**            **32721S**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Appeals Officer (CSO) GS-0930**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11658**            **32722D**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Lead Customer Service Representative GS-0962**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11659**            **32724Z**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Tax Law Specialist (W&I Only) GS-0987**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11660**            **32725K**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Sign Language Interpreter GS-1040**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11661**            **32726V**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Taxpayer Service Specialist (Call Site Only) GS-0501**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11662**            **32727G**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Taxpayer Service Specialist GS-0501**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11663**            **32728R**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Correspondence Examination Technician - GS-0503**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11664**            **32729C**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Revenue Officer (SCCB) GS-1169**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11665**            **32730D**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Legal Instrument Examiner GS-0963**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11666**            **32732Z**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Computer Scientist GS-1550**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11667**            **32733K**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Economist GS-0110**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11668**            **32734V**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Telecommunications Specialist GS-0391**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11669**            **32735G**            Each  
*07/2001 No Previous Issue*  
**Performance Plan for Telecommunications Technician GS-0392**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*

## Documents

- 11670**      *32736R*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Electronics Engineer GS-0855**  
 This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11671**      *32737C*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Translating Assistant GS-1046**  
 This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11674**      *32769M*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Financial Analyst GS-1160**  
 This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11675**      *32774F*      Each  
*09/2001 No Previous Issue*  
**Reasonable Cause Assistant (RCA) Desk Reference**  
 This document is a quick reference guide to provide aid when using the Reasonable Cause Assistant (RCA). It contains steps to follow when considering penalty relief for Failure to Deposit, Failure to File, and/or Failure to Pay penalties. To be used by all employees with ICPnt access who consider reasonable cause penalty relief requests.  
*S:C:CP:RC:P Internal Use* **This product may not be ordered by the general public**
- 11677**      *32776B*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Appeals Officer (ISP Coordinator) GS-0930**  
 This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11678**      *32781U*      Each  
*10/2001 No Previous Issue*  
**Master Labor Agreement**  
 This document is the new contract/agreement between Internal Revenue Service and National Treasury Employees Union. Replaces Documents 6647 (national Office) & Document 6648 (Service Centers) This Master Labor Agreement cover all bargaining professional employees and non-professional employees of the IRS.  
*N:ADC:H:R Internal Use*
- 11683**      *32810M*      Each  
*09/2001 No Previous Issue*  
**Research Recruiting**  
 Document 11683 is used for recruiting purposes by IRS employees.  
*N:ADC:R:R:SMA Internal Use*
- 11684**      *32816A*      Each  
*11/2001 Use/Issue Prev Issue First*  
**SETR Codes for Stakeholder Partnerships, Education and Communication**  
 This product is written to assist employees in the W&I Stakeholder Partnership, Education and Communications Division input codes into the Single-Entry Time Reporting (SETR) System.  
*W:CAR:SPEC:PPD:E Internal Use*
- 11686**      *32822E*      Each  
*10/2001 No Previous Issue*  
**Building Strong Password (24 x 36)**  
 This poster provides information to reinforce the need to build and protect passwords.  
*IS:SEC:C:S Internal Use*
- 11689**      *32863Z*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Computer Assistant GS-0335**  
 This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11690**      *32864K*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Tax Technician GS-0526**  
 This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11691**      *32865V*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Accountant GS-0510**  
 This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11692**      *32866G*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Economist (Research) GS-0110**  
 This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11693**      *32867R*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Computer Research Analyst GS-0301**  
 This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11694**      *32868C*      Each  
*07/2001 No Previous Issue*  
**Performance Plan for Statistician (Research) GS-1530**  
 This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11696**      *32881V*      Each  
*02/2002 No Previous Issue*  
**Employee Resource Center Brochure**  
 The Employee Resource (ERC) Brochure explains what the ERC is and how to contact them. A Internal Use
- 11697**      *32884C*      Each  
*02/2002 No Previous Issue*  
**Multilingual Initiative - Making Languages Important**  
 This brochure was used to hand out to management in the upcoming CAS Leadership conferences to provide awareness of IRS Multilingual Initiative.  
*W:AM:CAS:MLI Internal Use*

## Documents

- 11704**            *32920J*            Each  
*10/2001 No Previous Issue*  
**Performance Plan for Disclosure Specialist GS-0301**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11705**            *32921U*            Each  
*10/2001 No Previous Issue*  
**Performance Plan for OD/FD Technical Advisor and Governmental Liaison/CAP Analyst GS-0301**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11706**            *32922F*            Each  
*10/2001 No Previous Issue*  
**Performance Plan for Disclosure Assistant GS-0303**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11707**            *32923Q*            Each  
*10/2001 No Previous Issue*  
**Performance Plan for Overseas Taxpayer Service Specialist GS-0501**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11714**            *32982H*            Each  
*01/2002 Special Handling/See Remarks*  
**News for You 2002 - Campaign Folding Pocket Card**  
Doc. 11714 (Folding Pocket Card)- is a five panel accordion folded pocket card used as part of the "News For You 2002" Campaign kit and is also a separate document sent to all IRS employees. It contains information on tax year 2001 tax law changes.  
*S:COM Internal Use*
- 11715**            *32989G*            Each  
*10/2001 No Previous Issue*  
**Director of Practice Attorney Advisor GS-0905**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11716**            *32990H*            Each  
*10/2001 No Previous Issue*  
**Director of Practice Paralegal Specialist GS-0950**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11717**            *32991S*            Each  
*10/2001 No Previous Issue*  
**Performance Plan for Program Analyst (Bilingual, Japanese) GS-0343**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11720**            *33107S*            Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**APM Guide Desk Reference**  
The Desk Reference is a tri-fold brochure used for the Assembled Learning session held in a computer lab environment. It may also be used as information for managers not taking the course. It contains site navigation instructions and a listing of the APM Categories under which all administrative procedures may be found. It also contains information about the entire Leadership Development curriculum at all managerial levels and development stages.  
*N:ADC:H:L Internal Use*
- 11734**            *33169Q*            Each  
*12/2001 No Previous Issue*  
**Transaction Codes Pocket Guide**  
This document is an abbreviated version of the Transaction codes listed in Document 6209 for quick reference. This document can be used by functions and programs dealing with taxpayer accounts.  
*CL:GLD:D Internal Use*
- 11736**            *33193Q*            Each  
*12/2001 No Previous Issue*  
**Performance Plan for Service Center Industrial Engineer GS-0896**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11737**            *33194B*            Each  
*12/2001 No Previous Issue*  
**Performance Plan for Revenue Officer Examiner GS-1169**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11738**            *33195M*            Each  
*12/2001 No Previous Issue*  
**Performance Plan for Appeals Collection Specialist Collection Due Process (CDP) GS-1101**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11739**            *33196X*            Each  
*12/2001 No Previous Issue*  
**Performance Plan for Revenue Officer Advisor Reviewer GS-1169**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11740**            *33198T*            Each  
*12/2001 No Previous Issue*  
**Performance Plan for Taxpayer Advocate Reviewer GS-0343**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements.  
*N:ADC:S:PP:P Internal Use*
- 11741**            *33199E*            Each  
*12/2001 No Previous Issue*  
**EEO and Diversity Information Poster**  
This poster will be available throughout IRS offices to provide information to employees on the EEO complaint process and the location of offices. Orders NTE 125 copies.  
*AWSS:EEO Internal Use*

## Documents

- 11741 A**      *33762X*      Each  
*12/2001 No Previous Issue*  
**Equal Employment..Is the Law (8.5 x 11 size) Poster**  
This product will be used by managers throughout the country to assist employees in determining the process that an EEO complaint follows during the complaint and resolution process as well as the offices where the EEO office is located. Orders NTE 50 copies. *AWSS:EEO* Internal Use
- 11743**      *33281Z*      Each  
*12/2001 No Previous Issue*  
**Do Your Part Poster**  
Do Your Part poster will be used in mail-rooms at IRS offices nationwide. *CL:C:IC* Internal Use
- 11744**      *33291V*      Each  
*12/2001 No Previous Issue*  
**2002 Transition Reference Guide**  
Document 11744 will be used as a desk guide for service center campus and remote site employees with taxpayer contact duties. All managers can also refer to this guide for illustration of transition workload assignments. This Document will be stored at EADC. This product was distributed to all IRS Campus employees and to all managers in the field. *N:ADC:SCIT* Internal Use
- 11745**      *33301G*      Each  
*01/2002 No Previous Issue*  
**Do Your Part - Help Keep Your Work Area Safe Brochure**  
This brochures outlines safety procedures that have been put into place as a result of the September 11 terrorist attack and the subsequent anthrax attacks via the postal system to protect employees and what employees can do to keep themselves, their fellow employees and their workplace safe. *A* Internal Use
- 11746**      *33303C*      Each  
*12/2001 No Previous Issue*  
**Info about the IDRS for Employee Renumbering Program**  
This product explains why IRS is changing IDRS user employee numbers and how users will be affected by the change. It also gives new Office Identifiers (first 2-digits of the employee number) for all the campus, business divisions, and area offices. *M:S:S* Internal Use
- 11749**      *33309Q*      Each  
*12/2001 No Previous Issue*  
**A GUIDE TO REPORTING VITA/TCE/VOLUNTEER RESULTS**  
THIS GUIDE IS USED TO REPORT VITA/TCE VOLUNTEER RESULTS. THIS WILL BE USED AS A GUIDE FOR VITA/TCE VOLUNTEERS TO REPORT BUSINESS RESULTS.  
*W:CAR:SPEC:PPD:E* Internal Use
- 11750**      *33313Y*      Each  
*12/2001 No Previous Issue*  
**VOLUNTEER SITE MANAGER GUIDE**  
THIS GUIDE IS USED FOR TRAINING THE VITA/TCE VOLUNTEER SITE MANAGERS. *W:CAR:SPEC:PPD:E* Internal Use
- 11755**      *33319M*      Each  
*01/2002 No Previous Issue*  
**Performance Plan for Anti-Money Laundering Compliance Officer GS-0526**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11762**      *33339E*      Each  
*01/2002 No Previous Issue*  
**EFTPS Educational Kit w/CD-ROM**  
This kit will be used to educate internal IRS customers and field personnel on the functionality and use of EFTPS. It will be useful in communicating correct information to taxpayers and tax practitioners. *W:E:DEF:CMMB* Internal Use
- 11768**      *33384H*      Each  
*01/2002 No Previous Issue*  
**Performance Plan for Lead Tax Examiner (Unmeasured) GS-0592**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description or the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11769**      *33388Z*      Each  
*01/2002 No Previous Issue*  
**Performance Plan for Librarian GS-1410**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description or the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11778**      *33462U*      Each  
*02/2002 No Previous Issue*  
**In-Training, Do Not Disturb (Table Tent)**  
This document is a job aide to assist employees in defining time being devoted to self study training and prevent interruptions during the training. *AP:SHR* Internal Use
- 11780**      *33469T*      Each  
*03/2002 No Previous Issue*  
**Writing tips for all correspondence**  
This document is a doubt size laminated desk job to assist all IRS writers to correctly prepare responses to Congressional offices and Taxpayers. *CL:LA* Internal Use
- 11784**      *33479P*      Each  
*04/2002 No Previous Issue*  
**SURVEY 2002 Employee Satisfaction Process Calendar**  
Document 11784 is a 2002 poster calendar used to inform employees and managers of important dates of the Employee Satisfaction Process. All managers will receive one calendar to post in their work area for reference. *N:CFO:O:S* Internal Use
- 11792**      *33531W*      Each  
*02/2002 No Previous Issue*  
**Performance Plan for Criminal Investigator (Course Developer / Instructor) GS-1811**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11793**      *33532H*      Each  
*02/2002 No Previous Issue*  
**Performance Plan for Internal Revenue Agent (Federal/State/Local Government or Indian Tribe Government Specialist) GS-0512**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11794**      *33533S*      Each  
*02/2002 No Previous Issue*  
**Performance Plan for (Federal/State/Local Government or Indian Tribe Government Specialist) GS-0501**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description for the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use
- 11813**      *34016M*      Each  
*03/2002 No Previous Issue*  
**Performance Plan for Physical Security Specialist GS-0080**  
This critical job element was established for managers to discuss with the employee in defining the level of performance expected for a specific task or aspect. These elements must be applied in conjunction with the position description or the employee's position and other job requirements. *N:ADC:S:PP:P* Internal Use

**11820**                      *34107C*                      Each  
*04/2002 No Previous Issue*  
**Alpha Index for Customer Account and  
Compliance Services for IRM's Part 4, 5,  
21, and 22**  
Alpha Index for use by Customer Service  
Representatives (CSRS) for easy reference  
to IRM instructions for part 4, 5, 21 and 22  
needed to resolve account inquiries  
*W:CAS:AM:PPG:TM* Internal Use



## Publications

- 1**                    *64731W*                    Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Your Rights as a Taxpayer**  
 Publication 1, Your Rights as a Taxpayer, informs taxpayers of their rights, and includes information on the examination process and the collection process. It is included in selected first contact examination and collection notices. *W:CAR:MP:FP:P* Tax Related Public Use
- 1 (SP)**                    *10919W*                    Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Your Rights as a Taxpayer (Spanish)**  
 Publication 1 SP is the Spanish version of Publication 1, Your Rights as a Taxpayer. It informs taxpayers of their rights, the steps of the return examination procedure, and the steps of the collection process. *W:CAR:MP:FP:P* Tax Related Public Use
- 3**                    *46072M*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Armed Forces' Tax Guide**  
 Publication 3 was previously assigned to "How to Prepare Your Income Tax on Form 1040 for 1957" which was obsolete 1/23/59. This publication covers the special tax situations of active members of the armed forces. *W:CAR:MP:FP:P* Tax Related Public Use
- 5**                    *46074I*                    Each  
*01/1999 Destroy Prev Issues Upon Rec*  
**Your Appeal Rights and How To Prepare a Protest If You Don't Agree**  
 This publication is enclosed with 30-day letter to provide taxpayers with detailed information on their rights of appeal. This publication tells you how to appeal your tax case if you don't agree with the Internal Revenue Service (IRS) findings. *AP:G:O* Tax Related Public Use
- 15**                    *10000W*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Circular E - Employer's Tax Guide**  
 This publication contains income tax, social security withholding, and percentage method of advance EIC payments tables for employers effective after 12/31/84. This version is being distributed to field offices for over the counter and order fulfillment needs. It is also being mailed to all BMF accounts on record. *W:CAR:MP:M:T:M* Tax Related Public Use
- 15 A**                    *21453T*                    Each  
*01/2002 Destroy Prev Rev. Immediately*  
**Employer's Supplemental Tax Guide**  
 This publication contains income tax, and social security withholding tables. *W:CAR:MP:FP:F:M* Tax Related Public Use
- 15 B**                    *29744N*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Employer's Tax Guide to Fringe Benefits**  
 Publication 15 B is for employers who provide fringe benefits to employees. They will use it to determine whether the benefits are taxable and, if so, the amount to include in the employee's wages. *W:CAR:MP:FP:P* Tax Related Public Use
- 15 T**                    *32112B*                    Each  
*06/2001 No Previous Issue*  
**Revised Withholding Tables for 2001**  
 Publication 15T New Withholding Tables for 2001, for wages paid after June 30, 2001, contains a new set of withholding tables that go into effect July 1, 2001. The new version will reflect the issue date of July 2001 identifying it differently from the January 2000 printing. The annual Publication 15, Catalog 1000W will still be produced as a yearly scheduled product in the Fall. Publication 15 T does not replace 15, 15 A, 15 B, Publication is a supplement to those Pubs. *W:CAR:MP:FP:F:M* Tax Related Public Use
- 17**                    *10311G*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Your Federal Income Tax**  
 Number of free copies limited - see IRM 1(17)5(21) Chapter 900. Taxpayer Information Publication. Publication 17 is a comprehensive tax guide for individuals. *W:CAR:MP:FP:P* Tax Related Public Use
- 21**                    *46095L*                    Each  
*11/1993 Destroy Prev Issues Upon Rec*  
**Understanding Taxes (Resource Kit)**  
 Publication 21 is a teacher's resource kit that has master copies of handouts (teachers can make transparencies or xeroxes from them), lesson plans and suggestions held together in a durable ringed binder. These kits are distributed to ordering schools ONLY on the Understanding Taxes master-file database, which is maintained by EADC. The Area Distribution Centers will fill IRS orders ONLY. Orders from the schools or non-IRS personnel must be referred back to the correct district's Taxpayer Education Coordinator. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 21 SUPP**                    *10739M*                    Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**Understanding Taxes (Supplement)**  
 Publication 21 SUPP is the annual update package for Publication 21, Understanding Taxes (Kit). This kraft envelope contains all necessary materials to update the kit for the new tax year, including updated information on current tax forms. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 51**                    *10320R*                    Each  
*01/2002 Destroy Prev Rev. Immediately*  
**Circular A - Agricultural Employer's Tax Guide**  
 Publication 51 is for employers of agricultural workers (farmworkers). It contains information you may need to comply with the laws for agricultural labor (farmwork) relating to social security and Medicare taxes, Federal unemployment (FUTA) tax, and withheld income. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 54**                    *14999E*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Tax Guide for U.S. Citizens and Resident Aliens Abroad**  
 Number of free copies limited - see IRM 1(17)5(21) Chapter 900. Taxpayer Information Publication. This Publication is a tax guide for both U.S. citizens and alien residents. *W:CAR:MP:FP:P* Tax Related Public Use
- 55 B**                    *21567I*                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Internal Revenue Service 2001 Data Book**  
 Publication 55B supersedes Publication 55, Catalog Number 70340L, IRS (Commissioners) Annual Report. Publication 55B contains all IRS statistical tables and organizational information. The intended audience is IRS executives. The public may purchase copies from the Government Printing Office (GPO) Book Store. This item is distributed internally via IMDDS using File 496 cat. no. 01008u. *N:ADC:R:S:S:SDS* General Admin Public Use
- 80**                    *46153G*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Circular SS - Federal Tax Guide for Employers in the Virgin Islands, Guam, American Samoa, etc.**  
 This publication contains information on withholding, depositing, paying and reporting employer and employee social security and Medicare taxes under the Federal Insurance Contributions Act. *W:CAR:MP:FP:F:M* Tax Related Public Use
- 179**                    *46252W*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Circular PR - Federal Tax Guide for Employers in Puerto Rico**  
 This publication contains information for the withholding, depositing, paying and reporting of employer and employee taxes under the Federal Insurance Contributions Act (FICA) by employers in Puerto Rico. *W:CAR:MP:FP:F:M* Tax Form or Instruction
- 213**                    *11047P*                    Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**Check Your Withholding**  
 A Bulletin board poster containing information on filing Form W-4. *W:CAR:MP:M:T:M* Tax Related Public Use



## Publications

- 216**                    **46290K**                    Each  
*03/1992 Destroy Prev Issues Upon Rec*  
**Conferences and Practice Requirements**  
 Pub 216 will be included in the Special Enrollment Examination study packet issued by distribution centers to SEE candidates.  
*C:AP:P* General Admin Public Use
- 225**                    **11049L**                    Each  
*2001 Min Supply For Late Filers*  
**Farmer's Tax Guide**  
 Publication 225 explains how the federal tax laws apply to farming.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 334**                    **11063P**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Tax Guide For Small Business (For Individuals Who Use Schedule C or C-EZ)**  
 This publication contains information about the federal tax laws that apply to businesses. It describes the four major forms of business organizations and explains the tax responsibilities of each.  
*W:CAR:MP:M:T:S* Tax Related Public Use
- 378**                    **46455F**                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Fuel Tax Credits and Refunds**  
 Number of free copies - see IRM 1(17)5(21) Chapter 900. This publication discusses the purpose for which gas and special motor fuels must be used to qualify for the credit or refund of Federal excise tax. Taxpayers are advised of the claim form to be used and the necessary information to be included.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 393**                    **11071P**                    Each  
*2001 Destroy Prev Rev. Immediately*  
**Federal Employment Tax Forms**  
 This publication which is mailed to employers contains Forms W-2, W-3, 7018 and the instructions for each of these items. All forms in this publication can be ordered from IRS Distribution Centers except Form 7018. For FY 1998, Publication 393 contains carbonless Forms W-2 and W-3. This product should successfully satisfy all employers who have 1 or 2 employees. Publication 2184, Alternative Ways To Get Employment Tax Forms and Instructions will be mailed to all employers who have 3 or more employees. This is an informational product that contains only the Form 7018 (order blank).  
*W:CAR:MP:FP* Tax Form or Instruction
- 463**                    **11081L**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Travel, Entertainment, Gift, and Car Expenses**  
 Number of free copies limited - see IRM 1(17)5(21) Chapter 900. Taxpayer Information Publication. Pub. 463 has expanded in 1996 to include business use of a car, information previously found in Pub. 917, now obsolete.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 470**                    **46538V**                    Each  
*01/1982 Use/Issue Prev Issue First*  
**Limited Practice Without Enrollment (Rev. Proc. 81-38)**  
 This publication is used as handout material for unenrolled tax return preparers seeking to represent taxpayers before the Internal Revenue Service.  
*N:C:SC:DOP* General Admin Public Use
- 487**                    **46553K**                    Each  
*09/1991 Destroy Prev Issues Upon Rec*  
**How to Prepare Application to Release Property Secured by Federal Tax Lien**  
 How to Prepare Application Requesting the United States to Release Its Right to Redeem Property Secured by a Federal Tax Lien.  
*OP:CO:C:SP* Tax Related Public Use
- 499**                    **46562V**                    Each  
*08/1968 No Previous Issue*  
**Recognition to Be Accorded to Persons Employed by Taxpayers, Rev. Proc. 68-29**  
 This publication outlines the extent to which examining officers and other employees of IRS may accord recognition to persons employed by taxpayers in connection with Federal Tax matters, and to set forth guiding principles to assist in determining the extent of discussion of matters with such persons.  
*HR:DP* General Admin Public Use
- 501**                    **15000U**                    Each  
*2001 Min Supply For Late Filers*  
**Exemptions, Standard Deduction, and Filing Information**  
 The tax laws that affect every person who may have to file a federal income tax return are discussed in this publication. This publication covers the laws as they apply to U.S. citizens and resident aliens ONLY.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 502**                    **15002Q**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Medical and Dental Expenses**  
 This publication explains how to claim deductions for medical and dental expenses. It also includes lists of items that can and cannot be included in figuring deductions. Insurance reimbursements and other reimbursements received for medical care are also discussed.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 503**                    **15004M**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Child and Dependent Care Expenses**  
 Publication 503 explains the requirements that must be met in order to claim the credit for child and dependent care expenses. It also explains how to figure the credit and how to claim it.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 504**                    **15006I**                    Each  
*2001 Min Supply For Late Filers*  
**Divorced or Separated Individuals**  
 This publication explains tax rules that apply if you are divorced or separated from your spouse. The first part covers general filing information. The next part discusses payments and transfers of property that often occur as a result of divorce and whether you can deduct them on your tax return. The last part of the publication explains special rules that may apply to persons who live in community property states.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 505**                    **15008E**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Tax Withholding and Estimated Tax**  
 This publication is used to explain tax withholding and estimated tax.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 508**                    **15012M**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Tax Benefits For Work-Related Education**  
 Publication 508 explains educational expenses.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 509**                    **15013X**                    Each  
*10/2001 Min Supply For Late Filers*  
**Tax Calendars for 2002**  
 This publication is divided into three main parts - a general tax calendar and two specialized tax calendars. These three calendars explain when to file tax returns, pay estimated tax, apply for extensions, send in information returns, and do the other things that are required by federal tax laws.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 510**                    **15014I**                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Excise Taxes for 2002**  
 This publication covers the excise taxes for which you may be liable.  
*W:CAR:FS:FP:P* Tax Related Public Use
- 513**                    **15017P**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Tax Information for Visitors to the United States**  
 Publication 513 discusses tax information for visitors to the U.S.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 514**                    **15018A**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Foreign Tax Credit for Individuals**  
 The foreign tax credit that is allowed for income taxes paid to a foreign government on income taxed by both the U.S. and the foreign country are discussed in this publication. It also discusses what taxes qualify for the credit and how to figure them along with comprehensive examples with filled-in forms.  
*W:CAR:MP:FP:P* Tax Related Public Use

## Publications

- 515**                    *15019L*                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Withholding of Tax on Nonresident Aliens and Foreign Corporations**  
 If you control, or are responsible for, the receipt, disposal, custody or payment of the items of income discussed in this publication, you must withhold income tax on them.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 516**                    *15020M*                    Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**U.S. Government Civilian Employees Stationed Abroad**  
 Publication 516 explains tax information affecting employees for the United States Government who are stationed abroad.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 517**                    *15021X*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Social Security and Other Information for Members of the Clergy and Religious Workers**  
 Publication 517 addresses social security for members of the clergy and religious workers.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 519**                    *15023T*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**U.S. Tax Guide for Aliens**  
 For tax purposes and ALIEN is an individual who is not a U.S. citizen. Aliens are classified as NONRESIDENT aliens and RESIDENT aliens. This publication will help to determine an individuals status and gives information needed to file returns.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 520**                    *15024E*                    Each  
*04/1998 Destroy Prev Issues Upon Rec*  
**Scholarships and Fellowships**  
 This publication covers the rules and explains the laws as they apply to U.S. citizens and resident aliens who are studying, teaching or researching in the United States or abroad under scholarships or fellowships. It includes three examples of completed tax returns for grant recipients who also received other types of income.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 521**                    *15040E*                    Each  
*2001 Min Supply For Late Filers*  
**Moving Expenses**  
 This publication explains moving expenses and how it affects the taxpayer.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 523**                    *15044W*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Selling Your Home**  
 Publication 523 explains tax information on selling a home.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 524**                    *15046S*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Credit for the Elderly or the Disabled**  
 This publication explains who qualifies for the credit for the elderly or disabled and how to figure this credit.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 525**                    *15047D*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Taxable and Nontaxable Income**  
 Publication 525 discusses both taxable and nontaxable incomes.  
*W:CAR:MP:M:T:S* Tax Related Public Use
- 526**                    *15050A*                    Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Charitable Contributions**  
 Topics of this publication include organizations that are qualified to receive charitable contributions, the types of contributions you can deduct, what records to keep and how to report charitable contributions.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 527**                    *15052W*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Residential Rental Property (Including Rental of Vacation Homes)**  
 This publication discusses rental income and expenses, including depreciation and explains how to report them on you return. It also explains how to figure the gain or loss on the sale of rental property.  
*W:CAR:MP:M:T:S* Tax Related Public Use
- 529**                    *15056O*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Miscellaneous Deductions**  
 Publication 529 explains miscellaneous deductions and how it affects the taxpayer.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 530**                    *15058K*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Tax Information for First-Time Homeowners**  
 This Publication discusses Tax Information for owners of homes.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 531**                    *15059V*                    Each  
*2001 Min Supply For Late Filers*  
**Reporting Tip Income**  
 This Publication discusses reporting a taxpayer's income from tips.  
*W:CAR:MP:M:T:S* Tax Related Public Use
- 533**                    *15063D*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Self-Employment Tax**  
 Publication 533 discusses Self-Employment taxes.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 534**                    *15064O*                    Each  
*11/1995 Destroy Prev Issues Upon Rec*  
**Depreciation**  
 This Publication discusses depreciation and how it affects the taxpayer.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 535**                    *15065Z*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Business Expenses**  
 Publication 535 discusses common business expenses and explains what is and is not deductible.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 536**                    *46569U*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Net Operating Losses**  
 This publication explains how to figure a Net Operating Loss for individuals, estates and trusts and corporations. Other topics include when to use it, how to claim an NOL deduction and how to figure an NOL carry-over.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 537**                    *15067V*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Installment Sales**  
 This publication discusses the general rules that apply to all installment sales. It discusses more complex rules that apply only when certain conditions exist or certain types of property are sold.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 538**                    *15068G*                    Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**Accounting Periods and Methods**  
 This publication explains rules for accounting periods and accounting methods. Publication does not provide complete coverage of the rules and precedures discussed.  
*W:CAR:MP:M:T* Tax Related Public Use
- 541**                    *15071D*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Partnerships**  
 This publication explains how the tax law applies to partnerships and to partners.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 542**                    *15072O*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Corporations**  
 This publication discusses the general tax laws that apply to ordinary domestic corporations.  
*W:CAR:MP:FP:P* Tax Related Public Use
- 544**                    *15074K*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Sales and Other Dispositions of Assets**  
 Publication discusses how taxes affect sales and the disposition of assets.  
*W:CAR:MP:FP:P* Tax Related Public Use

## Publications

- 547**                    *15090K*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Casualties, Disasters and Thefts**  
 This publication explains how to treat casualty and theft losses for tax purposes when the losses are not business related. *W:CAR:MP:FP:P* Tax Related Public Use
- 550**                    *15093R*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Investment Income and Expenses**  
 Publication 550 explains how investment income and expenses affects one's taxes. *W:CAR:MP:M:T:S* Tax Related Public Use
- 551**                    *15094C*                    Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Basis of Assets**  
 Basis is the amount of your investment in property for tax purposes. Use the basis of property to figure the deductions for depreciation, amortization, depletion, and casualty losses. *W:CAR:MP:FP:P* Tax Related Public Use
- 552**                    *15100V*                    Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**Recordkeeping For Individuals**  
 This publication discusses the records you should keep to help you prepare an accurate tax return and pay the correct tax. Publication 552 will become an unscheduled pub starting 1994. *W:CAR:MP:FP:P* Tax Related Public Use
- 553**                    *15101G*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Highlights of 2001 Tax Changes**  
 This publication provides more information on the changes to the tax law enacted by Congress. *W:CAR:FS:FP:P* Tax Related Public Use
- 554**                    *15102R*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Older Americans' Tax Guide**  
 Publication is used to inform older Americans of their tax benefits. *W:CAR:MP:FP:P* Tax Related Public Use
- 555**                    *15103C*                    Each  
*10/1999 Min Supply For Late Filers*  
**Community Property**  
 Publication discusses community property and the federal income tax. *W:CAR:MP:FP:P* Tax Related Public Use
- 556**                    *15104N*                    Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**Examination of Returns, Appeal Rights, and Claims for Refund**  
 Publication discusses appeals rights, examination of returns and claims for refund. *W:CAR:MP:FP:P* Tax Related Public Use
- 557**                    *46573C*                    Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**Tax-Exempt Status For Your Organization**  
 This publication discusses the rules and procedures for organizations that seek to obtain recognition of exemption from federal income tax under section 501(a) of the IR Code of 1986 (the Code). *W:CAR:MP:FP:P* Tax Related Public Use
- 559**                    *15107U*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Survivors, Executors, and Administrators**  
 This publication is designed to help those in charge of the property (estate) of an individual who has died. It shows them how to complete and file federal income tax returns, and points out their responsibility to pay any taxes due. *W:CAR:MP:FP:P* Tax Related Public Use
- 560**                    *46574N*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Retirement Plans for Small Business (SEP, SIMPLE, and Qualified)**  
 This publication discusses retirement plans that can be used by self-employed persons and partnerships. *W:CAR:MP:FP:FP* Tax Related Public Use
- 561**                    *15109Q*                    Each  
*02/2000 Destroy Prev Issues Upon Rec*  
**Determining the Value of Donated Property**  
 Publication explains how taxpayers may determine the value of donated property. *W:CAR:MP:FP:P* Tax Related Public Use
- 564**                    *15112N*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Mutual Fund Distributions**  
 Publication 564 explains the federal income tax treatment of distributions paid or allocated to an individual shareholder of a mutual fund. *W:CAR:MP:FP:P* Tax Related Public Use
- 570**                    *15118B*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Tax Guide for Individuals With Income From U.S. Possessions**  
 This publication will help individuals in U.S. possessions file their U.S. income tax returns. *W:CAR:MP:FP:P* Tax Related Public Use
- 571**                    *46581C*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Tax-Sheltered Annuity Plans (403(b) Plans) For Employees of Public Schools and Certain Tax-Exempt Organizations**  
 This publication explains the special federal tax provisions that apply to tax-sheltered annuities bought for employees by public schools and certain tax-exempt organizations. *W:CAR:MP:FP:P* Tax Related Public Use
- 575**                    *15142B*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Pension and Annuity Income (Including Simplified General Rule)**  
 This publication explains how to report pension and annuity income on your federal income tax return. *W:CAR:MP:FP:P* Tax Related Public Use
- 578**                    *46586F*                    Each  
*01/1989 Destroy Prev Issues Upon Rec*  
**Tax Information for Private Foundations and Foundation Managers**  
 Number of free copies limited - see IRM 1.17.5. Taxpayer information publication. This publication describes what is a private foundation and pertinent tax information. *OP:E:EO:P:1* General Admin Public Use
- 579 (SP)**            *15146T*                    Each  
*2001 Min Supply For Late Filers*  
**How to Prepare the Federal Tax Return (SPANISH VERSION)**  
 This is a spanish language publication. It explains how to prepare the Federal Tax Return. *W:CAR:MP:FP:P* Tax Related Public Use
- 583**                    *15150B*                    Each  
*05/2002 Destroy Prev Issues Upon Rec*  
**Starting a Business and Keeping Records**  
 Publication 583 explains information for business taxpayers. *W:CAR:MP:FP:P* Tax Related Public Use
- 584**                    *15151M*                    Each  
*04/1999 Destroy Prev Issues Upon Rec*  
**Casualty, Disaster, and Theft Loss Workbook (Personal-Use-Property)**  
 Publication 584 discusses nonbusiness, disaster, casualty and theft loss. The 2-99 revision has a correction on page 22, line 7. It should read subtract line 6 from line 5. *W:CAR:MP:FP:P* Tax Related Public Use
- 584 (SP)**            *14883T*                    Each  
*02/1999 Destroy Prev Issues Upon Rec*  
**Registro de Perdidas por Hechos Fortuitos (Imprevistos), Desastres y Robos (Propiedad de Uso Personal)**  
 This publication is needed for the hispanic taxpayer disaster victims. *W:CAR:MP:FP:P* Tax Related Public Use
- 584 B**                *31749K*                    Each  
*03/2001 No Previous Issue*  
**Business Casualty, Disaster, and Theft Loss Workbook**  
 Publication 584B is for business owners who want to inventory their business assets to take a casualty loss deduction. *W:CAR:MP:FP:P* Tax Related Public Use
- 587**                    *15154T*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Business Use of Your Home**  
 Publication 587 discusses the use of one's home for business purposes. *W:CAR:MP:FP:P* Tax Related Public Use

## Publications

- 590**                    *15160X*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Individual Retirement Arrangements (IRAs)**  
 This Publication was developed to give information on individual retirement arrangements. *W:CAR:MP:FP:P* Tax Related Public Use
- 593**                    *46595Q*                    Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Tax Highlights for U.S. Citizens and Residents Going Abroad**  
 Publication 593 pertains to U.S. citizens who go overseas and how income tax benefits affect them. *W:CAR:MP:FP:P* Tax Related Public Use
- 594**                    *46596B*                    Each  
*03/2001 Destroy Prev Issues Upon Rec*  
**What You Should Know About The IRS Collection Process**  
 Publication 594 explains the steps the IRS may take to collect overdue taxes. It includes a summary of the filer's rights and responsibilities concerning the paying of federal taxes. Publication 594 is enclosed with district office Letter 1058(DO) and service center generated CP Notices 504, 523, and LT 11. To comply with Section 3504 of the Restructuring and Reform Act (RRA-98), the Examination function also encloses Publication 594 for certain Notices of Adjustment to taxes, as specified on the notice. *S:C:CP:I* Tax Related Public Use
- 594 (SP)**                    *10975G*                    Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**What You Should Know About The IRS Collection Process (Spanish version of Publication 594)**  
 Publication 594SP is the spanish version of Publication 594. It contains information applicable to all spanish individual taxpayers who owe income tax and all spanish employers who owe employment tax. The publication tells the steps the IRS may take to collect overdue taxes and includes a summary of the filer's rights and responsibilities concerning the paying of federal taxes. Publication 594SP is enclosed with district office Letter 1058(DO) and service center generated CP Notices 504, 523, and LT 11. The Examination function also encloses this publication for certain Notices of Adjustment t *S:C:CP:I* Tax Related Public Use
- 595**                    *15171E*                    Each  
*2001 Min Supply For Late Filers*  
**Tax Highlights for Commercial Fishermen**  
 Number of free copies limited - see IRM 1(17)5(21) Chapter 900. Taxpayer Information Publication. This publication is written for the individual who is a sole proprietor and who reports profit or loss from fishing on Schedule C (Form 1040). *W:CAR:MP:FP:P* Tax Related Public Use
- 596**                    *15173A*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Earned Income Credit**  
 Publication 596 discusses earned income credit. *W:CAR:MP:FP:P* Tax Related Public Use
- 596 (SP)**                    *13737U*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Credito Por Del Trabajo - Earned Income Credit (Spanish)**  
 You may qualify for the earned income credit. This publication answers many questions you may have and explains the steps you must take to receive the credit. *W:CAR:MP:FP:P* Tax Related Public Use
- 597**                    *46597M*                    Each  
*05/1998 Destroy Prev Issues Upon Rec*  
**Information on the United States - Canada Income Tax Treaty**  
 This publication is divided into two general parts. The first part contains discussions of special interest to individual U.S. citizens and residents who receive Canadian sourced income. The second part is a full text presentation of the U.S. -- Canada income tax treaty. *W:CAR:MP:FP:P* Tax Related Public Use
- 598**                    *46598X*                    Each  
*03/2000 Destroy Prev Issues Upon Rec*  
**Tax on Unrelated Business Income of Exempt Organizations**  
 Number of free copies limited: see IRM 1(17)5(21) Chapter 900. This publication explains the unrelated business income tax provisions that apply to most tax-exempt organizations. *W:CAR:MP:FP:P* Tax Related Public Use
- 678**                    *61206C*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Volunteer Assistor's Guide, Student Text**  
 Publication 678 is used by VITA/TCE volunteers as student text and as a reference book for assisting taxpayers in preparing their taxes. The Publication 678 kit contains: 1 Publication 678, 1 Form 6744, 1 Pub 1977, 1 Form 6317, 1 Forms Appendix booklet and 1 Pub 1278. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 678 (IN)**                    *10433V*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**VITA Student Coursebook - International Issues**  
 Publication 678 IN is used for taxpayer education training overseas. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 678 (PR)**                    *10458Q*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**VITA International - Puerto Rico Supplement**  
 Publication 678 PR is a student coursebook used by Volunteer Tax Assistor's in the VITA/TCE program. This booklet is the Puerto Rico Supplement. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 678 FS**                    *13740R*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Volunteer Assistor's Guide - Foreign Student Text**  
 Publication 678-FS is a Foreign Student supplement to the Volunteer Assistors Guide. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 678 M**                    *46676K*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Volunteer Assistor's Guide - Student Text - Military Module**  
 This publication is the military module of the Volunteer Assistor's Guide. It deals with tax issues as related to the military. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 686**                    *46684K*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Certification for Reduced Tax Rates in Tax Treaty Countries**  
 Publication 686 examines certification for reduced tax rates in the treaty countries. Placed on the On-Demand Program *W:CAR:MP:FP:P* General Admin Public Use
- 699**                    *46698Y*                    Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**IRS Criminal Investigation-- A sharp eye and a sharper mind. It all adds up.**  
 Publication 699, which summarizes the law enforcement activities of the IRS Criminal Investigation (CI) function, is a handout pamphlet designed to recruit CI Special Agents. This status notice is reissued to update the status notice files. *CI:S:HR* General Admin Public Use
- 721**                    *46713C*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Tax Guide to U.S. Civil Service Retirement Benefits**  
 Pub. 721 explains how the Federal income tax rules apply to benefits that retired civil servants, or their survivors, receive under the U.S. Civil Service Retirement Law. *W:CAR:MP:FP:P* Tax Related Public Use
- 723 C**                    *62222M*                    Each  
*09/1984 No Previous Issue*  
**Actuarial Values I Valuation of last Survivor Charitable Remainders - Part C**  
 This publication contains two-life tables to be used by Revenue agents, tax lawyers, accountants, and charitable organizations, in computing the amount of the tax deduction allowable with respect to a taxpayer's gift to a charity's Unitrust or charitable remainder trust. *CP:E:EP:GA* Tax Related Public Use
- 723 D**                    *62221B*                    Each  
*09/1984 No Previous Issue*  
**Actuarial Values I - Valuation of Last Survivor Charitable Remainders - Part D**  
 This publication contains two-life tables to be used by Revenue Agents, tax lawyers, accountants, and charitable organizations, in computing the amount of the tax deduction allowable with respect to a taxpayer's gifts to a charity's pooled income fund. *CP:E:EP:GA* Tax Related Public Use

## Publications

- 723 E**            *61207N*            Each  
*12/1983 No Previous Issue*  
**Actuarial Values II - Factors at 10 Percent Involving One and Two Lives**  
 Publication 723E is for public use to value annuities, life estates and remainder interests for income tax and estate tax purposes. *CP:E:EP:GA* General Admin Public Use
- 724**                *46718F*            Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Volunteer Income Tax Assistance Brochure**  
 Publication 724 is distributed to prospective VITA volunteers to explain the VITA program and what training is involved. It also provides local addresses and telephone numbers for obtaining additional information on the program. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 724 (SP)**        *46719Q*            Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Volunteer Income Tax Assistance Brochure (Spanish Version)**  
 Publication 724 (SP) is distributed to prospective spanish-speaking VITA volunteers to explain the VITA program and what training is involved. It provides local addresses and telephone numbers for obtaining additional information on the program. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 729**                *46723Y*            Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**VITA Poster**  
 Pub. 729 is used by volunteer taxpayer assistants to post the time and place where volunteer assistance will be available. This poster is 11" x 14". *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 729 (SP)**        *46725U*            Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**VITA Poster (Spanish)**  
 Pub. 729 SP is used by Spanish - speaking volunteer taxpayer assistants to post the time and place where volunteer assistance will be available. This poster is 11" x 14". *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 733**                *46729M*            Each  
*09/1997 Destroy Prev Issues Upon Rec*  
**Rewards for Information Given to the IRS**  
 This publication is used to fulfill an individual request for information about rewards. *S:C:CP:IE* General Admin Public Use
- 733 (SP)**        *14754P*            Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Rewards for information provided by individuals to the Internal Revenue Service (Spanish Version)**  
 To be used by the Internal Revenue Service when the individual witness taxpayer is primarily versed (read, write, speak, understand) in the Spanish language and may have trouble understanding the English language. *S:C:CP* Internal Use
- 742**                *46736B*            Each  
*10/1989 Destroy Prev Issues Upon Rec*  
**Why Your Return is Being Examined**  
 Pub. 742 is issued to explain to the taxpayer why his/her tax return had been selected for a random audit. It is used in connection with the taxpayer compliance measurement program. *CP:EX:CS:SCP* Tax Related Public Use
- 748**                *46738X*            Each  
*11/1990 Destroy Prev Issues Upon Rec*  
**National Engineering Program - Resource Guide for Examiners**  
 Recruiting publication engineers, geologists, foresters, and other facilities. *CP:EX:C:I* General Admin Public Use
- 748 A**             *12644Y*            Each  
*11/1990 No Previous Issue*  
**National Engineering Program - Quick Reference Guide**  
 This card provides a quick reference for field Engineers. *CP:EX:C:I* Internal Use
- 783**                *46755I*            Each  
*01/2000 Destroy Prev Rev. Immediately*  
**Instructions on how to apply for Certificate of Discharge of Property From Federal Tax Lien**  
 Publication 783 provides a potential requester with details for specific information which must be included on the written application for a certificate of discharge of property from a Federal tax lien. (Because there currently is no standard application form, a typewritten request is considered as an application.) *S:C:CP:FP:TI* Tax Related Public Use
- 784**                *46756T*            Each  
*02/1999 Destroy Prev Issues Upon Rec*  
**How to Prepare Application for Certificate of Subordination of Federal Tax Lien**  
 Publication 784 provides a potential requester with details for specific information which must be included on the written application for a certificate of subordination of property from a Federal Tax Lien. (Because there currently is no standard application form, a typewritten request is considered as an application.) *OP:CO:C:SP* Tax Related Public Use
- 786**                *46757E*            Each  
*09/1991 Destroy Prev Issues Upon Rec*  
**Instructions for Preparing Notice of Non-Judicial Sale of Property & Application for Consent to Sale**  
 Publication 786 has been initiated to help the public prepare notices of Nonjudicial Sale. *OP:CO:C:SP* General Admin Public Use
- 794**                *20630M*            Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**Favorable Determination Letter**  
 This publication will accompany Employee Plans Favorable Determination Letters 835 (do/CG) and 1132 (DO/CG). Publication 794 describes some of the events that could occur after the taxpayer received this determination letter that would automatically nullify it. This publication also provides information about filing requirements, the effect of determination letter and plan operation, and the deductibility of contributions. This publication will be enclosed with letters generated by the EP/EO Determination System (EDS). *T:EP:RA* General Admin Public Use
- 803**                *46774P*            Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Volunteer Happenings**  
 Publication 803 is a newsletter for VITA program volunteers. It is distributed through district office taxpayer education coordinators and by the originating office. The newsletter's name has changed from Volunteer Guidelines to Volunteer Happenings. *W:CAR:SPEC:PPD:E* General Admin Public Use
- 850**                *46805D*            Each  
*06/1999 Destroy Prev Issues Upon Rec*  
**English-Spanish Glossary of Words and Phrases Used in Publications Issued by the IRS**  
 The purpose of this glossary is to establish high standards for the quality of language usage, to promote uniformity in language usage, and to minimize this risk of misinterpretation of Spanish-language materials issued by the Service. *W:CAR:MP:FP:P* General Admin Public Use
- 853**                *46808K*            Each  
*2001 Destroy Prev Issues Upon Rec*  
**VITA Blowup Kit-1040/1040A/1040EZ**  
 Pub. 853 is used as a training aid for the VITA/TCE tax assistance training. This kit contains poster size blowups of Forms 1040 & 1040A & 1040EZ, pages 1 and 2 *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 892**                *46844C*            Each  
*07/1985 Destroy Prev Issues Upon Rec*  
**EO Appeal Procedures for Unagreed Issues**  
 This publication is used to advise taxpayer of the EP/EO appeal procedures. *CP:E:EO:FC* Tax Related Public Use
- 901**                *46849F*            Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**U.S. Tax Treaties**  
 This publication will tell you whether a tax treaty between the U.S. and a particular country offers a reduced rate of, or possibly a complete exemption from, U.S. income tax for residents of that particular country. *W:CAR:MP:FP:P* Tax Related Public Use

## Publications

- 907**                    *15308H*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Tax Highlights for Persons with Disabilities**  
 Publication 907 discusses tax information pertaining to handicapped and disabled individuals. *W:CAR:MP:FP:P* Tax Related Public Use
- 908**                    *15309S*                    Each  
*07/1996 Destroy Prev Issues Upon Rec*  
**Bankruptcy Tax Guide**  
 Publication 908 discusses bankruptcy and how it may affect the taxpayer. *T:FP:P* Tax Related Public Use
- 910**                    *15315W*                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Guide to Free Tax Services**  
 Publication 910 describes the services and assistance available to taxpayers and contains a listing of free publications. *CL:C:MT* General Admin Public Use
- 911**                    *60031B*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Direct Sellers**  
 This publication provides general tax information for direct sellers. It discusses the tax treatment of income, expenses, and other items related to your direct selling business. *W:CAR:MP:FP:P* Tax Related Public Use
- 915**                    *15320P*                    Each  
*2001 Min Supply For Late Filers*  
**Social Security Benefits and Equivalent Railroad Retirement Benefits**  
 Publication 915 discusses tax information relating to social security benefits. *W:CAR:MP:FP:P* Tax Related Public Use
- 919**                    *63900P*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**How Do I Adjust My Tax Withholding?**  
 This is a Taxpayer Information Publication that is useful in verifying the accuracy of withholding. *W:CAR:MP:FP:P* Tax Related Public Use
- 925**                    *64265X*                    Each  
*2001 Min Supply For Late Filers*  
**Passive Activity and At-Risk Rules**  
 This publication discusses two sets of rules that may limit the losses that can be deducted from any trade, business, or income-producing activity. *W:CAR:MP:FP:P* Tax Related Public Use
- 926**                    *64286A*                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Household Employer's Tax Guide**  
 Publication 926 will help you decide whether you have a household employee and, if you do, whether you need to pay federal employment taxes. *W:CAR:MP:FP:P* Tax Related Public Use
- 929**                    *64349Y*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Tax Rules for Children and Dependents**  
 Publication that is used as a guide to explain the changes in tax rules affecting children and dependents. *W:CAR:MP:FP:P* Tax Related Public Use
- 936**                    *10426G*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Home Mortgage Interest Deduction**  
 Publication 936 explains the general rules for deducting home mortgage interest. *W:CAR:MP:MT:S* Tax Related Public Use
- 938**                    *10647L*                    Each  
*12/2001 Special Handling/See Remarks*  
**Real Estate Mortgage Investment Conduits(REMICs)Reporting Information etc...**  
 Publication contains a list of REMIC organizations. It is only available electronically on the IRS internet. A printed version can be made available through the Distribution Center's On-demand program. *W:CAR:MP:FP* Tax Form or Instruction
- 939**                    *10686K*                    Each  
*06/1997 Destroy Prev Issues Upon Rec*  
**General Rule for Pensions and Annuities**  
 This publication explains the General Rule for figuring the taxability of pension and annuity income. *W:CAR:MP:FP:P* Tax Form or Instruction
- 946**                    *13081F*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**How To Depreciate Property**  
 This publication explains how you can recover the cost of business or income-producing property through depreciation. *W:CAR:MP:FP:P* Tax Related Public Use
- 947**                    *13392P*                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**Practice Before the IRS and Power of Attorney**  
 Taxpayers, practitioners and IRS personnel need additional and updated information on these subjects that reflects the latest IRS regulations and procedures. *W:CAR:MP:FP:P* Tax Related Public Use
- 950**                    *14447X*                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Introduction to Estate and Gift Taxes**  
 This publication informs taxpayers of estate and gift tax filing requirements. This overview is required to improve voluntary compliance. *W:CAR:MP:FP:P* Tax Related Public Use
- 954**                    *20086A*                    Each  
*06/2001 Destroy Prev Issues Upon Rec*  
**Tax Incentives for Empowerment Zones and Other Distressed Communities**  
 Pub. 954 advises taxpayers on the tax incentives available for businesses located in the to-be-designated empowerment zones and enterprise communities. *W:CAR:MP:M:T:S* Tax Related Public Use
- 957**                    *20985Y*                    Each  
*09/1997 Destroy Prev Issues Upon Rec*  
**Reporting Back Pay to the Social Security Administration**  
 This publication is needed to comply with social security reporting requirements after back pay settlements. *W:CAR:MP:FP:P* Tax Related Public Use
- 962**                    *13772B*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Earned Income Tax Credit (Stuffer)**  
 Publication 962 is to be distributed to employers, grass-roots organizations, individual business sponsors and other government agencies for further distribution. It is expected to promote awareness of the EITC refund eligibility. *CL:C:MT* Tax Related Public Use
- 962 (SP)**                    *13863R*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Earned Income Credit Stuffer (Spanish)**  
 Publication 962 SP is to promote awareness of the EITC refund eligibility. It is to be distributed to employers, grass-roots organizations, individual business sponsors and other government agencies for further distribution. *CL:C:MT* Tax Related Public Use
- 963**                    *21843B*                    Each  
*10/1997 Destroy Prev Issues Upon Rec*  
**Federal / State Reference Guide State / Local Government Employers**  
 This Publication guide has been produced for increase voluntary compliance by State and Government employers (Employment taxes) *CP:EX:ST:ET* Tax Related Public Use
- 966**                    *22397E*                    Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Now a Full Range of Electronic Choices to Pay All Your Federal Taxes**  
 This publication will be used to guide businesses and individuals on how to enroll into EFTPS. Payments made through EFTPS must use the Automated Clearing House (ACH) financial network which transfers funds and passes tax payment to the IRS. IRS regulation issued on July 1994, requires businesses to begin using EFTPS if their annual employment tax deposits exceed certain thresholds (See example in booklet). You must enroll with one of Treasury's Financial Agents and choose ACH Debit or ACH Credit and also, you must enroll using an EFTPS Enrollment Form Pub. 966A, which was an addendum is obsol *S:T* Tax Related Public Use

## Publications

- 967**                    *22402M*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**The IRS Will Figure Your Tax**  
 This publication is used to supplement information in Forms Instructions (1040, 1040A and 1040-T). *W:CAR:MP:FP:P* Tax Related Public Use
- 968**                    *23402W*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Tax Benefits for Adoption**  
 Pub. 968 explains tax benefits available to offset the expense of adopting a child. Benefits began in 1997. The first part of this pub. is for persons who have recently adopted, are in the process of adopting, or are considering adopting a child. The second part is for employers who provide adoption assistance payments to workers. Also, it is needed to assist taxpayers in filing Form 8839 which will necessary to claim these benefits. *W:CAR:MP:FP:P* Tax Related Public Use
- 969**                    *24216S*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Medical Savings Accounts (MSAs)**  
 Publication 969 explains the pilot program of Medical Savings Accounts for the self-employed or employees of small businesses. *W:CAR:MP:FP:P* Tax Related Public Use
- 970**                    *25221V*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Tax Benefits for Higher Education**  
 Publication 970 explains the tax provisions for higher education expenses. Pub 970 has been updated to an annual publication. *W:CAR:FS:FP:P* Tax Related Public Use
- 971**                    *25757C*                    Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**Innocent Spouse Relief**  
 The innocent spouse relief initiatives protect taxpayers whose spouses violate the tax laws without their knowledge. Publication 971 explains who qualifies, how to request relief, and how to figure the amount that qualifies for relief. *W:CAR:MP:FP:P* Tax Related Public Use
- 972**                    *26584R*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Child Tax Credit**  
 Publication 972 contains a worksheet to help taxpayers figure their child tax credit if they have three or more children; have foreign earned income; meet a specific income requirement; or claim certain adoption or mortgage tax credit. *W:CAR:MP:FP:P* Tax Related Public Use
- 1004**                    *46857F*                    Each  
*08/1986 Destroy Prev Issues Upon Rec*  
**Identification Numbers Under ERISA**  
 Joint Publication by the Department of Labor, Pension Benefit Guaranty Corporation, and the Internal Revenue Service explaining the use of identification numbers on certain reporting forms that employee benefit plans file under the Employee Retirement Income Security Act of 1974 (ERISA). *T:FP:P* General Admin Public Use
- 1014**                    *46867B*                    Each  
*07/1991 Destroy Prev Issues Upon Rec*  
**An Equal Opportunity Employer (Recruitment Insert)**  
 Pub. 1014 is one of the inserts to be included with each folder (Pub. 818) when interviewing candidates or answering employment inquiries. It provides employment applicants with the Service's commitment on Equal Employment Opportunity. See status notice for Pub. 818 for further information. *HR:H:R* General Admin Public Use
- 1020**                    *46872U*                    Each  
*07/1992 Destroy Prev Issues Upon Rec*  
**Appeal Procedures EP Examinations**  
 This Publication is used to Appeal Procedures Employee Plans Examinations. *CP:E:EP:FC* Tax Related Public Use
- 1024**                    *46878I*                    Each  
*09/1991 Use/Issue Prev Issue First*  
**How to Prepare Application for Certificate of Nonattachment of Federal Tax Lien**  
 This publication provides the person applying for a Certificate of Nonattachment of Federal Tax Lien with the information required to be given to IRS. *OP:CO:C:SP* General Admin Public Use
- 1035**                    *46890Q*                    Each  
*12/1999 Destroy Prev Issues Upon Rec*  
**Extending the Tax Assessment Period**  
 This publication provides taxpayers with the explanation of their rights and options when asked to sign consents extending the statutory period for assessment. Please note that initial printed versions of this Publication had a misspelled word (first page, second paragraph, 8th line read "Also, if you disagree with out findings, we..."). The electronic version (available on <http://publish.no.irs.gov>), as well as subsequent printings of the Publication now read "Also, if you disagree with our findings, we...", but the printed version remains unchanged. *OP:EX:CS:SCP* Tax Related Public Use
- 1042**                    *46897P*                    Each  
*09/1993 Special Handling/See Remarks*  
**Understanding Taxes (Large Poster)**  
 The Understanding Taxes poster is used for display at Teacher's conventions, presentations and speeches to advertise the Understanding Taxes Program. *T:T:Q:V* Tax Related Public Use
- 1042 A**                    *46898A*                    Each  
*01/1999 Destroy Prev Issues Upon Rec*  
**Understanding Taxes (Small Poster)**  
 This small poster will be sent from District Taxpayer Education Coordinators to participating schools, Community Centers, Adult Education Centers, etc., to publicize the Understanding Taxes Program. *OP:C:A:E:E* Tax Related Public Use
- 1045**                    *11090W*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Tax Professionals Program Order Blank (September Revision)**  
 This publication contains the application / update form (Form 3975) which must be completed and returned to IRS, to allow an entity to remain on the Tax Practitioner Address File. *W:CAR:MP:M:TS* Tax Related Public Use
- 1066**                    *46924L*                    Each  
*06/2001 Destroy Prev Issues Upon Rec*  
**Small Business Tax Education Program Workshop Workbook**  
 Publication 1066 is issued to participants who attend Small Business Tax Workshops. The workshop is designed to help new small business owners understand their tax responsibilities. *T:T:C:V* Tax Related Public Use
- 1067 A**                    *46927S*                    Each  
*03/1999 Destroy Prev Issues Upon Rec*  
**Have You Contacted the IRS with a Federal Tax Problem? Still Have the Problem?**  
 Publication 1067-A is a stand-up poster with pockets for Publication 1 and Publication 1546 advertising Taxpayer Advocate Program to be displayed in taxpayer walk-in areas. *C:TA* General Admin Public Use
- 1075**                    *46937O*                    Each  
*06/2000 Destroy Prev Issues Upon Rec*  
**Tax Information Security Guidelines for Federal, State and Local Agencies**  
 This pamphlet issued to guide State and local Tax Agencies to provide guidelines and rules for security handling of Federal Tax Information. *CL:GLD:D* Tax Related Public Use
- 1084**                    *46945O*                    Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Volunteer Coordinator's Handbook**  
 Pub. 1084 is given to volunteer coordinators of VITA programs and offers guidance on the best method of organization, recruiting, publicity, etc. *W:CAR:SPEC:PPD:E* Tax Related Public Use

## Publications

- 1101** 46965G Each  
07/2001 Destroy Prev Issues Upon Rec  
**2000 Application Package & Guidelines for Managing a TCE Program**  
Publication 1101 is an application package issued to Volunteer Organizations interested in providing Tax Counseling for the Elderly. This item is the only source in which Form 8653, "Tax Counseling for the Elderly Program Application Plan" and Form 8654, "Tax Counseling for the Elderly Program Monthly/Quarterly/Final Program Report" appear. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 1102** 72558N Each  
11/1998 Destroy Prev Issues Upon Rec  
**Uniform Issue List**  
The Uniform Issue List is a list of Index terms used within the Internal Revenue Service for describing legal problems arising under the Internal Revenue Code and for locating materials which have been indexed according to the system. The index is the Office of Chief Counsel's cross-functional code based numerical index. It is to be used to identify issues in all management information systems that require issue tracking. This edition also contains appendices of indexing terms specific to the Industry Specialization Program and General Litigation. *CC:F&M:IS:LIB* General Admin Public Use
- 1113 A** 63573Q Each  
08/2001 Destroy Prev Issues Upon Rec  
**Tax Counseling for the Elderly (Poster)**  
This poster is used by TCE volunteers to inform the public of where and when the TCE sites are available. This poster is 11" x 14". *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 1114** 46978J Each  
08/2001 Destroy Prev Issues Upon Rec  
**Tax Counseling for the Elderly (Brochure)**  
Publication 1114 describes the Tax Counseling for the Elderly program. It is given to outside organizations interested in a cooperative agreement with the Internal Revenue Service for providing free tax counseling services for the elderly. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 1132 C** 27433J Each  
1998 No Previous Issue  
**Publication 1132 Volume 2 Correction**  
Pub 1132C Corrected the Table of Contents and Alphabetical Index of Pub 1132 Volume 2 1998. *OP:FS:M:T:S* Tax Form or Instruction
- 1132 VOL 1** 15999O Each  
2001 Destroy Prev Issues Upon Rec  
**Reproducible Federal Tax Forms for Use in Libraries**  
This volume of reproducible tax forms will aid taxpayers who require specific forms and find it convenient to obtain photocopies at their local public libraries. Distribution should be limited to libraries only. *W:CAR:MP:M:T:S* Tax Form or Instruction
- 1132 VOL 2** 63959Q Each  
2001 Destroy Prev Issues Upon Rec  
**Publication 1132 Volume 2**  
This is a supplement to Pub. 1132. It contains forms and instructions that were not available when Pub. 1132 Vol 1 went to print. *W:CAR:MP:M:T:S* Tax Form or Instruction
- 1132 VOL 3** 14232W Each  
12/1994 Destroy Prev Issues Upon Rec  
**Publication 1132 Volume 3**  
This publication of reproducible Federal Tax Forms is published as aid to taxpayers who have a need for specific tax forms and find it more convenient and timely to obtain photocopies at their local library. *T:M:T:M* Tax Form or Instruction
- 1137** 46997Q Each  
01/2001 Destroy Prev Issues Upon Rec  
**Toll Free and Tele-Tax Telephone Numbers**  
This publication lists all IRS toll-free and Tele-Tax telephone numbers. It is used as part of the library mail-out program. *W:CAS:JOC:M:AS* General Admin Public Use
- 1138** 46998B Each  
10/1988 Destroy Prev Issues Upon Rec  
**Tax Career Opportunities in the IRS National Office**  
Publication 1138 is used by Employee Plans/Exempt Organizations as an informational tool for recruiting prospective employees and outlining job opportunities as Tax Law Specialists at National Office. *CP:E:EO* General Admin Public Use
- 1141** 47000C Each  
06/2001 Destroy Prev Issues Upon Rec  
**General Rules and Specifications for Private Printing of Substitute Forms W-2 and W-3**  
Publication 1141 states the requirements of IRS and SSA relating to private printing of substitute Forms W-2 and W-3. It also contains general rules for filing these forms. *W:CAR:FP:F:CD* Tax Related Public Use
- 1149** 47007B Each  
02/1987 Destroy Prev Issues Upon Rec  
**Magnetic Tape Reporting for Windfall Profit Tax Information Returns**  
Publication 1149 is a reprint of Rev. Proc. 87-12 as contained in IR Bulletin 1987-6 dated February 9, 1987. The procedure updates Rev. Proc. 86-7 (1986-1 C.B. 512) concerning the requirements and conditions for filing annual information returns for windfall profit tax on magnetic tape instead of on paper returns. Additional stock maintained in Richmond Distribution Center. This Pub is for General Administrative Public use. *ISM:T* Tax Related Public Use
- 1150** 47008M Each  
04/1981 No Previous Issue  
**Tax Havens and Their Use By United States Taxpayers An Overview**  
This is a report based on a study and analysis of tax haven transactions, U.S. Internal tax laws applicable thereto, U.S. income tax treaties, and attempts of the tax administrators to deal with these transactions. *IN:I:E* General Admin Public Use
- 1153** 62173C Each  
04/1991 Destroy Prev Issues Upon Rec  
**How to Apply for Certificate of Subordination of Estate Tax Lien Under IRC 6325(d)(3)**  
Pub. 1153 is an instruction sheet sent to taxpayers applying for certificate of subordination of Federal Estate Tax Lien under section 6325(d)(3). *CO:O:SP* Tax Related Public Use
- 1155** 61267P Each  
2001 Destroy Prev Issues Upon Rec  
**Volunteer Assistor's Guide, Instructor Guide**  
Publication 1155 is used by Volunteer Assistor Instructor's to train VITA/TCE volunteers to assist taxpayers in preparing their taxes. Publication 1155 contains: 1 copy of Publication 1155, 1 copy of Form 6744, 1 copy of Form 6745, 1 copy Form 6318, 1 Pub 1977, 1 Forms Appendix Booklet and 1 Pub 1278. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 1162** 47011J Each  
08/1981 No Previous Issue  
**Group Exemption Procedure**  
Publication 1162 is a reprint of Revenue Procedure 80-27 as included in Internal Revenue Bulletin 1980-26 dated June 30, 1980. It contains the procedures under which recognition of exemption from income tax under section 501(c) of the Internal Revenue Code may be obtained on a group basis for subordinate organizations affiliated with the central organization. Rev. Proc. 80-27 supersedes Rev. Proc. 77-38. *BSC:M:M* Tax Related Public Use
- 1167** 47013F Each  
05/2000 Destroy Prev Issues Upon Rec  
**Substitute Printed, Computer-Prepared and Computer-Generated Tax Forms and Schedules**  
Publication 1167 is a reprint of the annual Revenue Procedure from the IR Bulletin as a guide for preparing acceptable privately designed and printed or computer-prepared and computer-generated substitute tax forms and schedules. The rev. proc. also authorizes the use of reproductions of official forms and gives direction for the proper completion of returns. This publication is updated on an annual basis. *OP:FS:FP:F:CD* Tax Related Public Use
- 1178** 47021F Each  
06/1991 Destroy Prev Issues Upon Rec  
**National Flyer on Seizures**  
This Poster will be distributed by special agents to law enforcement agencies nationwide. *CI:S:RPE* General Admin Public Use



## Publications

- 1179** 47022Q Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Rules and Specifications for Private Printing of Sub., Forms 1096, 1098, 1099, Series, 5498 & W-2G**  
Publication 1179 is the segment of the Internal Revenue Bulletin that specifies the following: (1) Using official Internal Revenue Service (IRS) forms to file information returns with the IRS, (2) Specifications for Preparing acceptable substitutes of the official IRS forms to file information returns with the IRS, and (3) Using official or acceptable substitute forms to furnish to a recipient. This publication is revised annually. *OP:FS:FP:F:CD* Tax Related Public Use
- 1180** 60039L Each  
*02/2000 Destroy Prev Issues Upon Rec*  
**Revenue Agent Recruitment Brochure**  
Pub. 1180 is a recruitment brochure designed to attract highly qualified professional accountants. Pub 1180 has to be revised. Requestor's should contact the Centralized Examining Unit (212)436-1422. *SS:P:CEU* General Admin Public Use
- 1187** 47024M Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Specifications for Filing Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, Magnetically or Electronically**  
Publication 1187 is a reprint of Rev. Proc. 2001-40 as contained in I.R. Bulletin 2001-33 dated August 13, 2001. This Revenue Procedure must be used to prepare current and prior year information returns filed beginning January 1, 2002, and received by IRS/MCC or post marked by December 31, 2002. *M:I:E:MC:P* Tax Related Public Use
- 1194 B VOL 1** 22697H Each  
*2001 Destroy Prev Issues Upon Rec*  
**Business Taxpayer Information Publications**  
Publication 1194-B is a collection of approximately 20 business Taxpayer Information Publications. *W:CAR:MP:M:T:S* Tax Related Public Use
- 1194 B VOL 2** 28535Q Each  
*2001 No Previous Issue*  
**Business Taxpayers Information Publications - Vol 2**  
Publication 1194-B Volume 2 is a collection of approximately 13 Taxpayer Information Publications. To obtain copies of the publications listed on the Table of Contents, visit [www.irs.gov](http://www.irs.gov). *W:CAR:MP:M:T:S* Tax Related Public Use
- 1194 VOL 1** 60047L Each  
*2001 Destroy Prev Issues Upon Rec*  
**A Selection of IRS Tax Information Publications**  
Volume 1 of a 2 volume set of the IRS' most frequently requested publications. These volumes will be issued to libraries, vita sites, military installations, etc., for reference use by taxpayers. To obtain copies of the publications listed in the Table of Contents, visit [www.irs.gov](http://www.irs.gov). *W:CAR:MP:M:T:S* Tax Related Public Use
- 1194 VOL 2** 62016G Each  
*2001 Destroy Prev Issues Upon Rec*  
**A Selection of IRS Tax Information Publications**  
Volume 2 of a 2 volume set of the IRS's most frequently requested taxpayer information publications. Issued to libraries, VITA sites, military installations, etc. for reference use by taxpayers. To obtain copies of publications listed in the Table of Contents, visit [www.irs.gov](http://www.irs.gov). *W:CAR:MP:M:T:S* Tax Related Public Use
- 1198 C** 62225T Each  
*05/2000 Destroy Prev Issues Upon Rec*  
**Tax Seminars, Community Outreach Tax Education**  
This poster is used to publicize the availability of tax assistance seminars through the Community Outreach Program. *W:CAR:SPEC:PPD:E* General Admin Public Use
- 1211** 60061P Each  
*07/1987 Destroy Prev Issues Upon Rec*  
**Partnerships, S Corporations - That Desire to change its Tax Year**  
Publication 1211 is a reprint of Revenue Procedure 87-32 as contained in IR Bulletin 1987-28 dated 7-13-87. It provides guidance for any partnership, S corporation, corporation electing to be an S corporation, or personal service corporation that desires to adopt, retain, or change its tax year. *CC:IT&A:9* Tax Related Public Use
- 1212** 61273T Each  
*2001 Destroy Prev Issues Upon Rec*  
**List of Original Issue Discount Instruments**  
Pub. 1212 lists publicly traded original issue discount obligations so brokers and other nominees can comply with their responsibility to file Forms 1099-OID or Forms 1099-INT for owners of the obligations. It also helps owners of discount obligations determine the amount of original issue discount to report on their tax returns. *W:CAR:MP:FP:P* Tax Related Public Use
- 1220** 61275P Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**Specifications for Filing Form 1098, 1099, 5498, and W-2-G Magnetically or Electronically**  
Publication 1220 is a reprint of the annually updated revenue procedure which must be used for the preparation of tax year information returns. It also provides the requirements and specifications for magnetic media or electronic filing under the Combined Federal/State Filing Program. *M:I:E:MC:P* Tax Related Public Use
- 1223** 61278W Each  
*03/1995 Destroy Prev Issues Upon Rec*  
**Specifications for Private Printing of Substitute Forms W-2c and W-3c (Revenue Procedure 83-63)**  
Publication 1223 is a reprint of Revenue Procedure 83-63. It contains the requirements of both the Internal Revenue Service and the Social Security Administration relating to substitutes for Form W-2c, Statement of Corrected Income and Tax Amounts, and Form W-3c, Transmittal of Corrected Income and Tax Statements. This status notice is reissued to update the status notice files. *CP:CO:SC:A* Tax Related Public Use
- 1224** 61279H Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Free Community Outreach Tax Education**  
This publication describes the kinds of taxpayer assistance offered in the Community Outreach Program. *W:CAR:SPEC:PPD:E* General Admin Public Use
- 1235** 15656U Each  
*12/2001 Destroy Prev Rev. Immediately*  
**Advance Earned Income Tax Credit Brochure**  
Publication 1235 is a self-mailer going out to taxpayers who could be eligible to get extra money in each paycheck under the Advance Earned Income Credit program. *CL:C:MT* Tax Related Public Use
- 1235 (SP)** 20632I Each  
*12/2001 Destroy Prev Rev. Immediately*  
**Advance Earned Income Tax Credit Brochure (Spanish)**  
Brochure explains in Spanish how employees receive the advance earned income tax credit, references help available, and provides a form W-5. *CL:C:MT* Tax Related Public Use
- 1239** 63938N Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**Specifications for Filing Form 8027, Employer's Annual Information Return of Tip Income and Allocated Tips, Magnetically or**  
Publication 1239 is a reprint of Rev. Proc. 98-52 as contained in the I.R. Bulletin 1998-37 dated September 14, 1998. The publication includes copies of Forms 4419, 4804, 4802, 8508, 8809, and Notice 210 for taxpayers' use. *M:I:E:MC:P* Tax Related Public Use
- 1241** 61869R Each  
*03/1984 Use/Issue Prev Issue First*  
**If You Notice Suspicious Currency Transactions**  
This poster will be placed in banks & other financial institutions by field CID agents. CID is interested in identification of narcotics trafficker who must use banks to launder drug revenue. *CI:S:RPE* General Admin Public Use

## Publications

- 1241 (SP)**      *63934V*      Each  
*01/1987 Use/Issue Prev Issue First*  
**If You Notice Suspicious Currency Transactions (Spanish Version)**  
 Form 1241 (SP) is distributed to various financial institutions as a tool to enable their Spanish speaking employees to identify possible illegal money laundering. *CI:S:RPE* General Admin Public Use
- 1244**      *44472W*      Each  
*06/1999 Destroy Prev Issues Upon Rec*  
**Employee's Daily Record of Tips and Report of Tips to Employer**  
 Pamphlet designed with pages in the front for the employee to keep a daily record of tips received with report forms in back for reporting to his or her employer, total tips received for a given period. Form 4070 is and Form 4070-A are the only forms appearing in this Pub. *OP:FS:FP:F:M* Tax Related Public Use
- 1244 (PR)**      *63181M*      Each  
*06/1999 Min Supply For Late Filers*  
**Employee,s Daily Record and Report of Tips to Employer (Spanish)**  
 This publication has pages in front for the employee to keep a daily record of tips received, with report forms in back to report the tips recieved to employers. This publication obsoletes Document 5635 PR. This pub. also serves as the sole source of supply for Forms 4070A-PR and 4070-PR. *OP:FS:FP:F:M* Tax Related Public Use
- 1245**      *61911C*      Each  
*03/2000 Destroy Prev Issues Upon Rec*  
**Specifications for Filing Form W-4, Employee's Withholding Allowance Certificate, on Magnetically or Electronically**  
 Publication 1245 is a reprint of Revenue Procedure 98-26 as contained in IR Bulletin 1998-13 dated March 30, 1998. (Forms 4419, 6466, 6467, and Notice 1027 have been included for taxpayer convenience.) Also in this edition are text corrections which were released as Announcement 98-48 in IR Bulletin 1998-24 dated June 15, 1998. These corrections will be incorporated in (Cumulative Bulletin) 1998-1 C.B. *M:I:E:MC:P* Tax Related Public Use
- 1246**      *62117S*      Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**VITA Recruitment Poster**  
 Pub. 1246 is used by IRS Taxpayer Education Coordinators to recruit individuals to become Volunteer Income Tax Assistors. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 1264**      *62351Q*      Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Form 941, Employer's Quarterly Federal Tax Return --File Specifications, Processing Criteria and...**  
 Publication 1264 contains the requirements and conditions that Reporting Agents must follow to submit Form 941 on magnetic tape, effective January 1, 1998 (4th quarter 1997). Current Reporting Agents who are unable to comply with these specifications are to contact, for further information, their local Magnetic Tape Coordinator for Business Tax Returns. *IS:SD:SP:E:SI* Tax Related Public Use
- 1273**      *62977C*      Each  
*07/1999 Use/Issue Prev Issue First*  
**Guide To The Internal Revenue Service for Congressional Staff**  
 This is a general guidebook which was originally intended for use by the congressional staffs; however, it has been found to be beneficial to other agencies as well as the public at large. *CL:LA* Other Public Use
- 1274**      *62992R*      Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Volunteer in Your Community Poster**  
 Poster to promote Volunteer Enhancement Program, which encourages existing volunteers to increase their participation in all Taxpayer Education program. *W:CAR:SPEC:PPD:E* General Admin Public Use
- 1275**      *62993C*      Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Volunteer Enhancement Brochure**  
 Brochure used in Volunteer Enhancement Program, highlights some of the Volunteer opportunities in Taxpayer Education. Brochure contains a TPE Interest Card and TPEC addresses. *W:CAR:SPEC:PPD:E* General Admin Public Use
- 1278**      *63005J*      Each  
*06/2001 Use/Issue Prev Issue First*  
**Plastic Bag with Volunteer Public Service Message**  
 White plastic bag 14 inches wide, 17 inches high, 3 inch expansion with rigid white plastic handle silk-screened in multi colors on both sides with volunteer public service message. *W:CAR:SPEC:PPD:E* General Admin Public Use
- 1281**      *63327A*      Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**Backup Withholding on Missing and Incorrect Name /TINs (including Instructions for Reading Tape)**  
 Publication 1281 is issued to all banking and financial institutions (i.e., stock brokerages, insurance agencies, etc.). It accompanies the Martinsburg Computing Center (MCC) and service center mailouts of CP-2100 Important Backup Withholding Notice - Action Required. This provides recipient with instructions on how to fulfill their obligations under IRC section 3406(A)(1)(B). *S:C:CP:RC:SCC* Tax Related Public Use
- 1303**      *63334P*      Sheet  
*07/2001 Use/Issue Prev Issue First*  
**IRS Volunteer Badge**  
 Badge for volunteers for any of the Taxpayer Education programs. 12 badges to a 10 1/2 x 8 inch sheet. The badges go into a plastic badge holder (GSA #8455-00-898-9730). *W:CAR:SPEC:PPD:E* General Admin Public Use
- 1314**      *63641H*      Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Form 940, Employer's Federal Unemployment (FUTA) Tax Return--File Specifications, Processing....**  
 Publication 1314 contains the file specifications, magnetic tape record sequence order, processing criteria, record layouts, and exhibits that Reporting Agents must follow to submit Form 940 on magnetic tape. Current Reporting Agents who are unable to comply with these specifications are to contact the local Magnetic Tape Coordinator for Business Tax Returns for further instructions. *IS:SD:SP:E:SI* Tax Related Public Use
- 1315**      *63680G*      Each  
*08/1989 Destroy Prev Issues Upon Rec*  
**Requirements and Instructions for Reporting Agents who Submit Employment FTD Payment Information**  
 Publication 1315 is a reprint of Rev. Proc. 89-48 as contained in IR Bulletin 1989-34 dated August 21, 1989. The procedure outlines the requirements and conditions for reporting agents who perform a payroll service and who, in connection with this service, submit employment Federal Tax Deposit (FTD) payment information on magnetic tape for their clients. Rev. Proc. 89-48 supersedes Rev. Proc. 86-33 as contained in IR Bulletin 1986-33 dated August 18, 1986. Retain one copy for historical files and dispose of the balance. *T:I:D* Tax Related Public Use
- 1321**      *63770L*      Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Special Instructions For Bona Fide Residents Of Puerto Rico Who Must File A U.S. Individual Income Tax Return (Form 1040 or**  
 Publication 1321 provides detailed explanations (with examples) to help bona fide residents of Puerto Rico make sure their tax benefits are allocated properly when filing their Form 1040 or 1040A. Effective as of the January 1999 revision, Publication 1321 is an On-Demand Program item available solely from the Eastern Area Distribution Center (EADC). NOTE: Publication 1321 also is a component of the new Publication 3161 (CATNUM 26489T, U.S. Possessions Tax Forms) contractor mailout. *LM:I:P:B* Tax Related Public Use
- 1332**      *64210O*      Each  
*05/1987 Destroy Prev Issues Upon Rec*  
**Press Kit**  
 Pub. 1332 is used by Public Affairs to contain the materials used during meetings where the media is present and at executive conferences. *C:PA:F* General Admin Public Use

## Publications

**1345**            *64382J*            Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Handbook for Authorized IRS e-file Providers**  
This handbook contains information (including Revenue Procedure 2000-31) of use to Electronic Return Originators (EROs) already in the IRS e-file program. It is automatically mailed to EROs in good standing with current addresses on file with the Andover Service Center. Parties interested in applying to participate in the IRS e-file or On-Line Filing programs should request Publication 3112, The IRS e-file Application Package, instead of Publication 1345. Software developers and large transmitters should see also, Publication 1346. *W:E:IEF:CMMB* Tax Related Public Use

**1345 A**            *15713E*            Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Filing Season Supplement for Authorized IRS e-file Providers (TY 2001)**  
This supplement contains information of use to Electronic Return Originators (EROs) already in the Tax Year 2001 IRS e-file program. It is automatically mailed to EROs in good standing with current addresses on file with the Andover Service Center. This publication is not distributed along with Publication 1345, so Publication 1345A must be ordered separately. Parties interested in applying to participate in the IRS e-file or On-Line Filing programs should request Publication 3112, the IRS e-file Application Package, instead of Publications 1345 and 1345A. Software developers and large tra *W:E:IEF:CMMB* Tax Related Public Use

**1346**            *64403B*            Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Electronic Return File Specifications and Record Layouts for Individual Tax Returns (Tax Year 2001)**  
Publication 1346 outlines the communications procedures, transmission formats, character sets, validation criteria, and reject codes for filing individual income tax returns electronically via telephone lines to participating Internal Revenue service centers. This publication refers to Document 7475 as a reference item that can be obtained from IRS Area Distribution Centers. *W:E:IEF:TPB* Tax Related Public Use

**1355**            *64449Z*            Each  
*12/1988 Destroy Prev Issues Upon Rec*  
**Requirements & Conditions for Reproduction, Private Design and Printing of Substitute Forms 1040-ES**  
Publication 1355 is a reprint of Rev. Proc. 88-55 as contained in IR Bulletin 1988-50 dated 12-12-88. It contains the requirements regarding the reproduction, private design, and printing of substitute Forms 1040-ES, Estimated Tax for Individuals. The publication also states the requirements for the acceptance of computer-generated Forms 1040-ES. *R:R:A:DE* Tax Related Public Use

**1362**            *64530J*            Each  
*10/1991 Destroy Prev Issues Upon Rec*  
**Tele-Tax Poster**  
Publication 1362 is a poster used to publicize the Tele-tax Program. *T:TS:M* General Admin Public Use

**1374**            *64748R*            Each  
*08/1989 Destroy Prev Issues Upon Rec*  
**Requirements and Instructions for Certain Banks and Fiduciaries to Submit Quarterly Estimated...**  
Publication 1374 is a reprint of Rev. Proc. 89-49 as contained (and incorrectly shown as Rev. Rul. 89-49) in IR Bulletin 1989-34 dated August 21, 1989. Rev. Proc. 89-49 outlines the requirements and instructions for certain banks and financial institutions, acting as fiduciaries with respect to taxable trusts, who are authorized depositaries for Federal taxes. These institutions now are required to submit quarterly estimated income tax payment information through the Federal Tax Deposit (FTD) System on magnetic tape. *R:R:A:DE* Tax Related Public Use

**1375**            *64753K*            Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Revenue Procedure 01-1**  
Publication 1375 provides procedures for issuing rulings, determination letters, and information letters and for entering into closing agreements on specific issues under the jurisdiction of the Associate Chief Counsel (Technical). The material is a reprint from the first weekly issue of the Internal Revenue Bulletin. Note: Pages 2,70, 71, and 72 are blank. *CC:PA:T* Tax Related Public Use

**1376**            *64754V*            Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Revenue Procedure 01-2**  
Publication 1376 provides revised procedures for furnishing technical advice to District Directors and Chiefs, Appeal Offices by the Associate Chief Counsel (Technical). Taxpayers rights, when such advice has been requested, are also included. This is a partial reprint of IRB 1, the first weekly issue of the Internal Revenue Bulletin produced each year. *CC:PA:T* Tax Related Public Use

**1380**            *64774N*            Each  
*03/1999 Destroy Prev Rev. Immediately*  
**User Fees Reprint of Rev. Proc. 99-8**  
Publication 1380 is a reprint of which user fees are established for request to the service for rulings, opinion letters, determination letters, and similar requests as required by the Revenue Act of 1987. *OP:E:EO:P:2* Tax Related Public Use

**1407**            *10200Y*            Each  
*1996 Destroy Prev Issues Upon Rec*  
**Federal Tax Forms Advance Proof Copies**  
Advance release of proofs for use by Commissioner in briefing of news media. Includes Forms 1040, 1040A, 1040EZ, Schedules A & B, C-EZ, D, E, EIC, F, H, R, SE (Form 1040), 2441, 5329, 8839, 1997 Tax table, Tax Rate Schedule, and EIC Table. *T:FP:F* Tax Related Public Use

**1407 A**            *10277V*            Each  
*1995 Destroy Prev Issues Upon Rec*  
**Preliminary Proof Release - Business Income Tax Forms**  
Early release to the public of these forms allows comments from the public to be taken into account in coming up with the final version of this publication. Circular E Pub. 15 text only pages is the only item in this release. *T:FP:F:CD* Tax Related Public Use

**1407 B**            *10336B*            Each  
*1995 Destroy Prev Issues Upon Rec*  
**Preliminary Proof Release - Federal Employment Tax Forms**  
Early release to the public of these forms allows comments from the public to be taken into account in coming up with the final version of these forms. The following business forms are: W-2, W-2c, W-3, W-3c, 940, 941, 945, 945-A, 1041 and Sch K-1, 1065 and Sch K-1, 1120, 1120-A, 1120S and Sch K-1, 4626. Comments are due back by Oct. 14, 1994. *T:FP:F* Tax Related Public Use

**1407 C**            *13348X*            Each  
*06/1991 No Previous Issue*  
**Early Release Proof of Schedule EIC (Form 1040)**  
Early release to the public of the new and important schedule allows comments from the public to be taken into account in coming up with the final version of the schedule EIC. *T:FP:F* Tax Form or Instruction

**1411 A**            *10219P*            Each  
*08/1998 Destroy Prev Issues Upon Rec*  
**Capone Special Agent Recruitment Poster**  
Used as part of the Special Agent Recruitment Program. *CP:CI:R* General Admin Public Use

**1414**            *10243P*            Each  
*07/1995 Destroy Prev Issues Upon Rec*  
**Volunteer Assistor's Reference Binder**  
Publication 1414 is used by Volunteer Tax Assistor's. The binder will be used to hold Publication 678 or 1155. Currently there are two sizes of Publication 1414. A larger 3" binder and a smaller 2 1/2". If someone orders Publication 1155 they should be given a larger 3" binder. If someone orders Publication 678 they should be given a smaller 2 1/2" binder. The 3" binder is being phased out due to the reduced size of Pubs 678 and 1155. Pub 1414 is a 2-1/2" binder. *T:T:Q:V* Tax Related Public Use

**1428**            *10404S*            Each  
*01/1992 Destroy Prev Issues Upon Rec*  
**Cash Payment over \$10,000 Received for Goods or Services**  
This poster is to inform individuals, trades and businesses that any cash payments over \$10,000 must be reported to the IRS. *CI:S:RPE* Tax Related Public Use

## Publications

- 1429**                    **10413D**                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**Form W-4 (Vita Blowup)**  
 Pub. 1429 is used as a training aid for the VITA/TCE tax assistance training. This publication is a poster size blowup of Form W-4. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 1431**                    **10423Z**                    Pad  
*10/2000 Destroy Prev Issues Upon Rec*  
**Telephone Assistance**  
 This item is a business card advertizing toll-numbers for recorded tax and refund information, on-line help with tax and notice inquiries, referral to problem resolution, and forms/publications ordering. Three free publications are listed, Pubs. 17, 596, and 910. Pub 1431 is shrink-wrapped in packages of 50. It is listed as pads to ensure the software processes the requests correctly. Please order the number of packages/pads that are needed. *W:CAR:SPEC:PPD:E* General Admin Public Use
- 1436**                    **10459B**                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Test Package for Electronic Filing of Individual Income Tax Returns (Tax Year 2001)**  
 Publication 1436 contains a group of scenarios and instructions for preparing test material for Electronic Filing of Individual Income Tax Returns. It (testing) is a prerequisite to participate in the 01/2002 Electronic Filing Program for the Tax Year (2001). *W:E:IEF:TPB* Tax Related Public Use
- 1437**                    **10466Q**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Procedures for Electronic and Magnetic Media Filing of U.S. Income Tax Returns, for Estates and Trust, Form 1041 Tax Year 20**  
 Publication 1437 contains the procedures which give the specifications for filing Form 1041 for Tax Year 2001, U.S. Income Tax Returns, via electronic or magnetic media. These procedures should be adhered to by software developers, transmitters and estates and trusts. *W:E:DEF:DFB* Tax Related Public Use
- 1438**                    **10467B**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**File Specifications, Validation Criteria, Record Layouts for Electronic and Magnetic Media...F 1041 TY 2001**  
 Publication 1438 outlines the communication procedures, transmission format, validation criteria and record layouts for filing Form 1041 electronically, via magnetic media or telephone lines to Philadelphia Service Center. The procedures should be adhered to by software developers and transmitters. *W:E:DEF:DFB* Tax Related Public Use
- 1450**                    **10665H**                    Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**Instructions on Requesting A Certificate of Release of Federal Tax Lien**  
 Publication 1450 is issued (1) whenever a Letter 3172(DO) is mailed to the taxpayer; or (2) in response to either a taxpayer walk-in or call-in request to an IRS Area Office to have the lien released. *S:C:CP:FP:TI* Tax Related Public Use
- 1457**                    **63854M**                    Each  
*07/1999 Special Handling/See Remarks*  
**Actuarial Values Book Aleph**  
 Publication 1457 primarily is used by financial planners, attorneys, and certified public accountants (CPAs). The book contains actuarial tables used to compute values of annuity, life estate, and remainder interests for income, estate, and gift tax purposes, including valuation of pooled income fund remainder interests. *T:EP:RA:A1 & A2* Tax Related Public Use
- 1458**                    **10719U**                    Each  
*07/1999 Special Handling/See Remarks*  
**Actuarial Values Book Beth**  
 Publication 1458 primarily is used by financial planners, attorneys, and certified public accountants (CPAs) doing trusts or estate and gift taxes. The book contains actuarial tables for computing values of annuity, life estate, and unitrust remainder interests for income, estate and gift tax purposes. This status notice is reissued because Table Z within the (7-1999) edition is incorrect. A new Notice 1261 (CATNUM 29753Y), which is available via the IRS website ([www.irs.gov](http://www.irs.gov)), states how users can obtain the correct factors for a specific interest rate under Table Z. (NOTE: A copy of Notice 12 *T:EP:RA:A1 & A2* Tax Related Public Use
- 1459**                    **10720V**                    Each  
*07/1999 Special Handling/See Remarks*  
**Actuarial Values Book Gimel**  
 Publication 1459 primarily is used by financial planners, attorneys, and certified public accountants (CPAs) doing trusts or estate and gift taxes. The book is comprised of tables used to value gifts of depreciable property for income tax purposes only. *T:EP:RA:A1 & A2* Tax Related Public Use
- 1469**                    **64314H**                    Each  
*05/2000 Destroy Prev Issues Upon Rec*  
**Working To Put Service First (Folder)**  
 Publication 1469 is a double pocket folder which can be used during Consumers Week and at conventions to hand out materials to taxpayers. *CL:C:MT* General Admin Public Use
- 1469 (SP)**            **21800K**                    Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Working To Put Service First (Spanish Folder)**  
 Publication 1469sp is the spanish version of the Pub.1469, a pocket folder which can be used during Consumers Week and at conventions to hand ou materials to taxpayers. *CL:C:MT* General Admin Public Use
- 1474**                    **10821H**                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Technical Specifications Guide For Reporting Agent Authorization For Magnetic Tape/Electronic Filers**  
 Publication 1474 is a reprint (with modifications) of Revenue Procedure 89-18 as contained in IR Bulletin 1989-9 dated 2/27/89. The Procedure provides instructions for preparing and submitting Form 8655 which allows taxpayers to designate reporting agents to (1) file certain employment tax returns on magnetic tape and (2) submit Federal tax deposits (FTDs) on magnetic tape for certain employment tax returns. *S:C:AS:AM:PP* Tax Related Public Use
- 1477**                    **10851V**                    Each  
*12/1989 No Previous Issue*  
**The IRS Possibility**  
 This is a full-color brochure that is intended to be used by executives in IRS field offices. The brochure is a part of The Campus Executive Program which allows IRS executives on the local level to meet with college and university executives. The brochure is in tri-fold format and includes an opening letter directed to university executives and deans. *M:S:P:R* General Admin Public Use
- 1479**                    **10945S**                    Each  
*11/1989 No Previous Issue*  
**Poster: Alien Visa Poster**  
 State Department has agreed to place posters in Visa areas overseas to alert aliens to tax obligation in the U.S. *IN:B* Tax Related Public Use
- 1488**                    **11920H**                    Each  
*02/1991 Use/Issue Prev Issue First*  
**Favorable Notification Letter**  
 This publication explains the program to the public and describes their responsibilities under the program. (The publication will be sent along with letters 2023 or 2026, favorable notification Letter). *CP:E:EP:FC* Tax Related Public Use
- 1494**                    **11439T**                    Each  
*01/2002 Special Handling/See Remarks*  
**Table for Figuring Amount Exempt from Levy on Wages, Salary, and Other Income---Forms 668-W(c) and 668-W(c)(DO)**  
 Publication 1494 is used to figure the amount of an individual's income that is exempt from a levy. It is mailed with Notice of Levy Forms 668-W(c) and 668-W(c)(DO) to employers or other third parties responsible for disbursing income to the delinquent taxpayer(s). *S:C:CP:FP* Tax Related Public Use
- 1495**                    **10722R**                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Earned Income Credit Poster**  
 This publication is used by Districts, Service Centers, Regions and libraries as an educational and promotional awareness tool for the availability of an earned income credit for qualifying taxpayers. *CL:C:MT* General Admin Public Use

## Publications

**1495 (SP)** 14520H Each  
12/2001 Destroy Prev Issues Upon Rec  
**Earned Income Tax Credit Poster (Spanish)**

Publication 1495SP is used by districts, service centers, and regional offices as an educational and promotional awareness tool for the Earned Income Credit refund to qualifying taxpayers. *CL:C:MT* General Admin Public Use

**1502** 12330H Each  
05/2001 Destroy Prev Issues Upon Rec  
**Depositing Taxes**

Publication 1502 is designed to assist taxpayers in depositing employment, excise, and certain income taxes through the Federal Tax Deposit (FTD) System via use of the FTD coupon Form 8109. The publication replaces use of Notice 757, Information About Depositing Taxes with the Revised FTD Coupon (catnum 63082W), which was declared obsolete via the status notice dated 12/01/89. Publication 1502 will be included with the mailouts of CP Notices 575, 576, 577, and 578. *S:CAS:B:R* Tax Related Public Use

**1510** 12476G Each  
02/2001 Destroy Prev Rev. Immediately  
**Federal Tax Deposit (FTD) Checklist for Tellers and Taxpayers**

Publication 1510 is a ready-reference job aid used at authorized financial institutions. The checklist is designed to minimize errors generated by bank tellers when applying Federal tax payments to the taxpayer's BMF (Business Master File) account. *S:CAS:V:R* Tax Related Public Use

**1516** 12342Z Each  
09/1994 Destroy Prev Issues Upon Rec  
**Specifications for Filing Forms 8596, Information Returns for Federal Contracts on Magnetic Tape,...**  
Publication 1516 is a reprint of Rev. Proc. 94-56 as contained in IR Bulletin 1994-36 dated September 6, 1994. *IS:N:M:P:I* Tax Related Public Use

**1518** 12350Z Each  
06/2001 Destroy Prev Rev. Immediately  
**2001 & 2002 Tax Calendar for Small Businesses**

This 12-month calendar is filled with helpful hints, general tax information and a listing of the most common tax filing dates. Each month highlights a new tax tip to help small businesses for the tax filing season during the year. Information on electronic filing and tax incentive programs, a list of popular business publications and forms, as well as new ways IRS offers assistance are also included. *S:T* Tax Related Public Use

**1522** 12374J Each  
07/1990 No Previous Issue  
**IRS Forms 1099 Information Return Reporting Project**

Document to be distributed to state, county, and local governments to share Forms 1099 information. *CP:EX:ST* General Admin Public Use

**1524** 12672Q Each  
12/2001 Destroy Prev Issues Upon Rec  
**Procedures and Specifications for the 1065 e-file Program**

Publication 1524 contains procedures and specifications for electronically filing Form 1065, U.S. Return of Partnership Income for Tax Year 2001. These procedures and specifications should be adhered to by software developers, transmitters and partnerships. *W:E:DEF:DFB* Tax Related Public Use

**1525** 12660Y Each  
11/2001 Destroy Prev Issues Upon Rec  
**Validation Criteria and Record Layouts for the 1065 e-file Program**

Publication 1525 outlines validation criteria and record layouts for filing Form 1065 electronically. These procedures should be adhered to by software developers, transmitters and partnerships. *W:E:DEF:DFB* Tax Related Public Use

**1541** 12676I Each  
02/1991 No Previous Issue  
**Taxes in U.S. History - School Resource Package**

Publication 1541 is a teacher's kit. This kit is to be used in 8th grade U.S. History classes to teach students the history of taxes. Pub. 1541 is part of the Taxpayer Education Program "Understanding Taxes". This kit contains 3 identical teacher's guides, 3 identical posters and 2 different VHS tapes. *T:C:A:E:E* General Admin Public Use

**1542** 12684I Each  
02/2002 Destroy Prev Issues Upon Rec  
**Per Diem Rates (For Travel Within the Continental United States)**

This publication will provide employers with a fixed schedule of current per diem rates for employee travel within the continental United States. The rates are released late by GSA and cannot be printed in the appropriate publications. *W:CAR:MP:FP:P* Tax Related Public Use

**1544** 12696A Each  
02/2002 Destroy Prev Issues Upon Rec  
**Reporting Cash Payments of Over \$10,000 (Received in a Trade or Business)**

This publication explains why, when, and where to report cash payments over \$10,000 *W:CAR:MP:FP:P* Tax Related Public Use

**1544 (SP)** 24236K Each  
04/2002 Destroy Prev Issues Upon Rec  
**Informe de Pagos en Efectivo en Exceso de \$ 10,000 (Recibidos en una Ocupacion o Negocio)**

This pub. explains why, when and where to report cash payments over \$10,000. (Spanish) *W:CAR:MP:FP:P* Tax Form or Instruction

**1549** 12780R Each  
10/1991 No Previous Issue

**IRS Historical Study - San Francisco**

Publication 1549 is the second of a series of historical studies of interest and use to the IRS, the Treasury Department, and the general public. The publication will provide historical background information to be used in planning, decision-making, research, public relations, etc. This issue presents the history of the San Francisco District, 1862-1990. The first in the series is Publication 1523 (Cat. No. 12376F) *HR:F* Other Public Use

**1565** 13095T Each  
12/1991 Destroy Prev Issues Upon Rec  
**Looking out for #2 - Defined Contribution Plan - A Married Couples Guide to Understanding Your ...**

This booklet presents the general public with a plain English explanation of the law relating to spousal benefits from pension plans. This booklet is a Married couples guide to understanding your benefit choices, at retirement from a Defined Contribution Plan. *CP:E:EP* Tax Related Public Use

**1566** 13096E Each  
12/1991 Destroy Prev Issues Upon Rec  
**Looking out for #2 from a Defined Benefit Plan - A Married Couples Guide to Understanding Your ...**

This booklet presents the general public with a plain English explanation of the law relating to spousal benefits from pension plans. This booklet is a Married couples guide to understanding your benefit choices, at retirement from a Defined Benefit Plan. *OP:E:EP:A:1* Tax Related Public Use

**1577** 13370B Each  
06/1999 Destroy Prev Issues Upon Rec  
**Applying for Educational Financial Aid?**  
Publication 1577 is a financial aid flyer which is sent to high schools and colleges. This item is part the taxpayer information program to alert students of the need for tax records and replacement of missing records when applying for financial aid. *CL:C:MT* Tax Related Public Use

**1586** 13597U Each  
07/1999 Destroy Prev Issues Upon Rec  
**Reasonable Cause Regulations and Requirements for Missing and Incorrect Name/TINs**

Publication 1586 is mailed by service centers and Martinsburg Computing Center (MCC) to recipients of Notice 963(CG). The publication includes important information on the solicitation requirements for information returns filed with either a missing or incorrect Taxpayer Identification Number (TIN). Please note that the copy posted on <http://publish.no.irs.gov> doesn't have the CFR portion. To obtain a copy of Publication 1586 with the CFR, please order a hard copy from the Distribution Centers (1-800-829-2437). *OP:EX:ST:PC* Tax Related Public Use

## Publications

- 1597**                    *13651X*                    Each  
*09/1991 No Previous Issue*  
**TSM Project Summaries Connectivity**  
*ISD:P:E:C Internal Use*
- 1600**                    *13670E*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Disaster Losses - The IRS Can Help**  
 This brochure is issued by Public Affairs Officers and other IRS personnel to individual taxpayers and businesses at diaster sites. It is also orderable from the area distribution centers by diaster victims.  
*M:C:DP General Admin Public Use*
- 1600 (SP)**                *14884E*                    Each  
*09/1998 Destroy Prev Issues Upon Rec*  
**Disaster Losses - The IRS Can Help (Spanish)**  
 This brochure is issued by Public Affairs Officers and other IRS personnel to individual taxpayers and businesses at diaster sites. It is also orderable from the area distribution centers by diaster victims.  
*M:C:DP General Admin Public Use*
- 1614**                    *13724R*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**1040 Forms and Instructions**  
 This publication contains large-print copies of Form 1040, Schedules A&B, D, E, EIC, R, and instructions. You can use the form and schedules as worksheets in figuring your tax. Please do not file these large-print forms. When you are ready to file, copy the information from these forms onto the regular-size forms. *OP:FS:FP:F:I Tax Form or Instruction*
- 1615**                    *13725C*                    Each  
*2001 Destroy Prev Issues Upon Rec*  
**1040A Forms and Instructions**  
 This publication contains large-print copies of the Form 1040A, Schedules 1, 3, EIC, and instructions. You can use the form and schedules as worksheets in figuring your tax. But, please do not file these large-print forms. When you are ready to file, copy the information from these form onto the regular-size forms. *OP:FS:FP:F:S Tax Form or Instruction*
- 1620**                    *13769E*                    Each  
*02/2001 Destroy Prev Issues Upon Rec*  
**Earned Income Tax Credit (Folder)**  
 Publication 1620 is a multi-use folder, used to promote Earned Income Credit materials. It is used by IRS field offices and outside project participants. Revised folder is to be used as a promotional item with new logo and new look. New folder will not supersede old version, but to be used and issue.  
*CL:C:MT Tax Related Public Use*
- 1635**                    *14332X*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Understanding Your EIN**  
 This publication is designed to educate the public about the Employer Identification Number (EIN). It explains what an EIN is, how to know if you need one for your business and provides application criteria.  
*T:S:P:M Tax Related Public Use*
- 1643**                    *14128N*                    Each  
*12/1991 No Previous Issue*  
**A Married couple's guide to Understanding your benefit choices at retirement**  
 This poster is to inform married couples about two pamphlets, LOOKING OUT FOR #2 --A Married Couples Guide to Understanding Your Benefit Choices at Retirement. The Publications is 1565 and 1566 (12-91). *CP:E:EP Tax Related Public Use*
- 1647**                    *14176X*                    Each  
*10/1993 Min Supply For Late Filers*  
**Taxes and You Instructor's Resource Kit**  
 Item used by junior colleges and their equivalents. This kit includes A binder, VHS tape, 2 diskettes and three work books.  
*OP:C:A:E:E Tax Related Public Use*
- 1647 SUPP**                *10564V*                    Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Taxes and You Resource Kit (Supp)**  
 Taxes and You was developed by the Agency for Instructional Technology and John Pisciotta of Baylor University under the direction of the National Council on Economic Education. For more information about the components and distribution of the Taxes and You series, contact your local IRS Taxpayer Education Coordinator.  
*W:CAR:SPEC:PPD:E Tax Related Public Use*
- 1660**                    *14376Z*                    Each  
*05/2000 Destroy Prev Issues Upon Rec*  
**Collection Appeal Rights**  
 Publication 1660 (bond paper version) is used to advises taxpayers of their appeal rights concerning the Collection Due Process & Collection Appeal Program. It further explains the collection issues that can be appealed and how to appeal them. This includes actions covering federal tax lien, notice of levy, seizure of property and installment agreements. *AP:G:O Tax Related Public Use*
- 1660 NP**                    *33446U*                    Each  
*05/2000 Destroy Prev Issues Upon Rec*  
**Collection Appeal Rights (Newsprint)**  
 Publication 1660 NP (newsprint) is used by the IRS Campuses and/or ACS Call Sites with the distribution of Form 1058 and Letter 11. The receiving taxpayers will used the product for advise of their appeal rights concerning the Collection Due Process & Collection Appeal Program. It further explains the collection issues that can be appealed and how to appeal them. This includes actions covering federal tax lien, notice of levy, seizure of property and installment agreements. *AP:G:O Tax Related Public Use*
- 1661**                    *14395G*                    Each  
*04/1992 No Previous Issue*  
**Taxes in U.S. History (Poster)**  
 This 11 X 14" poster is used to publicize and promote the 8th Grade Understanding Taxes Program at educational conventions, conferences and schools. *T:T:Q:V Tax Related Public Use*
- 1666**                    *14551G*                    Each  
*06/1992 No Previous Issue*  
**History of the Memphis Service Center**  
 Publication 1666 is a series of historical studies of interest to the IRS, the Treasury Department, and the general public. This issue presents the history of the Memphis Service Center. *HR:F Other Public Use*
- 1677**                    *14626W*                    Each  
*08/1992 No Previous Issue*  
**Taxes and You (Poster)**  
 Publication 1677 is used by those teaching Post-Secondary Understanding Taxes classes. It is included in Publication 1647, which is the Post-Secondary Understanding Taxes Kit, and is also available through district Taxpayer Education coordinators.  
*T:T:C:V General Admin Public Use*
- 1679**                    *14701C*                    Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**A Guide to Backup Withholding for Missing and Incorrect Name/TINS**  
 Publication 1679 is issued to all banking and financial institutions (i.e., stock brokerages, insurance agencies, etc.). It accompanies the Martinsburg Computing Center(MCC) and service center mailouts of CP-2100A Important Backup Withholding Notice - Action Required. It provides the recipient with instructions on how to fulfill their obligations under IRC section 3406(a)(1)(B). This new publication is simplified to insure that small volume payers understand procedures.  
*S:C:CP:RC:SCC Tax Related Public Use*
- 1684**                    *14755A*                    Each  
*07/1992 No Previous Issue*  
**Forms Design Guidelines and Standards For Tax Forms Originators**  
 Publication 1684 is a reference guide for potential designers of new or revised forms to be used on I.R.S. imaging and data capture systems. *R:R:F Tax Related Public Use*
- 1693**                    *15060W*                    Each  
*03/2002 Special Handling/See Remarks*  
**SSA / IRS Reporter**  
 This is a joint newsletter that is produced by the Commissioners of both the IRS and the Social Security Administration. It serves as a tool for the two Commissioners and their agencies to communicate current issues and concerns to a specific audience of employers. Disposition instructions - Maintain a minimum supply of the previous revision for late requestors. This item is distributed on the IMDDS Program using File Number 486, Cat. No. 01618W. For more information, see Chapter 5 instructions in Document 7130.  
*S:COMP Tax Related Public Use*

## Publications

**1715**                    **15278E**                    Each  
*07/1993 Destroy Prev Issues Upon Rec*  
**It's Never Too Late!**  
 Publication 1715 is used by various IRS functions (C:PA, EX and CO). It is distributed to individuals to encourage those who have not filed a Federal tax return for years to get back into the tax system. This publication is part of the Non-filer Program. *T:C:C* Tax Related Public Use

**1715 (SP)**                **15855L**                    Each  
*07/1993 No Previous Issue*  
**It's Never Too Late! (Spanish Version)**  
 Publication 1715 (SP) is the Spanish version of Pub. 1715, It's Never Too Late! This brochure is used by Public Affairs Officers to distribute to the Spanish speaking population. The brochure is about the non-filer program. This publication is printed on 70 lb., 50% Laid Antique Book in PMS 322 (Blue-Green) ink. *T:C:C* Tax Related Public Use

**1742**                    **15875D**                    Each  
*01/1994 No Previous Issue*  
**Employment Tax Training for Federal Agencies, Student Text**  
 This item is for use by students in the Employment Tax Training Guide for Federal Agencies Program. The product's initial distribution includes Publications 1743 and 1744; however, this is available from the Area Distribution Centers as a separate item. *T:T:C:V* Other Public Use

**1743**                    **15877Z**                    Each  
*01/1994 No Previous Issue*  
**Employment Tax Training Guide for Federal Agencies Instructor's Guide**  
 This item is the instructor guide for a course that teaches Federal Agencies the proper methods for paying employment-related taxes and filing associated returns. The initial distribution of this item included Publications 1742 and 1744; however, it is also available separately in the Area Distribution Centers. *T:T:C:V* Other Public Use

**1744**                    **15878K**                    Each  
*01/1994 No Previous Issue*  
**Federal Tax Training for Federal Agencies (Promotional Brochure)**  
 This item is the Promotional Brochure for the Employment Tax Training Program. It's initial distribution is with Publications 1742 and 1743, however, it is available separately in the Area Distribution Centers. *T:T:C:V* Other Public Use

**1759**                    **18278I**                    Each  
*05/2000 Destroy Prev Issues Upon Rec*  
**Advance Earned Income Tax Credit Poster**  
 Publication 1759 is poster to advertise that tax payers may qualify for advance earned income credit. *CL:C:MT* Other Public Use

**1759 (SP)**                **18279T**                    Each  
*06/2000 Destroy Prev Issues Upon Rec*  
**Advance Earned Income Credit Poster (Spanish)**  
 AEIC Poster-Spanish; Unlimited quantities - ordered thru Taxpayer Education Coordinators (TPEC) and Public Affairs Officers (PAO). The 8 1/2" x 11" poster briefly explains the advance earned income credit in Spanish. *CL:C:MT* Other Public Use

**1762**                    **18575E**                    Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Advance Earned Income Tax Credit Stuffer**  
 AEIC Stuffer; Unlimited quantities - ordered thru Taxpayer Education Coordinators (TPEC) and Public Affairs Officers (PAO). The 3" x 7" publication is designed to be used as a paycheck stuffer. It explains how employees receive the advance earned income credit, and references help available. Quantity limit for taxpayer orders is 2. Employer order quantity limit is 10,000. Unlimited quantities to federal payroll offices and state agencies. *CL:C:MT* Other Public Use

**1762 (SP)**                **18551U**                    Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Advance Earned Income Tax Credit Stuffer (Spanish)**  
 AEIC Stuffer Spanish; Unlimited quantities - ordered thru Taxpayer Ed. Coordinators (TPEC) and Public Affairs Officers (PAO). The 3" x 7" publication is designed to be used as a paycheck stuffer. It explains how employees receive the advance earned income credit, and references help available. Quantity limit taxpayer (public) orders is 2, for employer orders is 3,000. Unlimited quantities for federal payroll offices and state agencies. *CL:C:MT* Other Public Use

**1769**                    **20052U**                    Each  
*05/2000 Destroy Prev Issues Upon Rec*  
**The Internal Revenue Service - Working to put service first (Bookmark)**  
 Publication 1769 is a bookmark which is part of the Taxpayer Information and Communications Publicity campaign. *CL:C:MT* Tax Related Public Use

**1769 (SP)**                **24530Z**                    Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Working to Put Service First Bookmark (Spanish)**  
 Publication 1769SP is a bookmark used to promote Taxpayer information and communications services in spanish. *CL:C:MT* Other Public Use

**1770**                    **20053F**                    Each  
*05/2000 Destroy Prev Issues Upon Rec*  
**Plastic Bag for: Working To Put Service First**  
 Publication 1700 is a plastic bag that is part of a series of products titled IRS WORKING TO PUT SERVICE FIRST. *CL:C:MT* Internal Use

**1770 (SP)**                **24529Y**                    Each  
*07/2000 Destroy Prev Issues Upon Rec*  
**Plastic Bag: Working To Put Service First (Spanish)**  
 Item use to promote service message, in spanish (plastic bag). *CL:C:MT* Tax Related Public Use

**1771**                    **20054Q**                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Charitable Contributions-Substantiation and Disclosure Requirements**  
 This product is used to inform the taxpayer about the new provisions in the law. *T:CL* Tax Related Public Use

**1778**                    **20080M**                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**IRS e-file Pocket Folder**  
 This folder will hold publicity materials for both external and internal consumption. *W:C:CARE* Internal Use

**1779**                    **16134L**                    Each  
*12/1999 Destroy Prev Issues Upon Rec*  
**Employee Independent Contractor Brochure**  
 Publicity material for compliance 2000 initiative. *S:C:CP:RC:ET* Internal Use

**1783**                    **20216E**                    Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**New Millennium-Become a Partner with the IRS Lockboxes**  
 This publication is designed to inform taxpayers about various improvements in the way IRS collects tax payments and processes individual and business returns. One of the most significant changes is the use of vouchers to speed the processing of tax payments at payment processing sites also known as "Lockboxes." Information about the filing of Forms 940, 940EZ, 941, 942 and 943 and how they are changed and improved is also included. *W:CAS:SP:IMFR* Tax Related Public Use

**1796 CD ROM 20497L**                    Each  
*01/2002 Special Handling/See Remarks*  
**2001.2 IRS Federal Tax Products CD-ROM**  
 Publication 1796 is a CD-ROM containing approximately 3300 tax forms and instructions beginning with products from 1997. The files for the tax products are in the Adobe Portable Document Format (PDF). Adobe Acrobat (for viewing,printing, fill-in and saving files on the CD. This item is distributed using the IMDDS program, File 401, Catalog Number 01099V. See Document 7130 Chapter 5 for more instructions. This product is also sold to the public through the NTIS and GPO Government sales programs. *W:CAR:MP:M:T:M* Tax Related Public Use

**1798**                    **20577U**                    Each  
*06/1994 No Previous Issue*  
**Retiring Q's & A's**  
 Publication will be used by Public Affairs Officers and other IRS personnel and other Federal and civilian agencies for disbursement to retired taxpayers. *W:C* Other Public Use



## Publications

- 1803**                      *20649D*                      Each  
*08/2000 Destroy Prev Issues Upon Rec*  
**Filing Federal and State Taxes Together (Brochure)**  
 Publication 1803, is a marketing brochure which will be used to encourage Tax Practitioners to offer e-file of both Federal and State tax returns at one time.  
*W:E:DEF:CMMB* Tax Related Public Use
- 1819**                      *20823Z*                      Each  
*06/1994 No Previous Issue*  
**DIVORCE An IRS Perspective**  
 Publication 1819 explains some of the tax consequences of a divorce and recommends actions you may need to take if you are obtaining a divorce. This pamphlet is printed on 90 pound index paper.  
*C:TA* Tax Related Public Use
- 1822**                      *20974R*                      Each  
*08/1994 No Previous Issue*  
**Business Master Plan Strategic Extract**  
 The Business Master Plan Strategic Extract is a scaled down version of Document 9255. The Extract covers only the main points that were introduced in Document 9255. *M:S:P* General Admin Public Use
- 1825**                      *21016M*                      Each  
*11/1994 No Previous Issue*  
**Progress Towards Reinventing The IRS (Booklet)**  
 Publication 1825 defines the IRS's new Business Vision-a better way of delivering service, influencing compliance and administering the tax system in the year 2001. This booklet is a follow-up report to Publication 1740, A Plan for Reinventing The IRS, Catalog Number 15847L. The text of this publication is printed on 80 pound Off-set Book and the cover is 65 pound Matte Coated Cover. *ME:BT* Other Public Use
- 1825 A**                      *21017X*                      Each  
*11/1994 No Previous Issue*  
**Progress Towards Reinventing The IRS**  
 Publication 1825 A is a slimjim pamphlet version of Publication 1825, Catalog Number 21016M. The pamphlet provides a brief summary of the IRS's new Business Vision.  
*ME:BT* Other Public Use
- 1828**                      *21096G*                      Each  
*09/1994 No Previous Issue*  
**Tax Guide for Churches and Other Religious Organizations**  
 Publication 1828 Tax guide for churches and other religious organiza- tions to help them in tax guidelines on during taxes.  
*OP:E:EO:P2* Tax Related Public Use
- 1830**                      *21108N*                      Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Earned Income Tax Credit (Sell-In Sheet)**  
 Promotional material for Earned Income Tax Credit Campaign *CL:C:MT* General Admin Public Use
- 1844**                      *12590L*                      Each  
*05/2000 Destroy Prev Rev. Immediately*  
**Advance Earned Income Tax Credit Employer Brochure**  
 Publication 1844 is brochure for the employers to inform them about the Advance Earned Income Tax Credit Program.  
*CL:C:MT* Internal Use
- 1849**                      *21398F*                      Each  
*10/2000 Destroy Prev Issues Upon Rec*  
**Job Application Package Folder**  
 This is a job application folder for the Revenue Agent Competitive Announcement. The folder contains Doc. 9402, Pub. 1180, 9x12" envelope addressed to OPM Staffing Service Center. An initial distribution was made to appropriate offices, recruiters, personnel offices, etc. *SS:P:CEU* General Admin Public Use
- 1849 A**                      *30777S*                      Each  
*10/2000 No Previous Issue*  
**Careers at the IRS - Pocket Folder/Only**  
 Publication 1849-A Careers at the IRS (Cat# 30777S) Pocket Folder can be order ed without the inserts that come in the {ublication 1849. *M:S:P:R* Internal Use
- 1853**                      *21523G*                      Each  
*08/2001 Destroy Prev Rev. Immediately*  
**Business Talk**  
 Publication 1853 is an informational brochure for the small business and self-employed community. It contains programs and information available from IRS and other sources. *S:T* General Admin Public Use
- 1854**                      *21563Q*                      Each  
*09/2001 Destroy Prev Rev. Immediately*  
**How to prepare a Collection Information Statement (Form 433-A)**  
 Publication 1854 provides instructions to wage earners and self-employed individuals on how to prepare a Form 433-A (CATNUM 20312N), Collection Information Statement for Wage Earners and Self-Employed Individuals. *S:C:CP:FP:CRA* Tax Related Public Use
- 1854 (SP)**                      *22415P*                      Each  
*10/1999 Destroy Prev Issues Upon Rec*  
**How to Prepare a Collection Information Statement**  
 Instructions in spanish regarding allowable expenses. *S:C:CP:FP:E* Tax Related Public Use
- 1855**                      *21595A*                      Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Technical Specifications Guide for the Electronic Filing of Form 941 Employer's Quarterly Tax Return**  
 Publication 1855 provides the technical file specifications for the 941 e-file Program. This publication also includes guidance for participation in the program, and application instructions. *OP:ETA:D:D* Tax Related Public Use
- 1857**                      *21601T*                      Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Alternate Ways of Filing Your Taxes Brochure**  
 The IRS e-file brochure, Alternate Ways of Filing Your Taxes, describes the benefit of electronic filing as well as the filing options available. *W:C:CAR* Other Public Use
- 1860**                      *21696M*                      Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**e-file Poster - Refunds (17 x 22)**  
 Publication 1860 is included in the Marketing Tool Kit for New Applicants to the IRS e-file Program (Pub. 3005). Authorized IRS e-file providers will use this poster for marketing their services. This product will also be available to order from the ADCs.  
*W:E:IEF:CMMB* Tax Related Public Use
- 1866 B**                      *25450A*                      Each  
*12/1997 No Previous Issue*  
**1997 IRS Customer Satisfaction Survey: Final Report**  
 This item is used to measure the quality of IRS service and to implement continuous improvement to the customer.  
*M:SP* Other Public Use **This product may not be ordered by the general public**
- 1872**                      *22209J*                      Each  
*05/1999 Use/Issue Prev Issue First*  
**Tips on Tips - A guide to Tip Income Reporting for Employees in the Food and Beverage Industry**  
 Publication 1872 informs, educates and promotes tip income reporting compliance with the tax laws. Used as an employer hand out and IRS outreach initiative for conventions, seminars and workshops.  
*S:T* Other Public Use
- 1872 (SP)**                      *22211V*                      Each  
*01/2000 Use/Issue Prev Issue First*  
**Employee Tip Income Reporting Qs & As (Spanish Version)**  
 Taxpayer information Publication to inform educate and promote tip income reporting compliance with the tax laws, used as an employer handout; IRS outreach initiative for conventions, seminars and workshops.  
*S:T* Tax Related Public Use
- 1872**  
**MANDARIN**                      *22210K*                      Each  
*12/1996 No Previous Issue*  
**Employee Tip Income Reporting Q&A (Mandarin Version)**  
 Taxpayer information product to inform, educate and promote tip income reporting compliance with the tax laws. *S:T* Tax Related Public Use
- 1875**                      *22212G*                      Each  
*05/1999 Use/Issue Prev Issue First*  
**Employer/Tip Income Reporting**  
 Publication 1872 is a taxpayer information product to inform, educate and promote tip income reporting compliance with the tax laws. *S:T* Other Public Use



## Publications

- 1883**            *22363Y*            Each  
*09/1996 No Previous Issue*  
**Volunteer Leadership Enhancement - Participant's Workbook**  
 Used to enhance management abilities of volunteers who manage other volunteers. *T:T:Q:V* Tax Related Public Use
- 1884**            *22364J*            Each  
*09/1996 No Previous Issue*  
**Volunteer Leadership Enhancement - Instructor Guide**  
 Used to enhance management abilities of volunteers who manage other volunteers. Pub 2117 cat. no. 24435B is to be sent along with each Pub 1884 ordered Originator approval is required before distribution to the public. *T:T:Q:V* Tax Related Public Use
- 1911**            *22484C*            Each  
*01/1996 No Previous Issue*  
**Instructions for Preparing and Submitting Form 8655, Reporting Agent Authorization for...**  
 Publication 1911 is a reprint of Revenue Procedure 96-17 as contained in I.R. Bulletin 1996-4 dated 01/22/96. It supersedes Rev. Proc. 89-18, 1989-1 C.B. 828. Whereas Publication 1911 provides requirements for preparing and submitting Form 8655, the soon forthcoming revision of Publication 1474 (CATNUM 10821H) will contain the separately issued technical specifications guide for authorized Reporting Agents. *T:S:E:P* Tax Related Public Use
- 1912**            *22486Y*            Each  
*01/1996 No Previous Issue*  
**Requirements for Magnetic Tape Reporting of Form 940, Employer's Federal Unemployment Tax Return / Form 941, Employer's Quar**  
 Publication 1912 is a reprint of Revenue Procedure 96-18 as contained in I.R. Bulletin 1996-4 dated 01/22/96. The rev. proc. sets forth the requirements of the various magnetic tape programs under which a Reporting Agent may file Forms 940, 941, and 945. This status notice is reissued to show that Publication 1912 now is on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)). *OP:ETA:D:D* Tax Related Public Use
- 1915**            *22533M*            Each  
*02/1999 Destroy Prev Issues Upon Rec*  
**Understanding Your IRS Individual Taxpayer Identification Number**  
 Publication 1915 provides general and specific topic information in a question-and-answer format about individual taxpayer identification numbers (ITINs). An ITIN is a tax processing number used only for federal income tax purposes and is available only to those individuals who cannot get a social security number (SSN). *LM:PFT:PF* Tax Related Public Use
- 1918**            *22524B*            Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**CRIMINAL INVESTIGATION (Media Kit Folder with 5 stair-step inserts)**  
 Publication 1918 is a kit folder used by Criminal Investigation (CI) Public Information Officers (PIOs) when they contact/visit various media outlets. NOTE: The originator advises that Publication 1918 can be used as education material by other Service functions. This status notice is reissued to update the status notice files. *CI:CE* General Admin Public Use
- 1969**            *23261L*            Each  
*11/1996 Destroy Prev Issues Upon Rec*  
**To Report Tax Crimes Hotline Poster**  
 This poster is used by the Informant Call Center at the Atlanta Service Center to inform the general public of the hotline number to call when reporting suspected tax fraud and financial crimes. This product was converted to the National Numbering System. Revisions prior to 11/96 were identified as RC SE PUB 199 (12/93). *CP:CI:SER* General Admin Public Use
- 1971**            *22876G*            Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**E-File Stuffer**  
 This item is used mainly by Electronic Filing Coordinators and Taxpayer Education coordinators to distribute to the public for information on how you can file your taxes at home or away from home. Gives them alternatives such as at home by telephone or personal computer. Or away from home through banks, VITA or IRS walk-in offices. *W:E:IEF:CMMB* Tax Related Public Use
- 1976**            *22927M*            Each  
*09/1996 No Previous Issue*  
**Independent Contractor or Employee?**  
 Publication 1976 This publication is about whether the workers are independent contractors or employees and whether you owe employment taxes for those workers following section 530 relief requirements. *S:C:CP:RC* Tax Related Public Use
- 1977**            *22960X*            Each  
*2001 Destroy Prev Issues Upon Rec*  
**IRS Volunteer Quick Reference Guide**  
 Used to enhance the quality of tax return preparation and productivity of the VITA and TCE volunteers. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 1978**            *22961I*            Each  
*03/2001 Destroy Prev Issues Upon Rec*  
**On-Line Filing Poster**  
 Publication 1978 will be used by field ETA, TPE and Account Management personnel to promote e-file by computer to individual taxpayers. It is appropriate for distribution to businesses, libraries, educational institutions, etc. *W:C:CAR* Tax Related Public Use
- 1979**            *22962T*            Each  
*11/1996 No Previous Issue*  
**On-line filing computer tax filing stickers**  
 Computer tax filing stickers will be used in a test for on-line filing Items used as promotional material for on-line filing. Sent to one district and originator. *T:ETA:M* Tax Related Public Use
- 2010**            *23884Q*            Each  
*08/1998 Destroy Prev Issues Upon Rec*  
**Do You Owe Tax?**  
 Form is used to give taxpayers information about owing their tax and how to pay. Previously issued as Pub. SWR E-46 *CP:EX:Q* General Admin Public Use
- 2011**            *23886M*            Each  
*05/1997 Destroy Prev Issues Upon Rec*  
**How the Restaurant & Employees Compute the Tip Rates**  
 Title - How the Restaurant and Employees Compute the Tip Rate This is an informational publication developed for use nationwide. *CP:EX* Tax Related Public Use
- 2017**            *23892Q*            Each  
*07/1997 No Previous Issue*  
**Tips to Shorten Your Audit-Information Guide**  
 Information guide needed to help prepare the taxpayer for the initial interview with tax auditors. Form outlines items required to complete the examination. Previously issued as Publication SWR E-57 (11-94) *CP:EX* General Admin Public Use
- 2024**            *23900F*            Each  
*05/1997 Destroy Prev Issues Upon Rec*  
**How to Pay Your Taxes**  
 This form will be used to inform taxpayers of the various payment options for tax deficiencies. This form will be printed with the English version on one side and a Spanish version on the other. Previously issued as Pub SWR-53 (Rev. 9-95) *CP:EX* General Admin Public Use
- 2027**            *23904X*            Each  
*02/2000 Use/Issue Prev Issue First*  
**VITA/TCE Tax Records Folder**  
 This folder is provided by the VITA/TCE coordinators to volunteers to give to VITA customers for keeping tax records that are prepared by the volunteers. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 2035**            *23912X*            Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**2000 Arkansas - Oklahoma Guide To Free Tax Help**  
 This is an annual listing of free tax help sites administered by our Taxpayer Education Office. There will be annual revisions as sites and hours change from year to year. *W:CAR:SPEC:FO:DL* Tax Related Public Use

## Publications

- 2036**                      *23917A*                      Each  
*02/1999 Destroy Prev Issues Upon Rec*  
**POWER OF ATTORNEY - Everything you need to know and more...about filing Form 2848 at IRS Service Centers**  
 Pamphlet will be given to power of attorneys for general information about what is required of a power of attorney. *COMMUNICATIONS* General Admin Public Use
- 2043**                      *24452M*                      Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**IRS e-file 2002 Refund Cycle Chart**  
 Pub. 2043 provides estimated dates that refund direct deposits and paper checks are issued by the IRS. The IRS e-file 2002 Refund Cycle Chart is included in BOTH the Marketing Tool Kit for Current Authorized IRS e-file Providers (Pub. 3867) and the Marketing Tool Kit for New Applicants to the IRS e-file Program (Pub. 3005). *W:E:IEF:CMMB* Tax Related Public Use
- 2053**                      *23265D*                      Each  
*2001 Destroy Prev Issues Upon Rec*  
**Quick and Easy Access to IRS Tax Help and Forms**  
 Publication 2053 is a publication which identifies various options available to get tax forms. *W:CAR:MP:M:T:S* Tax Related Public Use
- 2053 A**                      *23267Z*                      Each  
*2001 No Previous Issue*  
**Quick and Easy Access to IRS Tax Help and Forms**  
 Publication 2053-A is publication which identifies various options available to get tax forms. This is a 2 page publication that does not contain Teletax Topic or a list of forms by fax. These items are contained in Publication 2053 (1-98). *W:CAR:MP:M:T:S* Tax Related Public Use
- 2053 B (SP)**                      *31563M*                      Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**Join In the Program (Spanish Version)**  
 The form identifies various options available to get tax forms. The form also includes information to identify general assistance information regarding various community based outlet programs along with Taxpayer Advocate and Earned Income information. Spanish Version of the Pub 2053 B. *WADC* General Admin Public Use
- 2053 B**                      *30494A*                      Each  
*09/2001 No Previous Issue*  
**General Assistance for Easy Access to IRS Tax Forms, Community Based Outlet Programs**  
 The form identifies various options available to get tax forms. The form also includes information to identify general assistance information regarding various community based outlet programs along with Taxpayer Advocate and Earned Income information. *WADC* General Admin Public Use
- 2092**                      *24921S*                      Each  
*09/1997 No Previous Issue*  
**Highlights of the Taxpayer Relief Act of 1997**  
 This publication contains an update of legislative highlights and summary of the key provisions. The plan assigns functional responsibility and a timeframe for every action needed to implement each provision in the law. *PAO* Internal Use
- 2093**                      *24965U*                      Each  
*10/1997 No Previous Issue*  
**The VA-West VA District's School Partnership Program between IRS and John B. Cary Elementary School**  
 This product was developed by the Virginia-West Virginia District to explain the IRS school partnership program and to provide guidelines for the program. *D:E* General Admin Public Use
- 2094**                      *24973U*                      Each  
*10/1997 No Previous Issue*  
**Tax Issues for the Advanced Preparer**  
 This product is used to provide educational materials to Practitioners at a seminar taught by Taxpayer Education. Product was converted to the National Numbering System. Printings prior to 10-97 were identified as an unnumbered product. *EX:QMS:T:DR* Tax Related Public Use
- 2101**                      *23331Y*                      Each  
*11/2000 Destroy Prev Issues Upon Rec*  
**IRS e-file/TeleFile Bookmark**  
 Pub. 2101 is a bookmark which will be used to promote TeleFile on one side as well as promote Tax Practitioner/personal computer filing on the other. *W:E:DEF:CMMB* Tax Related Public Use
- 2104**                      *23655L*                      Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**National Taxpayer Advocate's - FY 2001 Annual Report to Congress**  
 Publication 2104, was revised for the National Taxpayer Advocate's office - FY 2001 Annual Report to Congress. As requested by the House Ways & Means and the Senate Finance Committees as required by Section 1102(a) of the Restructuring the IRS - RRA 98'. For any further information on this publication, please contact Mary J. Williams on (404) 338-7136 or Karin Cano on (404) 338-8679. *TA:CCL* General Admin Public Use
- 2105**                      *23871N*                      Each  
*10/1999 Special Handling/See Remarks*  
**Why do I have to Pay Taxes?**  
 This brochure will be used by tax practitioners to distribute to their clients who are seeking basic information about the tax system. *OP:CI:O:T* Tax Related Public Use
- 2109**                      *24228K*                      Each  
*05/1997 No Previous Issue*  
**Treasury Enforcement Agent Application Package (Brochure)**  
 This seven part Treasury Enforcement Agent Application folder will be used to hire GS-1811 Treasury Enforcement Agents, Servicewide. *N:ADC:H:C* Internal Use
- 2111**                      *24256C*                      Each  
*05/1997 No Previous Issue*  
**Treasury Enforcement Agent Application Package (Pocket Folder)**  
 The Treasury Enforcement Agent Application Package - Pocket Folder will be used to hire Treasury Enforcement Agents, Servicewide. *N:ADC:H:C* Internal Use
- 2117**                      *24435B*                      Each  
*09/1996 No Previous Issue*  
**Volunteer Leadership Enhancement Instructor Guide (VIDEO)**  
 Pub 2117 (video) is to be used in conjunction with Pub 1884 cat. no. 22364J. Used to enhance management abilities of volunteers who manage other volunteers. *T:T:Q:V* Tax Related Public Use
- 2122**                      *10805H*                      Each  
*04/2000 Destroy Prev Issues Upon Rec*  
**How to Apply For An Employer Identification Number (EIN)**  
 This publication is provided to the public in those states serviced by the Cincinnati Service Center. Taxpayer Service offices throughout the region provide this form along side the Form SS-4 in the walk-in offices and mail out from the service centers. This product was converted to the national numbering system and prior to 9-97 was identified as CR Notice 48 (Rev. 5-95). *CS:DIV.II:TR/SP* Tax Related Public Use
- 2128**                      *26175C*                      Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Taxpayer Advocate Plastic Bag**  
 This product is a plastic bag used by Taxpayer Advocate offices nationwide to assemble printed materials for distribution when making presentations at Practitioner meetings, and outreach for national tax forums, training and preparer seminars. *C:TA* Tax Related Public Use
- 2181**                      *24585I*                      Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Teaching About Taxes**  
 This brochure announces to educators the availability of the following resource kits: Taxes in U.S. History, Understanding Taxes and Taxes & You. Ordering instructions are included. This publication supersedes Pubs 488A, 1662 and 1646. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 2183**                      *24662K*                      Each  
*02/1999 Destroy Prev Issues Upon Rec*  
**IRS Customer Service Standards Annual Report for 1998**  
 Publication 2183 is an annual report required by direction of the Vice President's National Performance Review. The Report includes IRS's accomplishments in providing customer service. *M:S:S* Tax Related Public Use

## Publications

**2192**                    *24796R*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**IRS Volunteer Easy Reference Guide for use in electronically filing Federal tax returns**

This publication is to be used by VITA/TCE volunteers who prepare electronic returns. *W:CAR:SPEC:PPD:E* Tax Related Public Use

**2193**                    *24843F*                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Should your financial portfolio include Too Good to be True Trusts?**

Publication 2193 is a quick-reference tri-fold brochure designed to increase taxpayer awareness of fraudulent trust schemes. The publication includes not only the facts about trusts but also a listing of common warning signs that might reveal an unscrupulous trust promotion. *CI:OPS:FC* Tax Related Public Use

**2194**                    *24928R*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Disaster Losses Kit for Individuals**

Publication 2194 is Disaster Losses Kit to help individuals claim casualty losses on property that was destroyed by a natural disaster. The Kit contains tax forms needed to claim a casualty loss. It also answers common questions like how to extend the time you need to file, how you can receive free tax services and how to identify which disaster losses to claim. To obtain copies of the publication and forms listed in the Table of Contents, visit [www.irs.gov](http://www.irs.gov). *W:CAR:FA* Tax Related Public Use

**2194 B**                    *31161M*                    Each  
*12/2001 Use/Issue Prev Issue First*  
**Disaster Losses Kit for Businesses**

Publication 2194B is Disaster Losses Kit to help business claim casualty losses on property that has been destroyed by a natural disaster. The kit contains tax forms needed to claim a casualty loss. *W:CAR:FA* Tax Related Public Use

**2196**                    *24989E*                    Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**Practitioner Education Program Brochure**

This brochure explains the Practitioner Education Program objectives and nature of the program. It serves to facilitate program recognition as well as enhance efforts to market the program to the practitioner community. *W:CAR:SPEC:PPD:E* General Admin Public Use

**3000**                    *25050W*                    Each  
*05/2000 Destroy Prev Issues Upon Rec*  
**Practitioner Education Program Poster**  
 Poster will serve to facilitate program recognition as well as enhance efforts to market the program to the practitioner community. *W:CAR:SPEC:PPD:E* General Admin Public Use

**3005**                    *25125M*                    Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Marketing Tool Kit for New Applicants in the IRS e-file Program**

Publication 3005 is the envelope which contains the Marketing Tool Kit for New Applicants to the e-file Program. This kit is part of the e-file Campaign to encourage tax practitioners to file electronically. There are two kits this year. Pub 3005 will target the New Applicants in the e-file Program and approximately 30,000 of these will be mailed to new enrollees. The Current Authorized IRS e-file Providers will receive a smaller kit this year (See Publication 3867). The New Applicants kit will include a portfolio (one time use) which holds the following items: Cover Letter; Sell-in Sheet, *W:E:IEF:CMMB* Tax Related Public Use

**3007**                    *25127I*                    Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**Questions and Answers for Taxpayers Brochure**

Pub 3007 is a brochure used to answer questions taxpayers may have about filing electronically. Publication 3007 is included in the Marketing Tool Kit for New Applicants to the IRS e-file Program (Pub. 3005). This product will also be available to order from the ADCs. *W:E:IEF:CMMB* Tax Related Public Use

**3008**                    *25128T*                    Each  
*09/1998 Use/Issue Prev Issue First*  
**e-file Authorized Preparer Window Decal**  
 Pub. 3008 can be ordered individually from the ADCs. Publication 3008 will be included in the Marketing Tool Kit for New Applicants in the IRS e-file Program (Pub. 3005). *W:E:IEF:CMMB* Tax Related Public Use

**3009**                    *25129E*                    Each  
*09/1998 Use/Issue Prev Issue First*  
**e-file Desk Sign**

Pub. 3009 is a desk sign to be displayed to the public by authorized IRS e-file providers as a demonstration of their acceptance into the e-file Program. Pub. 3009 can be ordered individually. Publication 3009 will be included in the Marketing Tool Kit for New Applicants in the IRS e-file Program (Pub. 3005). *W:E:IEF:CMMB* Tax Related Public Use

**3010**                    *25130F*                    Sheet  
*09/1999 Use/Issue Prev Issue First*  
**e-file Stickers (sheets)**

Pub. 3010 are stickers that will be used by authorized IRS e-file providers as a demonstration of their acceptance into the e-file Program. Pub. 3010 can be ordered individually from the ADCs. The e-file stickers will also be included in the Marketing Tool Kit for New Applicants to the IRS e-file Program (Pub. 3005). *W:E:IEF:CMMB* Tax Related Public Use

**3062**                    *25190H*                    Each  
*02/2000 Destroy Prev Issues Upon Rec*  
**Requirements of the 941 e-file Program**  
 This publication is a reprint of Revenue Procedure 99-43, taken from the Internal Revenue Bulletin.

It explains the requirements under which a software developer may develop or reporting agent electronically file a Form 941, Employer's Quarterly Federal Tax Return. This revenue procedure superseded Rev. Proc. 97-47, 1997-2 C.B. 510. *OP:ETA:O* Tax Related Public Use

**3079**                    *25706L*                    Each  
*04/1998 No Previous Issue*  
**Gaming Publication for Tax-Exempt Organization**

Publication 3079 is for tax-exempt organizations conducting gaming/ gambling activities. This publication discusses exempt status under IRC section 501 (c), unrelated business income tax, and filing requirements. *CP:E:EO:T:4* Tax Related Public Use

**3080 (SP)**                    *25707W*                    Each  
*03/1998 No Previous Issue*  
**Transaction Codes in Spanish**

This publication will provide spanish speaking taxpayers with a list of public use transaction codes and their explanation in spanish. *T:C:C:M* General Admin Public Use

**3081**                    *25775Y*                    Each  
*05/1998 No Previous Issue*  
**Stop UNAX In Its Tracks White Poster - 8-1/2 x 11**

Publication 3081 is a Continuation of the Employee Awareness Program Campaign. This Publication is also Distributed to All North East Region Managers via IMDDS Distribution Labels. Color ink PMS 485 Red & Black. *CL:C:DP* Internal Use

**3081 A**                    *25776J*                    Each  
*05/1998 No Previous Issue*  
**Stop UNAX In Its Tracks White Poster - 18 x 24**

Publication 3081A is a Continuation of the UNAX Employee Awareness Program Campaign. This Publication is also Distributed to All North East Region Managers via IMDDS Labels. Color Ink PMS 485 Red & Black. *CL:C:DP* Internal Use

**3082**                    *25774N*                    Each  
*05/1998 No Previous Issue*  
**Stop UNAX In Its Track Red Poster - 8-1/2 x 11**

Publication 3082 is a Continuation of the UNAX Employee awareness Campaign. This publication was also distributed to all Managers in the North East Region Color of Ink PMS 485 Red & Black *M:S:C* Internal Use

## Publications

**3082 A**            *25777U*            Each  
*05/1998 No Previous Issue*

**Stop UNAX In Its Track Red Poster - 18 x 24**

Publication 3082A is a Continuation of the UNAX Employee Awareness Program Campaign. This Publication is also Distributed to All North East Managers via IMDDS Labels. Color of Ink PMS 485 Red & Black. *CL:C:DP* Internal Use

**3085**                *26040K*            Each  
*08/1998 No Previous Issue*

**Information of Self-Employment Tax**

Pub. 3085 is a tri-fold brochure designed to give a brief overview of self-employment tax. It is a synopsis of information in Pub. 533, Self-Employment Tax. *OP:C:A* Tax Related Public Use

**3106**                *25822M*            Each  
*05/1998 No Previous Issue*

**Overview of Imaging Reimbursements Program for Gasoline Station owners**

Publication 3106 provides general information for reporting payments received by gasoline station owners under the reimbursement program. *CP:EX:CS* Tax Related Public Use

**3107**                *25889N*            Each  
*02/2002 Destroy Prev Issues Upon Rec*

**EITC 2000 Tax Professional Guide**

Publication 3107 is an EITC information guide for tax professionals who prepare EITC returns. *W:C:FD* Tax Related Public Use

**3108**                *25950F*            Each  
*11/1999 Use/Issue Prev Issue First*

**Citizen Advocacy Panel - Your Link to Improving the IRS (Information Card with Detachable Rolodex Card)**

This publication consists of a card that has information about the Citizen Advocacy Panel, including the toll-free telephone number. A rolodex card is imbedded into this card and can be detached by punching it out of the cards using the perforations. *CL:C:MD* Other Public Use

**3109**                *25966P*            Each  
*08/2001 Use/Issue Prev Issue First*

**Citizen Advocacy Panel - Your Link to Improving the Internal Revenue Service (Bookmark)**

This book mark is used to provide a handy reference to the Citizen Advocacy Panels that have been established across the country. These bookmarks provide a toll-free telephone number as well as a description of what the CAP Units have been established to accomplish. *C:TA* Other Public Use

**3110**                *25986H*            Each  
*09/2000 Destroy Prev Issues Upon Rec*

**Electronic Federal Tax Payment System Stuffer**

This item was previously issued as Notice 947 in The FTD Coupon Booklets only. The item has been changed to a Publication to market the EFTPS program. It will be used in marketing materials in the future. Future revisions may include variations of sizes which will be identified as A, B, C etc. *OP:ETA:D:CM* Tax Related Public Use

**3111 A**             *26337Q*            Each  
*09/2000 Destroy Prev Issues Upon Rec*

**EFTPS Folder**

Item is for National Office and Field ETA employees to order for using in trade shows, forums or any booths marketing the use of the Electronic Federal Tax Payment System. *W:E:DEF:CMMB* Tax Related Public Use

**3112**                *25992L*            Each  
*07/2001 Destroy Prev Issues Upon Rec*

**E-File Application Package**

Item is used to recruit tax professionals to become electronic returns or originators (ERO's). It contains the Form 8633, application to become an ERO. It is used mainly at trade shows etc. by Electronic Tax Administration coordinators as a tool to promote e-filing. It should always be used in conjunction with speaking to your state ETA coordinator. *W:E:IEF:CMMB* Tax Related Public Use

**3114**                *26034G*            Each  
*09/1998 No Previous Issue*

**Compliance Check, Audit, Examination, or Review**

Publication 3114 is an informational brochure used to help taxpayer understand the difference between a Compliance Check and an Audit. It provides answers on frequently asked questions related to compliance checks. This publication can be used by both internal and external customers. *S:C:TS:ET* Tax Related Public Use

**3122**                *26064U*            Each  
*03/2002 Use/Issue Prev Issue First*

**Plastic Bag for E-File and EFTPS**

Bags are used to take to trade shows to promote E-file and EFTPS. *W:C:CAR* Tax Related Public Use

**3124**                *26078I*            Each  
*06/2000 Destroy Prev Issues Upon Rec*

**Taxi Interactive Bookmark**

Pub 3124 Bookmarks will be included in the Pub 21 supplement kits. Additional copies will be available through the Area Distribution Centers. *W:CAR:SPEC:PPD:E* Internal Use

**3125**                *26091B*            Each  
*08/1998 No Previous Issue*

**The IRS Does Not Approve IRA Investments**

The purpose of this publication is to alert taxpayers that the Internal Revenue Service does not approve investments for Individual Retirement Accounts, especially those solicited by questionable phone or print advertisements. *OP:E:EP:P:1* Tax Related Public Use

**3127**                *26167C*            Each  
*09/2000 Destroy Prev Issues Upon Rec*

**Electronic Federal Tax Payment System Factsheet**

Publication 3127 is used to inform the public about the Electronic Federal Tax Payments System. *W:E:DEF:CMMB* Tax Related Public Use

**3133**                *26206Q*            Each  
*10/2001 Destroy Prev Issues Upon Rec*

**IRS e-file Sell-in Sheet**

This Sell-in Sheet is included in BOTH the Marketing Tool Kit for Current Authorized IRS e-file Providers (Pub. 3867) and the Marketing Tool Kit for New Applicants to the IRS e-file Program (Pub. 3005). This publication explains the usage of kit contents to the providers. *W:E:IEF:CMMB* Tax Related Public Use

**3136**                *26212U*            Each  
*10/2001 Destroy Prev Issues Upon Rec*

**People 15 to 19 Years Old: You May Not Be Required To Have Federal Tax Withheld**

This self-mailer pamphlet will assist taxpayers between the ages of 15-19 to determine if they need to file a tax return. Publication 3136 contains a 2002 Form W-4. This program is part of the outreach efforts to reduce taxpayer burden. Publications 3136 will be released to the Postal Service on November 15, 2001. *W:CAS:SP:IMF:1040* Tax Related Public Use

**3137**                *26213F*            Each  
*10/2001 Destroy Prev Issues Upon Rec*

**People on a Pension: You May Not Be Required To Have Federal Tax Withheld**

This publication is sent to pension filers with a 2002 Form W-4P. Changing your federal withholding will prevent taxpayers from filing unnecessary returns, and you will receive larger pension checks throughout the year. Publication 3137 will be release to the Postal Service on November 15, 2001. *W:CAS:SP:IMF:1040* Tax Related Public Use

**3139**                *26220U*            Each  
*10/2001 Destroy Prev Issues Upon Rec*

**Poster - Refunds (17 x 22)**

Pub. 3139 is included in the Marketing Tool Kit for New Applicants to the IRS e-file Program (Pub. 3005). Authorized IRS e-file providers will use this poster for marketing their services. Additional quantities will also be stock in the ADCs for ordering. *W:E:IEF:CMMB* Tax Related Public Use

## Publications

- 3144**            *26288G*            Each  
*08/1999 No Previous Issue*  
**Tips on Tips (A Guide to Tip Income Reporting) for Employer**  
 Publication 3144 is a guide to tip reporting for employers in businesses where tip income is customary. *S:C Tax Related Public Use*
- 3148**            *26307C*            Each  
*08/1999 No Previous Issue*  
**Tips on Tips (A Guide to Tip Income Reporting) for Employees**  
 Publication 3148 is a guide to tip income reporting for employees who receive tip income. *S:C Tax Related Public Use*
- 3148 SP**        *27444Q*            Each  
*01/2000 No Previous Issue*  
**Reporting Your Tip Income, Spanish**  
 Publication 3148SP is a guide to tip income reporting for employees who receive tip income. *S:T General Admin Public Use*
- 3151**            *26404W*            Each  
*10/2001 No Previous Issue*  
**The ABCs of Federal Tax Deposits**  
 This publication has been developed by the Small Business Lab in Seattle for a specific taxpayer education class that is being developed for individual taxpayers. It is currently in a testing phase and expects to be fully implemental before filing season. *S:C:CP:RC:P General Admin Public Use*
- 3151 A**        *26437R*            Each  
*08/2001 Destroy Prev Issues Upon Rec*  
**The ABC's of Federal Tax Deposits (Resource Guide)**  
 This resource guide will be used for classroom presentations in conjunction with a video that will explain the Federal Tax Deposit program. This item is in a testing phase and will not be stocked in the Area Distribution Centers until calendar year 2000. *S:C:CP:RC:P General Admin Public Use*
- 3158**            *26459F*            Each  
*11/2001 Special Handling/See Remarks*  
**EITC News Camera 2001 Video**  
 EITC Train the Trainer *OP:C:A:E:E Internal Use*
- 3182**            *26592R*            Each  
*09/2000 Destroy Prev Issues Upon Rec*  
**Instructions for Form 5012, New Employee Tax Verification**  
 This form instructs applicants on how to correctly complete Form 5012. It is mailed to applicants home along with their commitment letter to be completed and brought back to the pre-processing session. *DSS:CHS:E:P1 Other Public Use*
- 3183**            *26594N*            Each  
*10/1998 No Previous Issue*  
**Instructions/Checklist for Completing SF-85, Questionnaire for Non-Sensitive Positions**  
 These instructions are to help applicants complete items on the SF-85, which are mandatory for the background investigation. Used by recruitment personnel of the Covington Host Site, who hand it out at testing along with return envelope to be mailed back to Personnel. *DSS:CHS:P:E1 General Admin Public Use*
- 3184**            *26595Y*            Each  
*10/1998 No Previous Issue*  
**Documents Required for Proof of U.S. Citizenship**  
 This publication is mailed to applicants home along with their commitment letter to inform them of required items need for the pre-processing session. It lists the required documentation needed to prove U.S. Citizenship. *DSS:CHS:P:E1 General Admin Public Use*
- 3185**            *26596J*            Each  
*09/1999 No Previous Issue*  
**Pre-Employment Information, Request for SF-85, Security Investigatin Data for Non-Sensitive Position**  
 Given to applicants at the time of testing of potential new employees with SF-85 to inform applicants about background checks and compliance of payment of federal taxes. Also instructs them on information needed to verify veterans preference. *DSS:CHS:P:E1 Other Public Use*
- 3195**            *26677D*            Each  
*10/2001 Destroy Prev Issues Upon Rec*  
**You May Not Need to File a 2001 Tax Return**  
 Because you filed a 2000 Federal income tax return even though the income on your return was below the filing requirement, we are sending you Publication 3195 to determine your filing requirement. Computing your total gross income worksheet is enclosed. Taxpayers can order a tax package by accessing the IRS web site at [www.irs.gov](http://www.irs.gov), select the Forms and Pubs option, and follow the directions for getting a tax package or other forms and instructions, or by calling 1-800-829-3676. *W:CAS:SP:IMF:1040 Tax Related Public Use*
- 3196**            *26687Z*            Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**File Federal and State Taxes Together, Large Poster**  
 This poster is to be displayed in locations where both returns (Federal and State) can be filed together by e-filing. *W:E:DEF:CMMB Tax Related Public Use*
- 3197**            *26721K*            Each  
*02/2000 Destroy Prev Issues Upon Rec*  
**Defined Benefit Listing of Required Modifications and Information Package (LRM)**  
 Publication 3197 contains samples of plan provisions which satisfy certain specific requirements of the Internal Revenue Code as amended through the Internal Revenue Service Restructuring and Reform Act of 1998 (see P.L. 105-206). The samples are to assist plan sponsors who draft/redraft plans to conform to applicable laws and regulations. *T:EP:RA:T1 Tax Related Public Use*
- 3198**            *26722V*            Each  
*02/2000 Destroy Prev Issues Upon Rec*  
**Defined Contribution Listing of Required Modifications and Information Package (LRM)**  
 Publication 3198 contains samples of plan provisions which satisfy certain specific requirements of the Internal Revenue Code as amended through the Internal Revenue Service Restructuring and Reform Act of 1998 (see P.L. 105-206). The samples are to assist plan sponsors who draft/redraft plans to conform to applicable laws and regulations. *T:EP:RA:T1 Tax Related Public Use*
- 3199**            *26723G*            Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Cash or Deferred Arrangement (CODA) Listing of Required Modifications and Information Package**  
 Publication 3199 is used with master or prototype ("M&P") plans intending to satisfy the requirements of IR Code sections 401(k) and 401(m). The book contains samples of plan provisions which satisfy the requirements of these Code sections as amended through the Internal Revenue Service Restructuring and Reform Act of 1998 (see P.L. 105-206). A qualified CODA must be part of a defined contribution plan which meets the requirements of Code section 401(a). Therefore, the plan submitted must also (1) be compared to the Defined Contribution Plan LRMs and (2) otherwise satisfy the "M&P" requirement *T:EP:RA:T1 Tax Related Public Use*
- 3204**            *26742N*            Each  
*12/1998 No Previous Issue*  
**Automotive Manufacturers Incentive Program**  
 Informs audience that incentive payments paid by an automotive manufacturer are taxable income. *S:C General Admin Public Use*
- 3207**            *26757M*            Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**The Small Business Resource Guide CD-ROM**  
 This CD-ROM is a joint effort between the IRS and SBA. It is aimed at small business startups. *CL:NPL:B Other Public Use*

## Publications

- 3211**                    *26794P*                    Each  
*12/2001 No Previous Issue*  
**Earned Income Tax Credit Questions & Answers Brochure**  
 EITC Q & A used as education tool at IRS walkins, seminars, workshops by IRS personnel and at external places of business, libraries to promote the credit to employees. *CL:C:MT* General Admin Public Use
- 3211 (SP)**                *26795A*                    Each  
*12/2001 Destroy Prev Issues Upon Rec*  
**Earned Income Tax Credit Q & A's (Spanish)**  
 Publication 3211SP is used as education tool at IRS walkins, seminars, workshops by IRS personnel and at external places of business, libraries to promote the credit to employees (Spanish). *CL:C:MT* General Admin Public Use
- 3218**                    *26802E*                    Each  
*04/1999 No Previous Issue*  
**Report on the Application and Administration of Section 482**  
 Publication 3218 responds to congressional concerns about (1) IRS loss of revenue as a result of foreign corporations employing transfer pricing; (2) detailed information on IRS administration of section 482 to distribute, apportion, and allocate items of gross income and deduction; and (3) recommendations on how to improve the collection of revenue from trading enterprises. This item can be accessed on the IRS website at [www.ustreas.irs.gov](http://www.ustreas.irs.gov). *OP:IN:I* Tax Related Public Use
- 3225**                    *26843Z*                    Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Test Package for Electronic Filers of US Return of...2000**  
 Publication 3225 contains a group of scenarios and instructions for preparing test materials for the Electronic Filing of U.S. Partnership Return of Income. The testing is a pre-requisite to participation in the 2000/2001 e-file Program for Tax Year 2000. *W:E:DEF:DFB* Tax Related Public Use
- 3319**                    *26939S*                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**Low-Income Taxpayer Clinics Grant Application Package**  
 This publication outlines requirements of the IRS Low-Income Taxpayer Clinic (LITC) Program and provides instructions on how to apply for a LITC grant award. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 3320**                    *26951A*                    Each  
*12/1999 No Previous Issue*  
**Earned Income Tax Credit Awareness Day Poster**  
 Poster used to promote AEITC awareness day. *CL:C:MT* Tax Related Public Use
- 3332**                    *27047T*                    Each  
*01/1999 Destroy Prev Issues Upon Rec*  
**EITC Awareness Days Banner**  
 Banner for EITC Awareness Days *M:C:MD* Tax Form or Instruction
- 3334**                    *27049P*                    Each  
*01/1999 No Previous Issue*  
**Advanced Earned Income Tax Credit Windowcard**  
 Windowcard to be used by tax professionals and IRS staff to exhibit for promotion of credit. *M:C:DP* Tax Related Public Use
- 3334 (SP)**                *27050Q*                    Each  
*01/1999 No Previous Issue*  
**Advanced Earned Income Tax Credit Windowcard**  
 Windowcard to be used by Tax Professionals and IRS Staff to exhibit, for promotion of tax credit *M:C:DP* Tax Related Public Use
- 3347**                    *27135C*                    Each  
*02/2001 Destroy Prev Issues Upon Rec*  
**Small Business Resource Guide Poster**  
 Product is a poster for the Small Business Resource Guide CD-ROM. This program is a joint effort between the IRS and SBA. *CL:NPL:B* General Admin Public Use
- 3349**                    *27171U*                    Each  
*01/2000 Destroy Prev Issues Upon Rec*  
**Modernizing America's Tax Agency**  
 This book, from Commissioner Rossotti, is his vision of the service as it undertakes modernization.  
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**Tax Guide--Veterans' Organizations**  
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This product, which is part of the SEE Study Kit's material, provides each applicant with basic preparation information needed for participating IRS's Tax examination held in October. The items contained in this volume are as follows: Internal Revenue Bulletins 1998-50 and 1999-01 and Circular 230. Additionally, the other products that should be provided to each applicant are as follows: Publication 3392A (Cat. No. 27862 Q, contains Tax Publications); Publication 3392A-2 (Cat. No. 27879 L, contains Tax Publications); Publication 3392 (Cat. No. 27880 M, contains Tax Publications); *Publicat OP:FS:M:PS:O* General Admin Public Use
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This envelope is used by taxpayers to inform them of the nearest VITA Sites. It also contains a checklist of the various tax return information needed by tax payers when going to a VITA/TCE site. *TPE:W&L:SPEC AREA 3* General Admin Public Use
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**Technical Explanation of the Convention and Protocol between the United States of America and the Federal Republic of German**  
Publication 3411-A is a reprint of the technical explanation of the convention and protocol between the U.S. and Germany as signed for the general effective date of 01/01/90 (and for former German Democratic Republic: 01/01/91) under Article 32. This data complements the basic U.S. Tax Treaty Convention reprint (Publication 3411, CATNUM 28094C), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax *LM:PFT:PF* Tax Related Public Use
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**3416**            *28111C*            Each  
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**1065 e-file Program U.S. Partnership Return for Tax Year 2000 (Publication 1525 Supplement)**

Publication 3416 provides exhibits of forms and schedules associated with Form 1065 e-file Program. These exhibits should be used by software developers, transmitters and partnerships. *W:E:DEF:CMMB* Tax Related Public Use

**3420**            *28282M*            Each  
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**U.S. Tax Treaty Agreement Between the United States of America and the Republic of Austria for the Avoidance of Double Taxat**

Publication 3420 is a reprint of the convention between the U.S. and the Republic of Austria as signed for the general effective date of 01/01/99 under Article 28. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the Treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3421**            *28283X*            Each  
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**U.S. Treaty Convention Between the United States of America and Canada with Respect to Taxes on Income and Capital**

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**3421 A**            *30511A*            Each  
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**Technical Explanation of the Convention between the United States of America and Canada**

Publication 3421-A is a reprint of the technical explanation of the convention between the U.S. and Canada as signed for the general effective date of 01-01-85 under Article XXX. This data complements the basic U.S. Tax Treaty convention reprint (Publication 3421, CATNUM 28283X), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such taxpayers; and *LM:PFT:PF* Tax Related Public Use

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**3423**            *28285T*            Each  
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**U.S. Tax Treaty Convention Between the United States of America and the Swiss Confederation for the Avoidance of Double Taxa**

Publication 3424 is a reprint of the convention between the U.S. and the Swiss Confederation as signed for the general effective date of 01/01/98 under Article 29. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**5 Easy Ways To Use EFTPS**

This brochure will be used to educate tax practitioners, accountants, and payroll companies on the use and convenience of using the Electronic Federal Tax Payment System (EFTPS). *W:E:DEF:CMMB* Tax Related Public Use



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**U.S. Treaty Convention Between the Government of the United States of America and the Government of Australia for the Avoida**

Publication 3433 is a reprint of the convention between the U.S. and the Government of Australia as signed for the general effective date of 12/01/83 under Article 28. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3433 A**                    *30516D*                    Each  
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**Technical Explanation of the Convention between the Government of the United States of America and the Government of Austral**

Publication 3422-A is a reprint of the technical explanation of the convention between the U.S. and Australia as signed for the general effective date of 12/01/83 under Article 28. This data complements the basic U.S. Tax Treaty Convention reprint (Publication 3433, CATNUM 26202Y), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such taxpayers; a *LM:PFT:PF* Tax Related Public Use

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Publication 3434 is a reprint of the convention between the U.S. and the Government of the Republic of India as signed for the general effective date of 01/01/91 under Article 30. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3434 A**                    *30518Z*                    Each  
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**Technical Explanation of the Convention and Protocol between the United States of America and the Republic of India**

Publication 3434-A is a reprint of the technical explanation of the convention between the U.S. and the Republic of India as signed for the general effective date of 01/01/91 under Article 30. This data complements the basic U.S. Tax Treaty Convention reprint (Publication 3434, CATNUM 26221F), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such *LM:PFT:PF* Tax Related Public Use

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**3436**                    *26231B*                    Each  
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**U.S. Tax Treaty Agreement Between the United States of America and the Russian Federation for the Avoidance of Double Taxati**

Publication 3436 is a reprint of the convention between the U.S. and the Russian Federation as signed for the general effective date of 01/01/94 under Article 27. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3437**                    *26286K*                    Each  
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**U.S. Tax Treaty Agreement Between the United States of America and the Kingdom of Spain for the Avoidance of Double Taxation**

Publication 3437 is a reprint of the convention between the U.S. and the Kingdom of Spain as signed for the general effective date of 01/01/91 under Article 29. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3438**                    *26330R*                    Each  
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**U.S. Tax Treaty Convention with the Union of Soviet Socialist Republics on Matters of Taxation**

Publication 3438 is a reprint of the convention between the U.S. and the Union of Soviet Socialist Republics as signed for the general effective date of 01/01/76 under Article XIII. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3446**                    *26811P*                    Each  
*08/1999 No Previous Issue*  
**IRS Customer Satisfaction Task Force Recommendations for CEP Process Improvements**

This report showcases the research done by the IRS/Tax Executive Institute Customer Satisfaction Task Force to explain and improve on the low ratings that specialists and their managers received from two surveys from taxpayers. Recommendations for immediate, intermediate and long-term improvements are included in this report. *OP:EX:C:SP* General Admin Public Use

**3447**                    *26948D*                    Each  
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## Publications

**3452**                    *28381C*                    Each  
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**Questions and Answers for Tax Professionals**

This brochure provides answers to authorized e-file providers frequently asked questions. Publication 3452 is included in BOTH the Marketing Tool Kit for Current Authorized IRS e-file Providers (Pub. 3867) and the Marketing Tool Kit for New Applicants to the IRS e-file Program (Pub. 3005). *W:E:IEF:CMMB* Tax Related Public Use

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**U.S. Tax Treaty Agreement Between the United States of America and the Kingdom of Belgium for the Avoidance of Double Taxati**

Publication 3454 is a reprint of the convention between the U.S. and the Kingdom of Belgium as signed for the general effective date of 01/01/71 under Article 30. The convention data is available on the irs website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3454 A**                    *29987G*                    Each  
*07/1999 Special Handling/See Remarks*  
**Technical Explanation of U.S.--Belgium Income Tax Convention**

Publication 3454-A is a reprint of the technical explanation of the convention between the U.S. and Belgium as signed for the general effective date of 01/01/70 under Article 30. This technical explanation data complements the basic U.S. Tax Treaty Convention reprint (Publication 3454, CATNUM 28393U), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who ser *LM:PFT:PF* Tax Related Public Use

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**U.S. Tax Treaty Convention Between the Government of the United States of America and the Portuguese Republic for the Avoida**

Publication 3455 is a reprint of the convention between the U.S. and Portuguese Republic as signed for the general effective date of 01/01/96 under Article 30. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3457**                    *28401J*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between Barbados and the United States of Americal for the Avoidance of Double Taxation and the P**

Publication 3457 is a reprint of the convention between the U.S. and Barbados as signed for the general effective date of 01/01/84 under Article 28. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3458**                    *28402U*                    Each  
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**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of the Republic of Cypr**

Publication 3458 is a reprint of the convention between the U.S. and the Republic of Cyprus as signed for the general effective date of 01/01/86 under Article 30. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3458 A**                    *30527K*                    Each  
*07/1999 Special Handling/See Remarks*  
**Technical Explanation of the Convention between the Government of the United States of America and the Government of the Rep**

Publication 3458-A is a reprint of the technical explanation of the convention between the U.S. and the Republic of Cyprus as signed for the general effective date of 01/01/86 under Article 30. This data complements the basic U.S. Tax Treaty convention reprint (Publication 3458, CATNUM 28402U), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such *LM:PFT:PF* Tax Related Public Use

**3459**                    *28403F*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention Between the United States of America and the Czech Republic for the Avoidance of Double Taxation**

Publication 3459 is a reprint of the convention between the U.S. and Czech Republic as signed for the general effective date of 01/01/93 under Article 29. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3460**                    *28404Q*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention Between the United States of America and Denmark for the Avoidance of Double Taxation and the Pre**

Publication 3460 is a reprint of the convention between the U.S. and Denmark as signed for the general effective date of 01/01/48 under Article XXIII. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

## Publications

**3461**                    *28405B*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of the Arab Republic of**

Publication 3461 is a reprint of the convention between the U.S. and Egypt as signed for the general effective date of 01/01/82 under Article 31. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3462**                    *28406M*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention Between the Government of the United States of America and the Government of the Republic of Finl**

Publication 3462 is a reprint of the convention between the U.S. and the Government of the Republic of Finland as signed for the general effective date of 01/01/91 under Article 28. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3463**                    *28407X*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention with Greece for Avoidance of Double Taxation and the Prevention of Fiscal Evasion with Respect to**

Publication 3463 is a reprint of the convention between the U.S. and Greece as signed for the general effective date of 01/01/53 under Article XXI. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3464**                    *28408I*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of the Hungarian People**

Publication 3464 is a reprint of the convention between the U.S. and the Government of the Hungarian People's Republic as signed for the general effective date of 01/01/80 under Article 25. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3465**                    *28409T*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of the Republic of Icel**

Publication 3465 is a reprint of the convention between the U.S. and the Republic of Iceland as signed for the general effective date of 01/01/76 under Article 31. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3466**                    *28410U*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of the Republic of Indo**

Publication 3466 is a reprint of the convention between the U.S. and the Republic of Indonesia as signed for the general effective date of 01/01/90 under Article 30. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3467**                    *28411F*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of Ireland for the Avoi**

Publication 3467 is a reprint of the convention between the U.S. and the Government of Ireland as signed for the general effective date of 01/01/98 under Article 29. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3468**                    *28412Q*                    Each  
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**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of the Republic of Jama**

Publication 3468 is a reprint of the convention between the U.S. and the Republic of Jamaica as signed for the general effective date of 01/01/82 under Article 29. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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**3469**                    *28413B*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of the Republic of Kore**

Publication 3469 is a reprint of the convention between the U.S. and the Government of the Republic of Korea as signed for the general effective date of 01/01/80 under Article 31. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties.  
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## Publications

**3470**                    *28414M*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the United States of America and the Grand Duchy of Luxembourg for the Avoidance of Double**

Publication 3470 is a reprint of the convention between the U.S. and the Grand Duchy of Luxembourg as signed for the general effective date of 01/01/64 under Article XXII. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3471**                    *28415X*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of the United Mexican S**

Publication 3471 is a reprint of the convention between the U.S. and the Government of the United Mexican States as signed for the general effective date of 01/01/94 under Article 29. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3472**                    *28416I*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention Between the Government of the United States of America and the Government of the Kingdom of Moroc**

Publication 3472 is a reprint of the convention between the U.S. and Morocco as signed for the general effective date of 01/01/81 under Article 28. The convention data is available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers who service such taxpayers; accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3473**                    *28417T*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the Government of the United States of America and New Zealand for the Avoidance of Double**

Publication 3473 is a reprint of the convention between the U.S. and New Zealand as signed for the general effective date of 11/02/83 under Article 27. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3474**                    *28418E*                    Each  
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**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of the Kingdom of Norwa**

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**3475**                    *28419P*                    Each  
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**U.S. Tax Treaty Convention Between the Government of the United States of America and Pakistan for the Avoidance of Double T**

Publication 3475 is a reprint of the convention between the U.S. and Pakistan as signed for the general effective date of 01/01/59 under Article XX. The convention data is available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers who service such taxpayers; accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3476**                    *28420Q*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of the Republic of the**

Publication 3476 is a reprint of the convention between the U.S. and the Government of the Republic of the Philippines as signed for the general effective date of 01/01/83 under Article 29. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3477**                    *28421B*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of the Polish People's**

Publication 3477 is a reprint of the convention between the U.S. and the Polish People's Republic as signed for the general effective date of 01/01/74 under Article 25. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LF:PFT:PF* Tax Related Public Use

**3478**                    *28422M*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of the Socialist Republ**

Publication 3478 is a reprint of the convention between the U.S. and the Government of the Socialist Republic of Romania as signed for the general effective date of 01/01/74 under Article 27. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

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**3479**                    *28423X*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the United States of America and the Slovak Republic for the Avoidance of Double Taxation**

Publication 3479 is a reprint of the convention between the U.S. and the Slovak Republic as signed for the general effective date of 01/01/93 under Article 29. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3480**                    *28424I*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention between the United States of America and the Republic of South Africa for the Avoidance of Double**

Publication 3480 is a reprint of the convention between the U.S. and the Republic of South Africa as signed for the general effective date of 01/01/98 under Article 28. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3480 A**                    *30553G*                    Each  
*07/1999 Special Handling/See Remarks*  
**Technical Explanation of the Convention between the United States of America and the Republic of South Africa**

Publication 3480-A is a reprint of the technical explanation of the convention between the U.S. and South Africa as signed for the general effective date of 01/01/98 under Article 28. This data complements the basic U.S. Tax Treaty Convention reprint (Publication 3480, CATNUM 28424I), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such taxpayers *LM:PFT:PF* Tax Related Public Use

**3481**                    *28425T*                    Each  
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**U.S. Tax Treaty Convention between the Government of the United States of America and the Government of Sweden for the Avoid**

Publication 3481 is a reprint of the convention between the U.S. and the Government of Sweden as signed for the general effective date of 01/01/96 under Article 29. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3482**                    *28426E*                    Each  
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**U.S. Tax Treaty Convention between the United States of America and the Government of the Kingdom of Thailand for the Avoida**

Publication 3482 is a reprint of the convention between the U.S. and Thailand as signed for the general effective date of 01/01/98 under Article 30. The convention data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3482 A**                    *30555C*                    Each  
*07/1999 Special Handling/See Remarks*  
**Technical Explanation of the Convention between the Government of the United States of America and the Government of the Kin**

Publication 3482-A is a reprint of the technical explanation of the convention between the U.S. and Thailand as signed for the general effective date of 01/01/98 under Article 30. This data complements the basic U.S. Tax Treaty Convention reprint (Publication 3482, CATNUM 28426E), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such taxpayers; an *LM:PFT:PF* Tax Related Public Use

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Publication 3483 is a reprint of the convention between the U.S. and Trinidad and Tobago as signed for the general effective date of 01/01/70 under Article 28. The convention data is available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers who service such taxpayers; accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3484**                    *28428A*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention Between the Government of the United States of America and the Government of the Tunisian Republi**

Publication 3484 is a reprint of the convention between the U.S. and the Tunisian Republic as signed for the general effective date of 01/01/90 under Article 28. The convention data is available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers who service such taxpayers; accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3485**                    *28429L*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Agreement between the Government of the United States of America and the Republic of Turkey for the Avoidanc**

Publication 3485 is a reprint of the agreement between the U.S. and the Republic of Turkey as signed for the general effective date of 01/01/98 under Article 28. The agreement data is available on the IRS website ([www.irs.ustreas.gov](http://www.irs.ustreas.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty, tax preparers who serve such taxpayers, accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

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- 3512**                    *28669X*                    Each  
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 This promotional publication is designed to interest practitioners in becoming Authorized IRS e-file Providers (EROs). It is 4-color pages in length, 8-1/2 x 11" in size and includes testimonials from Exemplary EROs. Suggested uses are promotions to professional preparers at conferences, speeches, information seminars, etc. It can also be mailed with a cover letter or invitation to a special event. *W:E:IEF:CMMB* Tax Related Public Use
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- 3518 (SP)**            *30575U*                    Each  
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*01/2000 No Previous Issue*  
**Log Your Tips (Beaver Poster)**  
 This poster will be used by taxpayers to hang above their time clocks to remind employees to report their tips. IRS employees will distribute these posters to the public. *S:T* Other Public Use
- 3551 A**                    *28811J*                    Each  
*01/2000 No Previous Issue*  
**You May Need It Someday! (Pocket Change Poster)**  
 This poster will be used by taxpayers to hang above their time clocks to remind employee's to report their tips. IRS employees will distribute these posters to the public. *S:T* Other Public Use
- 3551 B**                    *28812U*                    Each  
*01/2000 No Previous Issue*  
**I've Got Some Tips for You... ("\$" Poster)**  
 This poster will be used by taxpayers to hang above their time clocks to remind employees to report their tips. IRS employees will distribute these posters to the public. *S:T* Other Public Use
- 3551 C**                    *28813F*                    Each  
*01/2000 No Previous Issue*  
**Reporting All Your Tips Adds Up (Piggy Bank Poster)**  
 This poster will be used by taxpayers to hang above their time clocks to remind employees to report their tips. IRS employees will distribute these posters to the public. *S:T* Other Public Use

## Publications

**3553**                    *28835T*                    Each  
*02/2002 Use/Issue Prev Issue First*  
**E-FILE MOUSEPAD**  
Pub. 3553 is the e-file Mousepad. The Mousepad is constructed with a Neoprene base with a white polyester facing and is 3/16" thick. These pads are to be used for the various IRS tax forums and trade shows to help market and promote e-filing.  
*W:C:CAR* Tax Related Public Use

**3557**                    *28867D*                    Each  
*01/2000 No Previous Issue*  
**EITC Tax Table Guide**  
This item is a tax table guide to be used by volunteers to locate correct tax information on tax table on Form 1040 or Publication 17. This product was converted to the National Number System and supersedes RC Se Doc. 360 (Rev. 11-91).  
*W:CAR:SPEC:PPD:E* General Admin Public Use

**3570**                    *29043V*                    Each  
*03/2000 No Previous Issue*  
**Taxi Interactive (TAXI) CD-ROM**  
CD-ROM contains information form the IRS Tax Interactive Website. CD consists of smaller, booklet and CD-ROM. It is intended for use by teachers.  
*W:CAR:SPEC:PPD:E* Tax Form or Instruction

**3575**                    *29090U*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention Between the Government of the United States of America and the Republic of Estonia for the Avoida**  
Publication 3575 is a reprint of the convention between the U.S. and Estonia as signed for the general effective date of 01/01/2000 under Article 28. The convention data is available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers who service such taxpayers; accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3575 A**                    *30559U*                    Each  
*07/1999 Special Handling/See Remarks*  
**Technical Explanation of the Convention between the United States of America and the Republic of Estonia**  
Publication 3575-A is a reprint of the technical explanation of the convention between the U.S. and Estonia as signed for the general effective date of 01/01/00 under Article 28. This data complements the basic U.S. Tax Treaty Convention reprint (Publication 3575, CATNUM 29090U), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such taxpayers; and *LM:PFT:PF* Tax Related Public Use

**3576**                    *29091F*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention Between the Government of the United States of America and the Republic of Latvia for the Avoida**  
Publication 3576 is a reprint of the convention between the U.S. and Latvia as signed for the general effective date of 01/01/2000 under Article 29. The convention data is available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers who service such taxpayers; and accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3576 A**                    *30561G*                    Each  
*07/1999 Special Handling/See Remarks*  
**Technical Explanation of the Convention between the United States of America and the Republic of Latvia**  
Publication 3576-A is a reprint of the technical explanation of the convention between the U.S. and Latvia as signed for the general effective date of 01/01/00 under Article 29. This data complements the basic U.S. Tax Treaty Convention reprint (Publication 3576, CATNUM 29091F), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such taxpayers; and *LM:PFT:PF* Tax Related Public Use

**3577**                    *29092Q*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Agreement Between the Government of the United States of America and the Government of the Republic of Lithuania**  
Publication 3577 is a reprint of the agreement between the U.S. and Lithuania as signed for the general effective date of 01/01/2000 under Article 29. The agreement data is available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers who service such taxpayers; and accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3577 A**                    *30562R*                    Each  
*07/1999 Special Handling/See Remarks*  
**Technical Explanation of the Convention between the United States of America and the Republic of Lithuania**  
Publication 3577-A is a reprint of the technical explanation of the convention between the U.S. and Lithuania as signed for the general effective date of 01/01/00 under Article 29. This data complements the basic U.S. Tax Treaty Convention reprint (Publication 3577, CATNUM 29092Q), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such taxpayers; a *LM:PFT:PF* Tax Related Public Use

**3578**                    *29093B*                    Each  
*07/1999 Special Handling/See Remarks*  
**U.S. Tax Treaty Agreement Between the Government of the United States of America and the Government of the Republic of Venez**  
Publication 3578 is a reprint of the agreement between the U.S. and Venezuela as signed for the general effective date of 01/01/2000 under Article 29. The agreement data is available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers who service such taxpayers; and accountants, attorneys, and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use

**3578 A**                    *30563C*                    Each  
*07/1999 Special Handling/See Remarks*  
**Technical Explanation of the Convention and Protocol between the Government of the United States of America and the Governme**  
Publication 3578-A is a reprint of the technical explanation of the convention and protocol between the U.S. and Venezuela as signed for the general effective date of 01/01/00 under Article 29. This data complements the basic U.S. Tax Treaty Convention reprint (Publication 3578, CATNUM 29093B), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such *LM:PFT:PF* Tax Related Public Use

**3582**                    *29189U*                    Each  
*02/2000 No Previous Issue*  
**Tax Credits Information Sheet**  
Product is used to educate/inform taxpayers on tax credit information.  
*D:COMM:TPE* General Admin Public Use

## Publications

- 3598**                    *29542P*                    Each  
*07/2000 No Previous Issue*  
**What You Should Know About the Audit Reconsideration Process**  
 This Publication explains the Audit Reconsideration Process to taxpayers. *W:CP:EX:P:RE* Tax Related Public Use
- 3602**                    *29584V*                    Each  
*09/2000 No Previous Issue*  
**Volunteer Tax Poster**  
 Vita Tax Assistors Poster used to assist VITA volunteers *W:CAR:SPEC:PPD\_E* Tax Related Public Use
- 3603**                    *29593G*                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**e-file for Business Brochure**  
 This brochure is designed for business taxpayers and tax professionals to inform them of the various e-filing services available to them and their customers. *S:T* General Admin Public Use
- 3605**                    *29749Q*                    Each  
*12/2001 No Previous Issue*  
**Fast Track Mediation-AProcess for Prompt Resolution of Tax Issues**  
 This publication provides information on a new program that IRS is offering taxpayers who dispute the results of an examination or collection action. It is given to taxpayers at the close of the conference with an examining agent/collection officer, or at the end of the conference with the Group Manager. It is currently a PILOT PROJECT (June 2000 through July 2001) in Houston, Rhode Island North Florida, and Denver. *AP:8015:MSRO* Tax Related Public Use
- 3609**                    *29789A*                    Each  
*01/2002 No Previous Issue*  
**The Filing Information Returns Electronically System (FIRE)**  
 This publication is a quick reference guide for filer's of information returns who want to file electronically. *M:I:E:MC:P* Tax Related Public Use
- 3611**                    *29862K*                    Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**IRS e-file Electronic Payment Options Brochure**  
 Pub. 3611 has been written to replace Pub. 3228, Income Tax Payments by Credit Card Brochure and Pub. 3229, Income Tax Payment by Direct Debit Brochure. The IRS e-file Electronic Payment Options Brochure (Publication 3611) combines the description of the direct debit and credit card payment options. Pub 3611 will be included in the Marketing Tool Kit for New Applicants to the IRS e-file Program (Pub. 3005). This product will also be available to order from the ADCs. *W:E:IEF:CMMB* Other Public Use
- 3615**                    *29968Z*                    Each  
*09/1996 Special Handling/See Remarks*  
**U.S. Model Income Tax Convention of September 20, 1996...Convention Between the United States of America and Country Here fo**  
 Publication 3615 is a reprint of the U.S. Model Income Tax Convention of 09/20/96. It is available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by a treaty; tax preparers, accountants, and attorneys who serve such taxpayers; and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use
- 3615 A**                    *30497H*                    Each  
*09/1996 Special Handling/See Remarks*  
**U.S. MODEL --- United States Model Income Tax Convention of September 20, 1996 Technical Explanation**  
 Publication 3615-A is a reprint of the technical explanation of the U.S. Model Income Tax Convention of 09/20/96. It is available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by a treaty; tax preparers, accountants, and attorneys who serve such taxpayers; and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use
- 3616**                    *29969K*                    Each  
*03/2000 Special Handling/See Remarks*  
**U.S. Tax Treaty---General Effective Date: January 1, 2001---Convention between the Government of the United States of Americ**  
 Publication 3616 is a reprint of the convention between the U.S. and Denmark as signed for the general effective date of 01/01/01 under Article 29. The convention data is available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such taxpayers; and Service employees whose responsibilities require them to deal with U.S. tax treaties. *LM:PFT:PF* Tax Related Public Use
- 3616 A**                    *30564N*                    Each  
*03/2000 Special Handling/See Remarks*  
**Technical Explanation of the Convention between the Government of the United States of America and the Government of the Kin**  
 Publication 3616-A is a reprint of the technical explanation of the convention between the U.S. and Denmark as signed for the general effective date of 01/01/01 under Article 29. This data complements the basic U.S. Tax Treaty Convention reprint (Publication 3616, CATNUM 29969K), both of which are available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such taxpayers; and *LM:PFT:PF* Tax Related Public Use
- 3620**                    *30062M*                    Each  
*06/2000 Special Handling/See Remarks*  
**U.S. Tax Treaty Convention Between the Government of the United States of America and the Government of Ukraine for the Avoi**  
 Publication 3620 is a reprint of the convention between the U.S. and the Ukraine as signed for the general effective date of 01/01/01 under Article 29. The convention data is available on the IRS website ([www.irs.gov](http://www.irs.gov)) for frequent or random online research or downloading by anyone needing access to the text. General users of this information are taxpayers whose tax liability is affected by the treaty; tax preparers, accountants, and attorneys who serve such taxpayers; and Service employees whose responsibilities require them to deal with U.S. tax treaties. *OP:IN:D:WT* Tax Related Public Use
- 3627**                    *30146N*                    Each  
*01/2001 Destroy Prev Issues Upon Rec*  
**Website Rolodex Card**  
 This card will be printed as a Roledex card to advertise the IRS website that will give taxpayers different website addresses for specific tax information and will be given to them at the Modernization Booth at the National Tax Forum. *CL:NPL* General Admin Public Use
- 3635**                    *30280K*                    Each  
*08/2000 No Previous Issue*  
**www.irs.gov (Examination Recruitment Mousepad)**  
 This mousepad is used as a promotional give-away item from Internal Revenue Service employees to potential recruits at job fairs and other recruitment venues. *S:C:CP:PS* Other Public Use
- 3636**                    *30288U*                    Each  
*09/2001 No Previous Issue*  
**Employee Plans Brochure**  
 This brochure is to be used as an informational pamphlet by TE/GE to describe the functional business units within the organization, intending that it be distributed at public functions. *T:GE* Tax Related Public Use



## Publications

- 3637**                      *30307Q*                      Each  
*01/2001 No Previous Issue*  
**TE/GE Brochure for EO**  
 This brochure is to be used as an informational pamphlet by TE/GE to describe the functional business units within the organization, and will be distributed at public functions. *T:CL* Tax Related Public Use
- 3639**                      *30414G*                      Each  
*09/2000 No Previous Issue*  
**Wage and Investment Kit Folders**  
 These are pocket folders that are for internal Wage & Investment use only. *W&I:COMM* Internal Use
- 3645**                      *30571C*                      Each  
*10/2000 No Previous Issue*  
**IRS Customer Satisfaction Survey Results (Brochure)**  
 Publication 3645 is a new product which will be used for internal and external brochure communicating annual customer satisfaction survey results from 11 transactional customer satisfaction surveys. The brochure includes yearly comparisons of overall satisfaction rating, "Talking with IRS Commissioner Charles O. Rossotti.", overview of the IRS Balance Measurement System and update on the CustomerSatisfaction pilot projects resulting from the survey. *N:CFO:O:SP* General Admin Public Use
- 3661**                      *30632E*                      Each  
*11/2000 No Previous Issue*  
**e-file for Business Poster**  
 The e-file for Business Poster is a promotional tool to be displayed at small business development centers nationwide and for use by field representatives. *W:E:DEF:CMMB* General Admin Public Use
- 3669**                      *30641P*                      Each  
*08/2000 Special Handling/See Remarks*  
**(Handout for general recruitment of either Criminal Investigation Special Agents or Internal Revenue Agents)**  
 Publication 3669 is a handout created for general recruitment of Criminal Investigation Special Agents and Internal Revenue Agents. It is designed primarily for use when attending functions sponsored by women or minorities, especially Asian Americans. This status notice is reissued per the originator memorandum dated 11/30/00 which stated that Publication 3669 replaces the non-stocked magazine advertisement Publication 3220 (CATNUM 26804A). *CI:S:HR* General Admin Public Use
- 3676**                      *30765A*                      Each  
*08/2000 No Previous Issue*  
**VITA E-File Poster**  
 Posters will be distributed to all VITA sites and other establishments in order to educate the public about our services and also to recruit new volunteers. *W:CAR:SPEC:PPD:E* General Admin Public Use
- 3683**                      *30877T*                      Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**(Handout for general recruitment of IRS Criminal Investigation Special Agents) INTERRUPT laundry day.**  
 Publication 3683 depicts a raid on a money laundering operation, thereby demonstrating some of the enforcement activities in which an IRS Criminal Investigation (CI) Special Agent is involved. The publication is an IRS recruitment handout designed for issuance at Law Enforcement events. NOTE: Per originator memorandum dated 11/30/00, Publication 3683 replaces the non-stocked magazine advertisement Publication 3222 (CATNUM 26807H). This status notice is reissued to update the status notice files. *CI:S:HR* General Admin Public Use
- 3684**                      *30878E*                      Each  
*09/2000 Special Handling/See Remarks*  
**(Handout for general recruitment of minority male IRS Criminal Investigation Special Agents) CHRIS**  
 Publication 3684 is an IRS Criminal Investigation Special Agent recruitment handout designed primarily for issuance at Law Enforcement events or functions sponsored by Black or African Americans. NOTE: Per originator memorandum dated 11/30/00, Publication 3684 replaces the non-stocked magazine advertisement Publication 3221 (CATNUM 26806W). This status notice is reissued to update the status notice files. *CI:S:HR* General Admin Public Use
- 3685**                      *30879P*                      Each  
*09/2000 No Previous Issue*  
**(Handout for general recruitment of minority female IRS Criminal Investigation Special Agents and Internal Revenue Agents)**  
 Publication 3685 is a handout designed to recruit female minority Criminal Investigation Special Agents and Internal Revenue Agents. It is for issuance primarily at Law Enforcement events and functions sponsored by Black or African Americans. This status notice is reissued to update the status notice files. *CI:S:HR* Tax Related Public Use
- 3686**                      *30880Q*                      Each  
*09/2000 No Previous Issue*  
**(Handout for general recruitment of male IRS Criminal Investigation Special Agents and Internal Revenue Agents) JEREMY**  
 Publication 3686 is a handout designed for general recruitment of male Criminal Investigation Special Agents and Internal Revenue Agents. This status notice is reissued to update the status notice files. *CI:S:HR* Tax Related Public Use
- 3687**                      *30881B*                      Each  
*09/2000 No Previous Issue*  
**(Handout for general recruitment of female IRS Criminal Investigation Special Agents) ALISON**  
 Publication 3687 is a handout designed for general recruitment of female Criminal Investigation Special Agents. This status notice is reissued to update the status notice files. *CI:S:HR* Tax Related Public Use
- 3688**                      *30882M*                      Each  
*09/2000 Special Handling/See Remarks*  
**(Handout for general recruitment of minority female IRS Criminal Investigation Special Agents) ANNETTE**  
 Publication 3688 is a handout designed to recruit minority female IRS Criminal Investigation Special Agents. It is intended for issuance primarily at functions sponsored by women and minorities. NOTE: Per originator memorandum dated 11/30/00, Publication 3688 replaces the non-stocked magazine advertisement Publication 3219 (CATNUM 26803P). This status notice is reissued to update the status notice files. *CI:S:HR* General Admin Public Use
- 3689**                      *30883X*                      Each  
*09/2000 No Previous Issue*  
**(Handout for general recruitment of IRS Criminal Investigation Special Agents) ...outsmart CRIMINAL minds.**  
 Publication 3689 depicts an IRS Criminal Investigation Special Agent in a surveillance van showing IRS involvement in "high-tech" enforcement activity. The publication is designed for handout at Law Enforcement events. This status notice is reissued to update the status notice files. *CI:S:HR* Tax Related Public Use
- 3690**                      *30885T*                      Each  
*09/2000 No Previous Issue*  
**(Handout for general recruitment of male IRS Criminal Investigation Special Agents) ANTHONY**  
 Publication 3690 is designed for handout when recruiting male IRS Criminal Investigation Special Agents. This status notice is reissued to update the status notice files. *CI:S:HR* Tax Related Public Use
- 3691**                      *30886E*                      Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**(Handout for general recruitment of Criminal Investigation Special Agents) Send them on their BIG dates.**  
 Publication 3691 depicts a gavel coming down, thereby indicating that IRS is involved in enforcing the law. The publication is designed for handout at Law Enforcement events. This status notice is reissued to update the status notice files. *CI:S:HR* Tax Related Public Use
- 3692**                      *30887P*                      Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**(Handout for general recruitment of IRS Criminal Investigation Special Agents) Arrange EXTENDED vacations.**  
 Publication 3692 depicts a courtroom scene with an IRS Criminal Investigation Special Agent testifying, thereby showing IRS involvement in trials and in enforcing criminal statutes. The publication is designed primarily for handout at Law Enforcement events. This status notice is reissued to update the status notice files. *CI:S:HR* Tax Related Public Use

## Publications

- 3693**                    *30904P*                    Each  
*09/2001 No Previous Issue*  
**Introduction to Federal Taxes for Small Business/Self-employed**  
 Publication 3693 "Introduction To Federal Taxes For Small Business/Self-Employed" is an educational CD-ROM to be used in Small Business Workshops and for tax payers who are thinking about starting a small business or becoming self-employed. *S:T* Tax Related Public Use
- 3694**                    *30910T*                    Each  
*02/2001 Use/Issue Prev Issue First*  
**Small Business Resource Guide Easel Back Small Poster**  
 Publication 3694 is small easel back poster marketing Publication 3207, Small Business Resource Guide. *CL:NPL:B* General Admin Public Use
- 3697**                    *30937K*                    Each  
*04/2001 No Previous Issue*  
**Small Business/Self-Employed Press Kit**  
 Press Kit to be distributed to new IRS TEC employees and practioners. Currently consists of just the folder. *S:T* Tax Related Public Use
- 3698**                    *30938V*                    Each  
*11/2001 No Previous Issue*  
**TEC Mission Brochure**  
 Brochure that explains Taxpayer Education and Communications (TEC) partnering mission and describes different IRS products and servies available to the small business and self-employed community. Available for public use. Area Distribution Centers will include a copy of Publication 3698-A (CATNUM 32607N) with every Pub 3698 ordered. *S:T* Tax Related Public Use
- 3698 A**                    *32607N*                    Each  
*11/2001 No Previous Issue*  
**Taxpayer Education and Communication Phone List**  
 Publication 3698-A is to be used as an insert to Pulation 3698, Taxpayer Education and Communication Mission brochure. Area Distribution Centers are to issue 1 copy of Publication 3698 (CATNUM 30938V) for each request of Publication 3698-A. Publication 3698-A inserts inside the fold of Publication 3698. *S:T* Tax Related Public Use
- 3699**                    *30939G*                    Each  
*01/2002 Destroy Prev Issues Upon Rec*  
**Small Business and Self-Employed Community Web Site Brochure**  
 Publication 3699 describes the new small business web site and how it can be useful to the small business owner. *S:T* Tax Related Public Use
- 3700**                    *30940H*                    Each  
*11/2001 No Previous Issue*  
**Virtual Small Business Workshop-CD ROM**  
 Publication 3700 is a CD ROM of a general small business workshop. The CD shows a presenter discussing several tax modules relating to small business. The CD is used by taxpayers who cannot attend an actual workshop and by IRS employees and partners who conduct workshops. Pub 3700 is close captioned in Spanish and Mandarin. *S:T* Tax Related Public Use
- 3701**                    *30956R*                    Each  
*09/2000 No Previous Issue*  
**Progress Report: IRS Business Systems Modernization Program (BSM)**  
 This publication was produced by the Commissioner to serve as a progress report for Business Systems Modernization. *M:B:C* General Admin Public Use
- 3705 SP**                    *57333W*                    Each  
*10/2000 No Previous Issue*  
**Tax Document Storage/Earned Income Tax Credit VITA/TCE Envelope**  
 Envelope is the spanish version of Pub 3705 *W:CAR:SPEC:FO:I* Tax Related Public Use
- 3706**                    *57336D*                    Each  
*10/2000 No Previous Issue*  
**(Special Agent Tri-fold Recruitment Brochure)**  
 Publication 3706 is a tri-fold brochure which contains a brief description of the IRS Special Agent position. It is designed for hand-out at recruitment events. *CI:S:HR* Tax Related Public Use
- 3709**                    *31060A*                    Each  
*10/2000 No Previous Issue*  
**There's a New Definition of Eligible Foster Child**  
 This is an English language poster to provide the public with information that beginning in 2000, there are new rules for claiming a foster child for the earned income tax credit and the child tax credit. *W:TPE* General Admin Public Use
- 3709 SP**                    *31062W*                    Each  
*10/2000 No Previous Issue*  
**There's a New Definition of Eligible Foster Child-Spanish version**  
 Beginning in 2000 there are new rules for claiming a foster child for the earned income tax credit and the child tax credit. This version has been created in Spanish, for our Spanish speaking taxpayers. *W:TPE* General Admin Public Use
- 3711**                    *31083Z*                    Each  
*04/2001 No Previous Issue*  
**VITA/TCE Certificate Folder**  
 This folder is going to be used in conjunction with Form 9234, Taxpayer Education Certificate of Appreciation to recognize volunteers fir their participation in the VITA or TCE Programs. Certificate will be placed in folder. *W:CAR:SPEC:PPD:E* General Admin Public Use
- 3722**                    *31158P*                    Each  
*09/2001 Destroy Prev Issues Upon Rec*  
**EFTPS Poster**  
 Publication 3722 is a poster that will be used to inform the public/businesses about the Electronic Federal Tax Payments System. *W:E:DEF:CMMB* Tax Related Public Use
- 3734**                    *31374R*                    Pad  
*02/2002 Use/Issue Prev Issue First*  
**e-file Post-it-Note Pads**  
 Publication 3734 is the e-file Post-it-note pad. The note pads are to be used for the various IRS conferences, trade shows and tax forums to promote the e-file Program. *W:C:CAR* Internal Use
- 3735**                    *31388F*                    Each  
*01/2002 No Previous Issue*  
**FY 2000 Highlights of the National Taxpayer Advocate's Annual**  
 FY 2000 Highlights of the National Taxpayer Advocates Annual Report to Congress *C:TA* Other Public Use
- 3740**                    *31597S*                    Each  
*01/2001 No Previous Issue*  
**Internal Revenue Service Congressional Affairs Program (CAP) Folder**  
 This folder will be used during training at the 2001 Congressional Affairs Conference. *CL:LA* Internal Use
- 3742**                    *31643V*                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Your Tax Responsibilities for Barber Instructors**  
 This Training material was developed by SBSE 10, Dallas 2, Gr-4 for instructors engaged in teaching barber and cosmetology students. Barber and Cosmetology training schools will use this material as curriculum. *S:C:FO:AREA 10,TERR4* General Admin Public Use
- 3742 A**                    *31644G*                    Each  
*03/2002 No Previous Issue*  
**Your Tax Responsibilities for Barber Students**  
 This training material was developed by SBSE 10, Dallas 2, GR 4 for students employed in the Barber and Cosmetology business to provide them with information on their tax obligations with this industry. *S:C:FO:AREA10, TERR4* General Admin Public Use
- 3744**                    *31685B*                    Each  
*03/2001 No Previous Issue*  
**IRS Strategic Plan (Fiscal Years 2000-2005)**  
 The IRS Strategic plan presents the IRS' strategies for conducting business in FY 2000-2005. *CFO:SPB:S* General Admin Public Use
- 3744 A**                    *32877N*                    Each  
*10/2001 No Previous Issue*  
**IRS Strategic Plan Brochure FY 2000-2005**  
 The IRS Stragetie Plan Brochure will be provided to members of Congress, External Stakeholder groups and participants in the National Tax Forum. *CFO:SPB:S* Tax Related Public Use

## Publications

- 3745**                    *31723E*                    Each  
*02/2001 No Previous Issue*  
**Small Business Resource Guide Brochure**  
 Publication 3745 is a brochure that describes Publication 3207 Small Business Resource Guide. *CL:NPL:B* General Admin Public Use
- 3747**                    *31744H*                    Each  
*09/2001 No Previous Issue*  
**Office at Indian Tribal Governments (Brochure)**  
 Publication 3747 is used as an outreach tool for distribution at seminars, conventions, workshops and other outreach initiatives. It defines educational tools and customer service available to Indian tribal governments. It also provides service-wide contacts for the audience. *T:GE:ITG* Tax Related Public Use
- 3748**                    *31745S*                    Each  
*01/2002 No Previous Issue*  
**Office at Indian Tribal Governments (Bookmark)**  
 Publication 3748 is a bookmark used as an outreach tool at trade shows, conventions, seminars, etc. The bookmark provides telephone and web contacts nationwide for audience, as well as providing information about education and customer service for the audience. *T:GE:ITG:OPR* Tax Related Public Use
- 3750**                    *31752H*                    Each  
*06/2001 No Previous Issue*  
**Office of Indian Tribal Governments (folder)**  
 Publication 3750 is a campaign folder used for meetings, seminars and other educational outreach. *T:GE:ITG* Tax Related Public Use
- 3752**                    *31808Q*                    Each  
*04/2001 No Previous Issue*  
**SPEAK-UP POSTER**  
 This product is used as a community outreach tool design to elicit ideas from individual taxpayers & businesses on improving the federal tax system and IRS customer service. It serve as a stand alone item with pocket for refillable pull-out take one rolo-dex cards(Publication 3754). NOTE: With your first order request for this item you should verify or ensure that you also order Publication 3754(Rolodex card). The pocket capacity for each poster is 50 cards. *C:TA* Other Public Use
- 3752 SP**                    *31809B*                    Each  
*04/2001 No Previous Issue*  
**SPEAK-UP POSTER(SPANISH)**  
 This product is used as a community outreach tool design to elicit ideas from individual taxpayers & businesses on improving the federal tax system and IRS customer service. It serve as a stand alone item with pocket for refillable pullout take one rolo-dex cards(Publication 3754 SP). NOTE: With your first order request for this item you should verify or ensure that you also order Publication 3754 SP(Rolodex card). The pocket capacity for each poster is 50 cards. *C:TA* Other Public Use
- 3753**                    *31813J*                    Each  
*04/2001 No Previous Issue*  
**SPEAK-UP BROCHURE(ENGLISH)**  
 This product is used as a community outreach tool design to elicit ideas from individual taxpayers & businesses on improving the federal tax system and IRS customer service. *C:TA* Other Public Use
- 3754**                    *31815F*                    Pad  
*06/2001 Destroy Prev Rev. Immediately*  
**SPEAK-UP "Rolodex Card"(English)**  
 This product is used as a community outreach tool design to elicit ideas from individual taxpayers & businesses on improving the federal tax system and IRS customer service. It serve as a pullout, take one card when inserted into the pocket on Publication 3752(Poster). NOTE: With your first order request for this item you should verify or ensure that you have also order Publication 3752 (Poster). This item can only be ordered in packages of 50's(50 cards is the capacity for each Poster pocket). *C:TA* Other Public Use
- 3754 SP**                    *31816Q*                    Pad  
*06/2001 Destroy Prev Rev. Immediately*  
**SPEAK-UP "ROLODEX CARD"(SPANISH)**  
 This product is used as a community outreach tool design to elicit ideas from individual taxpayers & businesses on improving the federal tax system and IRS customer service. It serve as a pullout take one card when inserted into the pocket on Publication 3752 SP(Poster). NOTE: With your first order request for this item you should verify or ensure that you also have ordered Publication 3752 SP(Poster). This item can only be ordered in packages of 50's (50 cards is the capacity for each Poster pocket). *C:TA* Other Public Use
- 3755**                    *31840Q*                    Each  
*05/2001 No Previous Issue*  
**Tax Exempt Bonds Filing Requirements Brochure**  
 Tax Exempt Bonds Filing Requirements Brochure. *T:GE:TEB:O* Tax Related Public Use
- 3767**                    *31917C*                    Each  
*03/2002 No Previous Issue*  
**403(b) Tax Sheltered Annuities and 457 Plans : Resource Guide for Tax Exempt Organizations and State and Local Governments**  
 Publication 3767 CDROM contains information on new requirements of the law and common problems found during IRS examinations of tax sheltered annuities and 457 deferred compensation plans are included to help employer/sponsors, plan representatives and participants keep their plans in compliance with the Internal Revenue Code. Self-mailer sleeved is printed in 4-color; CDROM itself is printed in 2-color. *T:EP* Tax Related Public Use
- 3768**                    *31918N*                    Each  
*08/2001 No Previous Issue*  
**403(b) Tax Sheltered Annuities and 457 Plans : What Tax Exempt and Government Employees Need to Know (Video)**  
 Pub.3768 (video) contains information on new requirements of the law and common problems found during IRS examinations of tax sheltered annuities and 457 deferred compensation plans are included to help employer/sponsors, plan representatives and participants keep their plans in compliance with the Internal Revenue Code. One copy is free to be ordered. Any additional copies must be purchased through the Superintendent of Documents. *T:EP* Tax Related Public Use
- 3771**                    *31961U*                    Each  
*09/2001 No Previous Issue*  
**Taxpayer Rights & Alternative Dispute CD-ROM**  
 Publication 3771 is a CD-ROM titled "Taxpayer Rights & Alternative Dispute Resolution" that was developed to provide practitioners with information on Low Income Tax Clinics, Pro Bono Services, Collection, Pre-Filing and Post-Filing Initiatives, Mediation, Arbitration, and ADR Ethics. *CL:NPL:B* Other Public Use
- 3772**                    *31962F*                    Each  
*04/2001 No Previous Issue*  
**2001 Small Business CD-ROM 8" Round Mousepad**  
 Publication 3772 is a 8" round mousepad used to promote Publication 3207 The Small Business Resource Guide. *S:T* General Admin Public Use
- 3774**                    *31973M*                    Each  
*04/2001 Destroy Prev Issues Upon Rec*  
**2001 Small Business CD-ROM Kitfolder**  
 Publication 3774 is a pocket folder that promotes Publication 3207 Small Business Resource Guide. *CL:NPL:B* General Admin Public Use
- 3776**                    *31985E*                    Each  
*03/2001 No Previous Issue*  
**IRS Recruitment Flyer - Human Resources Occupations - Deidre**  
 This publication will be distributed by IRS Revenue Agents at recruitment job fairs. *N:ADC:H:C* General Admin Public Use
- 3777**                    *31986P*                    Each  
*03/2001 Use/Issue Prev Issue First*  
**IRS Recruitment Flyer - Revenue Agent - Joan**  
 This publication will be distributed by IRS Revenue Agents at recruitment job fairs. *N:ADC:H:C* General Admin Public Use
- 3778**                    *31987A*                    Each  
*03/2001 No Previous Issue*  
**IRS Recruitment Flyer - Revenue Agent & CI Special Agent - George**  
 This publication will be distributed by IRS Revenue Agent at recruitment job fairs. *N:ADC:H:C* General Admin Public Use

## Publications

- 3779**                    *31989W*                    Each  
*03/2001 No Previous Issue*  
**IRS Recruitment Flyer - Revenue Agent & CI Special Agent - Tori**  
 This publication will be distributed by IRS Revenue Agents at recruitment job fairs. *N:ADC:H:C* General Admin Public Use
- 3780**                    *31997W*                    Each  
*05/2001 No Previous Issue*  
**TAX INFORMATION FOR SMALL CONSTRUCTION BUSINESSES**  
 THE INTERNAL REVENUE SERVICE HAS IDENTIFIED SEVERAL ISSUES THAT MAY CAUSE PROBLEMS FOR THE OWNERS OF SMALL CONSTRUCTION BUSINESSES. THIS DOCUMENT IS INTENDED TO PROVIDE INFORMATION REGARDING THESE ISSUES. *LM:PFT* General Admin Public Use
- 3800**                    *31998H*                    Each  
*05/2001 No Previous Issue*  
**IRS Is Available to Assist You Everyday! (Flyer)**  
 This product is used with marketing and promotional materials associated with the nationwide Problem-Solving Strategy. *W:CL* Other Public Use
- 3801**                    *31999S*                    Each  
*05/2001 No Previous Issue*  
**IRS is Available to Assist You Everyday! (Poster)**  
 This poster will be used with any marketing or promotional materials associated with the nationwide problem solving strategy. *W:CL* Other Public Use
- 3806**                    *32031H*                    Each  
*09/2001 No Previous Issue*  
**The Easiest Way to Pay Your Federal Taxes for Individual Taxpayers**  
 Publication 3806 will be used to inform individual taxpayers how they can file their taxes using the Electronic Federal Tax Payment System (EFTPS). *W:E:DEF:CMMB* Tax Related Public Use
- 3807**                    *32033D*                    Pad  
*10/2001 No Previous Issue*  
**Thank You Cards With Envelopes**  
 Publication 3807 is a Thank You Card, used to say "thank you" to practitioners and other special interest groups who promote and participate in the Earned Income Credit program. It is used by IRS field offices and outside project participants. Publication 3807 is shrinked wrap in units of 25 cards and 30 envelopes Publication 3807e. *W&I:SPEC:AREA 5* Tax Related Public Use
- 3809**                    *32044K*                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**TE/GE Fed State and Local Governments Customer Service and Contacts**  
 Publication 3809 is a brochure that promotes basic customer services and contacts for the Federal, State and Local Government division of Tax Exempt and Government Entities. *T:GE:FSL* Tax Related Public Use
- 3810**                    *32045V*                    Each  
*02/2002 Use/Issue Prev Issue First*  
**TE/GE Fed State and Local Governments Customer Service and Contacts (Bookmark)**  
 Publication 3810 is a bookmark that promotes basic customer service and contacts provided by the Federal, State and Local Governmentsdivision of Tax Exempt and Government Entities. *T:GE:FSL* Tax Related Public Use
- 3828**                    *32093F*                    Each  
*05/2001 No Previous Issue*  
**Speak up Stuffer**  
 This product is used as a community outreach tool design to elicit ideas from individual taxpayers & businesses on improving the federal tax system and IRS customer service. It is used as a suffer in mailouts. *C:TA* Other Public Use
- 3833**                    *32168V*                    Each  
*03/2002 No Previous Issue*  
**Disaster Relief (Be a Part of the Program)**  
 Publication 3833 is a booklet that advises individuals about creating an organization or being a part of an existing organization or charity that aids victims of disasters/hardships. *T:EO:CEO* General Admin Public Use
- 3839**                    *32176V*                    Each  
*09/2001 No Previous Issue*  
**Office of Indian Tribal Governments (bag)**  
 Publication 3839 is a campaign tote bag to be used for meetings, seminars and other educational outreach events for Indian Tribal Governments. *T:GE:ITG* Tax Related Public Use
- 3844**                    *32195C*                    Each  
*07/2001 No Previous Issue*  
**Become a Partner With IRS Lockboxes (Bookmark)**  
 This bookmark will be used for the 2001 Nationwide Tax Forums. It includes information to encourage tax professionals to "Become a Partner with the IRS Lockboxes." *W:CAS:SP:IMF:R* Tax Related Public Use
- 3848**                    *32207J*                    Each  
*07/2001 No Previous Issue*  
**Tax Professionals File Smart...File Electronic**  
 Publication 3848 is a brochure that will be used at the 2001 IRS Tax Forums to promote all the IRS e-file for Business programs and encourage business taxpayers to speak with their software provider to participate in e-filing for business programs. *W:E:DEF:CMMB* Tax Related Public Use
- 3848 A**                    *32539W*                    Each  
*10/2001 No Previous Issue*  
**Tax Professionals File Smart...File Electronic Stuffer**  
 Publication 3848A is a stuffer that correlates with Publication 3848 - Tax Professionals File Smart...File Electronic Brochure. It is designed to help promote awareness of e-file for Business and EFTPS. This stuffer will be handed out at trade shows, conferences and seminars. Publication 3848A was also included in BOTH the Marketing Tool Kit for Current Authorized IRS e-file Providers (Pub 3867) and the Marketing Tool Kit for New Applicants to the e-file Program (Pub 3005). *W:E:DEF:CMMB* Tax Related Public Use
- 3857**                    *32292W*                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**If You Suspect False Information**  
 Publication 3857, which obsoletes and replaces (poster) Document 9029 (CATNUM 14902P), is for handout primarily to electronic return originators (EROs) who attend any of several National Tax Electronic Forums held nationwide from July thru September 2001. The handout lists several fraudulent activity indicators which are to alert EROs, during the upcoming filing season, to individuals who might attempt to file false income tax returns with the IRS. The FAX numbers of state Criminal Investigation Fraud Detection Centers also are provided for ERO convenience and use when FAXing suspicious Forms *CI:RC* Other Public Use
- 3857 (SP)**                    *33434C*                    Each  
*03/2002 No Previous Issue*  
**If You Suspect False Information**  
 Publication 3857 SP (8-1/2 X 11" Poster) Spanish Version will be used to submit suspicious Information to the IRS Fraud Detection Center (for example Individuals using suspicious W-2s may be attempting to defraud the Government by filing false Income Tax Returns. *CI:RC* Internal Use
- 3857 A (SP)**                    *33432G*                    Each  
*03/2002 No Previous Issue*  
**If You Suspect False Information**  
 Publication 3857-A (11 X 14"Poster) Spanish Version will be use to submit suspicious Information to the IRS Fraud Detection Center (For example Individuals using suspicious W-2s may be attempting to defraud the Government by filing false Income Tax Returns). *CI:RC* Internal Use
- 3857 A**                    *33431V*                    Each  
*03/2002 No Previous Issue*  
**If You Suspect False Information**  
 Publication 3857 A (11 X 14") English Version will be use to submit suspicious Information to the IRS Fraud Detection Center (for Example Individuals using suspicious W-2s may be attempting to defraud the Government by filing false Income Tax Returns. *CI:RC* Internal Use

## Publications

- 3859**                    **32294S**                    Each  
*07/2001 No Previous Issue*  
**Criminal Investigation - Overview**  
Publication 3859 is a tri-fold brochure that provides a general overview of the Criminal Investigation (CI) mission. In addition to explaining why CI is involved in financial crimes, Publication 3859 not only synthesizes the CI program strategy and organization structure but also lists the fraud and money laundering programs. This format promotes use of the brochure as an educational tool for the general public, the media, and members of Congress and their staffs. *CI:S* General Admin Public Use
- 3860**                    **32331K**                    Each  
*07/2001 No Previous Issue*  
**Criminal Investigation -- Illegal Source Financial Crimes Program Strategy**  
Publication 3860 synthesizes the responsibilities associated with the Criminal Investigation (CI) Illegal Source Financial Crimes Program, which is one of three interdependent programs within the overall CI program strategy. (NOTE: Investigations are made on proceeds derived from illegal sources other than narcotics.) The handout brochure is an educational tool for the general public, the media, and members of Congress and their staffs. *CI:S* General Admin Public Use
- 3861**                    **32332V**                    Each  
*07/2001 No Previous Issue*  
**Criminal Investigation--- Legal Source Tax Crimes Program Strategy**  
Publication 3861 lists the responsibilities associated with the Criminal Investigation (CI) Legal Source Tax Crimes Program, which is the foremost of three interdependent programs within the overall CI program strategy. The handout brochure (a) describes CI support (via prosecution of Legal Source Tax Crimes cases) of Service compliance goals that promote fairness and equity in our tax system, and (b) is an educational tool for the general public, the media, and members of congress and their staffs. *CI:S* General Admin Public Use
- 3862**                    **32333G**                    Each  
*07/2001 No Previous Issue*  
**Criminal Investigation--- Narcotics-Related Financial Crimes Program Strategy**  
Publication 3862 is a handout brochure which focuses on the objectives of the Criminal Investigation (CI) Narcotics-Related Financial Crimes Program, which is one of three interdependent programs within the overall CI program strategy. The brochure, which synthesizes why CI is involved in narcotics investigations, is an educational tool for the general public, the media, and members of Congress and their staffs. *CI:S* General Admin Public Use
- 3864**                    **32345Y**                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**Tax Outreach Brochure on Death of Elderly Spouse**  
Publication 3864 is a joint project of IRS and the American Bar Association to provide information on tax issues to elderly people who have lost a spouse. It will be distributed to various community outlets across the U.S. by both IRS and the ABA. This brochure is originator's controlled. *W:CAR:SPEC:FO:AREA6* Tax Related Public Use
- 3865**                    **32346J**                    Each  
*03/2002 Destroy Prev Issues Upon Rec*  
**"Your Money Matters" Outreach Brochure for Domestic Abuse Victims**  
Publication 3865 is a joint project of IRS and the American Bar Association to provide information on tax issues to Survivors of Domestic Abuse. It will be distributed to various community outlets across the U.S. by both IRS and the ABA. This Publication is Originator's Controlled. *W:CARE:SPEC:6* Tax Related Public Use
- 3869**                    **32376X**                    Each  
*07/2001 No Previous Issue*  
**AT A GLANCE: U.S. Code Statutes For Which IRS Criminal Investigation Has Jurisdiction**  
Publication 3869 is a 12-page quick reference of the U.S. Code statutes under which Criminal Investigation (CI) has jurisdiction to recommend prosecution. The booklet not only is written in easy-to-understand language but also shows the prison terms and fines re each statute. CI Public Information Officers include a copy of Publication 3869 in the media kit folder Publication 1918 (CATNUM 22524B) when visiting/contacting various media outlets (newspapers, radio, TV, etc.). *CI:CE* General Admin Public Use
- 3870**                    **32378T**                    Each  
*07/2001 No Previous Issue*  
**(Poster) Need a headline? We've got a story.**  
Publication 3870 is a poster issued by Criminal Investigation (CI) Public Information Officers (PIOs) to media outlets (newspapers, radio, TV, etc.) for office display. The poster, which has slits for insertion of a PIO business card, serves as a reminder to the media to contact CI when tax evasion is part of a criminal activity. *CI:CE* General Admin Public Use
- 3887**                    **32616Y**                    Each  
*12/2001 No Previous Issue*  
**Telefile Pub**  
This pub. is 4 pages used to promote e-file. *W:CAR:M:P:M:T* Tax Related Public Use
- 3888**                    **32618U**                    Each  
*10/2001 No Previous Issue*  
**C-VITA Program**  
Training materials for C-VITA Program. Pub 3922 32828S is sent automatically when Pub 3888 is ordered. *W:CAR:SPEC:PPD:E* Tax Related Public Use
- 3889**                    **32620G**                    Each  
*09/2001 No Previous Issue*  
**Something New for 1040 ES Taxpayers**  
Publication 3889 is an informational handout at IRS Tax Forums, seminars conferences and trade shows. It informs the 1040 ES taxpayer that their quarterly 1040 ES estimated taxes can now be paid electronically using the Electronic Federal Tax Payment System (EFTPS). *W:E:DEF:CMMB* Tax Related Public Use
- 3890**                    **32622C**                    Pad  
*08/2001 No Previous Issue*  
**CAP Mousepad - Memopad**  
40 sheet pad to be used as a mousepad - notepad, used as an information tool by CAP to promote the "Speak-Up" campaign. *TA:CAP* Tax Related Public Use
- 3891**                    **32659P**                    Each  
*09/2001 No Previous Issue*  
**Lockbox Address Directory**  
This directory is used to give the latest update on the Lockbox Addresses. This directory shows Lockbox addresses and the realignment of the states effective January 1, 2002. The Submission Processing Centers and Tax Practitioners should use this information when filling taxpayer remittances. *W:CAS:SP:IMFR* Tax Related Public Use
- 3892**                    **32662M**                    Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Employee Plans (bookmark)**  
Publication 3892 is a bookmark that is part of the Employee Plans campaign to be ordered individually, or to be used for meetings, seminars and other methods of outreach. *T:EP:CEO* Tax Related Public Use
- 3900**                    **32740Z**                    Each  
*09/2001 No Previous Issue*  
**New Careers**  
The pocket folder holds occupational and marketing materials distributed by IRS recruiters to potential recruits at job fairs, college and university recruitment activities, and other recruiting events. *N:ADC:H:C* General Admin Public Use
- 3906**                    **32753C**                    Each  
*10/2001 No Previous Issue*  
**Employee Plans Folder**  
Publication 3906 is a pocket folder that is part of Employee Plans outreach campaign to be ordered individually, or to be used for meetings, seminars, and other methods of outreach development. *T:CL* General Admin Public Use
- 3907**                    **32754N**                    Each  
*10/2001 No Previous Issue*  
**Employee Plans Tote Bag**  
Publication 3907 is a plastic tote bag that is part of an employee plans outreach campaign to be ordered individually, or to be used for meetings, seminars or other means of EP outreach development. *T:CL* General Admin Public Use

## Publications

- 3909**                    **32760R**                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**IRS e-file for Business Fact Sheets and Q&As**  
 Publication 3909 is a packet of e-file for Business Fact Sheets and Q&As which contains 6 individual Fact Sheets and 1 Q&A sheet as follows: Pub 3909 (Title Page), Pub 3909A (Form 1040-Self-Employed), Pub 3909B (Forms 940/941), Pub 3909C (Form 1065), Pub 3909D (Information Returns), Pub 3909E {Electronic Federal Tax Payment System (EFTPS)} Pub 3909F (IRS e-file for Business Q&As). All items are shrinkwrapped together as a package (kit) and will be used as a handout at the IRS Nationwide Tax Forums, seminars and trade shows. *S:T Tax Related Public Use*
- 3909 A**                    **32761C**                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**For 1040-Self-Employed Fact Sheet**  
 Pub 3909A is an item included in Pub 3909, IRS e-file for Business Fact Sheets and Q&As, which will be used as a handout at the IRS Nationwide Tax Forums, seminars and trade shows. *S:T Tax Related Public Use*
- 3909 B**                    **32762N**                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**Form 940/941 Fact Sheet**  
 Pub 3909B is an item included in Pub 3909, IRS e-file for Business Fact Sheets and Q&As, which will be used as a handout at the IRS Nationwide Tax Forums, seminars and trade shows. *S:T Tax Related Public Use*
- 3909 C**                    **32763Y**                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**Form 1065 Fact Sheet**  
 Pub 3909C is an item included in Pub 3909, IRS e-file for Business Fact Sheets and Q&As, which will be used as a handout at the IRS Nationwide Tax Forums, seminars and trade shows. *S:T Tax Related Public Use*
- 3909 D**                    **32764J**                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**Information Return Fact Sheet**  
 Pub 3909D is an item included in Pub 3909, IRS e-file for Business Fact Sheets and Q&As, which will be used as a handout at the IRS Nationwide Tax Forums, seminars and tradeshow. *S:T Tax Related Public Use*
- 3909 E**                    **32765U**                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**Electronic Federal Tax Payment System (EFTPS) Fact Sheet**  
 Pub 3909E is an item included in Pub 3909, IRS e-file for Business Fact Sheets and Q&As, which will be used as a handout at the IRS Nationwide Tax Forums, seminars and trade shows. *S:T Tax Related Public Use*
- 3909 F**                    **32766F**                    Each  
*04/2002 Destroy Prev Issues Upon Rec*  
**IRS e-file for Business Q&As**  
 Pub 3909F is an item included in Pub 3909, IRS e-file for Business Fact Sheets and Q&As, which will be used as a handout at the IRS Nationwide Tax Forums, seminars and trade shows. *S:T Tax Related Public Use*
- 3914**                    **32791Q**                    Each  
*09/2001 No Previous Issue*  
**New Career Opportunities: Tax Compliance Officer (TCO), Tax Resolution Representative (TRR) & Tax Specialist (TS)**  
 Publication 3914 (Cutsheet/Flyer) is an insert for the "Career With The IRS " pocket folder. The insert contains information promoting the Tax Compliance Officer (TCO), Tax Resolution Representative (TRR) and Tax Specialist (TS) occupations, and will be distributed by IRS recruiters to potential recruits at job fairs, college and university recruitment activities, and other recruitment events. *80# White Coated Litho \*\* N:ADC:H:C Internal Use*
- 3915**                    **32792B**                    Each  
*09/2001 No Previous Issue*  
**How To Qualify: Tax Compliance Officer (TCO) (GS-526), Tax Resolution Representative (TRR) (GS-526) Tax Specialist (TS) (GS-**  
 Publication 3915 (Cutsheet/Flyer) is an insert for the "Career With The IRS" Pocket folder. The insert contains information promoting the Tax Compliance Officer (TCO), Tax Resolution representative (TRR) and Tax Specialist (TS) occupations, and will be distributed by IRS recruiters to potential recruits at job fairs, college and university recruitment activities, and other recruitment events. *80# White Coated Litho\*\* N:ADC:H:C Internal Use*
- 3916**                    **32793M**                    Each  
*09/2001 No Previous Issue*  
**New Career Opportunities: Internal Revenue Officer**  
 Publication 3916 (Cutsheet/Flyer) is an insert for the "Career With The IRS" pocket folder. The insert contains information promoting the Tax Compliance Officer (TCO), Tax Resolution Representative (TRR) and Tax Specialist (TS) occupations, and will be distributed by IRS recruiters to potential recruits at job fairs, college and university recruitment activities, and other recruitment events. *80# White Coated Litho \*\* N:ADC:H:C Internal Use*
- 3917**                    **32794X**                    Each  
*09/2001 No Previous Issue*  
**How to Qualify: Internal Revenue Officer - Flyer**  
 Publication 3917 (Cutsheet/Flyer) is an insert for the "Career With The IRS" pocket folder. The insert contains information promoting the Tax Compliance Officer (TCO), Tax Resolution Representative (TRR) and Tax Specialist (TS) occupations, and will be distributed by IRS recruiters to potential recruits at job fairs, college and university recruitment activities, and other recruitment events. *80# White Coated Litho \*\* N:ADC:H:C Internal Use*
- 3919**                    **32805T**                    Pad  
*09/2001 Destroy Prev Issues Upon Rec*  
**"Speak-Up" Magnetic Ruler (6")**  
 Tool used to inform the public about the Citizen Advocacy Panel. Item will be packaged in units of 25 shrink wrapped with internal package ID. Order item as a package of 25. *TA:CAP Other Public Use*
- 3920**                    **32806E**                    Each  
*02/2002 No Previous Issue*  
**Tax Relief for Victims of Terrorist Attacks**  
 Pub. 3920 was developed to inform taxpayers of the provisions of Public Law 107-134, Victims of Terrorism Tax Relief Act of 2001. The relief provisions are explained in detail in Pub. 3920. Pub. 3920 contains 4 worksheets and an example with illustrated worksheets. *W:CAR:MP:FP Tax Related Public Use*
- 3921**                    **32807P**                    Each  
*09/2001 No Previous Issue*  
**Help from the IRS for Those Affected by the Terrorist Attacks on America**  
 Publication 3921 is a new publication describing IRS relief for taxpayers affected by the terrorist attacks on September 11, 2001. *CL:C:MT General Admin Public Use*
- 3938**                    **32926X**                    Each  
*03/2002 No Previous Issue*  
**E-File for Business/EFTPS Plastic Bags**  
 Publication 3938 is a plastic bag which will be used at the IRS Nationwide Tax Forums and trade shows to promote e-file for Business and EFTPS. *S:T Tax Related Public Use*
- 3939**                    **32928T**                    Each  
*01/2002 No Previous Issue*  
**e-file for Business Stuffer**  
 Publication 3939 is a stuffer which will be used as a marketing product to promote e-file for Business. It will be used as a handout at the IRS Tax Forums and trade shows. *S:T General Admin Public Use*
- 3948**                    **33154R**                    Each  
*02/2002 Use/Issue Prev Issue First*  
**Ready for a Tax Break?(Stuffer)**  
 This stuffer promotes the Education Tax Credit and is available through the ADC's. *W:CAR:SPEC:PPD:E Tax Related Public Use*

## Publications

- 3949**                    **33155C**                    Each  
*02/2002 No Previous Issue*  
**Ready for a Tax Break? (poster)**  
 This poster will be used on college campuses to raise awareness of the educational tax credit. It promotes the Education Tax Credit and is available through the ADC's.  
*W:CAR:SPEC:PPD:E Tax Related Public Use*
- 3953**                    **33273Z**                    Each  
*01/2002 No Previous Issue*  
**Q0 About Tax Court Proceedings for Determination of Employment Status Under IRC Section 7436**  
 Publication 3953 is to be included as an insert with all Notices of Determination of Worker Classification. Its purpose is to provide helpful information to a taxpayer who has the right to petition the Tax Court for a proceeding for determination of employment status.  
*CC:TEGE:EOEG:E02 Tax Related Public Use*
- 3959**                    **33342B**                    Each  
*03/2002 No Previous Issue*  
**EFTPS CD-ROM for Tax Practitioners, Taxpayers & Financial Institutions**  
 This publication is intended to provide information to tax practitioners, taxpayers and financial institutions on the flexibility and many uses of EFTPS. Publication 3959 will also be used as a marketing tool at the IRS Nationwide Tax Forums, seminars and trade shows.  
*S:T General Admin Public Use*
- 3961**                    **33348P**                    Each  
*01/2002 No Previous Issue*  
**The Child Tax Credit - Stuffer**  
 This item will be used to market the Child Tax Credit to potentially qualified users.  
*W:CAR:SPEC:PPD:E Tax Related Public Use*
- 3961 SP**                    **33463F**                    Each  
*02/2002 No Previous Issue*  
**The Child Tax Credit - English (face) & Spanish (back)**  
 This item will be used to market the Child Tax Credit to potentially qualified users. It will have the message in English on one side and the message in Spanish on the other. Item should be ordered from the ADC's as a package. Each package consists of 100 stuffers.  
*W:CAR:SPEC:PPD:E Tax Related Public Use*
- 3965**                    **33428Y**                    Each  
*02/2002 No Previous Issue*  
**Got Kids? You May be Able to Take the Child Tax Credit**  
 THIS BROCHURE IS USED TO EDUCATE THE PUBLIC OF THE CHILD TAX CREDIT AND THE ADDITIONAL CHILD TAX CREDIT CHANGES.  
*W:CAR:SPEC:PPD:E Tax Related Public Use*
- 3966**                    **33430K**                    Each  
*02/2002 No Previous Issue*  
**Taxpayers With Disabilities**  
 This brochure is used to educate the public of the credits available to persons with disabilities.  
*W:CAR:SPEC:PPD:E Tax Related Public Use*
- 3970**                    **33523W**                    Each  
*02/2002 No Previous Issue*  
**Internal Revenue Service Progress Report From the Commissioner of the Internal Revenue Service**  
 Publication 3970 Internal Revenue Service Progress Report From the Commissioner of the Internal Revenue Service is report to highlight missions and goals of the Internal Revenue Service and achievements accomplished over the past year.  
*CL:C:MT General Admin Public Use*
- 3972**                    **33544Z**                    Each  
*02/2002 No Previous Issue*  
**Partnering Brochure**  
 Tri-fold brochure used to promote our partnership approach to reach individual taxpayers and geared towards the external partner.  
*W:CAR:SPEC:COMM General Admin Public Use*
- 3973**                    **33553K**                    Each  
*03/2002 No Previous Issue*  
**Volunteer Appreciation Letter - 2002**  
 English version of a letter of appreciation that will be generated and sent to all VITA/AARP volunteers that are awarded certificates (F9234).  
*W:CAR:SPEC:PPD:E Tax Related Public Use*
- 3973 SP**                    **33793W**                    Each  
*03/2002 No Previous Issue*  
**Volunteer Appreciation Certificate - Spanish**  
 Spanish version of a letter of appreciation that will be generated and sent to all VITA/AARP volunteers that are awarded certificates (F9234).  
*WI:CAR:SPEC:PPD:E Tax Related Public Use*
- 8160 E**                    **26124L**                    Each  
*11/2001 No Previous Issue*  
**This Year, e-file and Go Paperless!**  
 For the 2002 filing season, we have added a new feature to the IRS e-file Program - an electronic signature called "The Self-Select PIN." The process includes self-selecting a five-digit Personal Identification Number (PIN) which will be your electronic signature. Using a self-select PIN makes "paper less" filing available to almost everyone who uses IRS e-file. Prior to the 10-2001 revision this item was identified as Form 8160-E, catalog number 26124L.  
*W:CAR:ETA:E:R Tax Form or Instruction*
- 8300**                    **24359K**                    Each  
*05/1997 No Previous Issue*  
**Report of Cash Payment Over \$10,000 Received in a Trade Or Business**  
 This brochure answers questions taxpayers may have about the uses of Form 8300. It also provides information about where to file, what types of verification may be used in conjunction with the form, and sources for further information.  
*COMMUNICATIONS Internal Use*
- 8300 (SP)**                    **24358Z**                    Each  
*05/1997 No Previous Issue*  
**Report of Cash Payments Over \$10,000 Received in a Trade or Business**  
 This brochure provides information to taxpayers about Form 8300, where to send it, and its purpose. This is the Spanish version of Publication 8300.  
*COMMUNICATIONS General Admin Public Use*
- 8300 A (SP)**  
**IN-STRUCTIONS**                    **24360L**                    Each  
*05/1997 No Previous Issue*  
**Instructions (SP) to Report Cash Payments Over \$10,000 Received in a Trade or Business**  
 This brochure provides instructions for Form 8300 to Spanish-speaking taxpayers.  
*COMMUNICATIONS General Admin Public Use*

- Other Government Agencies
- Envelopes
- Miscellaneous Items



## Other Gov Agency Items

**AWARD FOLDER 1** 47239N Each  
 03/1994 Use/Issue Prev Issue First  
**Treasury Award Folder - Hard Cover - Ribbons on One Side Only**  
 This Folder is used for special presentations of awards without citations, when Document 5529 is not fully appropriate or for honorary awards. Document 5529 will be used for all awards outside of special presentations.  
 N:ADC:H:P:P Internal Use

**AWARD FOLDER SIDED 2** 47240O Each  
 01/1987 Use/Issue Prev Issue First  
**Treasury Award Folder - Two Sided**  
 This Folder is used for Commissioner, Assistant Commissioner and Regional Commissioner awards with citations and the Albert Gallatin Award. Document 5529 should be used for all awards other than those mentioned above.  
 N:ADC:H:P:P Internal Use

**CA-1** 16008O Each  
 01/1997 Use/Issue Prev Issue First  
**Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**  
 CA-1 originates from the U.S. Dept. of Labor, Employment Standards Administration; Office of Worker's Compensation Program. It is used to claim compensation that does not exceed 45 days. For more information see code of Administration, Title 20, Chapter 1 or Chapter 810. Federal employees compensation act (FECA). Available on Department of Labor Web Site www.dol.gov. A:PS:C:W Internal Use

**CA-2** 16032O Each  
 01/1997 Destroy Prev Issues Upon Rec  
**Federal Employee's Notice of Occupational Disease and Claim for Compensation**  
 Form CA-2 notifies the supervisor of an occupational disease and furnishes the official superior's report the OWCP. Available on Department of Labor Web Site www.dol.gov. A:PS:C:W Internal Use

**CA-2A** 16031D Each  
 09/1996 Use/Issue Prev Issue First  
**Federal Employee's Notice of Recurrence of Disability and Claim for Continuation Pay/Compensation**  
 Department of Labor Form CA-2a is used to notify OWCP that an employee, after returning to work, is again disabled by a prior injury or occupational disease.  
 A:PS:C:W Internal Use

**CA-5** 16080Y Each  
 12/1986 Destroy Prev Issues Upon Rec  
**Claim for Compensation by Widow, Widower, and/or Children**  
 Form CA-5 is a claim for compensation by a widow, widower and/or children under the Federal Employee's Compensation Act. No single order from the field exceeding 100 copies will be honored. This is an extremely low-use form. Available on Department of Labor Web Site, www.dol.gov  
 A:PS:C:W Internal Use

**CA-5 B** 16079X Each  
 03/1989 Use/Issue Prev Issue First  
**Claim for Compensation by Parents, Brothers, Sisters, Grandparents, or Grandchildren**  
 Form CA-5b is used by dependents to Claim Compensation when injury results in death. Available on Department of Labor Web site, www.dol.gov A:PS:C:W General Admin Public Use

**CA-6** 16092Q Each  
 11/1986 Destroy Prev Issues Upon Rec  
**Official Superior's Report of Employee Death's**  
 Form CA-6 notifies OWCP of the employment-related death of an employee.  
 A:PS:C:W Internal Use

**CA-7 & 20** 16102B Each  
 11/1998 Destroy Prev Issues Upon Rec  
**Claim for Compensation on Account of Traumatic Injury or Occupational Disease and Attending Physician's Report**  
 Form CA-20 (Rev. 01-97), Attending Physician's Report, is attached to Form CA-7 Available on Department of Labor Web Site, www.dol.gov. A:PS:C:W Internal Use

**CA-10** 16156Z Each  
 08/1987 Destroy Prev Issues Upon Rec  
**What a Federal Employee Should Do When Injured at Work**  
 CA-10 briefly describes the steps any employee should take when he/she sustains a work related injury. CA-10 is a poster which should be displayed on all official bulletin boards. A:PS:C:W Internal Use

**CA-11** 62014K Each  
 04/1999 Destroy Prev Issues Upon Rec  
**When Injured at Work**  
 Pamphlet CA-11 is titled 'When Injured at Work.' It explains facts about compensation for civilian employees of the federal government. Available on Dept of Labor Web Site, www.dol.gov A:PS:C:W Internal Use

**CA-16** 16200G Each  
 01/1997 Destroy Prev Issues Upon Rec  
**Authorization for Examination And/OR Treatment**  
 This is a labor department form used by all federal employees to request a medical examination and/or treatment. This is a labor department form used by managers of injured employees to authorize medical examination and/or treatment.  
 A:PS:C:W Internal Use

**CA-17** 16207F Each  
 01/1997 Use/Issue Prev Issue First  
**Duty Status Report**  
 Form CA-7 is needed by the Agency of a disabled employee to determine eligibility for continuation of pay, and to determine whether the employee is able to perform the regular work on either a full-time or part-time basis. Available at Dept of Labor Web Site, www.dol.gov A:PS:C:W Internal Use

**CA-550** 16701W Each  
 01/1999 Destroy Prev Issues Upon Rec  
**Federal Injury Compensation Questions and Answers About the FECA**  
 FECA (Federal Employee's Compensation Act). This form is used by employee to answer questions they have regarding the FECA. Available at Dept of Labor Web Site, www.dol.gov A:PS:C:W Internal Use

**CSRS SUM-MARY** 20066I Each  
 01/1993 No Previous Issue  
**Your Civil Service Retirement System (CSRS)**  
 A summary of benefits available under the CSRS retirement plan. PC:PS Internal Use

**GALLATIN SKETCHES** 61741O Each  
 09/1986 Destroy Prev Issues Upon Rec  
**Albert Gallatin Award Biographical Sketches**  
 This sketch is placed on the left-hand side of the Albert Gallatin Award in the Treasury Two Ribbon Award Folder.  
 N:ADC:H:P:P Internal Use

**GAO**  
**GGD-96-118** 22736V Each  
 06/1996 No Previous Issue  
**GAO Executive Guide Effectively Implementing the Government Performance and Results Act**  
 Under the Government Performance and Results Act of 1993 (GPRA) every agency must set goals, measure performance, and report on their accomplishments. This book was created to help Congress and federal managers put GPRA into effect, it identifies key steps that agencies need to take toward its implementation, along with a set of practices that can help make that implementation a success. This book is to be distributed automatically to all IRS managers. A minimum supply will be maintained by EADC for ordering additional manager or management official copies.  
 M:SP:P Internal Use

**IAB-1** 64548P Each  
 09/1987 No Previous Issue  
**Suggestion File Covers**  
 Suggestion File Covers N:ADC:H:P:P Internal Use

**OPM DOC**  
**157-53-8** 20602U Each  
 12/1993 No Previous Issue  
**FPM Sunset Document**  
 This item replaces The Federal Personnel Manual. The National Performance Review recommended the manual be abolished. The Sunset document makes it possible to change personnel policies and practices at the agency level. CC:F&M:IS:LIB Internal Use

## Other Gov Agency Items

**OPM FE 6** 16091F Each  
*12/1993 Destroy Prev Issues Upon Rec*  
**Claim for Death Benefits**  
 This is an OFEGLI form used to claim death benefits. This revision is made to reflect the new standard form numbers which it references. *M:S:P:B* General Admin Public Use

**OPM 1203 AJ** 12459V Each  
*01/1990 No Previous Issue*  
**Occupational Supplement For IRS Positions**  
 This form is a light reflective optical scan form printed in blue, red and black. The form is used to record test answers when administering the OPM Occupational Supplement test. THIS FORM REPLACES IRS Form 8797. *M:H:R* Internal Use

**OPM 1203 AW** 22967W Each  
*02/1998 Destroy Prev Issues Upon Rec*  
**Qualifications and Availability Form (MARS)**  
 This form is used for evaluating candidates against automated rating schedules developed under the Microcomputer Assisted Rating System (MARS). This four-page form may be used for any position for which a MARS rating schedule has been developed. It is not in an electronic format. *A:PS:PM* Internal Use

**OPM 1603** 22968H Each  
*02/1991 Use/Issue Prev Issue First*  
**OPM Answer Booklet**  
 This is a generic Answer Booklet used for testing applicants for positions in the Federal Government. This form is scannable and is used for many tests developed by the U.S. Office of Personnel Management. *A:PS:PM* Internal Use

**PD F 1048** 12792J Each  
*09/1988 No Previous Issue*  
**Claim for relief on account of the Non-receipt of United States Savings Bonds**  
 This form is used by used by employees to request replacement of Savings Bonds. *HR:H:S:R* Internal Use

**PD F 3062-4** 12791Y Each  
*06/1990 Destroy Prev Issues Upon Rec*  
**Application for relief on account of loss, theft or destruction of U.S. savings and retirement scrty**  
 This form is used by employees to request replacement of Savings Bonds. *HR:H:S:R* Internal Use

**RI 70-1** 10480U Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**FEHB Comparison Chart-Federal Civilian Employees**  
 This item is used by Federal Civilian Employees to help select the health care protection best suited to their needs. Employees may order a copy of RI 70-1 through Employee Connection. Refer to Doc 9669 (22761G), Employee Personnel Resource Guide, for further information. *A:PS:C:B:AND* Internal Use

**RI 70-5** 10481F Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**FEHB Comparison Guide-Former Spouses/TCC**  
 This brochure is used in the selection of employees health plan. It includes comparisons of all healthplans and their prices. This brochure is for former spouses enrolled in the Federal Employees Health Benefit Program. Employees may order a copy of RI 70-5 through Employee Connection. Refer to Doc 9669, Employee Personnel Resource Guide for further information. *A:PS:C:B:AND* Internal Use

**RI 70-8** 10767E Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**FEHB Comparison Guide-Temporary Employees**  
 The brochure is used to compare the different health plans that are available to Government employees. Employees may order a copy of RI 70-8 through Employee Connection. Refer to Doc 9669, Employee Personnel Resource Guide for further information. *A:PS:C:B:AND* Internal Use

**RI 70-10** 12755G Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**FEHB Comparison Guide-Visually Impaired**  
 This item is used by Federal Civilian Employees to help select the health care protection best suited for their needs. This is the same as RI 70-1 but for use by visually impaired individuals. Employees may order a copy through Employee Connection. Refer to Doc 9669, Employee Personnel Resource Guide for further information. *A:PS:C:B:AND* Internal Use

**RI 76-21** 15418E Each  
*04/1999 No Previous Issue*  
**FEGLI - Description and Certification of Enrollment in the FEGLI Program**  
 This booklet is divided into two parts and preceded by a brief overview, "Your Life Insurance at a Glance", describing the main provisions of the Program in easy-to-understand language. Part I, contains greater details about the FEGLI and Part II, contains "Questions and Answers", an election worksheet, a sample election form, and a table which shows effective dates of insurance resulting from various events. *A:PS* Internal Use

**RI 79-27** 14836U Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**Temporary Continuation of Coverage (TCC) Under the Federal Employees Health Benefits Program**  
 This pamphlet describes the conditions individuals must meet in order to be eligible for temporary continuation of coverage (TCC) under the Federal Employees Health Benefits Program when their regular coverage ends. The pamphlet also explains how to enroll for TCC, how much it costs, and how long it can continue. *A:PP* Internal Use

**SF 62** 62215X Each  
*10/1979 Use/Issue Prev Issue First*  
**Agency Request to Pass Over a Preference Eligible or Object to an Eligible**  
 OPM form used by Personnel Division in IRS Service Centers. *HR:H:R:N* General Admin Public Use

**SF 71** 16447R Each  
*12/1997 Use/Issue Prev Issue First*  
**Application for Leave**  
 Form S.F. 71 is used by all IRS employees to request leave. This is an IRS version of the SF71. The Standard Form 71 Application for Leave has been Revised. The New Revision Date is (Rev.12-97) the Form itself has change from a 7 X 3-1/4" multi part/color form to a 8-1/2 X 11" One Page Cut Sheet. *A:PP* Internal Use

**SF 85** 21879D Each  
*09/1995 No Previous Issue*  
**Questionnaire for Non-Sensitive Positions**  
 Standard Form 85 is used only after an offer of employment has been made and when the information it requests is job-related and justified by business necessity. *M:S:P:R* Internal Use

**SF 85 P-S** 21808U Each  
*09/1995 No Previous Issue*  
**Supplemental Questionnaire for Selected Positions**  
 Standard Form 85P-S is supplemental to SF 85P, but is used only after an offer of employment has been made and when the information it requests is job-related and justified by business necessity. This form request information on use of illegal drugs and alcohol and medical records. *M:S:P:R* Internal Use

**SF 85 P** 21813N Each  
*09/1995 No Previous Issue*  
**Questionnaire for Public Trust Positions**  
 This form is completed by persons seeking placement in positions currently labeled "public trust" positions because of their enhanced responsibilities and for certain sensitive positions that do not require access to classified information. *M:S:P:R* Internal Use

**SF 86** 10473F Each  
*09/1995 Destroy Prev Issues Upon Rec*  
**Questionnaire for National Security Positions (Z100 5), SF-86**  
 Standard Form 86 is completed by persons performing or seeking to perform duties for the Federal Government requiring access to classified information. *M:S:P:R* Internal Use

**SF 86A** 21793G Each  
*09/1995 No Previous Issue*  
**Continuation Sheet for Questionnaires SF 86, SF 85P, and SF 85**  
 Standard Form 86A is a continuation sheet to SF 86, SF 85P and SF 85. This form is filled in by IRS employees and potential IRS employees if additional space is need to complete information necessary for a background investigation. *M:S:P:R* Internal Use

## Other Gov Agency Items

**SF 182**      *10411H*      Each  
*12/1979 No Previous Issue*  
**Request, Authorization, Agreement and Certification of Training**  
 SF 182 is used to request authorization to attend outservice training. Copies stored at EADC are overprinted with the Administrative Service Center address in Beckley WV. Offices who need blank SF 182's should order them from GSA. *N:ADC:H:E:P:PS* Internal Use

**SF 215 A**      *20285R*      Each  
*05/1995 Destroy Prev Issues Upon Rec*  
**Deposit Ticket**  
 Std Form 215-A contains the tax breakout needed for IRS operations. The form is completed by either district office Collection function tellers or service center Receipt and Control Branch cash clerks whenever a deposit is made to a Federal Reserve Bank. *W:CAS:SP:IMF:R* Internal Use

**SF 1012 IRS VERSION**      *20990R*      Each  
*06/1994 Destroy Prev Issues Upon Rec*  
**Travel Voucher**  
 SF 1012 is a claim form for reimbursement of expenses incurred by employees for official travel. *CFO:S* Internal Use

**SSA PUB**  
**42-007**      *21726P*      Each  
*10/1996 No Previous Issue*  
**Magnetic Media Reporting - Submitting Annual W-2 Copy A information to the Social Security Admin.**  
 Used by the Public to report W-4 information on magnetic tape to the Social Security Administration. *T:T:F* Tax Related Public Use

**SSA 16-004**      *15869Z*      Each  
*09/1997 Use/Issue Prev Issue First*  
**Employer's Guide to Filing Timely and Accurate W-2 Wage Reports**  
 The Employer's Guide to Filing Timely and Accurate W-2 Wage Reports is a new publication that will be available to TPECs to use as an additional educational tool when conducting their SBWs. This publication covers such topics as the Annual Wage Reporting (AWR) Process, Recordkeeping, Common to Paper Form W-2 filers, etc. We will provide more information as to how you can go about ordering this publication through your ADC on form 2333V. *T:T:F* Internal Use

**SSA 20-003**      *21467H*      Each  
*07/1999 No Previous Issue*  
**Employee Information About the Social Security Statement**  
 Publications used to inform taxpayers how the Social Security Earnings and Benefit Program works. Social Security will provide an estimate of retirement, survivors, and disability benefits an individual (and family) may be eligible for, now and in the future. *T:T:F* Tax Related Public Use

**SSA 31-011**      *20049X*      Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**Software Specifications and Edits for Annual Wage Reporting**  
 A publication developed by SSA that documents the exact software editing criteria used by SSA when processing corrections to Annual Wage Reports. The booklet contains the editing used to process paper W-2/W-3's as well as magnetic media. Employers should be encouraged to replicate these edits in their own software to avoid unnecessary errors in their report. This Publication can be ordered by Taxpayer Education Coordinators (TPECs) on form 2333TE. *T:T:F* Internal Use

**SSA 31-031**      *22000M*      Each  
*01/1994 No Previous Issue*  
**Software Specifications and Edits for Correcting Annual Wage Reports - January 1994**

A publication developed by SSA that documents the exact software editing criteria used by SSA when processing corrections to Annual Wage Reports. The booklet contains the editing used to process paper W-2C/W3C as well as magnetic media. Employers should be encouraged to replicate these edits in their own software to avoid unnecessary errors in their report. This Publication can be ordered by Taxpayer Education Coordinators (TPECs) on form 2333TE. *T:T:F* Tax Related Public Use

**TD CIR 230**      *16586R*      Each  
*07/1994 Destroy Prev Issues Upon Rec*  
**Regulations Governing the Practice of Attorneys, Certified Public Accountants, Enrolled Agents, ...**  
 ... Enrolled Actuaries, and Appraisers before the Internal Revenue Service. TD Cir. 230 is issued to taxpayers and their representatives, such as CPA's and Attorneys. Also, handed out to persons preparing for the Special Enrollment Examination (SEE). *N:C:SC:DOP* General Admin Public Use

**TD RECORDS DISPOSAL**      *31768R*      Each  
*12/1995 No Previous Issue*  
**Records Disposition Management Program and the Removal of Papers**  
 This memo should only be distributed to employees who are requesting forms TD F 80-05.5 and TD F 80-05.6. This memo serves as the instructions to the employee. *A:RE:O:A3:SS:F:CAMS* Internal Use

**TDF 32-13.1**      *22009H*      Each  
*08/1995 No Previous Issue*  
**Employees Claim for Lost or Damage to Personal Property**  
 This is a Treasury Dept. form. *CC:GLS* Internal Use

**TDF 32-13.2**      *22010I*      Each  
*08/1995 No Previous Issue*  
**Schedule of Property**  
 This is a Treasury Dept. form. *CC:F&M:GLS* Internal Use

**TDF 35-03.1**      *61885R*      Each  
*12/2000 Destroy Prev Issues Upon Rec*  
**TIMIS Pay Periods, Pay Dates, and Annual Leave For Accrual For 2001 and 2002**  
 TDF 35-03.1 is a Department of the Treasury form which shows pay periods, pay dates and leave accruals. This form is useful to timekeeping personnel as it shows time and attendance submission dates. TDF 35-03.1 is available as an electronic, fillable form from WWW.PUBLISH.NO.IRS.GOV. In addition copies can be ordered from the Area Distribution Centers by calling 1-800-829-2437. *OP:FS:M:PS* Internal Use

**TDF 62-03.1**      *64990P*      Each  
*03/1987 No Previous Issue*  
**EEO Counseling Report - Individual Complaint Part 1**  
 This form is used by EEO personnel to register individual complaints reported by individuals. Replaces TDF 67-13.1 (catnum 62742J). *HQ:EOM:CPPR* Internal Use

**TDF 62-03.2**      *64992L*      Each  
*09/1987 No Previous Issue*  
**Designation of Representative and Limited Power of Attorney**  
 This form is used to designate an individual or organization as representative in discrimination cases. TDF 62-03.2 replaces TDF 67-13.2. *M:EO:E* Internal Use

**TDF 62-03.3**      *10758T*      Each  
*11/1987 No Previous Issue*  
**Complaint of Class Discrimination Report of EEO Counseling**  
 TDF 62-03.3 is used to document complaints of class discrimination and the Report of EEO Counseling. *M:EO:E* Internal Use

**TDF 62-03.5**      *64993W*      Each  
*03/1997 No Previous Issue*  
**Individual Complaint of Employment Discrimination**  
 TDF 62-03.5 is used to register a complaint of employment discrimination. TDF 62-03.5 replaces TDF 67-13.5 *N:EEO* Internal Use

**TDF 62-03.1A**      *64991A*      Each  
*09/1987 No Previous Issue*  
**EEO Counseling Report Individual Complaint Part II**  
 Form TDF 62-03.1A supercedes Form TDF 67-13.1A which is obsolete. *HQ:EOM:CPPR* Internal Use

**TDF 62-03.10**      *64994H*      Each  
*11/1987 No Previous Issue*  
**Complaint of Class Discrimination**  
 This Form is used to formally register a complaint of class discrimination. *N:EEO* Internal Use

## Other Gov Agency Items

**TDF 62-03.11 64995S** Each  
*09/1987 No Previous Issue*

### **Notice of Right to File a Discrimination Complaint**

This form is a notice sent out to individuals who have registered a complaint of discrimination and have not followed up on it within 21 calendar days. *N:EEO Internal Use*

**TDF 64-51.1 16405L** Each  
*03/1989 Use/Issue Prev Issue First*

### **Employee Suggestion**

This form is used by employees to submit suggestions. This is a Treasury Department Form. The version of Form TDF 64-51.1 used by the IRS has three signature lines. *N:ADC:H:P:P Internal Use*

**TDF 70-06.6 16438G** Each  
*04/1993 Destroy Prev Issues Upon Rec*

### **Justification For Other Than Full and Open Competition (JOFOC)**

Form TD F 70-06.6 is used by Procurement personnel to request other than full and open competition. This is an IRS version of the Treasury form. *P:P:Q Internal Use*

**TDF 70-06.7 62026C** Each  
*03/1989 Destroy Prev Issues Upon Rec*

### **Procurement Register**

Procurement Register is required for maintaining controls and accurately accomplishing necessary procurement reports. *P:P Internal Use*

**TDF 71-05.2 63440U** Sheet  
*02/1993 Destroy Prev Issues Upon Rec*

### **Label for Diskettes Containing Officially Limited Information**

This item is a sticker that is placed on diskettes or floppy disks used in conjunction with word processors and personal computers to denote the presence of officially limited information. *HR:F:S:PS Internal Use*

**TDF 80-05.5 31319S** Each  
*02/1992 No Previous Issue*

### **Documentary Materials Removal/Nonremoval Certification**

This form is used by employees who remove documents from their offices. *A:RE:O:A3:SS:F:CAMS Internal Use*

**TDF 80-05.6 31323A** Each  
*02/1992 No Previous Issue*

### **Removal of Documentary Materials By Presidential Appointees with Senate Confirmation**

This form is used by Presidential Appointees who remove documents from their offices. *A:RE:O:A3:SS:F:CAMS Internal Use*

**TDF 90-22.1 12996D** Each  
*07/2000 Destroy Prev Issues Upon Rec*

### **Report of Foreign Bank and Financial Accounts**

This form should be used to report financial interest in, or signature authority over, a bank securities or other financial account in a foreign country. Any questions should be referred to 1-800-800-CTRS (1-800-800-2877). *T:M:T Tax Form or Instruction*

**TDF 90-22.31 10184J** Each  
*12/1999 Destroy Prev Issues Upon Rec*

### **Department of the Treasury - Summons**

Form TD F 90-22.31 is completed by authorized personnel of the Secretary of the Treasury in connection with an investigation for the purpose of civil enforcement of the Currency and Foreign Transactions Reporting Act. The form is used to summon and require an individual to appear and give testimony and/or produce the books, papers, records, and other data identified as essential to the overall investigation. *CI:S:RPE Internal Use*

**TDF 90-22.48 24872I** Each  
*06/1996 No Previous Issue*

### **Department of the Treasury Federal Law Enforcement Agencies Process Receipt and Return**

This form is used by all Federal Law Enforcement Agencies to serve notice to a plaintiff that their property will be seized. *CI:S:RPE Internal Use*

**TDF 90-22.53 26697V** Each  
*01/1999 No Previous Issue*

### **Designation of Exempt Person**

This is a Dept of Treasury Form used to Apply to be an exempt person. *OP General Admin Public Use*

**TDF 90-22.55 33127K** Each  
*11/2001 Destroy Prev Issues Upon Rec*

### **Registration of money services business**

A registration form for money services business (i.e., sale or redemption of traveler's checks/money orders; currency exchange, check cashing, and money transmission). *WCAR:MP:FP:F:M Tax Form or Instruction*

**TDP 62-03 20071B** Each  
*05/1997 Destroy Prev Issues Upon Rec*

### **EEO Counselor Forms For Processing Complaints Of Discrimination Under 29 CFR Part 1614**

TDP 62-03 is used by EEO Counselors for processing complaints of discrimination. TDP 62-03 contains Form 62-03.11, Form 62-03.13 and Form 62-03.14. *M:EO:E Internal Use*

**TDP 76-01.D 20818G** Each  
*09/1997 Destroy Prev Issues Upon Rec*

### **Department of the Treasury Contracting Officer's Technical Representatives Handbook**

This handbook provides a source of basic guidance for personnel designated as Contracting Officers Technical Representatives to monitor contractor performance and perform other contract administration duties. It establishes standards, describes the assignment of responsibilities, and prescribes procedures for evaluating contract proposals, negotiating, awarding, and administering Treasury contracts. *M:P:P Internal Use*

**TFS 7311 43739E** Each  
*07/1979 Destroy Prev Issues Upon Rec*

### **Employee's Withholding Certificate for Local Taxes - City or County**

TFS Form 7311 is used to properly effectuate City tax withholding. Treasury Fiscal Requirements Manual Transmittal Letter No. 137 dated 03/20/75; Public Law 93-340; Manual Supplement 02G-23 dated June 12, 1975. *A:PS:TP Internal Use*

**TSP LARGE POSTER 13813L** Each  
*05/2002 Destroy Prev Issues Upon Rec*

### **Be a Winner! Large TSP Poster for Fall 2002 Open Season (November 15 through January 31, 2003)**

This poster is to be used for open seasons of the Thrift Savings Plan. Posters are revised for each open season. This poster measures 17" x 22". *CADC General Admin Public Use*

**TSP LF01 13667H** Each  
*01/1991 No Previous Issue*

### **Thrift Savings Plan Start on the Right Track to your Future**

This brochure gives you a short example of what a new FERS employee would have in their TSP account at retirement age of 65. It uses three ages, 20, 30 and 40. The example uses 5% contribution. *CADC Internal Use*

**TSP LF04 22374F** Each  
*05/1993 No Previous Issue*

### **You may think the Thrift Savings Plan is not for you ... Are You Sure?**

This brochure is used to encourage people to contribute to their TSP accounts. *CADC Internal Use*

**TSP LF05 22375Q** Each  
*08/1995 No Previous Issue*

### **Understanding your TSP participant statement FERS Leaflet**

This brochure explains what each field on your TSP participant statement is and what to do with them. *CADC Internal Use*

**TSP LF06 22376B** Each  
*08/1995 No Previous Issue*

### **Understanding your TSP participant statement CSRS Leaflet**

This brochure explains what each field on your TSP participant statement is and what to do with them. *CADC Internal Use*

## Other Gov Agency Items

- TSP LF07**      *22352R*      Each  
*05/1996 No Previous Issue*  
**CSRS Employees - Take A Closer Look At The TSP**  
 TPS brochure which is designed to convert CSRS employees to the Thrift Savings Plan. *CADC* General Admin Public Use
- TSP SMALL POSTER**      *13812A*      Each  
*05/2002 Destroy Prev Issues Upon Rec*  
**Be a Winner! Small Poster 8.5 x 11 Fall 2002 Open Season (November 15 through January 31, 2003)**  
 This small poster advertises Open Seasons of the Thrift Savings Plan. Posters are revised with each Open Season. *CADC* General Admin Public Use
- TSP-1**      *10585Y*      Each  
*05/2001 Use/Issue Prev Issue First*  
**Election Form**  
 This form is used when an employee elects to become a part of the Thrift Savings Plan. Employees who need to use this form should be instructed to use the Employee Express line starting on November 15, 1996. All changes to employees TSP will be made over the Telephone. This form should only be used by employees unable to make their changes through employee express. *CADC* Internal Use
- TSP-03**      *10679V*      Each  
*10/1996 Destroy Prev Issues Upon Rec*  
**Designation of Beneficiary Information and Instructions**  
 This form is used to designate the beneficiary of a Thrift Savings Plan account. *CADC* Internal Use
- TSP-09**      *12763G*      Each  
*06/1994 Destroy Prev Rev. Immediately*  
**Change of Address for Separated Participants**  
 This item is used to give your change of address to the Thrift Savings Plan office. This form should be used ONLY by participants who are no longer employed by the Government. *CADC* Internal Use
- TSP-16**      *10505E*      Each  
*10/1997 Use/Issue Prev Issue First*  
**Exception to Spousal Requirements**  
 This form is necessary to request a waiver from the Thrift Savings Plan Service Office. *CADC* Internal Use
- TSP-17**      *10506P*      Each  
*03/1998 Destroy Prev Issues Upon Rec*  
**Information Relating to Deceased Participant**  
 This form is to be used by persons applying for a deceased participant's Thrift Savings Plan account. *CADC* Internal Use
- TSP-20**      *11037T*      Each  
*02/1998 Destroy Prev Issues Upon Rec*  
**Loan Application**  
 This form is used to make an application for a loan from an employee's Thrift Savings Plan. Instructions for completing the application are on the reverse side of the form. *CADC* Internal Use
- TSP-30**      *12809T*      Each  
*09/1998 Use/Issue Prev Issue First*  
**Interfund Transfer Request**  
 Use this form only if you want to change the way the balance currently in your Thrift Savings Plan account is invested in the three TSP funds. *CADC* Internal Use
- TSP 50**      *31957M*      Each  
*05/2001 No Previous Issue*  
**Thrift Savings Plan Investment Allocation**  
 Use this form to allocate your investments among the five TSP funds. You can do this in two ways: You can direct the way you future payroll contributions will be invested, and you can also make an interfund transfer to change the distribution of the balance that is already in your account. The Federal Retirement Thrift Investment Board (Board) has developed Form TSP-50 Investment Allocation. Beginning May 1, 2001, employees may use this form to request Thrift Savings Plan (TSP) contribution allocations and/or interfund transfers. However, employees are encouraged to use the more efficient elec *CADC* Other Public Use
- TSP-70**      *21221H*      Each  
*11/1994 No Previous Issue*  
**Thrift Savings Plan Withdrawal Request**  
 Use this form when you are ready request a withdrawal, but not before you separate from Federal service. This form is printed and distributed with TSP-70-T Cat. No. 10555K Thrift Savings Plan Transfer Information. TSP-70 is a 2 page form Plus TSP-70-T also a 2 page equals total 4 pages. *CADC* Internal Use
- TSP-536**      *15337K*      Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**Important Tax Information About Payments From Your Thrift Savings Plan Account**  
 This pamphlet gives you information about the tax consequences concerning payments from your Thrift Savings Plan. *CADC* Internal Use
- TSP 1101**      *10843V*      Each  
*11/2001 Destroy Prev Issues Upon Rec*  
**Thrift Savings Plan for Federal Employees Open Season Update Nov 15, 2001 through January 31, 2002**  
 This item can be ordered through the distribution centers. It is automatically distributed to field offices during open season. *CADC* Internal Use
- TSPBK-01**      *10495T*      Each  
*11/1994 Destroy Prev Issues Upon Rec*  
**Thrift Savings Plan Withdrawal Information Employee Package Folder**  
 This item can be ordered through the distribution centers, and it is automatically distributed to field offices during open season. *CADC* Internal Use
- TSPBK-02**      *10680W*      Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Withdrawing Your TSP Account**  
 This publication is used to inform TSP participants on procedures for withdrawing their TSP accounts. *CADC* Internal Use
- TSPBK-03**      *10496E*      Each  
*05/2001 Destroy Prev Issues Upon Rec*  
**Guide to TSP Investments**  
 This publication is used by employees covered by the Thrift Savings Plan. It covers the different options available for TSP investments This item is available from the distribution centers, and it will be distributed automatically to field offices during open season. *CADC* Internal Use
- TSPBK-04**      *10938D*      Each  
*04/1997 Destroy Prev Issues Upon Rec*  
**Thrift Savings Plan Loan Program**  
 This book describes how you can borrow money from your Thrift Savings Plan. *CADC* Internal Use
- TSPBK-05**      *10940P*      Each  
*02/2001 Destroy Prev Issues Upon Rec*  
**Thrift Savings Plan Annuities**  
 This document describes the Thrift Savings Plan Annuities. *CADC* Internal Use
- TSPBK-08**      *10845R*      Each  
*05/2001 Min Supply For Late Filers*  
**Summary of the Thrift Savings Plan for Federal Employees**  
 This book contains a summary of benefits for the Thrift Savings Plan. *CADC* Internal Use
- TSPBK-08 (LARGE PRT)**      *21834Q*      Each  
*07/1995 No Previous Issue*  
**Summary of the Thrift Savings Plan for Federal Employees (Large Print Version)**  
 This document contains information to be used by federal employees working under the Thrift Savings Plan to determine what they will receive when they retire. It also helps evaluate the different options available under TSP. This document is printed in Large Type for the Visually Impaired. *CADC* Internal Use
- TSPBK-09**      *14547Y*      Each  
*02/2002 Destroy Prev Issues Upon Rec*  
**Thrift Savings Plan at a Glance**  
 The purpose of this item is to let people know about the Thrift Savings Plan at a glance. *CADC* Internal Use
- TSPBK-11**      *20574N*      Each  
*06/1995 Destroy Prev Issues Upon Rec*  
**Information About Court Orders**  
 This publication contains common questions and answers that employee's retiring under TSP should be concerned with. Most concern what happens when a Court gets involved with your pension plan because of a divorce, or Court proceeding. *CADC* Internal Use
- TSPBK 12**      *24998P*      Each  
*07/2001 Destroy Prev Issues Upon Rec*  
**TSP In-service Withdrawal**  
 This booklet explains in-service withdrawals from Thrift Savings Plan (TSP) accounts and provides specific information about the two types of in-service withdrawals. *CADC* Internal Use

## Other Gov Agency Items

**WPS 1A-7** 63253V Each  
07/1992 Destroy Prev Issues Upon Rec  
**Honor Awards Planning Guide**

This OPM document contains descriptions of the major Federally and non-Federally sponsored award programs. Can be used to identify appropriate awards to recognize employees. N:ADC:H:P:P Internal Use

**WPS 5** 10922T Each  
09/1989 No Previous Issue

**Limited Resources, Unlimited Ideas**

OPM WPS 5 is a pamphlet which encourages Federal employees to make employee suggestions. N:ADC:H:P:P Internal Use

**WPS 101-A** 64315S Each  
09/1987 No Previous Issue

**Career Service Certificate 5 Years**

This OPM form is issued to employees upon completion of 5 years of Government Service. N:ADC:H:P:P Internal Use

**WPS 102-A** 63245V Each  
05/1991 Use/Issue Prev Issue First

**Career Service Certificate - 10 years**

This OPM form is issued to employees upon completion of 10 years of Government Service. OPM has changed the form number. Old 10 year certificates formerly under WPS 101-A are good. N:ADC:H:P:P Internal Use

**WPS 103-A** 64316D Each  
05/1991 Use/Issue Prev Issue First

**Career Service Certificate - 15 Years**

This OPM form is issued to employees upon completion of 15 years of Government service. N:ADC:H:P:P Internal Use

**WPS 104-A** 63248C Each  
05/1991 Use/Issue Prev Issue First

**Career Service Certificate - 20 years**

This OPM form is issued to employees upon completion of 20 years of Government service. OPM has changed the form number. Old 20 year certificates formerly under WPS 102-A are good. N:ADC:H:P:P Internal Use

**WPS 105-A** 64317O Each  
05/1991 Use/Issue Prev Issue First

**Career Service Certificate 25 years**

This OPM form is issued to employees upon completion of 25 years of Government service. N:ADC:H:P:P Internal Use

**WPS 106-A** 63249N Each  
05/1991 Use/Issue Prev Issue First

**Career Service Certificate - 30 years**

This OPM form is issued to employees upon completion of 30 years of Government service. OPM has changed the form number. Old 30 year certificates formerly under WPS 103-A are good. N:ADC:H:P:P Internal Use

**WPS 107-A** 64318Z Each  
05/1991 Use/Issue Prev Issue First

**Career Service Certificate 35 Years**

This OPM form is issued to employees upon completion of 35 years of Government service. N:ADC:H:P:P Internal Use

**WPS 108-A** 63250O Each  
05/1991 Use/Issue Prev Issue First

**Career Service Certificate 40 years**

This OPM form is issued to employees upon completion of 40 years of Government Service. OPM has changed the form number. Old 40 year certificates formerly under WPS 104-A are good. N:ADC:H:P:P Internal Use

**WPS 109-A** 64323S Each  
05/1991 Destroy Prev Issues Upon Rec

**Career Service Certificate 45 Years**

This OPM form is issued to employees upon completion of 45 years of Government service. N:ADC:H:P:P Internal Use

**WPS 110-A** 63251Z Each  
05/1991 Destroy Prev Issues Upon Rec

**Career Service Certificate 50 years**

This OPM form is issued to employees upon completion of 50 years of Government service. OPM has changed the form numbers. Old 50 year certificates formerly under WPS 105-A are good. N:ADC:H:P:P Internal Use

**WPS 111-A** 63252K Each  
05/1991 Use/Issue Prev Issue First

**Retirement Certificate**

This OPM form is issued to employees upon retirement from Government Service. OPM has changed the form numbers. Old retirement certificates formerly under WPS 106-A are good. N:ADC:H:P:P Internal Use

## Envelopes

**25 CR/EFTPS 73053P** Each

*09/1999 No Previous Issue*

**EFTPS Enrollment Processing Courtesy Reply Envelope**

This envelope is to be used only by taxpayers when submitting enrollment applications for the Electronic Federal Tax Payment System (EFTPS). It is used in conjunction with Form 9779, EFTPS Business Enrollment Form, and Form 9783, EFTPS Individual Enrollment Form. The envelope is preprinted with a mailing address of PO Box 4210, Iowa City, IA 52244-4210. It is not to be used by IRS offices for their own courtesy reply mail.  
*OP:ETA:O:F* Tax Related Public Use

**44 VITA 26942P** Each

*09/2000 Destroy Prev Issues Upon Rec*

**VITA Tax Return Envelope**

This envelope is a special overprint of an E 44 for the VITA Program. They are provided to VITA volunteers at VITA sites by Taxpayer Education office personnel. The envelope provides them a place to keep the various handouts they receive, as well as an organizer to keep together tax records and paperwork for the taxpayers they assist. It is not to be used for mailing purposes. *W:CAR:SPEC:PPD:E* Tax Related Public Use

## Miscellaneous Items

**FORMAT 9**    *61592D*    Each  
*01/1990 Destroy Prev Issues Upon Rec*  
**Text and Graphic Format Layout Sheet**  
Used in preparation of ADP Training materials in the Service Centers.  
*M:S:CE:TX* Internal Use

**FORMAT 99**    *61173S*    Each  
*02/1998 Destroy Prev Issues Upon Rec*  
**IRM Graphic Layout Sheet**  
Format 99 is specifically designed to assist analysts with the proper placement and sizing of art work for the IRM. It should be used for all IRM graphics.  
*W:HR:LE:DSS5A* Internal Use





## Key Word Index

- aaas**  
 F 10883 a  
**abandonment**  
 F 1099 a  
 F 9445  
**abatement**  
 F 843  
 L 1278 (ro)  
 L 153 (sc/sp)  
 L 2166 (do)  
 L 2278 (do)  
 L 2289 (do)  
 L 2290 (do)  
 L 2737 (do)  
 L 2738 (do)  
 L 3180 (do)  
 L 3181 (do)  
 L 924 (do)  
 N 910  
**ability**  
 F 9934  
**able**  
 P 3965  
**abroad**  
 P 516  
 P 54  
 P 593  
**absence**  
 F 10090  
**abstract**  
 F 2263  
 F 7249 e  
 F 7249 f  
 F 940 c  
**abuse**  
 F 10056  
 P 3865  
**abusive**  
 F 8357  
**abusiveness**  
 F 8358  
**academy**  
 F 8860  
**accelerated**  
 F 1099 ltc  
**acceptance**  
 D 10820  
 F 2504  
 F 2504 wc  
 F 3363  
 F 6734  
 F 7249  
 F 870  
 F 870 e  
 F 875  
 F 890  
 F 9644  
 L 1195 (do)  
**access**  
 D 11505  
 F 10056 a  
 F 10191  
 F 10385  
 F 10476  
 F 10853  
 F 10853 a  
 F 11028  
 F 11377  
 F 12247  
 F 5877  
 F 6014  
 F 8826  
 F 9716  
 F 9938  
 P 2053  
 P 2053 a  
 P 2053 b  
**accident**  
 F 10287  
 F 10417  
 F 10517  
 F 9154  
**accidental**  
 F 10385  
**accommodating**  
 D 10941  
**accommodation**  
 D 9234  
 D 9278  
 F 10060  
**accorded**  
 P 499  
**accountable**  
 F 10205  
 F 10963  
 F 9206  
 F 9207  
**accountant**  
 D 11691  
**accreditation**  
 F 10100  
 F 10524  
**accrued**  
 N 1078  
**accumulated**  
 F 5471 sch j  
**accumulation**  
 F 1041 a  
 F 1041 sch j  
 F 4970  
**accuracy**  
 F 9390  
**achievement**  
 D 7400  
 D 7401  
 D 7402  
 D 7403  
 D 7404  
 D 7405  
 D 7407  
 F 9112  
**acknowledge**  
 L 19 (sc/sp)  
**acknowledgement**  
 F 10290  
 F 11631 a  
 F 11631  
 F 11161  
 F 9325  
 L 3269 (do)  
 L 3400 (do)  
 L 3405 (do)  
 L 556 (do)  
**acknowledging**  
 L 96 (sc/sp)  
 N 428  
**acknowledgment**  
 F 10946  
 F 3913  
**acquired**  
 F 2593  
 F 2593 a  
**acquisition**  
 D 9622  
 F 1099 a  
 F 5471 sch o  
 F 8594  
 F 8865 sch p  
**acquisition**  
 D 9465  
**acrobat**  
 D 11350  
**ACRS**  
 F 1914  
**activity**  
 D 10003  
 F 10207  
 F 10252  
 F 10855  
 F 11394  
 F 12894  
 F 12974  
 F 13241  
 F 3965  
 F 4196  
 F 4606  
 F 4714  
 F 4872  
 F 5043  
 F 5213  
 F 5311  
 F 5793  
 F 6765  
 F 795  
 F 7995  
 F 7995 a  
 F 8038  
 F 8052  
 F 8323  
 F 8328  
 F 8406  
 F 8582  
 F 8582 cr  
 F 8688  
 F 8810  
 F 9984  
 F 9984 a  
 F 9984 b  
 F 9984 c  
 P 925  
**ACTS**  
 F 4491 a  
**actuarial**  
 F 5500 sch b  
 N 1261  
 P 1457  
 P 1458  
 P 1459  
 P 723 c  
 P 723 d  
 P 723 e  
**actuary**  
 D 11538  
 F 9815  
**addendum**  
 F 10017  
 N 901  
**adequate**  
 F 2807  
**adjust**  
 P 919  
**adjusted**  
 F 2261 b  
**administration**  
 D 10293  
 D 11135  
 F 2373  
 F 9337  
 F 9398  
 P 3218  
 P 957  
**administrative**  
 D 11487  
 D 11630  
 F 10067  
 F 10346  
 F 10837  
 F 2509  
 F 4491 a  
 F 6863  
 F 8082  
 F 9207  
 F 9206  
 L 1787 (do)  
 L 1828 (do)  
 L 1830 (do)  
 L 1831 (do)  
 L 1833 (do)  
 L 1855 (do)  
 L 2062 (do)  
 L 2064 (do)  
 N 729  
 P 3392 (c)  
**administratively**  
 F 5436  
 F 9062  
 F 9061  
**administrator**  
 D 9648 e  
 D 9648 b  
 F 8469  
 P 559  
**adobe**  
 D 11350  
**adocacy**  
 D 11329  
**adopt**  
 F 1128  
**adoption**  
 F w-7 a  
 F 8837  
 F 8839  
 P 968  
**advance**  
 F w-5  
 F 10270  
 F 12234 a  
 F 2507  
 F 8562  
 F 8734  
 P 1235  
 P 1235 (sp)  
 P 1407  
 P 1759  
 P 1759 (sp)  
 P 1762  
 P 1762 (sp)  
 P 1844  
**advanced**  
 N 1036  
 P 2094  
 P 3334  
 P 3334 (sp)  
**advancement**  
 F 4238  
**adverse**  
 F 11396  
 F 5060  
 F 5795  
 F 6018  
 F 6265  
 F 6413  
 F 6417  
 L 1371 (ro)  
 L 1372 (ro)  
 L 1373 (ro)  
 N 402  
 N 414  
**advice**  
 F 4463  
 F 5565  
 L 1399 (do)  
**advised**  
 L 143 (sc/sp)

## Key Word Index

- L 86 (sc/sp)  
**advising**  
 L 1014 (do)  
 L 930 (do)  
 L 971 (ro)  
**advisor**  
 D 11705  
 D 11715  
 D 11739  
**advocacy**  
 F 12413  
 P 3108  
 P 3109  
**advocate**  
 D 11188  
 D 11189  
 D 11239  
 D 11298  
 D 11329  
 D 11348  
 D 11740  
 D 9186  
 F 12412  
 F 13062  
 F 13081  
 F 13082  
 F 9102  
 L 1285  
 L 1671  
 L 1686  
 L 1686  
 L 2902  
 L 2935  
 L 3164 j (do)  
 L 3164 j (sp) (do)  
 P 2104  
 P 2128  
 P 3537  
 P 3537 sp  
 P 3539  
 P 3539 sp  
 P 3540  
 P 3540 sp  
 P 3541  
 P 3735  
**aerospace**  
 D 9629  
**affidavit**  
 F 2311  
 F 2311 b  
 F 5991 a  
 F 5991 b  
**affiliated**  
 D 7005  
 F 3053  
 F 8388  
**affiliation**  
 F 851  
**africa**  
 P 3480  
 P 3480 a  
**agency**  
 D 11346  
 D 9141  
 F 4366  
 F 5877  
 F 8558  
 F 8610  
 F 8823  
 L 101 (sc/sp)  
 N 28  
 P 1075  
 P 1742  
 P 1743  
 P 1744  
 P 3349
- agent**  
 D 11490  
 D 11558  
 D 11566  
 D 11567  
 D 11793  
 F 10264  
 F 10280  
 F 10343  
 F 10344  
 F 10555  
 F 10930  
 F 2678  
 F 3206  
 F 8251  
 F 8655  
 P 1180  
 P 1315  
 P 1411 a  
 P 1474  
 P 1911  
 P 2109  
 P 2111  
 P 3669  
 P 3669  
 P 3683  
 P 3684  
 P 3685  
 P 3685  
 P 3686  
 P 3686  
 P 3687  
 P 3688  
 P 3689  
 P 3690  
 P 3691  
 P 3692  
 P 3706  
 P 3777  
 P 3778  
 P 3778  
 P 3779  
 P 3779
- agree**  
 P 5  
**agricultural**  
 F 943  
 F 943 (pr)  
 F 943 a  
 F 943 a (pr)  
 IP 943  
 P 51  
**AIMS**  
 F 10207  
 F 10304  
 F 10904  
 F 5348  
 F 8127  
 F 8721  
 F 8722  
 F 9351  
 F 9352  
 F 9885
- airline**  
 F 10939  
**alaska**  
 F 1041 n  
 F 9803  
**alcohol**  
 F 6478  
**aleph**  
 P 1457  
**alien**  
 F 1040 c  
 F 1040 es (nr)  
 F 1040 nr
- F 1040 nr-ez  
 F 1116  
 F 2063  
 F 8316  
 F 8453 nr  
 F 8840  
 P 1479  
 P 515  
 P 519  
 P 54  
**alimony**  
 F 3559  
 F 4217  
 L 1031 (do)  
 L 977 (do)  
 N 98  
**alison**  
 P 3687  
**allegation**  
 F 12173  
 F 12217  
**allocate**  
 F 870 w  
**allocation**  
 D 9168  
 F 1041 sch j  
 F 1066 sch q  
 F 11634  
 F 5074  
 F 5735 sch p  
 F 8379  
 F 8609  
 F 8610 sch a  
 F 8689  
 F 8817  
**allotment**  
 F 4508  
**allowable**  
 F 1914  
**allowance**  
 F w-4  
 F 11359 a  
 F 8445  
 F 8445 a  
 L 2290 (do)  
 P 1245  
**alphabetical**  
 D 10988  
**alternate**  
 F 9996  
 P 1857  
**alternative**  
 D 9451  
 F 10911  
 F 4626  
 F 6251  
 IP 6251 supp  
 N 1009  
 P 3771  
**amendment**  
 F ss-15 a (supp)  
 F 6406  
 F 8837  
 L 1204 (do)  
**americ**  
 P 3616  
**america**  
 F 9234  
 P 3349  
 P 3390  
 P 3410  
 P 3411  
 P 3411 a  
 P 3412  
 P 3413  
 P 3420
- P 3421  
 P 3421 a  
 P 3422  
 P 3423  
 P 3424  
 P 3424 a  
 P 3433  
 P 3433 a  
 P 3434  
 P 3434 a  
 P 3435  
 P 3436  
 P 3437  
 P 3454  
 P 3455  
 P 3458  
 P 3458 a  
 P 3459  
 P 3460  
 P 3461  
 P 3462  
 P 3464  
 P 3465  
 P 3466  
 P 3467  
 P 3468  
 P 3469  
 P 3470  
 P 3471  
 P 3472  
 P 3473  
 P 3474  
 P 3475  
 P 3476  
 P 3477  
 P 3478  
 P 3479  
 P 3480  
 P 3480 a  
 P 3481  
 P 3482  
 P 3482 a  
 P 3483  
 P 3484  
 P 3485  
 P 3485  
 P 3575  
 P 3575 a  
 P 3576  
 P 3576 a  
 P 3577  
 P 3577 a  
 P 3578  
 P 3578 a  
 P 3615  
 P 3616 a  
 P 3620  
 P 3921  
**americal**  
 P 3457  
**american**  
 D 9189  
 F w-2 as  
 F 4563  
 P 554  
 P 80  
**ammended**  
 IP 3520  
**amortization**  
 F 4562 (u)  
 F 4562  
**AMPS**  
 F 8708 (c)  
**analysis**  
 D 11124  
 D 7882  
 F 10032

## Key Word Index

F 10035 a	D 11596	<b>applicant</b>	D 11513 a
F 10093	D 11598	F 9003	<b>aprocess</b>
F 10146	D 11610	P 3005	P 3605
F 10257	D 11614	<b>apply</b>	<b>arab</b>
F 10298	D 11615	F 3040	P 3461
F 10298 a	D 11636	F 5213	<b>arbitrage</b>
F 10353	D 11637	P 1153	F 8038 r
F 10488	D 11657	P 2122	F 8038 t
F 10488 a	D 11677	P 783	F 8038 t
F 10531	D 11738	<b>applying</b>	<b>archer</b>
F 10863	D 7150	D 11417	F 1099 msa
F 1366	D 7150 a	D 11418	F 5498 msa
F 2366	D 7826	P 1577	F 8851
F 4402	D 9526	<b>appointment</b>	F 8853
F 4672	D 9600 a	F 10181	<b>architect</b>
F 5188	D 9600 c	F 10947	D 11634
F 5188 a	D 9708	F 12697	<b>armed</b>
F 6233	F 10152	F 13032	P 3
F 6236	F 10262	F 2678	<b>arrange</b>
F 6510	F 10263	F 4104	P 3692
F 8068	F 10315	F 5714	<b>arrangement</b>
F 8787	F 10371	F 9883	F 5498
F 8790	F 10372	L 1008 (do)	IP 1099 oid supp
F 9109	F 10391	L 1289 (do)	P 3199
F 9500	F 10392	L 2185 (do)	P 590
<b>analyst</b>	F 10393	L 2201 a (do)	<b>assembly</b>
D 11485	F 10394	L 2202 (do)	F 3552 (c)
D 11546	F 10395	L 2277 (do)	<b>asset</b>
D 11551	F 10396	L 3253 (do)	D 11625
D 11563	F 10397	L 3254 (do)	F 2261 b
D 11601	F 10443	L 3390 (do)	F 5310 a
D 11612	F 10467	L 3493 (do)	F 8594
D 11632	F 10490	L 3494 (do)	F 9677
D 11636	F 10510	<b>appraisal</b>	P 544
D 11644	F 10576	D 11498	P 551
D 11674	F 11385	F 10033	<b>assist</b>
D 11693	F 13079	F 10336	P 3800
D 11705	F 13080	F 11635	P 3801
D 11717	F 4368	F 11636	<b>assistance</b>
D 7968	F 5402	F 4241	D 10160
F 10576	F 5403	F 6850	D 10160 a
<b>andover</b>	F 5568	F 9664	D 9931
D 9282 d	F 5570	F 9857	EO 31900 0405
F 12884	F 5571	<b>appraisement</b>	EO 31900 0403
<b>annette</b>	F 5572	F 226 a	EO 31900 0402
P 3688	F 5580	<b>appraiser</b>	EO 31900 0004
<b>announcement</b>	F 8042	D 11637	F 10129
D 10197	F 8042 a	D 11654	F 10292
F 10549	F 9120	<b>appreciation</b>	F 10455
<b>annualization</b>	F 9120 a	F 9362	F 10888
F 8842	F 9393	P 3973 sp	F 10891
<b>annuity</b>	F 9394	P 3973	F 12412
F w-4 p	F 9423	<b>appropriation</b>	F 13072
F 1099 r	F 9807	F 2366	F 13184
F 4852	L 1154 (do)	<b>approval</b>	F 13206
F 5305 rb	L 1277 (ro)	F 10157	F 13206
F 5329	L 1278 (ro)	F 10419	F 13217
F 5625	L 1370 (ro)	F 10580 a	F 6089
P 3767	L 2460 (do)	F 1937 a	F 6148 a
P 3768	L 2777 (do)	F 1937 b	F 6522
P 571	L 3142	F 2951	F 678 v (in)
P 575	L 3164 l (do)	F 4461	F 9102
P 939	L 3164 l (sp) (do)	F 4461 a	F 911
<b>anthony</b>	L 525 a (sc)	F 4461 b	F 9276
P 3690	L 972 (ro)	F 5306	F 9452
<b>anti</b>	N 1158	F 5306 a	F 9885
D 11755	N 402	F 5306 sep	P 1431
<b>appeal</b>	N 910	F 6294	P 2053 b
D 10920	P 1020	F 6858	P 724
D 11479	P 1660	F 6858 b	P 724 (sp)
D 11539	P 1660 np	L 1645 (ro)	<b>assisted</b>
D 11540	P 5	<b>approve</b>	D 11252
D 11541	P 556	P 3125	F 10455
D 11572	P 892	<b>approved</b>	F 5681
D 11573	<b>appendix</b>	F 9610	<b>assistor</b>
D 11595	F 4526 b	<b>approver</b>	F 6744

## Key Word Index

- F 6745  
 P 1155  
 P 1414  
 P 678  
 P 678 fs  
 P 678 m  
**associable**  
 F 11272  
**associated**  
 F 8870  
**association**  
 D 9559  
 F 1120 h  
 F 990 c  
**assurance**  
 D 11360  
 D 11361  
 F 10366  
 F 10367  
 F 10367 a  
 F 10375  
 F 12902  
 F 12903  
 F 12904  
 F 9466  
**ASTA**  
 F 8119  
 F 8120  
**ATAO**  
 F 911  
**atfr**  
 D 10195  
**atlanta**  
 D 9736  
 F 11674  
 F 12112  
 F 13040  
 F 13041  
**atrade**  
 F 8300 (sp)  
**attachment**  
 F 10184  
 F 11194  
 F 13070  
 F 2333 x  
 F 6040  
 F 6041  
 F 6042  
 F 6043  
 F 6044  
 F 6045  
 F 8034  
 F 8397  
 F 8398  
 F 8399  
 F 8400  
 F 8401  
 F 9416  
 F 9417  
 F 9637  
 F 9771  
 F 9856  
**attack**  
 P 3920  
 P 3921  
**attendance**  
 F 10370  
 F 10995  
 F 10995 a  
 F 12626  
 F 6257  
 F 9113  
 F 9447  
 F 9448  
 F 9449  
**attorney**  
 D 11482  
 D 11715  
 D 7107  
 F 2848  
 F 4421  
 L 3271 (do)  
 L 937  
 L 937 (do)  
 P 2036  
 P 947  
**attributable**  
 F 5329  
 F 5713 sch b  
 F 872 f  
 F 872 i  
 F 872 ia  
 F 872 n  
 F 872 o  
 F 872 p  
 F 872 q  
 F 872 r  
 F 872 s  
**attribute**  
 D 9270  
 F 982  
**attrition**  
 F 9681  
**auby**  
 EO 21100 0002  
**auction**  
 F 2434  
**audio**  
 F 6293  
**audiovisual**  
 F 12239  
 F 8212  
**audit**  
 D 10278  
 D 9040  
 D 9682  
 D 9997  
 F 10129  
 F 10155  
 F 10207  
 F 10303  
 F 10307  
 F 10443  
 F 10455  
 F 10972  
 F 2677  
 F 3608  
 F 3610  
 F 4764 a  
 F 4883  
 F 5681  
 F 6086 (c)  
 F 6702  
 F 9387  
 F 9389  
 F 9936  
 L 1002 (do)  
 L 1156 (do)  
 L 2726 (do)  
 L 2737 (do)  
 L 2738 (do)  
 L 3399 (do)  
 L 3400 (do)  
 L 3405 (do)  
 L 3457 (do)  
 L 3458 (do)  
 L 3459 (do)  
 L 3474 (do)  
 L 622 (do)  
 N 1079  
 N 1080  
 P 2017  
 P 3114  
 P 3598  
**auditing**  
 D 8443  
 D 9075  
 F 6706 b  
 F 6706 c  
**auditor**  
 D 11494  
 F 10345  
 F 10465  
 F 10490  
 F 10510  
 F 5661  
 F 6565  
 F 6566  
 F 8042  
 F 8042 a  
**austral**  
 P 3433 a  
**australia**  
 P 3433  
**austria**  
 P 3420  
**auth**  
 F 11028  
**authority**  
 F 10280  
 F 10452  
**authoriz**  
 D 11280  
**authorization**  
 F 10086  
 F 10090  
 F 10437  
 F 10459  
 F 10460  
 F 10478  
 F 10476  
 F 10939  
 F 11227  
 F 1122  
 F 11395  
 F 11640  
 F 11664 e  
 F 12003  
 F 12180  
 F 12654  
 F 13046 a  
 F 1321  
 F 1958  
 F 2019  
 F 2787  
 F 3040  
 F 3289  
 F 4253  
 F 5877  
 F 6014  
 F 6176  
 F 6186  
 F 6271  
 F 6545  
 F 6863  
 F 8655  
 F 8821  
 F 8878  
 F 8879  
 F 9241  
 F 9298  
 F 9369  
 F 9716  
 F 9916  
 F 9993  
 P 1474  
 P 1911  
**authorized**  
 F 11389  
 F 13200  
 P 1345  
 P 1345 a  
 P 3008  
**auto**  
 L 3396 (do)  
 L 3397 (do)  
 L 3398 (do)  
**automated**  
 D 10001  
 D 10195  
 D 10197  
 D 10819  
 D 7329  
 D 7791  
 D 9485  
 F 10249  
 F 10377  
 F 11667  
 F 12152  
 F 13096  
 F 4872 a  
 F 4872 a  
 F 5081  
 F 8708 (c)  
 F 9952  
**automatic**  
 F 4868  
 F 7004  
 F 8736  
**automation**  
 D 10910  
 F 10391  
**automotive**  
 P 3204  
**availability**  
 F 12653  
**available**  
 F 8788  
 N 1155  
 P 3366  
 P 3800  
 P 3801  
**avas**  
 D 10197  
**averaging**  
 F 1040 sch j  
**avoi**  
 P 3467  
 P 3620  
**avoida**  
 P 3433  
 P 3455  
 P 3482  
 P 3575  
**avoidan**  
 P 3576  
**avoidanc**  
 P 3485  
**avoidance**  
 D 1300  
 P 3391  
 P 3420  
 P 3423  
 P 3424  
 P 3436  
 P 3437  
 P 3454  
 P 3457  
 P 3459  
 P 3460  
 P 3463  
 P 3470  
 P 3473  
 P 3475

## Key Word Index

- P 3479  
P 3480  
P 3483
- award**  
D 10289  
D 5529  
D 9210  
D 9981  
F 10323  
F 10861  
F 10985  
F 11094  
F 13028  
F 2235  
F 9078  
F 9079  
F 9082  
F 9085  
F 9086  
F 9086 a  
F 9087  
F 9088  
F 9089  
F 9093  
F 9094  
F 9095  
F 9096  
F 9097  
F 9158  
F 9158 a  
F 9526  
F 9527  
F 9528  
F 9529  
F 9731  
F 9732
- awareness**  
D 6986  
D 9946  
F 11370  
P 3332
- awariness**  
P 3320
- awss**  
F 13054  
F 13055
- background**  
F 10523  
F 2509
- backorder**  
F 9370 (c)
- badge**  
D 10882  
F 4589  
F 5903  
F 6402  
F 6664  
P 1303
- balanced**  
D 10157  
F 12377
- balancing**  
F 10844  
F 5804  
F 8627  
F 9262
- bank**  
F 5804  
F 8546  
F 9058  
F 9241  
F 9262  
L 3493 (do)  
L 3494 (do)  
P 1374  
P 3551 c
- banking**  
D 9161  
F 10509
- bankruptcy**  
D 11543  
D 9225  
D 9762  
F 10185  
F 4491 a  
F 6338  
L 1005 (do)  
L 1384 (do)  
L 915 b (do)  
L 950 b (do)  
N 720  
P 908
- banner**  
P 3332
- barbado**  
P 3457
- barber**  
P 3518 (sp)  
P 3742  
P 3742 a
- bargained**  
F 5303
- bargaining**  
F 10861  
F 13261  
F 9087  
F 9088  
F 9128
- barred**  
F 13139  
F 9355
- barter**  
F 1099 b
- batching**  
F 12461
- baugh**  
EO 42900 0002  
EO 42900 0003  
EO 42900 0005
- beauty**  
P 3518  
P 3518 (sp)
- beaver**  
P 3551
- behavior**  
D 9335
- belgium**  
P 3454  
P 3454 a
- beneficial**  
F w-8 ben
- beneficiary**  
F 1041 sch k-1  
F 1041 t  
F 3520 a  
F 886 w
- beth**  
N 1261  
P 1458
- between**  
D 11062  
P 2093  
P 3390  
P 3391  
P 3410  
P 3411  
P 3411 a  
P 3412  
P 3413  
P 3420  
P 3421  
P 3421 a
- P 3423  
P 3424  
P 3424 a  
P 3433  
P 3433 a  
P 3434  
P 3434 a  
P 3435  
P 3436  
P 3437  
P 3454  
P 3455  
P 3457  
P 3458  
P 3458 a  
P 3459  
P 3460  
P 3461  
P 3462  
P 3464  
P 3465  
P 3466  
P 3467  
P 3468  
P 3469  
P 3470  
P 3471  
P 3472  
P 3473  
P 3474  
P 3475  
P 3476  
P 3477  
P 3478  
P 3479  
P 3480  
P 3480 a  
P 3481  
P 3482  
P 3482 a  
P 3483  
P 3484  
P 3485  
P 3575  
P 3575 a  
P 3576  
P 3576 a  
P 3577  
P 3577 a  
P 3578  
P 3578 a  
P 3615  
P 3616  
P 3616 a  
P 3620
- beverage**  
P 1872
- bicentennial**  
D 9320
- biennial**  
F 10285
- bilingual**  
D 11717
- binder**  
D 7407  
D 9157 a  
P 1414
- binnion**  
EO 21500 0002
- biographical**  
F 4978  
F 9929
- biological**  
D 11282 a
- blank**  
D 6146
- F 10131  
F 12196  
F 4190  
F 4190 f  
F 5777 2 pt (c)  
F 6695 6 pt (c)  
F 8483  
F 9086 a  
F 9158  
F 9158 a  
P 1045
- blanket**  
F 11093  
F 8567
- blending**  
F 8849 sch 3
- blotter**  
F 10178
- blowup**  
P 1429  
P 853
- board**  
D 6626  
F 10191  
F 9815
- boat**  
L 3396 (do)  
L 3397 (do)  
L 3398 (do)
- bomb**  
F 12083  
F 9166
- bond**  
D 5531  
F 1117  
F 2019  
F 8038  
F 8038 g  
F 8038 gc  
F 8328  
F 8693  
F 8815  
F 8818  
F 8860  
P 3755
- bonus**  
IP 1099 oid supp
- borrower**  
F w-9s  
F 1120 ic disc sch q
- bottle**  
F 10003  
F 9667
- boundary**  
D 6295
- boycott**  
F 5713  
F 5713 sch a  
F 5713 sch c
- branch**  
D 10052  
D 10174 d  
F 10340  
F 10571  
F 10931 a  
F 13073  
F 4872 a  
F 8848  
F 9199  
F 9869
- break**  
P 3948  
P 3949
- briefing**  
D 11237  
D 11238

## Key Word Index

- F 11370
- F 4324
- broker**
- F 1099 b
- budget**
- D 11612
- D 11613
- F 9179
- building**
- D 10098
- D 11544
- D 11686
- D 9570 b
- F 11267
- F 12743
- bulk**
- F 9820
- bulletin**
- F 10191
- F 12971
- F 12972
- bureaucracy**
- D 11345
- D 11345 v
- D 11345 (cd)
- cable**
- D 11154
- cadc**
- F 10589 a
- calculate**
- L 3386 (do)
- calculation**
- F 8491
- F 8787
- F 8789
- calendar**
- D 11784
- F 10083
- F 10421
- P 1518
- P 509
- callback**
- F 10175
- F 9886
- L 2201 a (do)
- caller**
- N 1209
- camera**
- P 3158
- campaign**
- D 11714
- campus**
- D 6720
- F 12884
- F 13183
- F 9475
- canada**
- P 3421
- P 3421 a
- P 597
- cancellation**
- F 1099 c
- candidate**
- F 4241
- F 9112
- canine**
- D 11593
- cannot**
- L 95 (sc/sp)
- canvas**
- F 11023
- capehart**
- D 10098
- capital**
- F 1040 sch d (u)
- F 1040 sch d
- F 1041 sch d
- F 1065 sch d
- F 1120 s sch d
- F 1120 sch d
- F 2261 c
- F 2438
- F 2439
- IP 1040 sch d
- N 102
- P 3421
- capitalization**
- D 10822
- capone**
- P 1411 a
- career**
- F 10261
- F 10522
- F 9110 a
- P 1138
- P 1849 a
- P 3900
- P 3914
- P 3916
- caring**
- D 9676
- D 9676 a
- carrier**
- F 720 cs
- carry**
- F 8328
- carryback**
- F 1138
- carryover**
- F 6095
- cart**
- F 12119
- carton**
- F 8552 (c)
- cary**
- P 2093
- caryover**
- F 8610 sch a
- casefile**
- D 11298
- casework**
- D 9352
- cash**
- D 11545
- D 9981
- F 10133
- F 10300
- F 10861
- F 10985
- F 11664 d
- F 8300
- F 8300 (sp)
- F 9731
- F 9732
- L 980 (do)
- N 428
- N 923
- P 1428
- P 1544
- P 3199
- P 8300
- P 8300 (sp)
- P 8300 a (sp) instructions
- cashier**
- F 10491
- F 10526
- F 2507
- casino**
- F 8362
- F 8852
- L 3494 (do)
- casualty**
- F 1120 pc
- F 4684
- F 4748
- F 6653
- N 96
- P 547
- P 584
- P 584 b
- catalog**
- D 6172
- D 6262
- D 6398 a
- D 7130
- D 9343
- F 9123
- category**
- F 10140
- F 8788
- caution**
- F 13090
- CAWR**
- F 12235
- F 6222
- F 6232
- F 9335
- F 9336
- centralized**
- D 10167
- F 6176
- F 6462
- F 6463
- F 6798
- F 6834
- F 6835
- F 6836
- F 6876
- F 6877
- F 8067
- N 484
- CEQM**
- F 6706 a
- certificat**
- P 3973 sp
- certification**
- D 6581
- D 9592
- F w-10
- F w-9
- F w-9s
- F 10107
- F 10176
- F 10242
- F 10380
- F 10400
- F 10882
- F 10979
- F 11014
- F 11370
- F 11388
- F 11664
- F 11664 d
- F 11665
- F 12697
- F 12878
- F 12984
- F 12984 a
- F 4582 a (c)
- F 6782
- F 8274
- F 8445
- F 8551
- F 8604
- F 8609
- F 8703
- F 8850
- F 9111
- P 686
- certified**
- F 10333
- F 4338
- F 4338 a
- L 906 (do)
- certifying**
- F 1957
- CFOL**
- D 9162
- chapter**
- D 10407
- F 10458
- F 4720
- F 4881
- F 637
- L 1753 (do)
- character**
- F 2509
- characteristic**
- F 5989
- chargeout**
- F 4570
- charitable**
- F 1041 a
- F 8283
- F 9215
- P 1771
- P 526
- P 723 c
- P 723 d
- charity**
- F 4720
- chart**
- F 10153
- F 8761
- P 2043
- check**
- D 10818
- D 5531
- F 10114
- F 10198
- F 10299
- F 10438
- F 10530
- F 10972
- F 10992
- F 11192
- F 12333
- F 12408
- F 12973
- F 2019
- F 3913
- F 4728
- F 5794
- F 6685
- F 8250
- F 8269
- F 8290
- F 8546
- L 1052 (do)
- P 213
- P 3114
- checking**
- F 12302
- checklist**
- D 11301
- D 9735
- F 1008
- F 10148
- F 10316
- F 10471
- F 10474
- F 10479
- F 10526
- F 10955

## Key Word Index

F 10979 a	P 3961 sp	F 10411	<b>classification</b>
F 11118	P 3965	F 10486	D 10231
F 12062	P 503	F 10499	F 10198
F 12555	P 972	F 10504	F 10148
F 12555 a	<b>children</b>	F 10942	F 10114
F 12555 b	F 8615	F 11369	F 10264
F 12555 c	N 199	F 2083	F 10436
F 12555 d	N 200	F 2297	F 10435
F 12555 e	P 929	F 2552 (c)	F 10508
F 12555 f	<b>chris</b>	F 3363	F 10930
F 12555 g	P 3684	F 4366	F 10992
F 12555 h	<b>christian</b>	F 4488	F 12312
F 12810	F 2031	F 4490	F 5079
F 13145	<b>chronological</b>	F 4491 a	F 5126
F 2061 a	F 4365	F 4491 a	F 6241
F 4104	<b>chronology</b>	F 5646	F 6255
F 4222	F 5464	F 6118	F 6250
F 4478	F 5464 a	F 6338	F 6256
F 5493 a	<b>church</b>	F 8332	F 6579
F 5493 b	F 10398	F 8379	F 6685
F 5493 c	F 8274	F 843	F 6754
F 5493 d	F 8274	F 8445 a	F 8419
F 5493 e	P 1828	F 8546	F 8701
F 5493 f	<b>CIDS</b>	F 8849	F 8832
F 5493 g	F 8483	F 8849 sch 6	F 9008
F 5493 h	F 8483 (c)	F 8862	F 9191
F 8646	F 8545 (c)	F 9120 a	F 9314
F 8867	<b>cincinnati</b>	F 9436	F 9927
F 9173	D 10882 a	F 973	F 9932 a
F 9216	D 11089	F 976	L 1372 (ro)
F 9223	D 9282 f	L 1004 (do)	L 3523
F 9224	F 10863	L 1010 (do)	<b>classified</b>
F 9225	<b>circuitry</b>	L 105 (sc/sp)	F 5804
F 9637	F 6093	L 106 (sc/sp)	<b>classifier</b>
F 9820	<b>circular</b>	L 1363 (ro)	F 10140
F 9883	F 10433	L 1364 (ro)	<b>classroom</b>
P 1510	P 15	L 153 (sc/sp)	F 10276
P 3183	P 179	L 1763 (do)	F 12464
P 3524	P 51	L 1774 (ro)	F 12466
<b>chemical</b>	P 80	L 178 (sc/sp)	F 13167
D 11282 a	<b>citation</b>	L 1869 (do)	<b>clearance</b>
<b>cheskaty</b>	F 9086 a	L 2289 (do)	F 10356
EO 10600 0002	F 9158	L 2290 (do)	F 10497
<b>chief</b>	F 9158 a	L 2877 (do)	F 11192
D 10910	<b>citizen</b>	L 3180 (do)	F 1937 a
D 6712	IP 706 na	L 3181 (do)	F 1937 b
D 7107	P 3108	L 3323 (do)	F 2061
D 7403	P 3109	L 3386 (do)	F 4324
D 7404	P 54	L 569 (do)	F 5389
D 7979	P 593	L 570 (do)	<b>clergy</b>
F 12878	<b>citizenship</b>	L 897 (do)	P 517
F 13055	P 3184	L 905 (do)	<b>clerical</b>
F 13064	<b>civil</b>	L 906 (do)	D 11591
F 13067	F 10156	L 916 (do)	F 9008
F 13080	F 10161	L 917 (do)	F 9191
F 13114	F 10161 a	L 924 (do)	<b>clerk</b>
F 13165	F 10312	N 1263	D 11484
F 13166	F 10951	N 415	D 11486
F 6524	F 4477	P 556	D 11488
F 7881	F 4478	<b>claimant</b>	D 11489
F 7881 a	F 4479	F 4479	D 11542
F 7995 a	F 4480	<b>claimed</b>	D 11545
<b>child</b>	F 5966	F 6772	D 11549
F 1040 a sch 2	F 6809	<b>claiming</b>	D 11549
F 2441	F 9849	F 1310	D 11554
F 2441 (u)	F 9873	F 673	D 11562
F 4746	P 721	F 6765	D 11571
F 6878	<b>civilian</b>	<b>clarification</b>	D 11577
F 8332	D 11549	L 239 (sc/sp)	D 11595
F 8812	P 516	<b>clarity</b>	D 11618
F 8814	<b>claim</b>	D 9183	D 11633
IP 1040 ss	D 11618	<b>class</b>	F 10391
N 99	D 9612	F 10520	<b>clinic</b>
P 3709	D 9612 a	F 12174	P 3319
P 3709 sp	F w-8 eci	<b>classificatio</b>	<b>clipping</b>
P 3961	F 10330	F 2504 wc	F 4685



## Key Word Index

- closing**
  - F 10314
  - F 10932
  - F 10956
  - F 13181
  - F 4222
  - F 5344
  - F 5351
  - F 5403
  - F 5570
  - F 5596
  - F 5599
  - F 5650
  - F 906
  - F 9923
  - L 1285
  - L 3388 (do)
  - L 913 (ro)
  - L 914 (ro)
- clothing**
  - F 4747
- cobol**
  - F 9225
- coda**
  - P 3199
- collateral**
  - F 10439
  - F 10506
  - F 2261
  - F 2261 a
  - F 2261 b
  - F 2261 c
  - F 2261 d
  - F 2276
  - F 6229
  - F 6313
  - F 8811
- collect**
  - F 870
- collectibility**
  - F 9439
- collectible**
  - F 53
- collecting**
  - D 10402
  - D 10402 a
- collectively**
  - F 5303
- college**
  - F 12896
- columbia**
  - F 8859
- combination**
  - D 5995 a
  - L 922 (do)
- command**
  - D 6529
  - D 9162
  - D 9249
- commemorating**
  - D 9320
- commercial**
  - P 595
- commission**
  - F 1120 fsc sch p
  - F 1120 ic disc sch p
  - F 13061
- commissioner**
  - EO 20000 0001
  - EO 40000 0002
  - F 12089
  - F 13015
  - F 13016
  - F 13028
  - F 13039
  - F 13041
- commissio**
  - F 13043
  - F 13045
  - F 13061
  - F 13119
  - F 4421
  - F 9085
  - P 3970
- commissio**
  - D 11372
- commitment**
  - D 10280
  - F 9078
- committee**
  - F 10484
  - F 11385
  - F 4081
  - F 5231
- commodity**
  - F 6853
- commonwealth**
  - F 5074
- communication**
  - D 10168
  - D 11199
  - D 11684
  - D 9157 a
  - D 9157
  - F 9138
  - F 9222
  - P 3698 a
- community**
  - F 8189
  - F 8847
  - P 1198 c
  - P 1224
  - P 1274
  - P 2053 b
  - P 3699
  - P 555
  - P 954
- COMPA**
  - F 9501
- company**
  - F 1120 l
  - F 1120 pc
  - F 1120 ric
  - F 1120 sch ph
  - F 2198
  - F 2438
  - F 5471 sch n
  - F 8390
  - F 8613
  - F 8816
  - P 3402
- comparison**
  - F 8791
- compensation**
  - D 6845
  - D 9612 a
  - D 9612
  - F 10243
  - F 8233
- competency**
  - D 11009
  - F 12088
- competitive**
  - F 6412
  - F 6416
- complaint**
  - F 10088
  - F 6155
  - F 9915
- compliance**
  - D 10001
  - D 11325
  - D 11497
- complied**
  - L 903 (do)
- complimentary**
  - L 590 (do)
- compromise**
  - D 9600 b
  - F 2515
  - F 3040
  - F 4196
  - F 4778
  - F 656
  - F 657
  - F 7251 a
- compulsion**
  - F 6186
- compute**
  - P 2011
- computerized**
  - D 6581
- computing**
  - D 5657
  - D 5657 a
  - D 9742
  - F 12827
  - F 12973
  - F 12974
  - F 12975
  - F 12976
  - F 12979
  - F 13058
  - F 5771
  - F 9698
  - F 9961
- concession**
  - F 8691
- concurrent**
  - F 2285
- conduct**
  - D 10848
  - D 11041
  - D 9077
  - D 9335
  - F w-8 eci
  - F 2509
- conduit**
  - F 1066
  - F 8757
  - F 8811
  - P 938
- confederation**
  - P 3424 a
  - P 3424
- conferee**
  - F 10252
- conference**
  - F 10118
  - L 1095 (ro)
  - L 1912 (do)
  - L 3165
  - L 950 (do)
  - L 965 (ro)
  - L 966 (ro)
  - L 970 (ro)
  - P 216
- confidential**
  - F 10411
  - F 10942
  - F 11369
- configuration**
  - F 13089
- confirmation**
  - F 5714
  - L 1346 (do)
  - L 2185 (do)
  - L 3253 (do)
  - L 3254 (do)
  - L 3474 (do)
- conflict**
  - D 10901
  - D 9262
  - D 9937
- congress**
  - P 2104
- congressional**
  - D 10818
  - D 11155
  - D 11301
  - D 11465
  - P 1273
  - P 3740
- connection**
  - F 8840
- consent**
  - F ss-10
  - F 10404
  - F 10407
  - F 10498
  - F 11166
  - F 1122
  - F 12279
  - F 12333
  - F 12408
  - F 4016
  - F 5384
  - F 6018
  - F 6732
  - F 6847
  - F 6884 (sp)
  - F 872
  - F 872 a
  - F 872 b
  - F 872 d
  - F 872 f
  - F 872 i
  - F 872 ia
  - F 872 n
  - F 872 o
  - F 872 p
  - F 872 q
  - F 872 r
  - F 872 s
  - F 872 t
  - F 872 u
  - F 8729
  - F 8838
  - F 8848
  - F 921
  - F 921 a
  - F 921 i
  - F 921 p

## Key Word Index

- F 952  
 F 972  
 F 973  
 F 977  
 L 1817 (do)  
 L 928 (do)  
 L 929  
 L 929 (do)  
 L 967 (ro)  
 L 968 (ro)  
 P 786
- consideration**  
 F 10533  
 F 13077  
 L 1765 (do)  
 L 692 (do)  
 L 916 (do)  
 L 924 (do)
- consolidated**  
 D 9464  
 D 9476  
 F 10425  
 F 1122  
 F 6522 a  
 F 8038 gc
- consolidation**  
 D 11033  
 F 12046  
 F 5310 a
- constant**  
 F 10033  
 F 9857
- constitutional**  
 N 729
- construction**  
 P 3780
- consumer**  
 F 3491
- container**  
 F 10879
- content**  
 D 10846
- continental**  
 P 1542
- continuation**  
 F 10035 a  
 F 10056 a  
 F 10183  
 F 10298 a  
 F 1040 sch d-1  
 F 11180  
 F 12114  
 F 12241  
 F 2311 b  
 F 3963 a  
 F 4318 a  
 F 4700 c  
 F 4802  
 F 5225 a  
 F 5773  
 F 6427  
 F 6467  
 F 6559 a  
 F 6772  
 F 6852  
 F 8042 a  
 F 8567 a  
 F 9805
- continuing**  
 F 10996  
 F 9172
- contract**  
 D 11551  
 D 11552  
 D 6023  
 D 9266
- F 10288  
 F 1099 r  
 F 2032  
 F 6781  
 F 8518  
 F 8596  
 F 8596 a  
 F 8697  
 F 8853  
 F 8870  
 F 9398  
 P 1516
- contractor**  
 D 9946  
 F 12289  
 F 9489  
 P 1779  
 P 1976
- contributio**  
 F 4461 b
- contribution**  
 D 6389  
 D 6393  
 D 7001  
 D 7334  
 F 4461  
 F 4744  
 F 5305 sep  
 F 5305 a sep  
 F 5623  
 F 6069  
 F 6655  
 F 8283  
 F 8384  
 F 8799  
 F 8847  
 F 8872  
 F 9058  
 F 9416  
 N 90  
 P 1565  
 P 1771  
 P 3198  
 P 526
- contributor**  
 F 990 990-ez sch b
- controlled**  
 D 10278  
 F 5471 sch m  
 F 5471 sch j  
 F 8274
- convention**  
 P 3391  
 P 3410  
 P 3411 a  
 P 3421  
 P 3421 a  
 P 3423  
 P 3424  
 P 3424 a  
 P 3433  
 P 3433 a  
 P 3434  
 P 3434 a  
 P 3435  
 P 3438  
 P 3454 a  
 P 3455  
 P 3457  
 P 3458  
 P 3458 a  
 P 3459  
 P 3460  
 P 3461  
 P 3462  
 P 3463
- P 3464  
 P 3465  
 P 3466  
 P 3467  
 P 3468  
 P 3469  
 P 3470  
 P 3471  
 P 3472  
 P 3473  
 P 3474  
 P 3475  
 P 3476  
 P 3477  
 P 3478  
 P 3479  
 P 3480  
 P 3480 a  
 P 3481  
 P 3482  
 P 3482 a  
 P 3483  
 P 3484  
 P 3575  
 P 3575 a  
 P 3576  
 P 3576 a  
 P 3577 a  
 P 3578 a  
 P 3615  
 P 3615 a  
 P 3616  
 P 3616 a  
 P 3620
- conventionbetween**  
 P 3422
- conversion**  
 F 8244  
 L 1954 (do)
- converted**  
 F 12234  
 L 1039 (do)
- converting**  
 L 1475 (do)
- conveyance**  
 F 6884 (sp)
- cooperative**  
 F 1099 patr  
 F 3491  
 F 9314  
 F 990 c
- coordinated**  
 D 11105  
 D 11361  
 D 8443  
 F 4485  
 F 4764 a  
 F 5054
- coordination**  
 F 3558
- coordinator**  
 D 11272  
 D 11677  
 F 12971  
 F 2061 a  
 P 1084
- copy**  
 D 10175  
 D 6323  
 F 11402  
 F 4506  
 F 4506 a  
 F 5451  
 L 3407 (do)  
 L 929
- L 929 (do)  
 L 968 (ro)  
 N 1036  
 N 675  
 P 1407  
 TP x vol 1  
 TP x vol 2
- core**  
 D 9235  
 D 9300
- corporate**  
 D 10293  
 D 9087  
 D 9470  
 F 10209  
 F 10574  
 F 12088  
 F 3439 a  
 F 5452  
 F 6241  
 F 6256  
 F 8023  
 F 8050  
 F 8810  
 F 8842  
 F 966  
 L 3474 (do)
- corrective**  
 F 10954
- correspondence**  
 D 11089  
 D 11155  
 D 11301  
 D 11426  
 D 11663  
 D 11780  
 D 6712  
 F 12152  
 F 1937 b  
 F 1937 a  
 F 3696 a  
 F 3696  
 F 5493 g  
 F 5640 b  
 F 5640 a  
 F 5640  
 F 5961 a  
 F 5961 (c)  
 F 6618  
 F 9339  
 F 9340  
 F 9535  
 L 1020 (do)  
 L 1475 (do)  
 L 29 (sc/sp)  
 L 556 (do)
- correspondex**  
 D 6548  
 L 3236 (c)(sp)  
 L 3238 (c)(sp)
- cost**  
 D 11551  
 F 10584  
 F 12541  
 F 2951  
 F 5451  
 F 5462  
 F 5712 a  
 F 8145  
 F 9918
- council**  
 F 13184
- counsel**  
 D 10910  
 D 6712  
 D 7107

## Key Word Index

- D 7979  
 F 10162  
 F 12878  
 F 6510  
 F 6524  
 F 7881  
 F 7881 a  
 F 7995 a  
**counseling**  
 F 2934  
 P 1113 a  
 P 1114  
**counselor**  
 F 11077  
**country**  
 P 3615  
 P 686  
**couple**  
 P 1565  
 P 1566  
 P 1643  
**coupon**  
 F 4417 a  
 N 843  
**course**  
 D 11792  
 D 6172  
 D 6262  
 D 6595  
 F 10261  
 F 10995  
 F 12469  
 F 12626  
 F 6380  
 F 6381  
 F 6382  
 F 6383  
 F 9123  
 F 9868  
**coursebook**  
 P 678 (in)  
**court**  
 D 7702  
 F 4161  
 F 8692  
 P 3953  
**courtesy**  
 E 25 cr/eftps  
 F 2209  
**coverage**  
 D 6393  
 D 9240  
 D 9242  
 F ss-16  
 F 10176  
 F 2032  
 F 5500 sch t  
 F 5627  
 F 9638  
 F 9640  
**coverpage**  
 F 12832  
**creation**  
 F 12046  
**credential**  
 F 10205  
**credito**  
 P 596 (sp)  
**creditor**  
 L 1040 (do)  
**creditorr**  
 F 12470  
**crime**  
 D 9762  
 P 1969  
 P 3860
- P 3861  
 P 3862  
**criminal**  
 D 11090  
 D 11253  
 D 11606  
 D 11621  
 D 11792  
 F pd 70  
 F 10109  
 F 10156  
 F 10312  
 F 10513  
 F 13072  
 F 1318 b  
 F 2683  
 F 3949  
 F 3949 e  
 F 4135  
 F 4365  
 F 4920  
 F 4930  
 F 5043  
 F 6664  
 F 9361  
 P 1918  
 P 3388  
 P 3669  
 P 3683  
 P 3684  
 P 3685  
 P 3686  
 P 3687  
 P 3688  
 P 3689  
 P 3689  
 P 3690  
 P 3691  
 P 3692  
 P 3859  
 P 3860  
 P 3861  
 P 3862  
 P 3869  
 P 699  
**crisis**  
 D 11101  
**criteria**  
 D 11467  
 D 11468  
 D 9186  
 F 9112  
 L 1686  
 P 1264  
 P 1438  
 P 1525  
**critical**  
 D 9170  
 D 9171  
**CSRS**  
 D 6315  
**CSRT**  
 F 8577  
**cstra**  
 D 11006  
**cumulative**  
 F 9182  
**currency**  
 D 9161  
 F 10509  
 F 4789  
 F 8362  
 F 8852  
 P 1241  
 P 1241 (sp)  
**current**
- F 11113  
 F 12089  
 F 12143  
 F 12933  
 F 4966  
**curricula**  
 D 10017  
**curriculum**  
 D 11197  
 D 9235  
 F 10261  
**cust**  
 L 3164 i (do)  
**custodial**  
 F 5305 a  
 F 5305 ea  
 F 5305 ra  
 F 5305 sa  
**custody**  
 F 1930  
**customer**  
 D 10101  
 D 10922  
 D 10947  
 D 11006  
 D 11009  
 D 11105  
 D 11480  
 D 11658  
 D 11820  
 D 7553 b  
 D 9087  
 D 9404  
 D 9925  
 F 10057  
 F 10371  
 F 10372  
 F 10425  
 F 10574  
 F 10931 a  
 F 11667  
 F 11672  
 F 12112  
 F 12123  
 F 12123 a  
 F 12148  
 F 12152  
 F 12152  
 F 12184 aa  
 F 12184 bb  
 F 12184 cc  
 F 12184 dd  
 F 12184 ee  
 F 12184 ff  
 F 12184 gg  
 F 12184 hh  
 F 12184 ii  
 F 12184 j  
 F 12184 jj  
 F 12184 k  
 F 12184 kk  
 F 12184 l  
 F 12184 ll  
 F 12184 m  
 F 12184 n  
 F 12184 o  
 F 12184 p  
 F 12184 pp  
 F 12184 q  
 F 12184 r  
 F 12184 s  
 F 12184 t  
 F 12184 u  
 F 12184 v  
 F 12184 w  
 F 12184 x
- F 12184 y  
 F 12260  
 F 13073  
 F 13142  
 F 13183  
 F 5493 a (csqm)  
 F 5493 csqm  
 F 9806  
 N 1158  
 P 1866 b  
 P 2183  
 P 3446  
 P 3645  
 P 3809  
 P 3810  
**custserv**  
 L 3164 d (do)  
 L 3164 d (sp) (do)  
 L 3164 i (sp) (do)  
 L 3164 m (do)  
 L 3164 m (sp) (do)  
 L 3238 (c)(sp)  
**cutsheet**  
 F 8483  
 F 9932 a  
**cycle**  
 D 5657  
 D 5657 a  
 D 6720  
 D 7875  
 D 7882  
 F 10017  
 F 11113  
 F 13133  
 F 8544 a  
 F 9387  
 F 9389  
 P 2043  
**cypr**  
 P 3458  
**czech**  
 P 3459  
**damage**  
 F 5646  
**DARTS**  
 F 9268  
**database**  
 D 7920  
**dealer**  
 L 3396 (do)  
 L 3397 (do)  
 L 3398 (do)  
**dear**  
 L 3035 (do)  
**death**  
 D 7565  
 F 1099 ltc  
 F 4393  
 F 5646  
 F 706 ce  
 P 3864  
**debit**  
 F 9007  
**debt**  
 F 1099 c  
 F 9371  
 N 100  
**decad**  
 P 3008  
**deceased**  
 F 1310  
**decendent**  
 F 11634  
**december**  
 F 4231 a  
**decision**

## Key Word Index

D 9653	F 4364	P 3151	F 6406
D 9653 a	F 6087	P 3151 a	F 8349
F 12046	<b>delinquent</b>	<b>depository</b>	F 8358
F 8213	F 11180	F 6812	F 8388
F 9062	F 4907 (c)	<b>depositing</b>	F 8390
L 1277 (ro)	L 1057 (do)	P 1502	F 866
<b>declaracion</b>	L 3267 (do)	<b>depreciable</b>	F 8717
F 2290 sp	L 729 (do)	F 1065 sch d supp	F 8718
<b>declaration</b>	<b>delivery</b>	<b>depreciate</b>	F 906
F 1040 es (sp)	F 10334	P 946	F 9565
F 12114	F 10335	<b>depreciated</b>	F 9566
F 12483	F 12868	F 8866	F 9639
F 1570	<b>demand</b>	<b>depreciation</b>	L 1365 (ro)
F 2120	F 668 c	F 1914	L 1366 (ro)
F 2848	F 9190	F 2271	L 1367 (ro)
F 4421	L 3263 (do)	F 4562 (u)	L 1368 (ro)
F 6290	<b>denial</b>	F 4562	L 1369 (ro)
F 8453	F 8683	P 534	L 1371 (ro)
F 8453 f	L 1342 (ro)	<b>deputy</b>	L 1372 (ro)
F 8453 nr	<b>denmark</b>	D 9141	L 1373 (ro)
F 8453 ol	P 3460	F 13016	L 3016
F 8453 p	<b>dental</b>	F 8558	L 3160
F 9445	F 4742	<b>desastre</b>	L 3180 (do)
L 2348 (do)	N 87	P 584 (sp)	L 3181 (do)
<b>declination</b>	P 502	<b>description</b>	L 3274 (do)
F 6510	<b>deny</b>	F 12240	L 3276 (do)
<b>decommissioning</b>	L 2166 (do)	F 3864 e	L 3277 (do)
F 1120 nd	<b>department</b>	F 4480	L 3278 (do)
<b>decreased</b>	D 9343	<b>designated</b>	L 3279 (do)
L 168 (sc/sp)	D 9652 a	F 10555	L 3280 (do)
<b>deduct</b>	<b>dependent</b>	F 1957	L 3283 (do)
N 735	F w-10	<b>designation</b>	L 3323 (do)
<b>deeo</b>	F 1040 a sch 2	F 10247	L 3523
F 11094	F 1040 ez	F 13200	N 393
<b>defaulted</b>	F 1040 ez vita/tce ovrprt	F 8513	N 402
L 2975 (do)	F 1040 ez (u)	F 9810	N 414
<b>defect</b>	F 2038	L 2700 (do)	P 3953
F 3927	F 2441	L 2701 (do)	P 794
<b>deferment</b>	F 2441 (u)	<b>designer</b>	<b>determine</b>
L 1175 (do)	F 4746	D 11560	F 6450
<b>deferred</b>	F 8233	<b>deskbook</b>	F 8787
F 5500 sch ssa	N 99	D 9285	N 989
F 6314	P 503	<b>deskerchise</b>	<b>determined</b>
F 8404	P 929	D 6888	L 909 (do)
P 3199	<b>depletion</b>	<b>desktop</b>	<b>determining</b>
<b>deficiency</b>	F 10318	D 11427	F ss-8
F 870 w	<b>deposit</b>	D 9676	P 561
<b>defined</b>	F 10185	D 9994 c	<b>developer</b>
D 6389	F 11424	<b>destruction</b>	D 11792
D 6390	F 1963	F 10875	D 6595
D 6393	F 1983	F 8551	D 7059 a
D 9242	F 1983	<b>detachable</b>	<b>development</b>
F 4461	F 2236	P 3108	D 10017
F 4461 a	F 2236	<b>determination</b>	D 11007
F 4461 b	F 2276	D 11500	D 11010
F 5300	F 2481	F ss-8 (pr)	D 11489
F 5623	F 2769	F 10011	D 11502
F 5624	F 3040	F 10032	D 7875
F 9638	F 4417 a	F 10883 a	D 7882
F 9640	F 5516	F 11186	D 9126
P 1565	F 5517	F 12294 a	F 10056
P 1566	F 5890	F 12892	F 10094 a
P 3197	F 6123	F 2198	F 10094
P 3198	F 8050	F 2259	F 10261
<b>definition</b>	F 8109 b	F 2285	F 10522
P 3709	F 8302	F 3706	F 11660
P 3709 sp	F 8646	F 4646 c	F 11661
<b>definitive</b>	F 9453	F 5060	F 6380
L 1368 (ro)	IP 1099 oid supp	F 5213	F 6381
<b>deidre</b>	IP 1099 oid supp	F 5300	F 6382
P 3776	L 313 (sc/sp)	F 5303	F 6383
<b>delegation</b>	L 903 (do)	F 5307	F 8847
F 10434	N 776	F 5309	<b>deviation</b>
F 10452	N 843	F 5310	F 13125
<b>delinquency</b>	N 931	F 5795	<b>dictionary</b>
F 2261 d	P 1510	F 6265	D 11009

## Key Word Index

- D 11247  
D 9040  
**diesel**  
F 10003  
F 8849 sch 2  
F 9666  
F 9668  
N 916  
N 916 (sp)  
**direct**  
F 10280  
F 6019  
F 6782  
F 8050  
F 8302  
P 911  
**director**  
D 11715  
D 11716  
EO 10700 0405  
EO 10700 0403  
EO 10700 0402  
EO 21300 0102  
EO 21300 0105  
EO 21300 0103  
EO 21400 0002  
EO 31800 0102  
EO 31800 0105  
EO 31800 0103  
EO 31900 0405  
EO 31900 0403  
EO 31900 0402  
EO 42700 0102  
EO 42700 0105  
EO 42700 0103  
F 10358  
F 12143  
F 13204  
F 9086  
**directory**  
D 11346  
D 6408  
D 7560 a  
P 3891  
**disability**  
D 10941  
D 11418  
D 7563  
D 9278  
N 487  
P 3966  
P 907  
**disabled**  
F 1040 a sch 3  
F 1040 sch r  
F 8826  
P 524  
**disagree**  
N 1215  
N 1216  
**disagreement**  
F 12509  
**disallowance**  
F 2297  
F 3363  
F 8862  
L 105 (sc/sp)  
L 1363 (ro)  
L 1364 (ro)  
L 1763 (do)  
L 2289 (do)  
L 569 (do)  
L 905 (do)  
L 906 (do)  
**disallowing**  
L 1774 (ro)
- L 3180 (do)  
L 3181 (do)  
**disaster**  
N 1155  
P 1600  
P 1600 (sp)  
P 2194  
P 2194 b  
P 3833  
P 547  
P 584  
P 584 b  
**DISC**  
F 1120 ic disc sch k  
F 4876 a  
F 8404  
IP 1120 ic disc  
**discharge**  
D 9285  
F 3033  
F 5495  
F 669 a  
F 669 b  
F 669 c  
F 669 h  
F 7990  
F 7990 a  
F 7990 b  
F 982  
P 783  
**dischargeability**  
D 9285  
**discharging**  
F 3259  
F 4422  
F 792  
**disciplinary**  
F 11396  
F 2582  
F 6413  
F 6417  
**disclose**  
F 10407  
N 437  
N 437 a  
N 437 a(1)  
N 441  
N 466  
**disclosure**  
D 11553  
D 11599  
D 11704  
D 11706  
D 6493  
D 6986  
D 9225  
D 9643  
D 9946  
F 10324  
F 10325  
F 10326  
F 10327  
F 10459  
F 10593  
F 10848  
F 12279  
F 13046 a  
F 5466 b  
F 5482  
F 8275  
F 8275 r  
F 8833  
F 9287  
F 9916  
N 129  
N 129 a
- P 1771  
**discontinued**  
F 10273  
F 10511  
**discount**  
F 1099 oid  
F 8281  
F 8816  
P 1212  
**discovered**  
F 9535  
**discrepancy**  
F 4549 e  
F 8721  
F 8722  
F 9351  
F 9352  
L 101 (sc/sp)  
L 138 (sc/sp)  
**discrimination**  
F 5627  
**discussion**  
D 11519  
D 11520  
D 11521  
F 11610  
**dishonored**  
F 8269  
**disparity**  
D 9241  
F 9639  
**display**  
F 6826  
**disposal**  
F 9298  
F 9299  
**disposing**  
F 11095  
**disposition**  
F 10557  
F 1065 sch d supp  
F 11671  
F 12254  
F 2019  
F 5471 sch o  
F 6402  
F 6670  
F 8288  
F 8288 a  
F 8288 b  
F 8693  
F 8823  
F 8865 sch p  
P 544  
**dispute**  
D 9451  
P 3771  
**disputed**  
F 12661  
**disqualified**  
F 4881  
**dissolution**  
F 966  
**distinguished**  
F 9526  
**distressed**  
P 954  
**distributable**  
F 6088  
**distribution**  
D 11288  
D 11542  
D 11554  
D 5531  
D 7004  
F 10390
- F 1041 sch j  
F 1099 patr  
F 1099 msa  
F 1099 div  
F 1099 r  
F 1120 ic disc sch k  
F 11664 f  
F 11674  
F 2040  
F 4190 f  
F 4852  
F 4970  
F 4972  
F 5452  
F 5752  
F 6193 a  
F 6697  
F 706 gs (d-1)  
F 706 gs (d)  
F 8387  
F 8791  
F 886 w  
F 9268  
F 9820  
IP 706 gs (d-1)  
IP 706 gs (d)  
L 3453 (do)  
P 564  
**distributor**  
F 8849 sch 4  
**disturb**  
D 11778  
**diversity**  
D 11741  
D 9653  
D 9653 a  
F 11094  
**dividend**  
F 1040 a sch 1  
F 1040 sch a & b (u)  
F 1040 sch a & b  
F 1099 div  
F 1260  
F 3189  
F 3206  
F 4398  
F 4399  
F 8814  
F 973  
F 976  
IP 1040 sch a & b  
**divider**  
D 9600 b  
D 9851  
F 4526 b  
**dividersfor**  
F 4526 a  
**division**  
D 10809  
D 11124  
D 11228  
D 11328  
D 11628  
D 11641  
D 6036  
D 7403  
D 7404  
F 10312  
F 10360  
F 10467  
F 10892  
F 11389  
F 12260  
F 13028  
F 2683  
F 2683

## Key Word Index

- F 4365  
F 4930  
F 6702  
P 3388
- divorce**  
P 1819
- divorced**  
F 8332  
P 504
- docket**  
F 1318 b
- docketed**  
F 10152  
L 1220 (ro)  
L 1645 (ro)  
L 969 (ro)  
L 970 (ro)  
L 971 (ro)
- documentation**  
D 9997  
F 10092  
F 10249  
F 10368  
F 11645  
F 12247  
F 8257  
F 9204  
F 9205  
L 3399 (do)
- dollar**  
F 10507  
F 8819
- domestic**  
F 1120 ic disc  
F 2962  
F 4605  
F 4605 a  
F 706 qdt  
F 886 y  
P 3865
- donated**  
P 561
- donee**  
F 8282
- dont**  
D 11099  
D 9643
- doub**  
P 3423
- doubl**  
P 3470  
P 3473
- double**  
P 3391  
P 3420  
P 3424  
P 3436  
P 3437  
P 3454  
P 3457  
P 3459  
P 3460  
P 3463  
P 3475  
P 3479  
P 3480
- draft**  
F 10491  
F 10526
- drawing**  
F 6797  
F 6797 a  
F 6797 b  
F 6797 c
- driving**  
F 10478
- drug**  
D 7474  
D 7550  
F 6765  
F 8820
- duchy**  
P 3470
- duel**  
L 3142
- duplicate**  
F 10553  
F 4217
- duty**  
D 7560 a  
F 10084  
F 10501  
F 10502  
F 6382  
F 8323  
F 9934  
P 3392 (c)
- dyed**  
F 10003  
L 3142  
L 3144  
L 3145  
L 3165  
N 1215  
N 916  
N 916 (sp)
- each**  
F 4526 b
- EACS**  
F 6126  
F 6321 a
- eadc**  
F 10589 b
- earned**  
F w-5  
F 1040 sch eic  
F 1040 sch eic (u)  
F 13217  
F 2555  
F 2555 ez  
F 8862  
F 8867  
L 3094 (sc/cg)  
N 1015  
N 1036  
P 1235  
P 1235 (sp)  
P 1495  
P 1495 (sp)  
P 1620  
P 1759  
P 1759 (sp)  
P 1762  
P 1762 (sp)  
P 1830  
P 1844  
P 3211  
P 3211 (sp)  
P 3320  
P 3334  
P 3334 (sp)  
P 3705 sp  
P 596  
P 596 (sp)  
P 962  
P 962 (sp)
- earner**  
F 433 a
- earning**  
D 5531  
F 5471 sch j  
F 5489
- F 8390  
F 8455
- easel**  
P 3694
- easiest**  
P 3806
- economic**  
D 10288 a  
D 11639  
F 13111  
F 9276
- economist**  
D 11628  
D 11667  
D 11692  
D 6418  
F 10889
- edition**  
D 5995  
D 9089
- editor**  
D 11579  
F 8748
- editorial**  
F 9345  
F 9345 a
- education**  
D 10293  
D 11629  
D 11684  
D 9087  
F 10571  
F 10996  
F 11023  
F 12088  
F 2333 te  
F 2333 x  
F 4913  
F 5045 a  
F 5305 e  
F 5305 ea  
F 8863  
F 9852  
F 9869  
N 91  
P 1066  
P 1198 c  
P 1224  
P 2196  
P 3000  
P 3698 a  
P 508  
P 970
- educational**  
D 11762  
F 12338  
F 12895  
F 12896  
P 1577
- efectivo**  
P 1544 (sp)
- efficiency**  
F 9218
- eftp**  
D 11762  
E 25 cr/eftps  
F 9779  
F 9779 (sp)  
F 9783  
F 9783 (sp)  
P 3111 a  
P 3122  
P 3381  
P 3425  
P 3722  
P 3909 e
- P 3938  
P 3959
- eitc**  
L 3094 (sc)  
P 3107  
P 3158  
P 3332  
P 3400  
P 3523  
P 3524  
P 3557
- either**  
P 3669
- elderly**  
F 1040 a sch 3  
F 1040 sch r  
P 1113 a  
P 1114  
P 3864  
P 524
- electing**  
F 1041 n  
F 1065 b sch k-1  
F 8274  
F 8621  
IP 1065 b  
IP 1065 b sch k-1  
L 3323 (do)
- election**  
F ss-16  
F 10985  
F 13261  
F 2553  
F 4876 a  
F 5213  
F 5712  
F 5712 a  
F 5768  
F 5768  
F 6111  
F 8023  
F 8328  
F 870 w  
F 8716  
F 8814  
F 8819  
F 8832  
F 8842  
F 8869  
F 8875  
F 9128  
F 9996  
IP 8023
- electric**  
F 8834
- electricity**  
F 8835
- electroni**  
P 1187
- electronically**  
F 4419  
F 4804  
F 4802  
F 6466  
F 6467  
F 9325  
P 1220  
P 1245  
P 2192  
P 3609
- elementary**  
P 2093
- eligibility**  
F doj i-9  
F 11014  
F 11664

## Key Word Index

- P 3524  
**eligible**  
 F 4537  
 F 5768  
 P 3709  
 P 3709 sp  
**eliminated**  
 L 168 (sc/sp)  
**elimination**  
 F 12046  
**ellen**  
 EO 43200 0002  
 EO 43200 0003  
 EO 43200 0005  
**emergency**  
 D 10098  
 D 9570 b  
 F 10427  
 F 3525  
**emploiment**  
 F 1040 sch se (u)  
**empowerment**  
 F 8844  
 P 954  
**encourage**  
 F 12667  
**encumbrance**  
 F 2434 b  
**endorsement**  
 F 5305 rb  
**energy**  
 F 10144  
 F 6497  
 F 6497  
**enfant**  
 EO 80700 0004  
**enforcement**  
 D 10018  
 D 6374  
 F 211 a  
 F 3965  
 F 6402  
 F 6664  
 F 6878  
 F 8325  
 P 2109  
 P 2111  
**enforcementofficer**  
 D 10289  
**engaged**  
 F 5213  
**engineer**  
 D 11634  
 D 11670  
 D 11736  
 F 3213  
**engineering**  
 D 11651  
 F 5202  
 F 5255 pg 1  
 F 5255 pg 3  
 F 5255 pg 2  
 F 5255 pg 4  
 P 748  
 P 748 a  
**english**  
 F 12184 aa  
 F 12184 bb  
 F 12184 cc  
 F 12184 dd  
 F 12184 ee  
 F 12184 ff  
 F 12184 gg  
 F 12184 hh  
 F 12184 ii  
 F 12184 j  
 F 12184 jj  
 F 12184 k  
 F 12184 kk  
 F 12184 l  
 F 12184 ll  
 F 12184 m  
 F 12184 n  
 F 12184 o  
 F 12184 p  
 F 12184 pp  
 F 12184 q  
 F 12184 r  
 F 12184 s  
 F 12184 t  
 F 12184 u  
 F 12184 v  
 F 12184 w  
 F 12184 x  
 F 12184 y  
 P 3753  
 P 3754  
 P 3961 sp  
 P 850  
**enrollment**  
 E 25 cr/eftps  
 F 10261  
 F 12808  
 F 23  
 F 4157  
 F 8554  
 F 9779  
 F 9779 (sp)  
 F 9783  
 F 9783 (sp)  
 F 9815  
 F 9815  
 IP 9779 (sp)  
 IP 9783 (sp)  
 P 3392 (c)  
 P 470  
**entertainment**  
 N 1291  
 N 93  
 P 463  
**entire**  
 L 3220 (do)  
**entity**  
 D 11434  
 D 11650  
 F 2363  
 F 2363 a  
 F 2962  
 F 5752  
 F 795 b  
 F 8487  
 F 8832  
 L 1864 (do)  
**entry**  
 D 11554  
 D 7400  
 F 13102  
 F 3177  
 F 3893  
 F 6072  
 F 6668  
 F 8408  
 F 8487  
 F 9511 a  
 F 9512  
 F 9512 a  
**envelope**  
 D 9589  
 E 25 cr/eftps  
 E 44 vita  
 F 10231  
 F 10553  
 F 12847 a  
 F 12847 b  
 F 12847 c  
 F 12847 d  
 F 12847 e  
 F 12847 f  
 F 12847 g  
 F 12847 h  
 F 12847 i  
 F 12847 j  
 F 12847 k  
 F 12847 l  
 F 12847 m  
 F 12847 n  
 F 12847 o  
 F 12847 p  
 F 12847 q  
 F 12847 r  
 F 12847 s  
 F 12847 t  
 F 12847 u  
 F 12847 v  
 F 12847 w  
 F 5397  
 F 6282  
 F 9880  
 F 9962  
 P 3400  
 P 3705 sp  
 P 3807  
**environment**  
 D 9039 b  
 F 9473  
 F 9475  
**environmental**  
 F 6627  
**epeo**  
 F 9924  
**EQMS**  
 D 9074  
 F 6706  
 F 6706 b  
 F 6706 c  
 F 9564  
 F 9565  
 F 9566  
**equal**  
 D 10866  
 D 11556  
 D 11557  
 D 11741 a  
 F 11077  
 F 11094  
 F 13164  
 F 13165  
 P 1014  
**equipment**  
 D 10604  
 D 11611  
 F 10291  
 F 11095  
 F 13167  
 F 1334  
 F 4747  
 F 5153  
 F 8145  
 F 9053  
 F 9474  
 F 9668  
 F 9866 a  
 N 97  
**equitable**  
 F 12337  
**equity**  
 F 977  
**equivalent**  
 P 915  
**errata**  
 N 1291  
**erroneous**  
 F 8546  
**erroneously**  
 F 8316  
**error**  
 D 11252  
 F 10845  
 F 11614  
 F 4019  
 F 5161  
 F 6462  
 F 6826  
 L 136 (sc/sp)  
**esta**  
 D 10169 sp  
**establishing**  
 F 6321 a  
**estate**  
 D 11482  
 D 11483  
 D 11561  
 F record 21  
 F 10085 a  
 F 10127  
 F 10198  
 F 1041  
 F 1041 es  
 F 10445  
 F 10506  
 F 1066  
 F 1099 s  
 F 10992  
 F 1116  
 F 1120 reit  
 F 1273  
 F 1366  
 F 2210  
 F 2373  
 F 3228  
 F 3614  
 F 3614 a  
 F 3621  
 F 4349  
 F 4351  
 F 4422  
 F 4768  
 F 4768  
 F 5225  
 F 5225 a  
 F 6180  
 F 6290  
 F 668 h  
 F 668 j  
 F 669 f  
 F 6706 b  
 F 706  
 F 706 a  
 F 706 d  
 F 706 na  
 F 706 qdt  
 F 7308  
 F 792  
 F 7990  
 F 8612  
 F 8757  
 F 8801  
 F 8811  
 F 8825  
 F 890 ad  
 F 926  
 F 977  
 F 9932 a  
 IP 706 na

## Key Word Index

L 626 (do)	F 2934	F 10252	L 928 (do)
N 901	F 4206	F 3232	L 968 (ro)
P 1153	F 4367	F 9984	<b>executive</b>
P 1437	F 4367	F 9984 a	D 11187
P 938	F 4826	<b>exceed</b>	D 6712
P 950	F 5634	F 9367	F 12450
<b>estimate</b>	F 5715	<b>excellence</b>	F 12450 c
F 10157	F 8107	F 9078	F 5887
<b>estimated</b>	F 8119	<b>exception</b>	F 5888
F 1040 es (nr)	F 8547	F 8840	F 5889
F 1040 es	F 9112	L 2263 (do)	<b>executor</b>
F 1040 es (w) fy	F 9439	<b>exceso</b>	F 4421
F 1040 es (sp)	F 9864	P 1544 (sp)	L 626 (do)
F 1041 es	F 9868	<b>excess</b>	P 559
F 1041 t	F 9869	F 10236	<b>exemplar</b>
F 1120 w	F 9877	F 10552	F 6540
F 1120 w (fy)	<b>evasion</b>	F 11358	F 6540 (sp)
F 2210	P 3463	F 8766	<b>exempt</b>
F 2210 f	<b>everyday!</b>	F 8831	D 6334
F 2220	P 3800	<b>excessive</b>	D 6379
F 2322	P 3801	F 6069	F 10892
F 4466	<b>everyone</b>	<b>exchange</b>	F 10900
F 4822	D 9948	D 11199	F 3706
F 8816	<b>everything</b>	F 1099 b	F 4194
F 8842	P 2036	F 4406 b	F 4506 a
F 990 w	<b>evidence</b>	F 8308	F 4620
P 1374	F 10935	F 8796	F 4621
P 505	F 5397	F 8824	F 5578
TP 1120 w (fy)	<b>exam</b>	<b>excise</b>	F 8003
<b>estimating</b>	D 7544	F 1331 c	F 8005
F 1040 es supp	F 10955	F 2503	F 8038
<b>estimation</b>	L 1475 (do)	F 2504 ad	F 8038 g
F 8790	L 2684 (do)	F 2758	F 8038 gc
<b>estonia</b>	L 2685 (do)	F 4016	F 8688
P 3575	L 3164 e (do)	F 4180	F 8718
P 3575 a	L 3164 e (sp) (do)	F 4523	F 8843
<b>ethic</b>	L 3164 f (do)	F 4720	F 8868
D 7923	L 3164 f (sp) (do)	F 5330	F 9215
D 7988	L 3164 g (do)	F 5384	F 990
D 9141	L 3164 g (sp) (do)	F 5385	F 990 ez
D 9300	L 3164 h (do)	F 5438	F 990 sch a
F 8558	L 3164 h (sp) (do)	F 6069	F 990 t
<b>ethical</b>	L 3236 (c)(sp)	F 6706 c	F 990 w
D 9077	<b>examined</b>	F 720	L 1176 (sc)
D 9300	F 5351	F 720 x	L 1371 (ro)
D 9335	F 5596	F 8612	N 393
F 9172	F 5599	F 8613	N 483
<b>evaluation</b>	F 5650	F 872 b	N 484
D 11158	P 742	F 8725	P 1494
D 11158	<b>examiner</b>	F 8831	P 3079
F 10036	D 11483	F 8849	P 3755
F 10037	D 11495	F 9490	P 3767
F 10237	D 11496	F 9491	P 3768
F 10277	D 11614	F 9492	P 557
F 10303	D 11615	F 9493	P 571
F 10306	D 11665	F 9494	P 598
F 10330	D 11737	F 9495	TP 990 -1
F 10454	D 11768	F 990 bl	TP 990 -2
F 10529	F 10366	L 1753 (do)	TP 990 -3
F 10532	F 10393	L 924 (do)	TP 990 pol
F 10849	F 10394	N 718	<b>exempted</b>
F 10890	F 10395	N 986	F 10257
F 11369	F 10396	N 996	<b>exemption</b>
F 12088	F 10397	P 3536	D 6023
F 12170	F 1744	P 510	F 1028
F 12450 c	F 3963	<b>exclusion</b>	F 1363
F 12461	F 3963 a	F 2555 ez	F 2038
F 12462	F 6618	F 4563	F 3491
F 12463	F 875	F 4981	F 3491
F 12464	F 9011	F 8815	F 3778
F 12465	F 9013	F 8873	F 4029
F 12466	F 9984 b	N 487	F 4217
F 12467	F 9984 c	<b>executed</b>	F 4361
F 12469	P 748	F 10555	F 5129
F 13236	<b>examining</b>	L 1846 (do)	F 6450
F 2665	D 10037	L 1848 (do)	F 8233



## Key Word Index

- F 8274  
 F 8332  
 F 9828  
 IP 1028  
 L 1365 (ro)  
 L 1366 (ro)  
 L 977 (do)  
 N 199  
 N 200  
 P 1162  
 P 501  
 TP 1023  
 TP 1024  
**exercise**  
 F 10531  
 F 4672  
**exhibit**  
 F 2270  
 F 4526  
 F 4526 a  
**expatriation**  
 F 8854  
 IP 8854  
**expectation**  
 N 1079  
 N 1080  
**expedite**  
 D 11465  
 D 5089  
 F 10017  
 F 10978  
 F 13133  
 F 5102  
**expenditure**  
 F 10411  
 F 10586  
 F 5768  
 F 8563  
 F 8872  
**expert**  
 D 9165  
 F 9526  
 F 9528  
**expiration**  
 F 10364  
 F 10364 a  
 F 10364 b  
 F 10533  
 F 3999  
 F 3999 t  
 F 895  
 L 2877 (do)  
**explained**  
 L 64 (sc/sp)  
**explanationof**  
 P 3424 a  
**export**  
 F 1363  
**express**  
 F 10209  
 F 10334  
 F 13097  
 F 6154  
 F 6183  
 F 9814  
**extension**  
 D 11220  
 F 10949  
 F 1127  
 F 1138  
 F 2350  
 F 2688  
 F 2758  
 F 4768  
 F 4868  
 F 5558
- F 6513  
 F 7004  
 F 8620  
 F 8736  
 F 8800  
 F 8809  
 F 8868  
 F 8878  
 L 1039 (do)  
 L 686 (do)  
**external**  
 F 12555 g  
**extract**  
 P 1822  
**extraction**  
 F 1118 sch i  
**extraterritorial**  
 F 8873  
**face**  
 P 3961 sp  
**facilitator**  
 D 10855  
 F 12595  
**facility**  
 F 10853  
**facsimile**  
 F 10525  
**factsheet**  
 P 3127  
**faculty**  
 F 12088  
**failed**  
 L 3386 (do)  
**failure**  
 F 3645  
 L 2777 (do)  
**fairness**  
 D 10018  
**familiarization**  
 D 9676 a  
 D 9676  
 D 9994 c  
 D 9994 b  
**family**  
 F 4822  
 F 9610  
 F 9611  
**farecard**  
 F 11211  
**farm**  
 F 1040 sch j  
 F 4835  
**farmer**  
 F 10415  
 F 2210 f  
 F 990 c  
 P 225  
**farming**  
 F 1040 sch f  
**FAST**  
 P 3605  
**federaltax**  
 P 3137  
**federation**  
 P 3436  
**fedex**  
 D 11099  
 F 13097  
 F 13100  
**feedback**  
 F 10361  
 F 10467  
 F 10520  
 F 10521  
 F 12112  
 F 6579
- feeder**  
 F 10453  
**fellowship**  
 N 95  
 P 520  
**female**  
 P 3685  
 P 3687  
 P 3688  
**FERS**  
 D 6315  
**FICA**  
 F ss-16  
 F 885 e  
 L 136 (sc/sp)  
 L 153 (sc/sp)  
 N 194  
**fiduciary**  
 F 1296  
 F 4605  
 F 4605 a  
 F 5337  
 F 5500 sch p  
 F 56  
 F 56 f  
 F 6123  
 F 6255  
 F 8453 f  
 F 875  
 IP 1041  
 L 921 (do)  
 L 962 (do)  
 P 1374  
**filed**  
 F 10916 (c)  
 F 12277  
 L 31 (sc/sp)  
**filer**  
 F 1040 ez  
 F 1040 ez  
 F 1040 ez (u)  
 F 1040 ez vita/tce ovrprt  
 F 1040 nr-ez  
 F 3774 m  
 F 8655  
 L 1153 (do)  
 L 1963 (do)  
 L 2778 (do)  
 P 1474  
 P 3225  
**fill**  
 D 10160 a  
**final**  
 D 11033  
 D 11198  
 F 10511  
 F 5887  
 F 6271 a  
 F 6546  
 F 668 c  
 F 866  
 F 906  
 L 1058 (do)  
 L 1371 (ro)  
 L 1372 (ro)  
 L 1373 (ro)  
 L 1828 (do)  
 L 1830 (do)  
 L 2062 (do)  
 L 2064 (do)  
 L 3160  
 L 3180 (do)  
 L 3181 (do)  
 L 3276 (do)  
 L 3280 (do)  
 L 3283 (do)
- L 3323 (do)  
 P 1866 b  
**financial**  
 D 10819  
 D 11591  
 D 11632  
 D 11636  
 D 11674  
 D 9287  
 D 9735  
 D 9773  
 F 10146  
 F 10308  
 F 10891  
 F 11622  
 F 13166  
 F 5104  
 F 5500 sch i  
 F 5500 sch h  
 F 5500 sch g  
 F 56 f  
 F 6144  
 F 6639  
 F 6782  
 L 3035 (do)  
 P 1577  
 P 2193  
 P 3860  
 P 3862  
 P 3959  
**financing**  
 F 6497  
**fingerprint**  
 D 11547  
 F 10006  
 F 12333  
 F 12408  
**finl**  
 P 3462  
**fioa**  
 F 10324  
**fire**  
 P 3609  
**fiscal**  
 F 1120 w (fy)  
 F 12182  
 F 9390  
 P 3463  
 P 3744  
 TP 1120 w (fy)  
**fishermen**  
 F 2210 f  
 P 595  
**flag**  
 F 10533  
 F 4817  
 F 8198  
**flexiplace**  
 D 10400  
 D 9742  
 D 9899  
 F 10882  
 F 10883  
 F 10883 a  
 F 11385  
 F 11386  
 F 11387  
 F 11388  
 F 12092  
**floor**  
 F 9473  
**flyer**  
 P 1178  
 P 3776  
 P 3777  
 P 3778

## Key Word Index

P 3779  
 P 3800  
 P 3917  
**foia**  
   F 10221  
   F 10221 a  
   F 10368  
   F 10488  
**fold**  
   P 3706  
**folder**  
   D 11465  
   D 11466  
   D 11467  
   D 11468  
   D 11469  
   D 5529  
   D 6712  
   D 6981  
   D 6982  
   D 6983  
   D 7564  
   D 7565  
   D 7923  
   F 10323  
   F 10364 a  
   F 10544  
   F 10859  
   F 11222  
   F 6067  
   F 6502  
   F 7881 a  
   F 9932 a  
   P 1469  
   P 1469 (sp)  
   P 1620  
   P 1778  
   P 1849  
   P 1849 a  
   P 1918  
   P 2027  
   P 2111  
   P 3111 a  
   P 3541  
   P 3639  
   P 3711  
   P 3740  
   P 3750  
   P 3906  
**folding**  
   D 11714  
**focard**  
   D 11248  
**food**  
   P 1872  
**fora**  
   F 8800  
**force**  
   D 9139  
   D 9271  
   F 10178  
   P 3  
   P 3446  
**forecast**  
   F 8866  
**foreign**  
   D 10278  
   D 10289  
   D 10976  
   F w-8 ben  
   F w-8 eci  
   F w-8 exp  
   F 1042  
   F 1042 s  
   F 1116  
   F 1118  
   F 1118 sch j  
   F 1120 f  
   F 1120 fsc  
   F 1120 sch n  
   F 2555  
   F 2555 ez  
   F 2962  
   F 3520  
   F 3520  
   F 3520 a  
   F 5471  
   F 5471 sch j  
   F 5471 sch m  
   F 5471 sch n  
   F 5471 sch o  
   F 5472  
   F 706 ce  
   F 8288  
   F 8288 a  
   F 8288 b  
   F 8621  
   F 8805  
   F 8865  
   F 8865 sch o  
   F 8865 sch p  
   F 926  
   F 926  
   F 926  
   F 9731  
   F 9732  
   IP 3520  
   IP 3520  
   IP 8865  
   IP 8865  
   P 1187  
   P 514  
   P 515  
   P 678 fs  
**forest**  
   F t-timber  
**forester**  
   D 11652  
**forfeited**  
   F 9061  
   F 9062  
**forfeiture**  
   F 1570  
**forma**  
   F 6651  
   F 6651 b  
   F 6653  
   F 6654  
   F 6843  
   F 8677  
   F 8678  
   F 8679  
   F 9365  
   IP ss-4pr  
   IP 1040 (pr)  
   IP 2290 sp  
**format**  
   D 6529  
   F 10056  
   F 10131  
   F 10433  
   F 10434  
   F 4028  
   F 4028 a  
   F 5634  
   F 8469  
   F 8470  
   MI format 9  
**former**  
   N 1263  
**formerly**  
   F 13206  
**formulation**  
   F 9179  
**foro**  
   IP 8854  
**fortuito**  
   P 584 (sp)  
**forum**  
   D 9622  
   D 9629  
**forwarded**  
   L 1154 (do)  
**foster**  
   P 3709  
   P 3709 sp  
**found**  
   L 101 (sc/sp)  
**foundation**  
   F 4881  
   F 4883  
   F 5060  
   F 5774  
   F 990 pf  
   F 990 pf  
   F 990 sch a  
   L 1368 (ro)  
   L 1369 (ro)  
   L 1372 (ro)  
   P 578  
   P 578  
   TP 990 pf  
   TP 990 pf  
**francisco**  
   P 1549  
**frank**  
   EO 10500 0102  
   EO 43300 0002  
   EO 43300 0003  
   EO 43300 0005  
**fraud**  
   D 10435  
   D 11550  
   D 11558  
   D 11605  
   F 10128  
   F 10951  
   F 11660  
   F 11661  
   F 2797  
   F 4774  
   F 5966  
   F 6809  
**fraudulent**  
   L 2777 (do)  
**freedom**  
   F 10221  
   F 10221 a  
   F 5640  
   N 393  
**freeze**  
   D 7603  
   F 10466  
**french**  
   P 3410  
**frivolous**  
   L 1963 (do)  
**FTDS**  
   F 8646  
**fuel**  
   D 11620  
   F 10003  
   F 4136  
   F 6478  
   F 8849 sch 1  
   F 8849 sch 2  
   F 9666  
   F 9668  
   L 3144  
   L 3145  
   L 3165  
   N 1215  
   N 718  
   N 916  
   N 916 (sp)  
   P 3536  
   P 378  
**fully**  
   L 3180 (do)  
**function**  
   D 11009  
   F 10418  
   F 4208  
   F 4488  
   F 5887  
   F 5888  
   F 5889  
   F 5942  
   F 9436  
   F 9466  
   F 9467  
**functional**  
   D 10919  
   D 10920  
   D 10921  
   D 10922  
   D 10923  
   D 10924  
   D 10925  
   D 11272  
   F 10979 a  
   F 11609 a  
   F 12149  
   F 13184  
**fund**  
   D 10195  
   D 10274  
   D 11647  
   D 9850  
   D 9850 a  
   D 9851  
   F 10113  
   F 10235  
   F 10270  
   F 10514  
   F 1120 nd  
   F 1120 sf  
   F 12907  
   F 1963  
   F 1963  
   F 1983  
   F 2236  
   F 2236  
   F 2366  
   F 2482  
   F 2507  
   F 2674  
   F 2749  
   F 2750  
   F 2751  
   F 2751 ad  
   F 2844  
   F 4180  
   F 4181  
   F 4181  
   F 4183  
   F 4523  
   F 8213  
   F 8547  
   F 8562  
   F 8562  
   F 8621  
   L 1154 (do)  
   L 1155 (do)  
   P 564

## Key Word Index

- funding**  
F 8604  
F 9180
- funeral**  
F 1041 qft
- furnish**  
F 10141  
F 3645
- furniture**  
D 10604
- further**  
L 3399 (do)
- FUTA**  
D 6581  
F 940  
F 940 (pr)  
F 940 ez  
F 9961  
P 1314  
TP 940  
TP 940 ez
- future**  
F 2261  
F 2261 a
- fy2001**  
D 6172
- f7010**  
L 99 (sc/sp)
- gain**  
F 1040 sch d  
F 1040 sch d (u)  
F 1041 sch d  
F 1065 sch d  
F 1065 sch d supp  
F 1120 s sch d  
F 1120 s sch d  
F 1120 sch d  
F 2438  
F 2439  
F 4406 b  
F 6781  
F 8838  
IP 1040 sch d  
N 102
- gambling**  
F w-2 g  
F 5754
- gaming**  
P 3079
- gasohol**  
F 8849 sch 3
- gasoline**  
F 8849 sch 4  
P 3106
- gateway**  
F 12743
- generated**  
F 5792 (c)  
P 1167
- generation**  
D 11089  
F 13181  
F 706 gs (t)  
F 706 gs (d-1)  
F 706 gs (d)  
F 706 na  
F 709  
F 8342  
IP 706 gs (d)  
IP 706 gs (t)  
IP 706 gs (d-1)
- generator**  
F 6398
- generic**  
F 9224
- geologist**  
D 11642
- george**  
P 3778
- german**  
P 3411 a
- germany**  
P 3411
- gift**  
F 10506  
F 3233  
F 3259  
F 3520  
F 3615  
F 3615 a  
F 4808  
F 6706 b  
F 709  
F 709 a  
F 7308  
F 7990 a  
F 977  
IP 3520  
N 1291  
N 901  
P 463  
P 950
- gimel**  
P 1459
- glenda**  
EO 21400 0002
- glossary**  
P 850
- gold**  
D 9210
- governme**  
P 3578 a
- government**  
D 11793  
D 11793  
D 11794  
D 11794  
D 11794  
D 9077  
F 10415  
F 1099 g  
F 11227  
F 11351  
F 12854  
F 12911  
F 12912  
F 12913  
F 12913 (sp)  
F 13134  
F 13135  
F 1930  
F 6870  
F 8038 g  
F 8038 gc  
F 8394  
F 8691  
L 3036 (do)  
P 3390  
P 3390  
P 3410  
P 3410  
P 3411  
P 3412  
P 3412  
P 3413  
P 3413  
P 3422  
P 3422  
P 3433  
P 3433  
P 3433 a  
P 3433 a  
P 3434
- P 3434  
P 3435  
P 3435  
P 3455  
P 3458  
P 3458  
P 3458 a  
P 3458 a  
P 3461  
P 3461  
P 3462  
P 3462  
P 3462  
P 3464  
P 3464  
P 3465  
P 3465  
P 3466  
P 3466  
P 3467  
P 3467  
P 3468  
P 3468  
P 3469  
P 3469  
P 3469  
P 3471  
P 3471  
P 3472  
P 3472  
P 3473  
P 3474  
P 3474  
P 3475  
P 3476  
P 3476  
P 3477  
P 3477  
P 3478  
P 3478  
P 3481  
P 3481  
P 3482  
P 3482 a  
P 3483  
P 3484  
P 3485  
P 3575  
P 3576  
P 3577  
P 3577  
P 3578  
P 3578  
P 3578 a  
P 3616  
P 3616 a  
P 3616 a  
P 3620  
P 3620  
P 3747  
P 3748  
P 3750  
P 3767  
P 3768  
P 3809  
P 3810  
P 3839  
P 516  
P 963
- governmental**  
D 11705
- grade**  
D 11655  
F 10266  
F 4367
- grading**  
F 10127
- grand**  
P 3470
- grant**  
F 6497  
N 95  
P 3319
- graphic**  
D 11066  
MI format 9  
MI format 99
- greece**  
P 3463
- grid**  
F 9375
- grievance**  
F 5877  
F 6147 a
- gross**  
F 10293  
F 972
- growth**  
D 10288 a  
F 13111
- guam**  
F w-2 gu  
F 5074  
P 80
- guard**  
D 11608  
F 12979
- guidance**  
D 9141  
D 9142
- guideline**  
D 11188  
D 11511  
D 11647  
D 7059  
D 7059 a  
D 9643  
D 9874  
D 9981  
P 1075  
P 1101  
P 1684  
P 3518  
P 3518 (sp)
- guzzler**  
F 6197
- handicapped**  
F 10092  
F 13058
- handprinting**  
F 6540 (sp)  
F 6540
- handwriting**  
F 6540  
F 6540 (sp)
- hang**  
F 12911
- happen**  
D 11325
- harassment**  
D 10203  
D 11216  
D 7591  
D 9139  
D 9306  
D 9439  
F 12173
- hardcore**  
F 10585
- hardware**  
F 13089
- harrassment**

## Key Word Index

- F 11610  
**haven**  
 P 1150  
**hawaii**  
 F 9803  
**hazard**  
 F 1775  
**headline**  
 P 3870  
**headphone**  
 D 11023  
 D 11154  
**headquater**  
 D 10164  
**health**  
 D 10853  
 D 7637  
 D 9686  
 F 10176  
 F 10380  
 F 10380  
 F 9361  
 F 9916  
**hearing**  
 F 12153  
 F 12153 a  
 F 12256  
 L 3172 (do)  
**heart**  
 F 9234  
**hecho**  
 P 584 (sp)  
**higher**  
 P 970  
**highlight**  
 D 10829  
 P 2092  
 P 3735  
 P 553  
 P 593  
 P 595  
 P 907  
**hint**  
 D 11280  
**hire**  
 F 10280  
 F 12892  
 F 6414  
 F 6415  
**hiring**  
 D 11090  
**historical**  
 P 1549  
**history**  
 D 9320  
 F pd 70  
 F 10005  
 F 10078  
 F 10159  
 F 10365  
 F 10381  
 F 10462 a  
 F 10485  
 F 10899  
 F 10932  
 F 10977  
 F 11013  
 F 11022  
 F 11196  
 F 11218  
 F 11667  
 F 12172  
 F 12201  
 F 13087  
 F 13170  
 F 2677
- F 2747  
 F 5503  
 F 5698  
 F 5704  
 F 8711  
 F 9453  
 F 9504  
 F 9655  
 F 9849  
 F 9920  
 F 9951  
 F 9984 c  
 P 1541  
 P 1661  
 P 1666  
**holder**  
 F 1066 sch q  
 F 4399  
 IP 1099 oid supp  
**holiday**  
 F 10896  
 N 1089  
**holidays**  
 F 11226  
**home**  
 D 10400  
 D 1300  
 D 9553  
 F 10478  
 F 11386  
 F 11388  
 F 12933  
 F 2119  
 F 2119 (u)  
 F 8829  
 P 523  
 P 527  
 P 587  
 P 936  
**homebuyer**  
 F 8859  
**homeowner**  
 F 1120 h  
 P 530  
**host**  
 D 9736  
 F 10520  
**hotel**  
 F 9828  
**hotline**  
 P 1969  
**household**  
 F 1040 sch h (pr)  
 F 1040 sch h  
 F 4752  
 F 6869  
 F 942  
 F 942 (pr)  
 N 1207  
 P 926  
 TP 1040 sch h  
**housekeeping**  
 F 13085  
**housing**  
 F 8586  
 F 8609  
 F 8610  
 F 8610 sch a  
 F 8611  
 F 8693  
 F 8823  
**hrif**  
 F 12907  
**human**  
 D 11629  
 D 11647
- F 12907  
 P 3776  
**humidity**  
 F 12973  
**hungarian**  
 P 3464  
**icel**  
 P 3465  
**identification**  
 D 10882  
 D 11007  
 D 6042  
 F w-10  
 F w-7 p  
 F w-7 a  
 F w-7 (sp)  
 F w-7  
 F w-9  
 F 13092  
 F 3389  
 F 6665 a  
 F 8701  
 F 9620  
 F 9629 (c)  
 F 9667  
 N 1051  
 N 1209  
 P 1004  
 P 1915  
 P 2122  
**identified**  
 N 996  
**identify**  
 F 8646  
**identifying**  
 D 6493  
 F 5500 sch ssa  
**identity**  
 F 4143  
 F 9446 (c)  
**IDRS**  
 D 11505  
 D 11746  
 D 6209  
 D 6358  
 D 6548  
 F 10056  
 F 10086  
 F 10250  
 F 10373  
 F 10950  
 F 11272  
 F 12984  
 F 2363 a  
 F 3696 a  
 F 5102  
 F 5153  
 F 5703  
 F 5792 (c)  
 F 5873  
 F 6882  
 F 8765  
**illegal**  
 P 3860  
**image**  
 F 11357  
**imaging**  
 P 3106  
**imdd**  
 D 10809  
 D 11272  
 F 13103  
 F 8639  
 F 9715 a  
**imperfection**  
 L 2336 (do)
- implementation**  
 D 9377  
**important!**  
 F 9969  
 F 9969 a  
**imprest**  
 F 10235  
 F 2844  
 F 8562  
**imprevisto**  
 P 584 (sp)  
**improper**  
 F 10848  
 L 143 (sc/sp)  
**impuesto**  
 F 2290 sp  
**inadequacy**  
 L 1840 (do)  
**inadequate**  
 L 1022 (do)  
 L 978 (do)  
 L 979 (do)  
**inadvertent**  
 F 11377  
**incentive**  
 D 5529  
 D 9981  
 F 10323  
 F 10861  
 F 12929  
 F 5304 simple  
 F 5305 simple  
 P 3204  
 P 954  
**incident**  
 D 11101  
 F 10120  
 F 10420  
 F 10480  
 F 12827  
 F 9154  
**inclement**  
 F 10067  
**inclusion**  
 F 8831  
**incom**  
 F 1041 n  
**incompany**  
 D 9476  
**incomplete**  
 F 10052  
 L 100 (sc/sp)  
 L 143 (sc/sp)  
 L 143 (sc/sp)  
 L 153 (sc/sp)  
**inconsistent**  
 F 8082  
**incorrect**  
 F 4598  
 F 4728  
 P 1281  
 P 1586  
 P 1679  
**incurred**  
 F 4527  
 F 8546  
**indebtedness**  
 F 10088  
 F 982  
 F 9915  
**indentification**  
 F w-9s  
**independent**  
 F 12233  
 F 8233  
 P 1779

## Key Word Index

- P 1976  
**index**  
 D 10988  
 D 11298  
 D 11820  
 D 5995  
 F 10256  
 F 11605  
 F 4208  
 F 4523  
 F 8237  
**indi**  
 P 3434  
**india**  
 P 3434 a  
**indian**  
 D 11793  
 D 11794  
 F 8845  
 P 3747  
 P 3748  
 P 3750  
 P 3839  
**indicated**  
 L 930 (do)  
**indicator**  
 F 10354  
 F 13090  
 F 9296  
**indirect**  
 F 6782  
**individual**  
 IP 9783 (sp)  
**indo**  
 P 3466  
**industrial**  
 D 11736  
**industry**  
 D 11360  
 D 11361  
 F t-timber  
 F 12902  
 F 12903  
 F 12904  
 N 1055  
 N 1056  
 P 1872  
 P 3518  
 P 3518 (sp)  
**individual**  
 TP 1040 -6  
**infomation**  
 P 938  
**inform**  
 L 1399 (do)  
**informant**  
 F 10499  
 F 10942  
 F 2083  
 L 1010 (do)  
**informe**  
 P 1544 (sp)  
**informer**  
 F 10089  
**informing**  
 L 1645 (ro)  
 L 972 (ro)  
**initial**  
 D 5541  
 F 10365  
 F 11218  
 F 5330  
 F 990 bl  
 L 1862 (sc)  
 L 2201 (do)  
 L 2202 (do)
- L 2203 (do)  
 L 2205 (do)  
 L 2206 (do)  
 L 2295 (do)  
 L 3473 (do)  
 L 566 f (sc)  
**initiative**  
 D 11697  
**injured**  
 F 8379  
**injury**  
 F 10287  
 F 5646  
 F 9154  
**innocent**  
 F 12507  
 F 12508  
 F 870 w  
 F 8857  
 L 3323 (do)  
 P 3512  
 P 3512 (sp)  
 P 971  
**inom**  
 F 10107  
**inquiry**  
 F 10267  
 F 10363  
 F 10430  
 F 10537  
 F 13170  
 F 3950  
 F 4217  
 F 4442  
 F 5644  
 F 6157  
 F 8034  
 F 8337  
 L 1031 (do)  
 L 1038 (do)  
 L 3221 (do)  
 L 691 (do)  
 L 909 (do)  
 L 95 (sc/sp)  
 L 96 (sc/sp)  
**insolvency**  
 D 7791  
**inspection**  
 D 11559  
 F 13085  
 F 4506 a  
 F 5446  
 F 6430  
 F 9224  
 F 9225  
 F 9374  
 F 9476  
 L 3143  
 L 3144  
 N 916  
 N 916 (sp)  
**inspector**  
 D 11135  
 D 5240  
 F 9666  
**inspire**  
 F 12667  
**installation**  
 F 9866 a  
**installment**  
 F 10986  
 F 12233  
 F 433 d  
 F 433 d (sp)  
 F 4349  
 F 4351
- F 6252  
 F 9257  
 F 9465  
 F 9465 (sp)  
 L 1798 (do)  
 L 2975 (do)  
 P 537  
**institute**  
 D 10017  
 D 7935  
 D 7936  
 D 9736  
**institution**  
 F 56 f  
 P 3959  
**instruccion**  
 IP ss-4pr  
 IP 1040 (pr)  
 IP 2290 sp  
**instructional**  
 F 8107  
**instructor**  
 D 10175  
 D 11792  
 D 6595  
 D 7935  
 D 9653 a  
 D 9994 b  
 D 9994 c  
 D 9994 d  
 F 10037  
 F 10237  
 F 10276  
 F 10277  
 F 10521  
 F 10532  
 F 12462  
 F 12467  
 F 4826  
 F 6426  
 F 6427  
 F 6751  
 F 8470  
 F 9869  
 F 9877  
 F 9929  
 P 1155  
 P 1647  
 P 1743  
 P 1884  
 P 2117  
 P 3742  
**instrument**  
 D 11665  
 F 11116  
 F 8281  
 F 9500  
 L 3407 (do)  
 P 1212  
**instrumentality**  
 N 28  
**insurance**  
 F 10176  
 F 10380  
 F 10381  
 F 1099 r  
 F 1120 l  
 F 1120 pc  
 F 12878  
 F 2165  
 F 5400  
 F 5500 sch a  
 F 712  
 F 8390  
 F 8816  
 F 8853
- L 101 (sc/sp)  
 L 980 (do)  
**intake**  
 F 11075  
**integrated**  
 D 10042  
 D 10052  
 D 10052 a  
 D 10052 b  
 D 10052 c  
 D 11158  
 D 11434  
 F 11357  
**integration**  
 F 10107  
**integrity**  
 D 9735  
**intelligence**  
 F 10078  
**intention**  
 N 437  
 N 437 a  
 N 437 a(1)  
 N 441  
 N 466  
**interactive**  
 F 12463  
 P 3124  
 P 3570  
**interception**  
 F 11006  
**intercompany**  
 D 9464  
 F 1120 ic disc sch p  
**interestsin**  
 F 8865 sch p  
**interim**  
 D 9335  
 L 1723 (do)  
**interior**  
 D 11560  
**intermediary**  
 F w-8 imy  
**intermittent**  
 F 12555 h  
**intern**  
 F 4241  
**international**  
 D 10925  
 D 11598  
 D 9465  
 F 10436  
 F 10885  
 F 1120 ic disc  
 F 2962  
 F 3963  
 F 3963 a  
 F 3965  
 F 4605  
 F 5713 sch a  
 F 5713  
 F 5713 sch c  
 F 8325  
 F 8419  
 F 886 y  
 P 678 (pr)  
 P 678 (in)  
**internet**  
 D 11108  
 D 11318  
 F 10191  
**interpretation**  
 D 10156  
**interpreter**  
 D 11660  
**interregional**

## Key Word Index

- F 9864  
**interrupt**  
 P 3683  
**intervening**  
 F 3621 a  
**intervention**  
 F 9689  
**interview**  
 D 8418  
 F 10159  
 F 10331  
 F 10472  
 F 10473  
 F 11218  
 F 12990  
 F 3282  
 F 4180  
 F 5889  
 F 8052  
 F 9142  
 L 1020 (do)  
 L 1475 (do)  
 L 556 (do)  
 N 415  
 N 417  
 N 425  
**intranet**  
 D 11108  
**introducing**  
 D 11228  
 D 11505  
**introduction**  
 P 3693  
 P 950  
**invalid**  
 F 4149  
 F 4149 (sp)  
**inventory**  
 D 11607  
 D 9270  
 F 10080  
 F 10232  
 F 10353  
 F 10491  
 F 11163  
 F 11673  
 F 12152  
 F 12238  
 F 12239  
 F 5029  
 F 5029 a  
 F 5188 a  
 F 6662  
 F 6716  
 F 6854  
 F 8127  
 F 8145  
 F 8149  
 F 8721  
 F 8722  
 F 9351  
 F 9352  
 F 9388  
 F 9390  
 F 9466  
 F 9467  
 F 970  
 F 9919  
**investigatin**  
 P 3185  
**investigation**  
 D 11090  
 D 11253  
 D 11559  
 D 11621  
 F 10109
- F 10115  
 F 10156  
 F 10161 a  
 F 10273  
 F 10312  
 F 10365  
 F 10498  
 F 10506  
 F 10513  
 F 10511  
 F 10876  
 F 13072  
 F 1790  
 F 2028  
 F 2028 p  
 F 2209  
 F 2683  
 F 2747  
 F 3031  
 F 3033  
 F 3949 e  
 F 3949  
 F 4135  
 F 4365  
 F 4376  
 F 4774  
 F 4920  
 F 4930  
 F 4930  
 F 5043  
 F 6144  
 F 6271 a  
 F 6271  
 F 6664  
 F 9361  
 F 9873  
 F 9911  
 L 3164 p (do)  
 P 1918  
 P 3388  
 P 3669  
 P 3683  
 P 3684  
 P 3685  
 P 3686  
 P 3687  
 P 3688  
 P 3689  
 P 3690  
 P 3691  
 P 3692  
 P 3859  
 P 3860  
 P 3861  
 P 3862  
 P 3869  
 P 699  
**investigative**  
 D 11605  
 D 11604  
 D 11601  
 D 9600  
 D 9600 c  
 D 9600 a  
 D 9708  
 D 9850 a  
 D 9850  
 F 8562  
**investigator**  
 D 11606  
 D 11792  
**investment**  
 D 11328  
 D 11647  
 EO 10700 0402  
 EO 10700 0403
- EO 31900 0004  
 F 1066  
 F 1120 reit  
 F 1120 ric  
 F 12907  
 F 13028  
 F 2261 c  
 F 2438  
 F 3468  
 F 4255  
 F 4387  
 F 4952  
 F 6620  
 F 8612  
 F 8613  
 F 8615  
 F 8621  
 F 8757  
 F 8811  
 P 3125  
 P 3639  
 P 550  
 P 938  
**investor**  
 F 10182  
 F 6658  
 F 8271  
 F 8337  
 L 1843 (do)  
**invitation**  
 L 1095 (ro)  
 L 2770 (do)  
 L 897 (do)  
 L 970 (ro)  
**invoice**  
 F 10528  
 F 6863  
**involuntary**  
 L 1954 (do)  
**involving**  
 F 1366  
 P 723 e  
**IRAS**  
 F 5329  
 P 590  
**irc6159**  
 L 2975 (do)  
**ireland**  
 P 3467  
**irrigation**  
 F 10318  
**israel**  
 P 3412  
**issue**  
 F 10885  
 F 1099 oid  
 F 12413  
 F 12661  
 F 13184  
 F 5700  
 F 6186  
 F 6851  
 F 6852  
 F 8038  
 F 8038 g  
 F 8038 gc  
 F 8701  
 P 1102  
 P 1212  
 P 2094  
 P 3402  
 P 3605  
 P 678 (in)  
 P 892  
**issued**  
 F 3706
- F 8815  
 F 8818  
 L 645 (do)  
 P 850  
**issuer**  
 F 8330  
 F 8811  
**italy**  
 P 3422  
**itam**  
 D 11625  
**itemized**  
 F 1040 sch a & b  
 F 1040 sch a & b (u)  
 IP 1040 sch a & b  
**itinerary**  
 F 10299  
**itinerary**  
 F 10438  
**jack**  
 EO 10600 0002  
**jama**  
 P 3468  
**janitorial**  
 N 1055  
 N 1056  
 N 1060  
**january**  
 F 4231  
 P 3616  
**japan**  
 P 3391  
**japanese**  
 D 11717  
**jeopardy**  
 F 10428  
 F 2644  
 F 6388  
**jeremy**  
 P 3686  
**joan**  
 P 3777  
**join**  
 P 2053 b (sp)  
**joint**  
 D 11288  
 D 6391  
 F 10115  
 F 10161 a  
 F 1040 ez  
 F 10484  
 F 10498  
 F 10876  
 F 4081  
 F 5231  
 F 5625  
 F 8146 a  
 F 9815  
 F 9873  
**judgement**  
 F 8690  
**judicial**  
 D 6295  
 P 786  
**july**  
 F 4231 a  
**june**  
 F 4231  
**jurán**  
 D 7935  
 D 7936  
**jurisdiction**  
 L 86 (sc/sp)  
 P 3869  
**justification**  
 F 10516

## Key Word Index

- juvenile**  
 F 13094
- kaza**  
 P 3435
- keep**  
 D 11745
- keeping**  
 P 583
- keogh**  
 L 3451 (do)
- kerosene**  
 F 8849 sch 2
- kindgom**  
 P 3437
- kingdom**  
 F 3206  
 P 3413  
 P 3423  
 P 3454  
 P 3472  
 P 3474  
 P 3482
- kitfolder**  
 P 3774
- know**  
 D 10997  
 D 11135  
 D 11215  
 P 2036  
 P 3598  
 P 3768  
 P 594  
 P 594 (sp)
- knowledge**  
 F 9173
- kore**  
 P 3469
- KWIC**  
 F 8237
- labor**  
 D 10848  
 D 11678  
 D 7669
- lading**  
 F 13134  
 F 13135  
 F 6870
- language**  
 D 10289  
 D 11560  
 D 11660  
 D 11697  
 F 9731  
 F 9732  
 N 940 (sp)
- laptop**  
 D 9676 a  
 D 9994 b
- laser**  
 F 8360
- latvia**  
 P 3576  
 P 3576 a
- laundering**  
 D 11755
- laundry**  
 P 3683
- layout**  
 MI format 9  
 MI format 99  
 P 1346  
 P 1438  
 P 1525
- lead**  
 D 11592  
 D 11658
- D 11768  
 F 10893
- leader**  
 D 11186  
 D 11330  
 D 11541
- leadership**  
 D 9270  
 D 9343  
 P 1883  
 P 1884  
 P 2117
- leadsheet**  
 D 8449
- learning**  
 F 10290
- leasing**  
 D 7003  
 F 8386
- leave**  
 D 11103  
 D 11549  
 D 5531  
 F 10067  
 F 10090  
 F 10153  
 F 10340  
 F 10590  
 F 10837  
 F 12303  
 F 9058  
 F 9202 a  
 F 9241  
 F 9241  
 F 9610  
 F 9610  
 F 9611  
 F 9611
- ledger**  
 F 3997 sht 1  
 F 3997 sht 2  
 F 3997 sht 3  
 F 6168
- legal**  
 D 10093  
 D 11561  
 D 11665  
 F 4481  
 L 106 (sc/sp)  
 P 3861
- lender**  
 F 8329
- lesson**  
 F 12462  
 F 12467  
 F 4826  
 F 6426  
 F 6427  
 F 8437
- lestate**  
 IP 706 d
- letterhead**  
 F 13014  
 F 13015  
 F 13016  
 F 13038  
 F 13039  
 F 13040  
 F 13041  
 F 13042  
 F 13043  
 F 13044  
 F 13045  
 F 13054  
 F 13055  
 F 13063
- F 13064  
 F 13065  
 F 13066  
 F 13067  
 F 13079  
 F 13080  
 F 13081  
 F 13082  
 F 13114  
 F 13118  
 F 13119  
 F 13164  
 F 13165  
 F 13166
- levy**  
 D 6408  
 F 10009 a  
 F 10009 b  
 F 668 a (c) (do)  
 F 668 b  
 F 668 d  
 F 668 d  
 F 668 e  
 F 668 w (c) (do)  
 F 8546  
 F 9440  
 F 9945  
 L 980 (do)  
 N 28  
 P 1494
- lexis**  
 D 11260
- liability**  
 D 10025  
 F 12878  
 F 2198  
 F 3031  
 F 3040  
 F 4180  
 F 4523  
 F 5310 a  
 F 5495  
 F 7990  
 F 8213  
 F 8404  
 F 866  
 F 8726  
 F 941 sch b (pr)  
 F 943 a  
 F 943 a (pr)  
 F 945 a  
 F 9490  
 F 9492  
 F 9493  
 F 9494  
 F 9495  
 F 977  
 L 3220 (do)  
 L 3386 (do)  
 L 3388 (do)  
 L 47 (sc/sp)  
 L 626 (do)  
 L 930 (do)  
 P 3402
- liable**  
 N 784  
 N 986
- liaility**  
 F 941 sch b
- liaison**  
 D 11705
- librarian**  
 D 11769
- library**  
 D 11092  
 F 12328
- F 4801  
 P 1132 vol 1
- lien**  
 D 10407  
 D 7329  
 F 10916 (c)  
 F 11616  
 F 12277  
 F 12474  
 F 12474 (a)  
 F 3259  
 F 3915  
 F 3982  
 F 4422  
 F 4479  
 F 668 (y) (c)  
 F 668 (z) (c)  
 F 668 f  
 F 668 h  
 F 668 j  
 F 669 a  
 F 669 b  
 F 669 c  
 F 669 d  
 F 669 e  
 F 669 f  
 F 792  
 F 9874  
 L 1029 (do)  
 L 1038 (do)  
 L 3172 (do)  
 L 3177 (do)  
 L 3262 (do)  
 L 3271 (do)  
 N 48  
 P 1024  
 P 1153  
 P 1450  
 P 487  
 P 783  
 P 784
- lienunder**  
 F 669 h
- lieu**  
 D 9981  
 F 10985  
 F 8038 t
- life**  
 D 7875  
 D 7882  
 F 10176  
 F 1120 l  
 F 2165  
 F 5400  
 F 712  
 F 8390
- lifo**  
 F 970
- light**  
 F 9934
- limitation**  
 D 7001  
 F 1118 sch j  
 F 1120 sch h  
 F 4016  
 F 6198  
 F 8384  
 F 8582  
 F 8582 cr  
 F 8810  
 F 921 a  
 F 921 i  
 F 921 p  
 F 9367  
 F 952  
 L 967 (ro)

## Key Word Index

- N 129  
 N 129 a  
**linkage**  
 F 8335  
**liquidation**  
 D 11498  
 F 966  
**lithu**  
 P 3577  
**lithuania**  
 P 3577 a  
**litigation**  
 F 6113  
**lmsb**  
 D 11360  
 D 11361  
 F 12902  
 F 12903  
 F 12904  
 F 13042  
 F 13043  
**loan**  
 F 1098 e  
 F 1120 ic disc sch q  
 L 980 (do)  
**lobbying**  
 F 8688  
**localized**  
 F 10086  
 F 10460  
**locate**  
 F 3241  
 F 3242  
 L 47 (sc/sp)  
**located**  
 L 95 (sc/sp)  
**location**  
 F 10299  
 F 10438  
**locator**  
 D 10984  
 F 10015  
 F 8572  
**lockbox**  
 F 9533  
 F 9535  
 P 3891  
**lockboxe**  
 P 1783  
 P 3844  
**logo**  
 D 11188  
 D 11328  
 F 13081  
 F 13082  
**logsheet**  
 F 8457  
**lose**  
 F 1040 sch e (u)  
**loss**  
 F 1040 sch c  
 F 1040 sch c (u)  
 F 1040 sch c-ez (u)  
 F 1040 sch c-ez  
 F 1040 sch d  
 F 1040 sch d (u)  
 F 1040 sch e  
 F 1040 sch f  
 F 1041 sch d  
 F 1065 b sch k-1  
 F 1065 sch d  
 F 1066 sch q  
 F 1118 sch j  
 F 1118 sch j  
 F 1120 s sch d  
 F 1120 sch d  
 F 1138  
 F 2261 c  
 F 2261 c  
 F 3621  
 F 3621 a  
 F 4406 b  
 F 4748  
 F 6653  
 F 6781  
 F 8582  
 F 8810  
 F 8816  
 F 9204  
 F 9206  
 F 9207  
 IP 1040 sch d  
 IP 1040 sch e  
 IP 1065 b sch k-1  
 N 102  
 N 96  
 P 1600  
 P 1600 (sp)  
 P 2194  
 P 2194 b  
 P 536  
 P 584  
 P 584 b  
**lost**  
 F 4589  
**louisville**  
 F 9982  
**lump**  
 F 4972  
 N 1038 tdf 32-13.2  
**lung**  
 F 6069  
 F 990 bl  
**luxembourg**  
 P 3470  
**MACRS**  
 F 1914  
**magnet**  
 P 3545  
**magnetically**  
 F 4419  
 F 4802  
 F 4804  
 F 6466  
 F 6467  
 P 1187  
 P 1220  
 P 1239  
 P 1245  
**mail**  
 D 11123  
 D 11484  
 D 7851  
 F 10333  
 F 10535  
 F 10548  
 F 10578  
 F 10586  
 F 11665  
 F 12327  
 F 13096  
 F 13241  
 F 3869  
 F 5124 g (c)  
 F 6154  
 F 6183  
 F 6266  
 F 8215  
 F 8725  
 F 9008  
 F 9191  
 N 28  
**mailer**  
 F 8708 (c)  
 P 3540  
 P 3540 sp  
**mailing**  
 F 3721  
 F 3975  
 F 8545 (c)  
 L 3398 (do)  
**maintenance**  
 D 9428  
 F 12743  
 F 3559  
 F 3844  
 L 1052 (do)  
**major**  
 D 7475  
 F 6380  
 F 6382  
 F 6383  
**making**  
 D 10161  
 D 11697  
 IP 8023  
**male**  
 P 3684  
 P 3686  
 P 3690  
**managerial**  
 F 13236  
**managing**  
 D 9262  
 D 9653  
 D 9653 a  
 P 1101  
**mandarin**  
 P 1872 mandarin  
**mandatory**  
 F 10861  
**manifest**  
 F 6266  
**manual**  
 D 10029  
 D 10304  
 D 10866  
 D 10988  
 D 11426  
 D 11582  
 D 6927  
 D 9768  
 F 3753  
 F 9188  
**manufacturer**  
 P 3204  
**mariana**  
 F 5074  
**market**  
 D 9098  
 D 9396  
 F 10516  
**marketing**  
 P 3005  
**marksman**  
 F 9530  
**marksmanship**  
 F 9529  
**married**  
 P 1565  
 P 1566  
 P 1643  
**martinsburg**  
 D 5657  
 D 5657 a  
 F 9698  
**master**  
 D 10846  
 D 10919  
 D 11312  
 D 11678  
 F 11394  
 F 11609  
 F 2363  
 F 3177  
 F 4293  
 F 4461  
 F 4461 a  
 F 4461 b  
 F 5345 b  
 F 5347  
 F 5354  
 F 5588  
 F 5648  
 F 5649  
 F 5734  
 F 5873  
 F 6072  
 F 6072  
 F 6882  
 F 8487  
 P 1822  
**material**  
 D 11092  
 D 6398 a  
 D 7059  
 D 7059 a  
 F 12328  
 F 8107  
 F 9904  
**mathematical**  
 D 11643  
**matrix**  
 F 12302  
**MCCS**  
 F 8329  
 F 8330  
**mcelwee**  
 EO 10300 0002  
**measure**  
 D 10157  
 D 7837  
 F 12377  
**measured**  
 D 11488  
 D 11495  
**measurement**  
 D 11158  
 D 11539  
 D 9074  
 D 9075  
 F 6463  
 F 6706  
 F 6706 a  
**media**  
 F 10267  
 F 11074  
 F 3220 1 pt (c)  
 F 3220 3 pt (c)  
 F 4996  
 F 6559  
 F 6559 a  
 F 6665  
 F 6665 a  
 F 6810  
 F 8453 f  
 F 8453 nr  
 F 8508  
 F 9041  
 F 9255  
 F 9489  
 N 1027  
 N 210  
 P 1437



## Key Word Index

- P 1438  
 P 1918  
**mediation**  
 P 3605  
**medical**  
 D 11633  
 F 10092  
 F 10427  
 F 4742  
 F 6651  
 F 6651 b  
 F 8843  
 F 9610  
 F 9611  
 F 9916  
 N 87  
 P 502  
 P 969  
**medicar+choice**  
 F 1099 msa  
**medicare**  
 F 4137  
 F 8846  
**medicare+choice**  
 F 5498 msa  
**meeting**  
 D 10157  
 F 12377  
 F 12798  
 L 725 (do)  
**member**  
 F 2031  
 F 4361  
 P 517  
**membership**  
 F 9058  
**memo**  
 F 10254  
 F 10417  
 F 3460  
 F 5402  
 F 9393  
 F 9394  
**memopad**  
 P 3890  
**memoranda**  
 F 12089  
 F 12143  
**memorial**  
 F 9079  
 F 9082  
**memphis**  
 D 9282 b  
 P 1666  
**mentoring**  
 D 11253  
**merger**  
 D 9465  
 D 9622  
 F 5310 a  
**merit**  
 D 6626  
 F 10549  
 F 8708 (c)  
 F 9686  
**messaging**  
 D 9925  
 L 3073 sc  
**messenger**  
 F 5943  
**meter**  
 F 10547  
 F 10580 a  
**method**  
 F 3115  
 F 5712 a
- F 8697  
 F 8866  
 F 8866  
 F 970  
 N 1009  
 P 538  
**methodology**  
 D 7362  
**metro**  
 F 11211  
 F 11674  
**mexican**  
 P 3471  
**microfiche**  
 F 8057  
**microfilm**  
 F 6232  
**midstate**  
 D 9849  
 EO 20000 0001  
 EO 20000 0004  
 F 10400  
 F 10436  
 F 12083  
 F 12143  
 F 9935  
**milestone**  
 F 8761  
**military**  
 F 2223  
 P 678 m  
**millenium**  
 D 11169  
**millennium**  
 P 1783  
**million**  
 F 8302  
**mind**  
 P 3689  
 P 699  
**minimally**  
 F 12450 c  
**minimum**  
 D 6388  
 D 6389  
 D 6390  
 F 4585  
 F 4626  
 F 5622  
 F 5623  
 F 5624  
 F 6251  
 F 8801  
 F 8827  
 IP 6251 supp  
**minister**  
 F 2031  
 F 4361  
**minority**  
 P 3684  
 P 3685  
 P 3688  
**minton**  
 D 10098  
**miscellaneous**  
 D 11487  
 D 11488  
 D 6392  
 F 10851  
 F 1099 misc  
 F 2236  
 F 3809  
 F 4016  
 F 4749  
 F 5626  
 F 8278
- F 8678  
 F 872 b  
 P 529  
**misconception**  
 D 9397  
**misconduct**  
 D 9142  
**mission**  
 D 6987 a  
 D 7150  
 D 7150 a  
 P 3698  
**model**  
 F 12046  
 F 8837  
 P 3615  
 P 3615 a  
 P 3615 a  
**modernization**  
 F 13119  
 F 13118  
 P 3701  
**modernizing**  
 D 10898  
 P 3349  
**modification**  
 F 3621 a  
 P 3197  
 P 3198  
 P 3199  
**module**  
 D 9404  
 D 9405  
 D 9406  
 F 10486  
 F 12462  
 F 12467  
 F 4826  
 F 8464  
 P 678 m  
**money**  
 D 11755  
 F 2507  
 P 3865  
**monitor**  
 D 11299  
**monitoring**  
 D 7017  
 D 7544  
 F 10842  
 F 10860  
 F 5079  
 F 8247  
 F 8248  
**month**  
 F 4282  
 F 8563  
**monthly**  
 F 10192  
 F 10535  
 F 10586  
 F 11014  
 F 11402  
 F 11664  
 F 11664 f  
 F 12327  
 F 4196  
 F 4872 a  
 F 5043  
 F 6154  
 F 6583  
 F 8409  
 F 8567  
 F 941 m  
 F 9919  
**morgante**
- EO 32000 0005  
 EO 32000 0003  
 EO 32000 0002  
**moroc**  
 P 3472  
**mortgage**  
 F 1066  
 F 1098  
 F 8329  
 F 8330  
 F 8396  
 F 8757  
 F 8811  
 F 8828  
 P 936  
 P 938  
**motor**  
 D 10602  
 F 10192  
 F 9918  
 L 1001 (do)  
**mousepad**  
 P 3553  
 P 3635  
 P 3772  
 P 3890  
**moving**  
 F 3903  
 F 4253  
 F 6310  
 F 6654  
 N 94  
 P 521  
**mpaf**  
 F 9937  
**msas**  
 F 8851  
 F 8853  
 P 969  
**mssp**  
 D 9098  
 N 1060  
**multilingual**  
 D 11697  
**multimedia**  
 D 10809  
 D 11023  
 D 11154  
 D 11228  
 D 11560  
 F 11389  
 F 7130  
**multiple**  
 D 11505  
 F 10502  
 F 2120  
 F 5347  
 F 5466 b  
 F 5597 b  
**murphy**  
 EO 43200 0002  
 EO 43200 0003  
 EO 43200 0005  
**mutual**  
 N 1079  
 N 1080  
 P 564  
**myths**  
 D 9397  
**narcotic**  
 P 3862  
**narrative**  
 F 10355  
 F 9394  
**nashville**  
 F 10984 c

## Key Word Index

- national**  
 D 10037  
 D 6647  
 D 6648  
 D 9271  
 F 13080  
 F 13082  
 F 13184  
 F 4368  
 F 8120  
 F 9620  
 P 1138  
 P 1178  
 P 2104  
 P 3735  
 P 748  
 P 748 a  
**nationwide**  
 D 11248  
**native**  
 D 9189  
 F 1041 n  
**natural**  
 D 9997  
**nbic**  
 F 8052  
**negligence**  
 F 10128  
**negocio**  
 P 1544 (sp)  
**neighborhood**  
 F 5045 b  
**netherlands**  
 P 3423  
**network**  
 D 9608  
 F 10107  
**newsprint**  
 P 1660 np  
**nexus**  
 D 11260  
**nixon**  
 EO 10500 0102  
 EO 43300 0002  
 EO 43300 0003  
 EO 43300 0005  
**node**  
 F 10840  
 F 10842  
**nomination**  
 F 10290  
 F 11094  
 F 6751  
**nominee**  
 L 3177 (do)  
**nonassertion**  
 F 9327  
**nonattachment**  
 P 1024  
**noncash**  
 F 8283  
**noncompliance**  
 F 8515  
**noncomplianceorbuilding**  
 F 8823  
**nondeductible**  
 F 8606  
**nondisclosure**  
 F 10242  
**nondiscrimination**  
 D 6393  
 D 9242  
 D 9240  
 F 9640  
 F 9638  
 F 5300 sch q  
 F 5788  
 F 5578  
**nondividend**  
 F 5452  
**nondocketed**  
 L 965 (ro)  
 L 966 (ro)  
**nonfiler**  
 F 10359  
 F 9505  
 L 2770 (do)  
 L 3390 (do)  
 L 3391 (do)  
 L 3411 (do)  
**nonjudicial**  
 L 1840 (do)  
**nonpay**  
 D 9686  
**nonprofit**  
 N 844  
**nonresident**  
 F 1040 es (nr)  
 F 1040 nr-ez  
 F 1040 nr  
 F 1116  
 F 8316  
 F 8453 nr  
 IP 706 na  
 P 515  
**nontaxable**  
 F 6497  
 F 8849 sch 1  
 P 525  
**noppd**  
 F 9619  
**NORD**  
 D 6647  
 D 9266  
**norfolk**  
 D 9570 b  
**northeast**  
 EO 40000 0002  
**norwa**  
 P 3474  
**notecard**  
 F 13062  
**notification**  
 F 10399  
 F 10427  
 F 10513  
 F 12234 a  
 F 12694  
 F 13147  
 F 2297  
 F 4920  
 F 5161  
 F 706 gs (d-1)  
 F 8111  
 F 8683  
 F 9142  
 F 9221  
 F 9370 (c)  
 F 9619  
 IP 706 gs (d-1)  
 L 1002 (do)  
 L 1052 (do)  
 L 1112 (do)  
 L 1153 (do)  
 L 136 (sc/sp)  
 L 1363 (ro)  
 L 1364 (ro)  
 L 1370 (ro)  
 L 1840 (do)  
 L 1842 (do)  
 L 1843 (do)  
 L 1845 (do)  
 L 1869 (do)  
 L 1991 (do)  
 L 2278 (do)  
 L 3164 p (do)  
 L 3262 (do)  
 L 3271 (do)  
 L 3382 (do)  
 L 3457 (do)  
 L 3458 (do)  
 L 3459 (do)  
 L 925 (do)  
 L 987 (do)  
 N 1263  
 P 1488  
**notifying**  
 L 147 (sc/sp)  
 L 313 (sc/sp)  
 L 3177 (do)  
 L 905 (do)  
**ntru**  
 D 10200  
 D 11062  
 D 9271  
 F 12219  
 F 12220  
 F 13184  
 F 8146 a  
 F 9766  
**nuclear**  
 F 1120 nd  
**numerical**  
 D 10988  
 F 5016  
 F 5903  
 F 9199  
**nurse**  
 D 11635  
**nutshell**  
 P 3523  
**obligation**  
 F 8112  
 N 844  
**observation**  
 F 10860  
 F 13145  
**observer**  
 D 7400  
 D 7402  
 D 7404  
**obtained**  
 F 10890  
**occasion**  
 F 13077  
**occupancy**  
 F 9828  
**occupant**  
 D 10098  
 D 9570 b  
**occupation**  
 P 3776  
**occupational**  
 D 10853  
 D 7637  
 F 11 c  
**ocupacion**  
 P 1544 (sp)  
**odometer**  
 F 9287  
**odta**  
 D 11357  
**offer**  
 D 9600 b  
 F 2261 d  
 F 2504 ad  
 F 2504 ad  
 F 2515  
 F 2751 ad  
 F 3040  
 F 4196  
 F 5838 ad  
 F 6314  
 F 656  
 F 657  
 F 7249  
 F 7251 a  
 F 870 ad  
 F 890 ad  
 L 1912 (do)  
**offered**  
 F 2434 b  
 F 8281  
**officer**  
 D 10025  
 D 10037  
 D 10052 c  
 D 10093  
 D 10174  
 D 10175  
 D 10175 b  
 D 11479  
 D 11491  
 D 11492  
 D 11497  
 D 11540  
 D 11550  
 D 11569  
 D 11574  
 D 11592  
 D 11593  
 D 11594  
 D 11598  
 D 11620  
 D 11630  
 D 11650  
 D 11657  
 D 11664  
 D 11677  
 D 11737  
 D 11739  
 D 11755  
 D 7826  
 D 9526  
 D 9849  
 D 9850  
 D 9994 d  
 F 10252  
 F 13145  
 F 13166  
 F 1957  
 F 1958  
 F 3232  
 F 4488  
 F 5188  
 F 5188 a  
 F 657  
 F 9206  
 F 9207  
 F 9698  
 F 9984  
 F 9984 a  
 L 3035 (do)  
 P 3914  
 P 3915  
 P 3916  
 P 3917  
**official**  
 D 11164  
 D 11187  
 D 9141  
 F 10411  
 F 12450 b  
 F 12450 c

## Key Word Index

- F 13200  
 F 1321  
 F 2866  
 F 4527  
 F 5877  
 F 8558  
 F 9172  
 L 3410 (do)  
 L 3411 (do)  
**offset**  
 F 5461 a  
 F 5461 b  
**oficina**  
 D 10169 sp  
**ofrra**  
 D 10919  
**ogden**  
 D 9282 c  
**older**  
 P 554  
**omitted**  
 L 21 (sc/sp)  
**omnibus**  
 D 7394  
**operating**  
 D 11124  
 F 2261 c  
 F 3621  
 F 3621 a  
 F 3864 a  
 F 3864 d  
 F 3864 e  
 P 536  
**operation**  
 D 11451  
 D 11644  
 F 10107  
 F 1120 sch n  
**operator**  
 D 11611  
 D 11656  
 F 10367  
 F 10367 a  
 F 720 to  
**opinion**  
 F 8558  
**opportunity**  
 D 10866  
 D 11557  
 F 10549  
 F 11077  
 F 11094  
 F 13164  
 F 13165  
 F 5884  
 F 8850  
 P 1014  
 P 1138  
 P 3914  
 P 3916  
**opportunity**  
 IP 8850  
**orange**  
 D 11465  
**organization**  
 D 6334  
 D 6379  
 D 9592  
 D 9636  
 F w-8 exp  
 F 10449  
 F 10892  
 F 10900  
 F 1120 pol  
 F 3706  
 F 4506 a
- F 4620  
 F 4621  
 F 5471 sch o  
 F 5768  
 F 8003  
 F 8005  
 F 8274  
 F 8688  
 F 8718  
 F 8868  
 F 8871  
 F 8872  
 F 9215  
 F 990  
 F 990 ez  
 F 990 sch a  
 F 990 t  
 F 990 w  
 L 1176 (sc)  
 L 1368 (ro)  
 L 1369 (ro)  
 N 844  
 P 1828  
 P 3079  
 P 3386  
 P 3767  
 P 557  
 P 571  
 P 598  
 TP 990 pol  
 TP 990 -3  
 TP 990 -2  
 TP 990 -1  
**organizational**  
 F 12694  
**orientation**  
 D 11187  
 F 12555 h  
 F 12555 g  
 F 12555 f  
 F 12555 e  
 F 12555 d  
 F 12555 c  
 F 12555 b  
 F 12555 a  
 F 12555
- origin**  
 F 9620  
**original**  
 F ss-5  
 F 1099 oid  
 F 211  
 F 211 (sp)  
 F 8281  
 P 1212  
**originator**  
 P 1684  
**orization**  
 F 11028  
**orphan**  
 F 6765  
 F 8820  
**outgoing**  
 D 11123  
**outlet**  
 P 2053 b  
**output**  
 F 12304  
**outreach**  
 D 7099  
 F 12338  
 F 9852  
 L 3409 (do)  
 L 3452 (do)  
 L 3453 (do)  
 P 1198 c
- P 1224  
 P 3864  
 P 3865  
**outsmart**  
 P 3689  
**outstanding**  
 F 9089  
 L 728 (do)  
**overassessment**  
 D 6078  
 F 1366  
 F 2188  
 F 2468  
 F 2504  
 F 2504 wc  
 F 4760  
 F 870 e  
 F 870  
 F 890  
**overhead**  
 F 6020  
**overlay**  
 EO 31800 0105  
 EO 31800 0103  
 EO 31800 0102  
 EO 31900 0403  
 EO 31900 0402  
 EO 31900 0405  
**overpayment**  
 F 2188  
 F 4466  
 F 8038 r  
 L 955 (do)  
**overprint**  
 F 1040 ez vita/tce ovrprt  
**overseas**  
 D 11707  
**overtime**  
 F 10340  
 F 10896  
 F 11226  
 F 12473  
 F 2787  
 F 2788  
 F 5436  
**overview**  
 D 11164  
 D 11169  
 P 1150  
 P 3106  
 P 3859  
**owcp**  
 F 10243  
**owner**  
 F w-8 ben  
 P 3106  
 TP 5500 ez  
**ownership**  
 F 1000  
 F 5309  
**pagination**  
 F 10095  
 F 10095 a  
 F 10095 b  
 F 10095 c  
**pago**  
 P 1544 (sp)  
**paid**  
 F 1013  
 F 12878  
 F 1363  
 F 4136  
 F 4398  
 F 8846  
 F 8867  
 L 136 (sc/sp)
- L 21 (sc/sp)  
 N 483  
**pakistan**  
 P 3475  
**palmprint**  
 F 9040  
**panel**  
 F 5887  
 F 5888  
 F 5889  
 P 3108  
 P 3109  
**paper**  
 F 10014  
 F 8094 b  
**paperless!**  
 P 8160 e  
**paperwork**  
 N 609  
 N 609 (sp)  
**pappillion**  
 EO 21400 0002  
**para**  
 IP ss-4pr  
 IP 1040 (pr)  
 IP 2290 sp  
**paragraph**  
 F 10495  
**paragraph**  
 D 11345  
 D 11345 (cd)  
 D 11345 v  
 L 590 (do)  
**paragraphs**  
 F 8001  
 F 8002  
 F 8004  
**paralegal**  
 D 11716  
**parameter**  
 F 8239  
 F 8246  
 F 8247  
 F 8346  
**parent**  
 F 8332  
 F 8814  
**parking**  
 F 10092  
 F 11138 a  
 F 11230  
 F 12975  
 F 13058  
 F 9606  
**partener**  
 P 1783  
**participating**  
 F 5500 sch d  
**partner**  
 F 1065 b sch k-1  
 F 1065 sch k-1  
 F 8805  
 F 886 s  
 F 886 z (c)  
 F 8865 sch k-1  
 F 9247  
 F 9248  
 F 9369  
 IP 1065 b sch k-1  
 L 1842 (do)  
 L 2398 (do)  
 L 2700 (do)  
 L 2701 (do)  
 L 3205 (do)  
 L 3205 (sc)  
 N 679

## Key Word Index

P 3844	L 3164 g (do)	F 5500 sch t	D 11563
<b>partnering</b>	L 3164 g (sp) (do)	F 6088	D 11564
F 13184	L 3164 h (do)	P 3137	D 11565
P 3972	L 3164 h (sp) (do)	P 575	D 11566
<b>partnership</b>	L 3164 i (do)	P 939	D 11567
D 11684	L 3164 i (sp) (do)	<b>people</b>	D 11568
D 9168	L 3164 j (do)	D 10941	D 11569
F 10574	L 3164 j (sp) (do)	P 3136	D 11570
F 1065	L 3164 k (do)	P 3137	D 11571
F 1065 b	L 3164 k (sp) (do)	P 3390	D 11572
F 1065 b sch k-1	L 3164 l (do)	P 3464	D 11573
F 4605	L 3164 l (sp) (do)	P 3477	D 11574
F 4605 a	L 3164 m (do)	TP 1040 sch h	D 11575
F 6162	L 3164 m (sp) (do)	<b>percent</b>	D 11576
F 6250	L 3164 n (do)	F 6238	D 11577
F 8308	L 3164 o (do)	L 2460 (do)	D 11578
F 8453 p	L 3164 p (do)	P 723 e	D 11579
F 870 l (ad)	L 3173	<b>perdias</b>	D 11580
F 870 l	L 3236 (c)(sp)	P 584 (sp)	D 11591
F 870 p (ad)	L 3238 (c)(sp)	<b>performance</b>	D 11592
F 870 p	<b>passive</b>	D 11007	D 11593
F 870 pt	F 8582	D 11010	D 11594
F 872 f	F 8582 cr	D 11163	D 11595
F 872 i	F 8621	D 11164	D 11596
F 872 ia	F 8810	D 11186	D 11598
F 872 o	P 925	D 11187	D 11599
F 872 p	<b>password</b>	D 11479	D 11600
F 872 p	D 11686	D 11480	D 11601
F 8736	D 9468	D 11481	D 11602
F 875	F 6086 (c)	D 11482	D 11603
F 8800	<b>patronage</b>	D 11483	D 11604
F 8804	F 8817	D 11484	D 11605
F 8825	F 8817	D 11485	D 11606
F 8865	<b>pattern</b>	D 11486	D 11607
F 8865 sch p	F 5493 f	D 11487	D 11608
F 8865 sch o	F 8001	D 11488	D 11609
F 926	F 8002	D 11489	D 11610
IP 1065 b sch k-1	F 8004	D 11490	D 11611
IP 1065 b	F 8672	D 11491	D 11612
IP 8865	<b>pauperis</b>	D 11492	D 11613
L 1807 (do)	F 9365	D 11493	D 11614
L 1827 (do)	<b>payer</b>	D 11494	D 11615
L 1829 (do)	F 8487	D 11495	D 11616
L 1830 (do)	F 8647	D 11496	D 11617
L 1845 (do)	<b>paying</b>	D 11497	D 11618
L 2064 (do)	F 3206	D 11498	D 11619
L 3457 (do)	F 4571	D 11519	D 11620
L 910 (do)	<b>paymentsfor</b>	D 11520	D 11621
L 921 (do)	F 8816	D 11521	D 11628
N 679	<b>payroll</b>	D 11534	D 11629
P 1211	F 2159	D 11535	D 11630
P 2093	F 2159 (sp)	D 11538	D 11631
P 3416	F 5462	D 11539	D 11632
P 541	L 3035 (do)	D 11540	D 11633
TP 1065	N 483	D 11541	D 11634
<b>party</b>	N 484	D 11542	D 11635
D 11280	<b>pcas</b>	D 11543	D 11636
F 11664 e	D 9364	D 11544	D 11637
F 12175	<b>peel</b>	D 11545	D 11638
F 12180	D 6358	D 11546	D 11639
F 6014	F 12912	D 11547	D 11640
F 9142	F 4190 f	D 11548	D 11641
L 1031 (do)	<b>peer</b>	D 11549	D 11642
L 1995 (do)	D 10254	D 11550	D 11643
L 3164 a (do)	<b>peggy</b>	D 11551	D 11644
L 3164 a (sp) (do)	EO 10400 0002	D 11552	D 11651
L 3164 b (do)	<b>pending</b>	D 11553	D 11652
L 3164 b (sp) (do)	F 2509	D 11554	D 11653
L 3164 c (do)	<b>pension</b>	D 11555	D 11654
L 3164 c (sp) (do)	F w-4 p	D 11556	D 11655
L 3164 d (do)	F 1099 r	D 11557	D 11656
L 3164 d (sp) (do)	F 4852	D 11558	D 11657
L 3164 e (do)	F 5305 a sep	D 11559	D 11658
L 3164 e (sp) (do)	F 5305 sep	D 11560	D 11659
L 3164 f (do)	F 5306 sep	D 11561	D 11660
L 3164 f (sp) (do)	F 5500 ez	D 11562	D 11661

## Key Word Index

- D 11662  
 D 11663  
 D 11664  
 D 11665  
 D 11666  
 D 11667  
 D 11668  
 D 11669  
 D 11670  
 D 11671  
 D 11674  
 D 11677  
 D 11689  
 D 11690  
 D 11691  
 D 11692  
 D 11693  
 D 11694  
 D 11704  
 D 11705  
 D 11706  
 D 11707  
 D 11717  
 D 11736  
 D 11737  
 D 11738  
 D 11739  
 D 11740  
 D 11755  
 D 11768  
 D 11769  
 D 11792  
 D 11793  
 D 11794  
 D 11813  
 D 9170  
 D 9171  
 D 9235  
 F 10033  
 F 10093  
 F 10237  
 F 10262  
 F 10263  
 F 10277  
 F 10343  
 F 10344  
 F 10345  
 F 10391  
 F 10392  
 F 10393  
 F 10394  
 F 10395  
 F 10396  
 F 10397  
 F 10532  
 F 10544  
 F 10576  
 F 10859  
 F 11222  
 F 12123 a  
 F 12123  
 F 12260  
 F 12404  
 F 12450 b  
 F 12450 b  
 F 12450 a  
 F 12450 a  
 F 12450  
 F 12450  
 F 4241  
 F 4464  
 F 5462  
 F 6067  
 F 6774  
 F 6850  
 F 8069
- F 8094 a  
 F 8094 b  
 F 8433  
 F 8434  
 F 8522  
 F 9087  
 F 9088  
 F 9089  
 F 9199  
 F 9664  
 F 9681  
 F 9857  
**period**  
 F 2750  
 F 4016  
 F 8683  
 F 8734  
 F 8842  
 F 921 a  
 F 921 i  
 F 921 p  
 F 9490  
 F 952  
 F 9619  
 F 9873  
 L 41 (sc/sp)  
 L 967 (ro)  
 P 1035  
 P 538  
**periodic**  
 F 6441  
**permanent**  
 F 12555  
 F 9003  
**permissible**  
 D 10407  
**permit**  
 F 11138 a  
 F 11230  
**permitted**  
 D 9241  
 F 9639  
 L 147 (sc/sp)  
**person**  
 D 9278  
 F w-8 eci  
 F 1042  
 F 1042 s  
 F 1120 nd  
 F 1310  
 F 3241  
 F 3242  
 F 4720  
 F 4881  
 F 5471 sch m  
 F 5754  
 F 6884 (sp)  
 F 8288  
 F 8288 a  
 F 8288 b  
 F 8865  
 F 990 bl  
 IP 8865  
 N 996  
 P 1187  
 P 499  
 P 907  
**personal**  
 D 10603  
 D 11007  
 D 6315  
 D 7622  
 F 10100  
 F 10853 a  
 F 11095  
 F 1120 sch ph
- F 1120 sch h  
 F 11636  
 F 2198  
 F 4180  
 F 4523  
 F 4822  
 F 5471 sch n  
 F 5495  
 F 7990  
 F 7990 a  
 F 7990 b  
 F 8213  
 F 8233  
 F 9327  
 F 9490  
 F 9492  
 F 9493  
 F 9494  
 F 9495  
 L 3386 (do)  
 L 3396 (do)  
 L 626 (do)  
 N 483  
 N 484  
 P 3378  
 P 584  
 P 584 (sp)  
**personalbenefit**  
 F 8870  
**personally**  
 N 784  
 N 986  
**personnel**  
 D 11451  
 D 11489  
 D 9608  
 D 9669  
 F 10168  
 F 13147  
 F 1790  
 F 6751  
 F 8159  
 F 9904  
**perspective**  
 P 1819  
**pertinent**  
 N 555  
**pesado**  
 F 2290 sp  
**petition**  
 F 9247  
 F 9248  
**phone**  
 F 10319  
 P 3698 a  
**photocopy**  
 F 10134  
 F 8455  
**photocopying**  
 P 3366  
**photographer**  
 D 11600  
**physical**  
 D 11548  
 D 11813  
 F 1775  
 F 9934  
**physician**  
 F 8729  
**pick**  
 F 11664 e  
**piggy**  
 P 3551 c  
**pinformation**  
 D 11234  
**placed**
- D 10261  
**placement**  
 F 12294  
**planner**  
 F 10451  
 F 12798  
**planning**  
 D 5595  
 D 9190  
 D 9921  
 F 10083  
 F 10094 a  
 F 5225  
 F 5225 a  
 F 6093  
 F 6609  
**player**  
 D 11154  
**plaza**  
 EO 80700 0004  
**pocket**  
 D 10978  
 D 11477  
 D 11477 a  
 D 11477 a  
 D 11714  
 D 11734  
 D 5995  
 D 6986  
 D 9937  
 D 9946  
 P 1778  
 P 1849 a  
 P 2111  
 P 3541  
 P 3551 a  
**podemo**  
 D 10169 sp  
**police**  
 D 11592  
 D 11593  
 D 11594  
**policy**  
 D 11158  
 D 7591  
 F 11610  
 F 4399  
**policyholder**  
 F 4387  
**polish**  
 P 3477  
**political**  
 F 1120 pol  
 F 8688  
 F 8871  
 F 8872  
**poof**  
 D 7350  
**population**  
 F 8790  
**portable**  
 D 7921  
 F 10232  
**portfolio**  
 P 2193  
**portuguese**  
 P 3455  
**position**  
 D 10231  
 D 10231  
 D 11488  
 D 11535  
 D 11651  
 D 11655  
 F 4367  
 F 4526 b

## Key Word Index

- F 8432  
F 8433  
F 8434  
F 8513  
F 8789  
F 8833  
P 3183  
P 3185
- possession**  
F 5712  
F 5735  
P 570
- possible**  
D 6493  
L 1052 (do)  
N 797
- possibly**  
L 136 (sc/sp)
- postage**  
F 10584
- postal**  
F 10580 a  
F 12541  
F 4759
- postcard**  
F 5753 p  
F 9370 (c)
- poster**  
D 10158  
D 10160  
D 10160 a  
D 10161  
D 10162  
D 10169 sp  
D 10402 a  
D 11247  
D 11282 a  
D 11328  
D 11424  
D 11741  
D 11741 a  
D 11743  
D 6987 a  
D 7150 a  
D 7591  
D 7946  
D 9075  
P 1042  
P 1042 a  
P 1113 a  
P 1246  
P 1274  
P 1362  
P 1411 a  
P 1479  
P 1479  
P 1495  
P 1495 (sp)  
P 1661  
P 1677  
P 1759  
P 1759 (sp)  
P 1860  
P 1969  
P 1978  
P 3000  
P 3081  
P 3081 a  
P 3082  
P 3082 a  
P 3139  
P 3196  
P 3320  
P 3347  
P 3366  
P 3523
- P 3524  
P 3535  
P 3535 sp  
P 3539  
P 3539 sp  
P 3551  
P 3551 a  
P 3551 b  
P 3551 c  
P 3602  
P 3661  
P 3676  
P 3694  
P 3722  
P 3752  
P 3752 sp  
P 3801  
P 3870  
P 3949  
P 729  
P 729 (sp)
- posting**  
D 5657  
D 5657 a  
F 10528  
F 3244  
F 3244 a  
F 3753  
F 6222
- postpone**  
F 5213
- potential**  
F 10312  
F 13236  
F 2797  
F 4238  
F 4241  
F 6238  
F 9945
- potentially**  
F 8357
- pouch**  
F 3869
- power**  
F 2848  
L 3271 (do)  
L 937  
L 937 (do)  
P 2036  
P 947
- practice**  
D 11715  
D 11716  
D 9468  
F 23  
F 8554  
P 216  
P 470  
P 947
- practitioner**  
F 3975  
F 5753 b  
P 2196  
P 3000  
P 3959
- preliminary**  
F 10375  
F 5054  
F 9193  
L 3016  
L 3274 (do)  
L 3277 (do)  
L 3278 (do)  
L 3279 (do)  
P 1407 a  
P 1407 b
- premature**  
L 2278 (do)
- premise**  
F 10404  
F 11166  
F 6884 (sp)
- premium**  
D 9686  
F 12878
- preparation**  
D 7968  
F 10498  
F 10521  
F 4994  
F 5794  
N 210
- prepare**  
N 1027  
P 1024  
P 1854  
P 1854 (sp)  
P 487  
P 5  
P 579 (sp)  
P 784
- prepared**  
P 1167
- preparer**  
D 11513 a  
F 10106  
F 10161  
F 5029  
F 5029 a  
F 5808  
F 5809  
F 5816  
F 5838  
F 5838 ad  
F 6118  
F 6459  
F 872 d  
F 8867  
L 1120 (do)  
L 1195 (do)  
L 1342 (ro)  
L 3164 n (do)  
P 2094  
P 3008
- preparertax**  
F w-7 p
- presenter**  
D 7099
- pressure**  
N 129 a
- presumption**  
F 5213
- pretest**  
F 8120
- previous**  
F 13092  
L 29 (sc/sp)
- price**  
D 11551  
F 1120 fsc sch p  
F 1120 ic disc sch p
- pricing**  
D 10278
- primary**  
F 4930
- primer**  
D 11318
- principal**  
F 10419
- principle**  
D 10402  
D 10402 a
- D 9300  
D 9300
- printing**  
D 11123  
D 11562  
D 11602  
F 8028  
P 1141  
P 1179  
P 1223  
P 1355
- privacy**  
D 9222  
D 9284  
F 10399  
F 10488 a  
F 10854  
F 5482  
F 5640  
F 5640 b  
N 414  
N 415  
N 417  
N 425  
N 609  
N 609 (sp)
- private**  
F 10404  
F 11166  
F 4883  
F 5060  
F 5578  
F 5774  
F 5788  
F 8038  
F 8328  
F 990 pf  
F 990 pf  
F 990 sch a  
L 1368 (ro)  
L 1369 (ro)  
P 1141  
P 1179  
P 1223  
P 1355  
P 578  
TP 990 pf  
TP 990 pf
- privately**  
F 13135
- probationary**  
F 9619
- probe**  
D 7553 b
- procedural**  
D 11043  
D 9627  
D 9902
- proceed**  
F 1099 b  
F 1099 s  
F 9365
- proceeding**  
F 4488  
F 4491 a  
L 1787 (do)  
L 1855 (do)  
P 3953
- processor**  
D 11610  
F 10392
- procurement**  
D 10194 a  
D 11563  
D 11564  
D 7729

## Key Word Index

- D 9608  
 D 9608  
 F 2087  
 F 9172  
**producer**  
 F 1120 ic disc sch q  
**product**  
 D 11427  
 D 7130  
 D 9287  
 D 9773  
 F 10308  
 F 10891  
 F 7130  
 F 9878  
 P 1796 cd rom  
**production**  
 D 10809  
 D 11575  
 F 10851  
 F 11024  
 F 11389  
 F 12003  
 F 13074  
 F 4465  
 F 5533  
 F 5715  
 F 8238  
 F 8835  
**productivity**  
 F 8547  
 F 9096  
**professional**  
 D 11197  
 F 10996  
 F 12878  
 P 1045  
 P 3107  
 P 3452  
 P 3848  
 P 3848 a  
**profile**  
 D 7400  
 D 7401  
 D 7402  
 D 7403  
 D 7404  
 F 10086  
 F 10460  
 F 5406  
 F 8067  
 F 9109  
 F 9375  
**profit**  
 F 1040 sch c (u)  
 F 1040 sch c  
 F 1040 sch c-ez (u)  
 F 1040 sch c-ez  
 F 1040 sch f  
 F 1099 r  
 F 4852  
 F 5471 sch j  
 F 5712 a  
 F 6730 b  
 F 6732  
 F 6733  
 F 8200  
 F 8848  
 F 921 a  
 F 921 i  
 F 921 p  
 P 1149  
**proforma**  
 F 8156  
**progress**  
 F 6535
- P 1825  
 P 1825 a  
 P 3701  
 P 3970  
**prohibited**  
 F 12894  
**prohibition**  
 D 10186  
**project**  
 D 11330  
 D 11331  
 D 7357  
 D 9222  
 F 10062  
 F 10068  
 F 10244  
 F 10347  
 F 10945  
 F 12069  
 F 6545  
 F 6546  
 F 8703  
 F 8760  
 F 9180  
 N 1055  
 N 1056  
 N 1060  
 P 1522  
 P 1597  
**projection**  
 F 11024  
**promis**  
 D 11239  
**promote**  
 F 12667  
**promotion**  
 F 10405  
 F 10549  
 F 4536  
 F 4537  
 F 4537  
 F 8358  
 F 8708 (c)  
 F 9686  
**promotional**  
 P 1744  
**prompted**  
 F 8748  
**pronet**  
 D 9608  
**proof**  
 F 10486  
 F 10504  
 F 2552 (c)  
 F 4488  
 F 4490  
 F 4491 a  
 F 5804  
 F 6338  
 F 8350  
 F 9436  
 L 1004 (do)  
 P 1407  
 P 1407 a  
 P 1407 b  
 P 1407 c  
 P 3184  
**property**  
 D 10603  
 D 11498  
 D 9485  
 D 9485  
 F 10232  
 F 10236  
 F 10552  
 F 1065 sch d supp
- F 1099 a  
 F 11095  
 F 1120 pc  
 F 11635  
 F 11636  
 F 12977  
 F 13135  
 F 1363  
 F 1930  
 F 1983  
 F 2222  
 F 226 a  
 F 2434 b  
 F 2435  
 F 2436  
 F 2593  
 F 2593 a  
 F 2645  
 F 3259  
 F 3389  
 F 4008 a  
 F 4406 b  
 F 4422  
 F 4480  
 F 4797  
 F 5914  
 F 668 d  
 F 669 a  
 F 669 b  
 F 669 c  
 F 669 h  
 F 792  
 F 7990 a  
 F 7990 b  
 F 8189  
 F 8288  
 F 8288 a  
 F 8288 b  
 F 8865 sch o  
 F 8866  
 F 9061  
 F 9062  
 F 926  
 L 1029 (do)  
 L 1039 (do)  
 P 487  
 P 527  
 P 555  
 P 561  
 P 584  
 P 783  
 P 786  
 P 946  
**propiedad**  
 P 584 (sp)  
**proposal**  
 F 8212  
 F 8547  
**proposed**  
 F 12010  
 F 12011  
 F 12254  
 F 2751  
 F 3363  
 F 5701  
 F 6018  
 F 6265  
 F 6711  
 F 9493  
 L 1085 (do) (c)  
 L 1085 (do)  
 L 1153 (do)  
 L 313 (sc/sp)  
 L 898 (do)  
**propriatorship**  
 F 1040 sch c
- protect**  
 F 10156  
 F 10161  
 F 9873  
**protecting**  
 D 9468  
**protection**  
 D 6441  
 D 6626  
 P 3357  
**protective**  
 F 9698  
**protest**  
 F 10161 a  
 L 1025 (do)  
 L 1154 (do)  
 L 556 (do)  
 L 923 (do)  
 P 5  
**protocol**  
 F 12038  
 P 3411 a  
 P 3434 a  
 P 3578 a  
**prototype**  
 F 4461  
 F 4461 a  
 F 4461 a  
 F 4461 b  
 F 5306  
 F 5306 a  
 F 5306 sep  
**prototyping**  
 D 7362  
**provider**  
 F w-10  
 F 5500 sch c  
 P 1345  
 P 1345 a  
**provision**  
 D 10848  
 D 10919  
 D 10920  
 D 10921  
 D 10922  
 D 10923  
 D 10924  
 D 10925  
 D 11041  
 D 11220  
 D 6392  
 F 1040 es supp  
 F 5626  
 F 5713 sch c  
 F 8038 r  
**public**  
 D 11565  
 D 9300  
 F 11663  
 F 11664 a  
 F 11664 c  
 F 11664 d  
 F 11664 e  
 F 11664 f  
 F 2434  
 F 4425  
 F 4506 a  
 F 5446  
 F 5461  
 F 5461 a  
 F 5461 b  
 F 857  
 F 9771  
 P 1278  
 P 571  
**publication15**

## Key Word Index

- N 1300  
**publicly**  
 F 8281  
**published**  
 F 7130  
**publisher**  
 F 10406  
**publishing**  
 D 10152  
 D 11228  
 D 9847  
 F 12112  
 F 1767  
**puerto**  
 F w-3 (pr)  
 F 1040 (pr)  
 F 940 (pr)  
 F 941 (pr)  
 F 941 c (pr)  
 F 941 sch b (pr)  
 F 942 (pr)  
 F 943 (pr)  
 F 943 a (pr)  
 IP 1040 ss  
 P 1321  
 P 179  
 P 678 (pr)  
**purchase**  
 D 9185  
 F 10282  
 F 10338  
 F 11093  
 F 12868  
 F 2222  
 F 2593  
 F 2593 a  
 F 4527  
 F 8023  
 F 8567  
**purchasing**  
 D 11566  
**pursuant**  
 F 2259  
 F 8690  
 F 8691  
 F 9061  
 F 9062  
**putaway**  
 F 8605  
 F 9466  
**putting**  
 D 10898  
**qrdt**  
 F 10151  
**qualification**  
 F 11387  
 F 12653  
 F 2065  
 F 8388  
 F 9639  
 N 402  
**qualified**  
 F 1041 qft  
 F 1099 q  
 F 5329  
 F 5500 sch t  
 F 706 qdt  
 F 8023  
 F 8274  
 F 8621  
 F 8834  
 F 8839  
 F 8860  
 F 8869  
 IP 8023  
 P 560
- qualify**  
 P 3915  
 P 3917  
**qualifying**  
 D 11535  
**quality**  
 D 10167  
 D 11197  
 D 11360  
 D 11361  
 D 11539  
 D 7837  
 D 7935  
 D 7936  
 D 9074  
 D 9074  
 D 9075  
 D 9190  
 D 9352  
 D 9592  
 F 10065  
 F 10108  
 F 10324  
 F 10325  
 F 10326  
 F 10327  
 F 10347  
 F 10366  
 F 10367  
 F 10367 a  
 F 10375  
 F 11603  
 F 12902  
 F 12903  
 F 12904  
 F 3926 a  
 F 3927  
 F 5126  
 F 5493 a  
 F 5493 a (csqm)  
 F 5493 b  
 F 5493 c  
 F 5493 csqm  
 F 5493 d  
 F 5493 e  
 F 5493 f  
 F 5493 g  
 F 5493 h  
 F 6463  
 F 6579  
 F 6706  
 F 6706  
 F 6706 a  
 F 6757  
 F 8158  
 F 8195  
 F 9089  
 F 9128  
 F 9138  
 F 9139  
 F 9466  
**quar**  
 P 1912  
**quarter**  
 F 4702  
 L 21 (sc/sp)  
**quarterly**  
 F ct-2  
 F 10354  
 F 1066 sch q  
 F 11664 f  
 F 12984  
 F 12984 a  
 F 5681  
 F 6414  
 F 6416
- F 6417  
 F 720  
 F 720 x  
 F 8270  
 F 8330  
 F 8596 a  
 F 9199  
 F 941  
 F 941 (c)  
 F 941 (pr)  
 F 941 ss  
 F 942  
 F 942 (pr)  
 P 1264  
 P 1374  
 P 1855  
**query**  
 F 5523  
**questionaire**  
 F 10275  
 F 10278  
 F 10279  
**questionairre**  
 P 3183  
**questionnaire**  
 D 7400  
 D 7401  
 D 7402  
 D 7403  
 D 7404  
 F 10454  
 F 12884  
 F 2431  
 F 4181  
 F 4742  
 F 4743  
 F 4744  
 F 4745  
 F 4746  
 F 4747  
 F 4748  
 F 4749  
 F 4752  
 F 5129  
 F 6450  
 F 9491  
 F 9686  
 L 977 (do)  
**quip**  
 F 10347  
**quiz**  
 F 8748  
**quotation**  
 F 2263  
**race**  
 F 9620  
**racial**  
 F 5578  
 F 5788  
**railroad**  
 F ct-1  
 F ct-2  
 P 915  
**random**  
 F 6398  
**range**  
 P 966  
**rate**  
 F 1040 es supp  
 F 8314  
 F 8390  
 F 9367  
 N 194  
 P 1542  
 P 2011  
 P 686
- rating**  
 F 10033  
 F 12450 c  
 F 12450 c  
 F 3282  
 F 5887  
 F 6706 b  
 F 6706 c  
 F 6850  
 F 9564  
 F 9565  
 F 9566  
 F 9857  
**readiness**  
 D 11006  
 F 9111  
 F 9511 a  
**reading**  
 D 6807  
 F 10547  
 P 1281  
**realignment**  
 F 12294 a  
**reasonable**  
 D 11675  
 D 9234  
 D 9278  
 F 10060  
 P 1586  
**reassignment**  
 F 4536  
 F 4845  
**rebate**  
 F 8038 r  
 F 8038 t  
 F 8038 t  
**rebecca**  
 EO 10300 0002  
**rebellion**  
 D 9320  
**recall**  
 F 9196  
**recap**  
 F 3996  
 F 6810  
**recapitulation**  
 F 1744  
**recapture**  
 F 4255  
 F 8611  
 F 8828  
**receipt**  
 D 10820  
 F 10049 a  
 F 10049 b  
 F 10049 c  
 F 10049 d  
 F 10049 e  
 F 10049 f  
 F 10049 g  
 F 10049 h  
 F 10049 i  
 F 10235  
 F 10293  
 F 10425  
 F 10513  
 F 11161  
 F 11388  
 F 1930  
 F 1963  
 F 2507  
 F 3520  
 F 3996  
 F 4733 (c)  
 F 4920  
 F 5914



## Key Word Index

- F 6774  
 F 6854  
 F 8551  
 F 8562  
 F 8605  
 F 8727  
 F 9466  
 IP 3520  
 L 19 (sc/sp)  
 L 96 (sc/sp)  
 N 428  
**receivership**  
 L 1005 (do)  
**receptionist**  
 D 11580  
**recertification**  
 F 886 r  
 L 3094 (sc)  
 L 3094 (do)  
**recertified**  
 F 3525  
**recharge**  
 F 2275  
**recibido**  
 P 1544 (sp)  
**recipient**  
 F 9241  
**reciprocal**  
 F 6168  
**recognition**  
 F 1028  
 F 13204  
 F 3778  
 F 8146  
 F 8838  
 F 9127  
 IP 1028  
 P 499  
 TP 1023  
 TP 1024  
**recogniton**  
 F 8146 a  
**recommendation**  
 F 10090  
 F 10498  
 F 10861  
 F 10954  
 F 11396  
 F 13094  
 F 2644  
 F 4183  
 F 4477  
 F 5412  
 F 8014  
 F 8213  
 F 9127  
 F 9327  
 F 9492  
 P 3446  
**reconciliation**  
 D 10288 a  
 F 13111  
 F 2679  
 F 2844  
 F 3997 sht 1  
 F 3997 sht 3  
 F 3997 sht 2  
 F 5462  
 F 6168  
 F 9337  
**reconsideration**  
 F 9943  
 L 2738 (do)  
 L 2737 (do)  
 L 2726 (do)  
 L 3399 (do)
- L 3400 (do)  
 L 3405 (do)  
 L 555 (do)  
 L 693 (do)  
 L 917 (do)  
 P 3598  
**recodation**  
 F 12260  
 F 9200  
**recording**  
 F 10414  
**recordkeeping**  
 F 5104  
 P 552  
**recoverable**  
 F 8562  
**recovery**  
 D 10195  
 D 10274  
 D 9850  
 D 9850 a  
 D 9851  
 F 2749  
 F 2750  
 F 2751  
 F 2751 ad  
 F 4180  
 F 4183  
 F 4523  
 F 8038 r  
 F 8213  
 F 8830  
 F 9327  
 L 1154 (do)  
 L 1155 (do)  
**recreation**  
 D 11568  
**recruiter**  
 D 11090  
**recruiting**  
 D 11683  
**recruitment**  
 F 4714  
 P 1014  
 P 1180  
 P 1246  
 P 1411 a  
 P 3635  
 P 3669  
 P 3683  
 P 3684  
 P 3685  
 P 3686  
 P 3687  
 P 3688  
 P 3689  
 P 3690  
 P 3691  
 P 3692  
 P 3706  
 P 3776  
 P 3777  
 P 3778  
 P 3779  
**redemption**  
 F 8818  
**redeposit**  
 F 8250  
**reduced**  
 P 686  
**reduction**  
 F 1118 sch i  
 F 5305 a sep  
 F 982  
 N 609  
 N 609 (sp)
- reference**  
 D 10025  
 D 10093  
 D 10819  
 D 10820  
 D 10941  
 D 11210  
 D 11427  
 D 11477  
 D 11477 a  
 D 11513  
 D 11513 a  
 D 11675  
 D 11720  
 D 11744  
 D 6927  
 D 6958  
 D 7544  
 D 9439  
 F 5045 c  
 P 1414  
 P 1977  
 P 2192  
 P 748 a  
 P 963  
**referral**  
 D 11469  
 D 11550  
 D 11558  
 D 9762  
 D 9902  
 F 10088  
 F 10091  
 F 10115  
 F 10126  
 F 10140  
 F 10165  
 F 10308  
 F 10312  
 F 10363  
 F 10382  
 F 10525  
 F 10889  
 F 10891  
 F 10892  
 F 10951  
 F 12148  
 F 12153 a  
 F 12217  
 F 13090  
 F 2683  
 F 2797  
 F 2962  
 F 3449  
 F 3965  
 F 4442  
 F 4443  
 F 4632  
 F 4632 a  
 F 5101  
 F 5493 g  
 F 5666  
 F 5748  
 F 6212 a  
 F 6212 b  
 F 6212 c  
 F 6238  
 F 6533  
 F 9189  
 F 9337  
 F 9886  
 F 9915  
 F 9945  
**referred**  
 F 10360  
 L 86 (sc/sp)
- L 972 (ro)  
**refile**  
 F 10978  
 F 10978 a  
 F 10978 b  
 F 11103  
**reform**  
 D 10288  
 D 10829  
**refresher**  
 F 4324  
**refund**  
 F 10330  
 F 10369  
 F 1045  
 F 10899  
 F 11161  
 F 1139  
 F 1310  
 F 1963  
 F 3363  
 F 3753  
 F 3911  
 F 3911 (sp)  
 F 3913  
 F 4466  
 F 4728  
 F 5461 a  
 F 5461 b  
 F 5792 (c)  
 F 5989  
 F 6113  
 F 6762  
 F 8050  
 F 8302  
 F 8316  
 F 8349  
 F 843  
 F 8690  
 F 8691  
 F 8752  
 F 8849  
 F 9188  
 F 9290  
 F 976  
 L 153 (sc/sp)  
 L 1774 (ro)  
 L 2770 (do)  
 L 2877 (do)  
 L 905 (do)  
 N 1070  
 N 797  
 P 1860  
 P 2043  
 P 3139  
 P 378  
 P 556  
**refusal**  
 L 3165  
 N 1216  
**region**  
 D 6334  
 D 9592  
 D 9849  
 EO 20000 0004  
 F 10400  
 F 10436  
 F 12083  
 F 12143  
 F 9810  
 F 9935  
**regional**  
 EO 20000 0001  
 EO 40000 0002  
 F 10162  
 F 12089

## Key Word Index

- F 4461 a  
F 9929  
**regisitation**  
F 12697  
**register**  
F 10232  
F 10481  
F 11407  
F 11614  
F 12247  
F 13102  
F 1963  
F 2087  
F 3538  
F 4019  
F 5421  
F 5422  
F 5873  
F 783  
F 813 (2 part)  
**registered**  
F 12975  
F 872 p  
F 8849 sch 2  
**registration**  
F 10268  
F 11 c  
F 11363  
F 12174  
F 12978  
F 13146  
F 5081  
F 5500 sch ssa  
F 6264  
F 637  
F 8264  
F 8271  
F 9041  
F 9965  
L 1001 (do)  
**registro**  
P 584 (sp)  
**regulated**  
F 1120 ric  
F 2438  
F 8613  
**regulation**  
D 10200  
D 6626  
F 5104  
F 8275 r  
L 3407 (do)  
P 1586  
**regulatory**  
D 10018  
**reimbursable**  
F 10437  
F 11640  
F 5489  
**reimbursement**  
D 9648 b  
D 9648  
F 10411  
F 11664 d  
F 4527  
F 8491  
F 8546  
P 3106  
**reinforced**  
F 12911  
F 4526  
**reinstatement**  
F 12555 d  
**reinventing**  
P 1825  
P 1825 a
- reject**  
F 10296  
F 10352  
F 6826  
F 8564 a  
F 9302  
**rejection**  
F 10073  
F 12233  
F 1271  
L 1010 (do)  
L 106 (sc/sp)  
**relation**  
D 10848  
**relationship**  
F 56  
F 56 f  
**relative**  
F 4180  
**release**  
F 10049 f  
F 10049 g  
F 10049 h  
F 10049 i  
F 10939  
F 10978  
F 10978 a  
F 10978 b  
F 11043  
F 12474  
F 12474 (a)  
F 12537  
F 3289  
F 3915  
F 5914  
F 668 (z) (c)  
F 668 d  
F 668 d  
F 668 e  
F 6847  
F 8332  
F 9196  
F 9945  
L 1038 (do)  
L 626 (do)  
N 1036  
N 48  
P 1407 a  
P 1407 b  
P 1407 c  
P 1450  
P 487  
**relief**  
D 10288 a  
D 11220  
D 9165  
F 13111  
F 4670  
F 8857  
L 2276 (do)  
L 3283 (do)  
L 3388 (do)  
N 1155  
P 2092  
P 3512  
P 3512 (sp)  
P 3833  
P 3920  
P 971  
**religious**  
F 2031  
F 4361  
P 1828  
P 517  
**relocation**  
F 10880
- F 5153  
F 8518  
F 8741  
F 9866 a  
**REMIC**  
F 1066 sch q  
F 8736  
F 8800  
F 8811  
F 8831  
P 938  
**reminder**  
N 732  
N 776  
N 836  
**remittance**  
F 11357  
F 4221  
F 783  
F 795 b  
F 8564  
F 8564 a  
F 8673  
F 9535  
L 941 (do)  
**remote**  
F 10367  
**removal**  
F 9866 a  
**renewable**  
F 8835  
**renewal**  
F 8554  
**renewing**  
D 10280  
**rental**  
F 4835  
F 6843  
F 8703  
F 8825  
N 101  
P 527  
P 527  
**renumbering**  
D 11746  
**reorganization**  
F 5471 sch o  
**repayment**  
F 1963  
F 8290  
**repetitive**  
L 2684 (do)  
L 2685 (do)  
**replace**  
L 1039 (do)  
**replacement**  
F ss-5  
F 5516  
F 5517  
F 6826  
F 9866 a  
**reply**  
D 9282 a  
D 9282 b  
D 9282 c  
D 9282 d  
D 9282 e  
D 9282 f  
E 25 cr/eftps  
F 10533  
F 10578  
F 10586  
L 1058 (do)  
L 622 (do)  
L 693 (do)  
L 917 (do)
- reporter**  
P 1693  
**representation**  
F 8111  
**representative**  
D 10174  
D 11245  
D 11372  
D 11480  
D 11497  
D 11658  
F ct-2  
F 11672  
F 12152  
F 13061  
F 13142  
F 2848  
F 5877  
F 6583  
L 3254 (do)  
P 3915  
P 3914  
**reproducible**  
P 1132 vol 1  
**reproduction**  
P 1355  
**republ**  
P 3478  
**republi**  
P 3410  
P 3484  
**republic**  
P 3390  
P 3411  
P 3411 a  
P 3420  
P 3422  
P 3434  
P 3434 a  
P 3435  
P 3438  
P 3455  
P 3458  
P 3459  
P 3461  
P 3462  
P 3465  
P 3466  
P 3468  
P 3469  
P 3476  
P 3479  
P 3480  
P 3480 a  
P 3485  
P 3575  
P 3575 a  
P 3576  
P 3576 a  
P 3577  
P 3577 a  
P 3578  
**reqs**  
F 8848  
**requested**  
L 31 (sc/sp)  
**requester**  
IP w 8  
IP w-9  
**requirement**  
D 6393  
D 7002  
D 7335  
F 10516  
F 5300 sch q  
F 5542

## Key Word Index

- F 5542 a
- F 5627
- F 6308
- F 8028
- F 8385
- F 9002
- F 9417
- F 9472
- F 9473
- F 9474
- F 9475
- F 9476
- F 9638
- F 9640
- L 1346 (do)
- L 964 (do)
- N 555
- N 931
- P 1315
- P 1355
- P 1374
- P 1586
- P 1771
- P 1912
- P 216
- P 3062
- P 3755
- requisition**
- D 10152
- F 10500
- F 10855
- F 1334
- F 1767
- F 6293
- F 6834
- F 7130
- F 9890
- rescind**
- F 8626
- rescission**
- L 2262 (do)
- L 2263 (do)
- L 2264 (do)
- research**
- D 11156
- D 11644
- D 11683
- D 11692
- D 11693
- D 11694
- F 1008
- F 10098
- F 10373
- F 10522
- F 10585
- F 10846
- F 10950
- F 11196
- F 3774
- F 3774 m
- F 4446
- F 6765
- F 8673
- F 9336
- F 9951
- reserve**
- F 4389
- F 5804
- F 9262
- resetting**
- F 10580 a
- residence**
- F 10419
- F 4527
- F 9003
- resident**
- F 4563
- IP 1040 ss
- P 1321
- P 54
- P 593
- residential**
- F 8703
- P 527
- residual**
- F 1066 sch q
- F 8831
- resignation**
- F 10319
- resolution**
- D 11252
- D 11497
- D 7553 e
- D 9451
- F 10977
- F 12241
- F 9206
- F 9207
- P 3605
- P 3914
- P 3915
- response**
- D 7553 b
- D 9654
- F 10009 a
- F 10009 b
- F 10165
- F 10221 a
- F 12220
- F 5457
- L 1038 (do)
- L 1477 (do)
- L 1723 (do)
- L 29 (sc/sp)
- L 2945 (do)
- L 621 (do)
- responsibility**
- D 7921
- F 8726
- F 9172
- P 3742 a
- P 3742
- responsible**
- D 9526
- D 9850
- N 996
- restaurant**
- P 2011
- restoration**
- F 9202 a
- restricted**
- F 10476
- F 11028
- F 1366
- F 5421
- restriction**
- D 7106
- D 7107
- F 5838
- F 5838 ad
- F 6734
- F 870
- F 870 ad
- F 870 e
- F 870 w
- F 890
- F 890 ad
- restructured**
- F 12294
- restructuring**
- D 10288
- D 10829
- D 11062
- resume**
- F 10941
- F 9111
- F 9512
- F 9512 a
- retain**
- F 1128
- retention**
- F 11359 a
- F 12337
- F 5597 c scrs
- F 6149
- F 6850
- retest**
- F 6745
- retirement**
- D 11417
- D 11418
- D 6315
- D 6374
- D 7564
- D 9921
- F ct-1
- F 1099 r
- F 2934
- F 4532
- F 4852
- F 5305
- F 5305 a sep
- F 5305 a
- F 5305 e
- F 5305 ea
- F 5305 r
- F 5305 ra
- F 5305 rb
- F 5305 s
- F 5305 sa
- F 5305 sep
- F 5305 simple
- F 5329
- F 5498
- F 5500 ez
- F 5500 sch r
- F 6219
- L 3453 (do)
- P 1643
- P 560
- P 590
- P 721
- P 915
- TP 5500 ez
- retiring**
- P 1798
- retracted**
- D 11299
- retrieval**
- D 9161
- F 10509
- F 11357
- returned**
- F 12235
- F 3913
- F 8290
- F 9340
- F 9925
- L 100 (sc/sp)
- returning**
- D 6845
- F 12555 c
- review**
- F 5493 a (csqm)
- reviewer**
- D 11360
- D 11361
- D 11513 a
- D 11539
- D 11567
- D 11569
- D 11574
- D 11739
- D 11740
- F 10375
- F 11084
- F 3990
- F 5456
- F 5457
- F 5942
- F 9919
- revision**
- P 1045
- revocation**
- F 12474
- F 12474 (a)
- F 4194
- F 4508
- F 5768
- revoked**
- F 1958
- reward**
- F 10089
- F 10942
- F 11369
- F 211
- F 211 (sp)
- P 733
- P 733 (sp)
- ride**
- F 11138 a
- robbery**
- F 4229
- roll**
- N 129 a
- rolodex**
- P 3108
- P 3627
- P 3754
- P 3754 sp
- roster**
- F 4537
- F 6257
- F 9113
- roth**
- F 5305 r
- F 5305 ra
- F 5305 rb
- round**
- P 3772
- routing**
- F 10109
- F 10286
- F 12304
- F 2061 a
- F 5102
- F 8557
- F 9231
- F 9257
- F 9814
- rra98**
- D 10848
- rubber**
- F 10500
- rule**
- D 9230
- EO 10400 0002
- F 1120 ic disc sch q
- P 1141
- P 1179
- P 575
- P 925
- P 929
- P 939

## Key Word Index

- ruler**  
 P 3919
- ruling**  
 F 8734  
 N 437
- russian**  
 P 3436
- safe**  
 D 11745
- safeguarding**  
 D 10280
- safety**  
 D 10400  
 D 10853  
 D 5240  
 D 7637  
 D 9553  
 F 13073
- salary**  
 D 5531  
 F 2019  
 F 3525  
 F 5305 a sep  
 F 668 w (c) (do)  
 P 1494
- sale**  
 F record 21  
 F 10158  
 F 1120 fsc  
 F 1120 ic disc  
 F 1983  
 F 2119  
 F 2119 (u)  
 F 2434  
 F 2434 a  
 F 2434 b  
 F 2435  
 F 2436  
 F 4406 b  
 F 4425  
 F 4527  
 F 4605  
 F 4605 a  
 F 4797  
 F 5913  
 F 6252  
 F 8308  
 F 8849 sch 2  
 F 8849 sch 4  
 F 886 y  
 L 1840 (do)  
 L 3452 (do)  
 P 537  
 P 544  
 P 786  
 P 786
- same**  
 L 41 (sc/sp)  
 L 41 (sc/sp)
- samoa**  
 F w-2 as  
 F 4563  
 P 80
- sample**  
 F 10003  
 F 8215  
 F 8787  
 F 8790  
 F 9667
- sampling**  
 D 7391  
 D 9997  
 F 10353  
 F 5018  
 F 6674  
 F 8194
- satisfactory**  
 F 12450 c
- saving**  
 F 2019  
 F 5304 simple  
 F 5305 simple  
 F 8815  
 F 8818  
 IP 1099 oid supp  
 P 969
- sbrefa**  
 D 10018
- sbse**  
 EO 42700 0102  
 EO 42700 0103  
 EO 42700 0105
- SCCB**  
 D 11664  
 F 8195
- SCCF**  
 F 11163  
 F 4028  
 F 6845
- scenerio**  
 D 10175  
 D 10175 a  
 D 10175 b
- scheduled**  
 L 725 (do)
- scheduling**  
 F 10130  
 F 4231  
 F 4231 a  
 F 6798  
 F 6835  
 F 6836  
 F 6876  
 F 6877  
 F 8405  
 F 8406
- scheme**  
 D 1300
- scholarship**  
 N 95  
 P 520
- school**  
 F 12895  
 F 1742  
 F 5578  
 F 5788  
 P 1541  
 P 2093  
 P 2093  
 P 571
- science**  
 F 2031
- scientific**  
 D 11600
- scientist**  
 D 11548  
 D 11666
- scrambled**  
 L 239 (sc/sp)
- seal**  
 D 9210  
 F 13014  
 F 13015  
 F 13016  
 F 13038  
 F 13039  
 F 13040  
 F 13041  
 F 13042  
 F 13043  
 F 13044  
 F 13045
- F 13054  
 F 13055  
 F 13063  
 F 13064  
 F 13065  
 F 13066  
 F 13067  
 F 13079  
 F 13080  
 F 13114  
 F 13118  
 F 13119  
 F 13164  
 F 13165  
 F 13166  
 F 9234 a  
 F 9234 b  
 F 9667
- search**  
 F 10141  
 F 10221  
 F 10221 a  
 F 10368  
 F 6884 (sp)  
 F 9633
- season**  
 P 1345 a  
 P 3357
- seasonal**  
 D 10261
- scheduling**  
 F 10176  
 F 10380  
 F 12555 c  
 F 12555 e  
 F 8506
- second**  
 L 1671
- secondary**  
 F 12037
- secrecy**  
 L 3493 (do)  
 L 3494 (do)
- secretary**  
 D 10052 a  
 D 10174 b  
 D 11493
- secure**  
 L 910 (do)
- secured**  
 F 1099 a  
 P 487
- securing**  
 D 7921
- seeing**  
 D 9262
- segment**  
 D 9098  
 D 9396
- seized**  
 F 2222  
 F 226 a  
 F 2435  
 F 2436  
 F 3389  
 F 4008 a
- seizure**  
 F record 21  
 F 10070  
 F 10158  
 F 10419  
 F 10461  
 F 10481  
 F 12911  
 F 12912  
 F 12913  
 F 12913 (sp)
- F 2433  
 F 6670  
 P 1178
- selective**  
 F 12697  
 L 621 (do)
- self**  
 D 11092  
 D 11124  
 D 7401  
 D 7403  
 D 9735  
 F 1040 (pr)  
 F 1040 sch se  
 F 1040 sch se (u)  
 F 1040 ss  
 F 10941 b  
 F 11388  
 F 12328  
 F 12465  
 F 12808  
 F 12878  
 F 4029  
 F 433 a  
 F 4361  
 F 8107  
 F 8464  
 F 8469  
 F 8470  
 F 8545 (c)  
 F 885 f  
 F 9511 a  
 IP 1040 sch se  
 IP 1040 ss  
 P 3085  
 P 3693  
 P 3697  
 P 3699  
 P 3909 a  
 P 533
- sell**  
 P 1830  
 P 3133
- seller**  
 P 911
- selling**  
 P 3515  
 P 523
- seminar**  
 D 9921  
 F 12170  
 L 3397 (do)  
 P 1198 c
- sending**  
 L 1220 (ro)
- senior**  
 D 11372
- sensitive**  
 N 129 a  
 P 3183  
 P 3185
- sensitivity**  
 F 8513
- separation**  
 F 10497  
 F 12929  
 F 13147  
 F 9498
- september**  
 P 1045  
 P 3615  
 P 3615 a
- sequence**  
 F 8544  
 F 8544 b
- serial**

## Key Word Index

- F 3538  
**series**  
 F 12238  
 F 12239  
 F 6578 a  
 F 8815  
 F 8818  
 F 9186  
 IP 1099 all  
 N 509  
 P 1179  
 P 3382  
**setr**  
 D 11684  
**settlement**  
 D 11540  
 F 1041 n  
 F 1120 sf  
 F 8691  
 F 870 l (ad)  
 F 870 p (ad)  
 F 870 s (ad)  
 L 1645 (ro)  
 L 2398 (do)  
 L 971 (ro)  
**sexual**  
 D 10203  
 D 11216  
 D 7591  
 D 9139  
 D 9306  
 D 9439  
 F 11610  
 F 12173  
**sgml**  
 D 9768  
**share**  
 F 1041 sch k-1  
 F 1065 b sch k-1  
 F 1065 sch k-1  
 F 1120 s sch k-1  
 F 11634  
 F 12303  
 F 4387  
 F 886 s  
 F 886 w  
 F 886 x  
 F 886 y  
 F 886 z (c)  
 F 8865 sch k-1  
 IP 1065 b sch k-1  
**shared**  
 D 11346  
**shareholder**  
 F 1120 ic disc sch k  
 F 1120 s sch k-1  
 F 2439  
 F 8621  
 F 886 x  
 F 886 y  
 F 886 z (c)  
 F 9369  
 F 972  
 L 1976 (do)  
**sharp**  
 P 699  
**sharper**  
 P 699  
**sharpshooter**  
 F 9527  
**shelf**  
 F 12177  
**shelter**  
 F 8264  
 F 8271  
 F 8357
- F 8358  
**sheltered**  
 P 3767  
 P 3768  
 P 571  
**shift**  
 F 10590  
**shipment**  
 F 9255  
 F 9820  
**shortage**  
 F 9204  
**shorten**  
 P 2017  
**should**  
 P 2193  
 P 3598  
 P 594  
 P 594 (sp)  
**sick**  
 F w-4 s  
**signed**  
 F 10858  
 L 2262 (do)  
 L 929  
 L 929 (do)  
**simple**  
 F 5304 simple  
 F 5305 s  
 F 5305 sa  
 F 5305 simple  
 L 3451 (do)  
 P 560  
**simplified**  
 F 5305 sep  
 F 5306 a  
 F 5306 sep  
 P 3377  
 P 575  
**single**  
 F 1040 ez  
 F 1040 ez (u)  
 F 1040 ez vita/tce ovrprt  
 F 1040 nr-ez  
 F 5887  
 F 5888  
 F 5889  
 F 9473  
**sitr**  
 F 9290  
**sketch**  
 F 9929  
**skill**  
 F 9173  
**slovak**  
 P 3479  
**smart**  
 P 3848  
 P 3848 a  
**sobre**  
 F 2290 sp  
**social**  
 F ss-5  
 F 2032  
 F 2264  
 F 4137  
 F 4149  
 F 4149 (sp)  
 F 8846  
 F 885 t  
 F 9337  
 L 136 (sc/sp)  
 L 903 (do)  
 N 1038 tdf 32-13.2  
 N 194  
 P 517
- P 915  
 P 957  
**socialist**  
 P 3438  
 P 3478  
**soft**  
 L 3451 (do)  
**software**  
 D 11089  
 D 7362  
 D 7875  
 D 7882  
 F 13089  
 F 13181  
 F 5161  
**soi40**  
 F 5493 a  
**solving**  
 F 11609  
 F 11609 a  
 F 11631  
 F 11631 a  
 F 11668  
**someday!**  
 P 3551 a  
**something**  
 P 3889  
**sound**  
 D 11154  
**source**  
 F 10113  
 F 1013  
 F 10241  
 F 1042  
 F 1042 s  
 F 10516  
 F 5493 a (csqm)  
 F 6502  
 F 9440  
 P 1187  
 P 3860  
 P 3861  
**southeast**  
 D 9592  
**soviet**  
 P 3438  
**space**  
 D 10160 a  
 F 13058  
**spain**  
 P 3437  
**spanish**  
 D 10169 sp  
 D 9123 (sp)  
 F ss-4 (pr)  
 F 1040 (pr)  
 F 1040 es (sp)  
 F 1040 sch h (pr)  
 F 12913 (sp)  
 F 211 (sp)  
 F 2159 (sp)  
 F 4149 (sp)  
 F 433 a (sp)  
 F 433 b (sp)  
 F 433 d (sp)  
 F 6540 (sp)  
 F 6884 (sp)  
 F 886 h (sp)  
 F 9465 (sp)  
 F 9779 (sp)  
 F 9783 (sp)  
 IP 9779 (sp)  
 IP 9783 (sp)  
 L 100 (sc/sp)  
 L 101 (sc/sp)  
 L 138 (sc/sp)
- L 143 (sc/sp)  
 L 147 (sc/sp)  
 L 147 (sc/sp)  
 L 178 (sc/sp)  
 L 19 (sc/sp)  
 L 21 (sc/sp)  
 L 239 (sc/sp)  
 L 29 (sc/sp)  
 L 31 (sc/sp)  
 L 3164 a (sp) (do)  
 L 3164 b (sp) (do)  
 L 3164 c (sp) (do)  
 L 3164 d (sp) (do)  
 L 3164 e (sp) (do)  
 L 3164 f (sp) (do)  
 L 3164 g (sp) (do)  
 L 3164 h (sp) (do)  
 L 3164 i (sp) (do)  
 L 3164 j (sp) (do)  
 L 3164 k (sp) (do)  
 L 3164 l (sp) (do)  
 L 3164 m (sp) (do)  
 L 3219 (sc/cg/sp)  
 L 3236 (c)(sp)  
 L 3238 (c)(sp)  
 L 41 (sc/sp)  
 L 47 (sc/sp)  
 L 64 (sc/sp)  
 L 692 (sc/sp)  
 L 86 (sc/sp)  
 L 95 (sc/sp)  
 L 99 (sc/sp)  
 N 609 (sp)  
 N 916 (sp)  
 N 940 (sp)  
 P 1 (sp)  
 P 1235 (sp)  
 P 1241 (sp)  
 P 1244 (pr)  
 P 1469 (sp)  
 P 1495 (sp)  
 P 1600 (sp)  
 P 1715 (sp)  
 P 1759 (sp)  
 P 1762 (sp)  
 P 1769 (sp)  
 P 1770 (sp)  
 P 1872 (sp)  
 P 2053 b (sp)  
 P 3080 (sp)  
 P 3148 sp  
 P 3211 (sp)  
 P 3512 (sp)  
 P 3518 (sp)  
 P 3535 sp  
 P 3539 sp  
 P 3540 sp  
 P 3709 sp  
 P 3752 sp  
 P 3754 sp  
 P 3961 sp  
 P 3973 sp  
 P 594 (sp)  
 P 596 (sp)  
 P 724 (sp)  
 P 729 (sp)  
 P 733 (sp)  
 P 850  
 P 962 (sp)  
 TP 1040 a (sp)  
**speak**  
 P 3752  
 P 3752 sp  
 P 3753  
 P 3754  
 P 3754 sp

## Key Word Index

<p>P 3828 P 3919 <b>speaker</b> F 10494 <b>specialist</b> D 11487 D 11497 D 11497 D 11498 D 11534 D 11535 D 11543 D 11544 D 11547 D 11550 D 11552 D 11553 D 11556 D 11558 D 11560 D 11565 D 11568 D 11570 D 11572 D 11573 D 11575 D 11576 D 11578 D 11596 D 11598 D 11599 D 11602 D 11607 D 11617 D 11629 D 11629 D 11631 D 11641 D 11653 D 11659 D 11661 D 11662 D 11668 D 11704 D 11707 D 11716 D 11738 D 11793 D 11794 D 11813 D 9234 D 9902 F 10129 F 10303 F 10448 F 10883 a F 12904 P 3914 P 3915 <b>specialization</b> D 9098 <b>specifically</b> F 5713 sch b <b>specification</b> F 12847 w F 12847 v F 12847 u F 12847 t F 12847 s F 12847 r F 12847 q F 12847 p F 12847 o F 12847 n F 12847 m F 12847 l</p>	<p>F 12847 k F 12847 j F 12847 i F 12847 h F 12847 g F 12847 f F 12847 e F 12847 d F 12847 c F 12847 b F 12847 a P 1141 P 1179 P 1187 P 1220 P 1223 P 1239 P 1245 P 1264 P 1314 P 1346 P 1438 P 1474 P 1516 P 1524 P 1855 <b>spirit</b> D 9189 F 9234 <b>split</b> F 5227 F 5712 a F 8189 <b>sponsor</b> F 8317 F 8318 F 8319 <b>sponsored</b> F 5306 <b>sport</b> L 3410 (do) L 3411 (do) <b>spouse</b> F 12507 F 12508 F 8379 F 870 w F 8857 L 3284 (do) L 3323 (do) L 3323 (do) N 1263 N 1263 P 3512 P 3512 (sp) P 3864 P 971 TP 5500 ez <b>spreadsheet</b> F 10866 <b>sprint</b> D 11248 <b>staff</b> D 10174 b D 10818 D 9925 F 10955 F 12956 F 8791 F 9925 P 1273 <b>staffing</b> F 6087 F 6444 <b>staffpower</b> F 9922</p>	<p><b>stair</b> P 1918 <b>stakeholder</b> D 11684 <b>stamp</b> F 10500 <b>standardized</b> F 4826 <b>standrd</b> F 10979 <b>state</b> D 11288 D 11793 D 11794 D 6334 D 6581 D 7475 D 9652 a F w-8 exp F w-8 imy F 10325 F 10415 F 10475 F 11616 F 12911 F 12912 F 12913 F 12913 (sp) F 211 a F 2593 F 2593 a F 5471 sch m F 706 a F 706 d F 709 F 709 a F 8257 F 8796 F 9003 F 9290 IP 706 d IP 706 na IP 706 na L 101 (sc/sp) L 3036 (do) N 28 P 1075 P 1150 P 1542 P 1803 P 3196 P 3390 P 3391 P 3410 P 3411 P 3411 a P 3412 P 3412 P 3413 P 3420 P 3421 P 3421 a P 3422 P 3423 P 3424 P 3424 a P 3433 P 3433 a P 3434 P 3434 a P 3435 P 3436 P 3437 P 3454 P 3455 P 3457</p>	<p>P 3458 P 3458 a P 3459 P 3460 P 3461 P 3462 P 3464 P 3465 P 3466 P 3467 P 3468 P 3469 P 3470 P 3471 P 3472 P 3473 P 3474 P 3475 P 3476 P 3477 P 3478 P 3479 P 3480 P 3480 a P 3481 P 3482 P 3482 a P 3483 P 3484 P 3485 P 3575 P 3575 a P 3576 P 3576 a P 3577 P 3577 a P 3578 P 3578 a P 3615 P 3615 a P 3616 P 3616 a P 3620 P 3767 P 3809 P 3810 P 513 P 597 P 963 P 963 <b>statinery</b> F 13166 <b>station</b> P 3106 <b>stationery</b> F 13014 F 13015 F 13016 F 13038 F 13039 F 13039 F 13040 F 13041 F 13042 F 13042 F 13043 F 13043 F 13044 F 13044 F 13045 F 13045 F 13054 F 13054 F 13055 F 13055 F 13063</p>
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## Key Word Index

- F 13063
- F 13064
- F 13064
- F 13065
- F 13065
- F 13066
- F 13066
- F 13067
- F 13067
- F 13079
- F 13079
- F 13080
- F 13080
- F 13081
- F 13081
- F 13082
- F 13082
- F 13114
- F 13118
- F 13118
- F 13119
- F 13119
- F 13164
- F 13165
- F 3624 6 pt (c)
- F 3707 1 pt (c)
- F 5777 1 pt (c)
- F 5777 2 pt (c)
- F 5777 3 pt (c)
- F 6695 6 pt (c)
- statistic**
- D 10855
- D 10855 a
- D 11628
- D 11641
- statistical**
- D 11640
- D 7391
- F 10353
- F 4913
- F 6441
- F 6674
- F 8194
- statistician**
- D 11639
- D 11643
- D 11694
- statue**
- F 10161 a
- statute**
- D 7368
- F 10156
- F 10161
- F 10364
- F 10364 a
- F 10364 b
- F 10495
- F 10949
- F 3999
- F 3999 t
- F 8620
- F 895
- F 9355
- F 9873
- L 2877 (do)
- L 907
- L 907 (do)
- L 928
- P 3869
- statutory**
- F 2297
- F 2750
- F 5600 a
- F 9490
- L 555 (do)
- L 645 (do)
- L 900 (ro)
- stawr**
- P 3377
- steward**
- F 12280
- stipulation**
- L 1220 (ro)
- stock**
- F 12177
- F 2543
- F 5309
- F 5471 sch o
- F 7130
- F 7561
- F 8023
- F 8573
- F 9467
- IP 8023
- L 909 (do)
- storage**
- F 3220 1 pt (c)
- F 3220 3 pt (c)
- F 6834
- P 3705 sp
- story**
- P 3870
- straight**
- L 950 (do)
- L 955 (do)
- strategic**
- P 1822
- P 3744
- P 3744 a
- strategy**
- F 8544
- F 8544 a
- F 8544 b
- P 3357
- P 3860
- P 3861
- P 3862
- strength**
- F 10168
- stripping**
- D 10407
- stroke**
- F 5016
- strong**
- D 11686
- structure**
- F 10266
- student**
- D 11329
- D 11621
- D 9653
- F w-9s
- F 10277
- F 1098 e
- F 12808
- F 12895
- F 12896
- F 8437
- F 9868
- P 1742
- P 3742 a
- P 678
- P 678 (in)
- P 678 fs
- P 678 m
- study**
- D 11092
- F 11388
- F 11388
- F 12328
- F 12808
- F 8515
- P 1549
- stuffer**
- P 1762
- P 1762 (sp)
- P 1971
- P 3110
- P 3828
- P 3848 a
- P 3939
- P 3948
- P 3961
- P 962
- P 962 (sp)
- subchapter**
- F 8869
- subject**
- D 10984
- D 7017
- F 1042 s
- F 3259
- F 4422
- F 4930
- F 792
- F 8678
- P 1187
- submission**
- D 10017
- F 11357
- F 11665
- F 12413
- F 12972
- submit**
- F 872 u
- N 483
- P 1315
- P 1374
- submitting**
- P 1911
- subordination**
- F 3033
- F 669 f
- F 669 e
- F 669 d
- P 1153
- P 784
- subpoena**
- F 2431
- subsidiary**
- F 1122
- F 8869
- F 8875
- subsidized**
- F 6497
- subsidy**
- F 11044
- F 11663
- F 11664 a
- F 11664 c
- F 11664 d
- F 11664 e
- F 11664 e
- F 11664 f
- F 8828
- subsistence**
- F 4702
- substantiation**
- P 1771
- substitute**
- F 12158
- F 4852
- P 1141
- P 1167
- P 1223
- P 1355
- suggest**
- F 13245
- suggested**
- F 10084
- suggestion**
- D 7946
- F 10347
- F 2665
- F 9095
- suit**
- F 4477
- F 4478
- F 4479
- F 4480
- F 907
- suitability**
- F 12110
- F 12892
- F 2582
- summon**
- F 2039
- F 4443
- F 6637
- F 6638
- F 6639
- F 6863
- supervisory**
- F 10118
- F 4367
- supplemental**
- D 9271
- D 9526
- D 9850
- F 1040 sch e (u)
- F 1040 sch e
- F 2285 a
- F 941 sch b (pr)
- IP w-2 cm
- IP 1040 sch e
- IP 1099 oid supp
- IP 6251 supp
- N 1038 tdf 32-13.2
- P 15 a
- supplied**
- L 1040 (do)
- supply**
- D 11571
- D 9406
- F 10209
- F 10425
- F 10516
- F 11351
- F 13167
- F 1334
- F 6308
- F 7130 l
- suppress**
- F 8248
- suppression**
- F 10456
- surety**
- F 1117
- surplus**
- F 4402
- surveillance**
- D 9347
- survey**
- D 10156
- D 11192
- D 11198
- D 11784
- F 10097 a
- F 10484
- F 12112
- F 12184 aa
- F 12184 bb
- F 12184 cc
- F 12184 dd

## Key Word Index

- F 12184 ee  
 F 12184 ff  
 F 12184 gg  
 F 12184 hh  
 F 12184 ii  
 F 12184 j  
 F 12184 jj  
 F 12184 k  
 F 12184 kk  
 F 12184 l  
 F 12184 ll  
 F 12184 m  
 F 12184 n  
 F 12184 o  
 F 12184 p  
 F 12184 pp  
 F 12184 q  
 F 12184 r  
 F 12184 s  
 F 12184 t  
 F 12184 u  
 F 12184 v  
 F 12184 w  
 F 12184 x  
 F 12184 y  
 F 12667  
 F 12884  
 F 13073  
 F 1900  
 F 1933  
 F 2503  
 F 3187  
 F 6729  
 F 6836  
 F 9190  
 F 9192  
 F 9193  
 F 9766  
 F 9766  
 F 9806  
 P 1866 b  
 P 3645  
**surveys**  
 F 3965  
**survey99**  
 D 10157  
**survivor**  
 D 6391  
 F 5625  
 P 559  
 P 723 c  
 P 723 d  
**suspect**  
 P 3857  
 P 3857 (sp)  
 P 3857 a  
 P 3857 a (sp)  
**suspended**  
 L 1014 (do)  
**suspense**  
 F 1254  
 F 1254 a  
 F 5705  
**suspending**  
 L 1640 (do)  
**suspension**  
 F 8314  
**suspicious**  
 P 1241  
 P 1241 (sp)  
**sweden**  
 P 3481  
**swiss**  
 P 3424  
 P 3424 a  
**systemic**
- D 11329  
**table**  
 D 10846  
 D 11778  
 D 7544  
 F 13217  
 F 6445  
 N 1036  
 N 194  
 P 1494  
 P 15 t  
 P 3557  
**tabulation**  
 F 4425  
**tactical**  
 D 9089  
**take**  
 P 3965  
**tally**  
 F 10390  
 F 10548  
 F 5016  
 F 8194  
**tamis**  
 D 11239  
**tape**  
 F 10844  
 F 11221  
 F 3289  
 F 3721  
 F 4801  
 F 4994  
 F 4994  
 F 8453 p  
 F 8655  
 N 688  
 P 1149  
 P 1281  
 P 1474  
 P 1516  
 P 1912  
 P 3376  
**TARE**  
 D 11291  
 F 10370  
**task**  
 D 9139  
 D 9271  
 F 6380  
 F 6380  
 F 6381  
 F 6381  
 F 6382  
 F 6383  
 P 3446  
**taxa**  
 P 3424  
**taxable**  
 F 1066 sch q  
 F 1099 patr  
 F 1260  
 F 3228  
 F 8445 a  
 F 8491  
 F 8875  
 F 9367  
 F 9606  
 F 9668  
 F 990 w  
 L 21 (sc/sp)  
 L 3453 (do)  
 P 525  
**taxat**  
 P 3420  
**taxati**  
 P 3436
- P 3454  
**taxation**  
 P 3391  
 P 3437  
 P 3438  
 P 3457  
 P 3459  
 P 3460  
 P 3463  
 P 3479  
**taxi**  
 P 3124  
 P 3570  
 P 3570  
**taxing**  
 D 9320  
**teach**  
 F 8094 b  
**teaching**  
 F 10093  
 F 10531  
 F 4672  
 P 2181  
**team**  
 D 11541  
**teichinal**  
 F 9504  
**technical**  
 D 11006  
 D 11600  
 D 11619  
 D 11705  
 D 6927  
 D 7979  
 F 10091  
 F 10430  
 F 10576  
 F 10900  
 F 12182  
 F 3558  
 F 4463  
 F 5565  
 F 6490  
 F 9886  
 L 1399 (do)  
 P 1474  
 P 1855  
 P 3411 a  
 P 3421 a  
 P 3424 a  
 P 3433 a  
 P 3434 a  
 P 3454 a  
 P 3458 a  
 P 3480 a  
 P 3482 a  
 P 3575 a  
 P 3576 a  
 P 3577 a  
 P 3578 a  
 P 3615 a  
 P 3616 a  
**technician**  
 D 11549  
 D 11555  
 D 11561  
 D 11564  
 D 11571  
 D 11613  
 D 11616  
 D 11663  
 D 11669  
 D 11690  
**technique**  
 D 9682  
 F 6144
- technology**  
 D 11502  
 D 11625  
 F 13065  
 F 13114  
 F 13125  
 P 3408  
**TECS**  
 F 5523  
 F 6668  
**TEFRA**  
 F 3999 t  
 F 8340  
 L 1807 (do)  
 L 1827 (do)  
 L 1829 (do)  
 L 1842 (do)  
 L 1845 (do)  
 L 1864 (do)  
 L 1976 (do)  
 L 1977 (do)  
 L 3457 (do)  
 L 3458 (do)  
 L 3459 (do)  
**tege**  
 L 3164 k (do)  
 L 3164 k (sp) (do)  
**telecommunication**  
 D 7968  
 D 9089  
 D 9235  
 D 9234  
 D 11638  
 D 11669  
 D 11668  
 F 9474  
**teleconference**  
 D 7932  
 D 9129  
**telex**  
 F 10162  
**telexfile**  
 P 2101  
 P 3380  
 P 3887  
**telephone**  
 D 7017  
 D 9652 a  
 F 10313  
 F 10428  
 F 10537  
 F 10570  
 F 10931  
 F 10931 a  
 F 10950  
 F 12069  
 F 12893  
 F 5777 1 pt (c)  
 F 8145  
 F 9181  
 F 9182  
 F 9183  
 F 9190  
 F 9920  
 P 1137  
 P 1431  
**teletin**  
 F 11673  
**teletraining**  
 F 12463  
**television**  
 D 11575  
**teller**  
 F 2679  
 P 1510  
**temperature**



## Key Word Index

- F 12973  
**template**  
 F 10131  
**temporary**  
 F 10405  
 F 10514  
 F 12555 a  
 F 13032  
 F 4702  
**tent**  
 D 11778  
**tentative**  
 F 1045  
 F 1139  
 F 6762  
**tentatively**  
 L 630 (do)  
**terminal**  
 F 10367  
 F 10367 a  
 F 4844  
 F 720 to  
 L 3144  
**termination**  
 D 6678  
 F 10428  
 F 11359 a  
 F 2644  
 F 5310  
 F 6271 a  
 F 6388  
 F 6546  
 F 6677  
 F 706 gs (t)  
 F 872 n  
 F 872 q  
 F 872 t  
 F 872 u  
 IP 706 gs (t)  
 L 1866 (do)  
**terrorist**  
 P 3920  
 P 3921  
**test**  
 D 9240  
 F 10390  
 F 12989  
 F 6377  
 F 6744  
 F 6804  
 F 8215  
 F 8247  
 F 9218  
 F 9223  
 F 9644  
 L 2201 a (do)  
 L 525 a (sc)  
 P 1436  
 P 3225  
**testimony**  
 F 10361  
 F 6339  
 F 9993  
**text**  
 D 7553 b  
 D 9653  
 F 8437  
 MI format 9  
 P 1742  
 P 678  
 P 678 fs  
 P 678 m  
**thailand**  
 P 3482  
**theft**  
 F 4684
- F 4748  
 P 547  
 P 584  
 P 584 b  
**them**  
 P 3691  
**thirty**  
 L 962 (do)  
**thompson**  
 EO 21300 0102  
**threat**  
 D 11282 a  
 F 12083  
 F 9166  
**ticket**  
 F 10873  
 F 10939  
 F 8483  
 F 8483 (c)  
 F 8545 (c)  
 F 8552 (c)  
**timecard**  
 F 9113  
**timesheet**  
 F 9805  
**TIMIS**  
 D 9636  
**tobago**  
 P 3483  
**together**  
 P 1803  
 P 3196  
**toll**  
 F 9190  
 P 1137  
**tool**  
 D 7935  
 D 7936  
 F 4747  
 N 97  
 P 3005  
**toolkit**  
 D 10168  
 D 11000  
 D 9157  
 D 9157 a  
**tori**  
 P 3779  
**tort**  
 N 415  
**tote**  
 P 3907  
**TPDS**  
 F 5542  
 F 5542 a  
**trabajo**  
 P 596 (sp)  
**track**  
 P 3081  
 P 3081 a  
 P 3082  
 P 3082 a  
 P 3605  
**tracking**  
 D 10029  
 D 11357  
 F 10945  
 F 11044  
 F 6851  
 F 6852  
 F 8763  
**trade**  
 F w-8 eci  
 F 8300  
 N 923  
 P 1544
- P 8300  
 P 8300 (sp)  
 P 8300 a (sp) instructions  
**traffic**  
 D 11576  
**trail**  
 D 9320  
 F 9936  
**trainee**  
 D 11621  
 F 10036  
 F 10037  
 F 10279  
 F 12469  
 F 8107  
 F 9877  
**trainer**  
 D 11000  
**trammittal**  
 L 1963 (do)  
**transaction**  
 D 10978  
 D 11312  
 D 11734  
 D 9464  
 D 9476  
 F 10133  
 F 10280  
 F 10300  
 F 10308  
 F 10391  
 F 1099 b  
 F 1099 s  
 F 2962  
 F 3520  
 F 4789  
 F 5500 sch g  
 F 637  
 F 6578  
 F 8362  
 F 8852  
 IP 3520  
 N 923  
 P 1241  
 P 1241 (sp)  
 P 3080 (sp)  
**transcriber**  
 D 11481  
**transcript**  
 D 11066  
 F 2475  
 F 4338  
 F 4338 a  
 F 4506  
 F 5114  
 F 5890  
 F 6845  
**transfer**  
 D 10278  
 D 11616  
 F 10096  
 F 10286  
 F 1120 fsc sch p  
 F 1120 ic disc sch p  
 F 12038  
 F 12555 f  
 F 12555 g  
 F 12810  
 F 2650  
 F 3185  
 F 3229 a pg 1  
 F 3229 a pg 2  
 F 3229 pg 1  
 F 3229 pg 2  
 F 3229 pg 3  
 F 4161
- F 514 b (c)  
 F 5173  
 F 5248  
 F 5310 a  
 F 6664  
 F 706 gs (d)  
 F 706 gs (t)  
 F 706 na  
 F 709  
 F 8551  
 F 8865 sch o  
 F 8870  
 F 9053  
 F 9061  
 F 9062  
 IP 706 gs (d)  
 IP 706 gs (t)  
 IP 8865  
 L 1991 (do)  
 L 2722 (do)  
 L 2902  
**transferee**  
 D 10025  
 F 1296  
 F 2045  
 F 3031  
 F 3229 a pg 2  
 F 4016  
 F 977  
 L 3177 (do)  
**transferer**  
 F 926  
**transit**  
 F 10589  
 F 10589 a  
 F 10589 b  
 F 11044  
 F 11105  
 F 11664 e  
**transitchek**  
 F 11001  
**transition**  
 D 11248  
 D 11291  
 D 11744  
**translating**  
 D 11671  
**translation**  
 P 3512 (sp)  
**transmission**  
 F 10322  
 F 11162  
**transmit**  
 L 1156 (do)  
 L 1846 (do)  
 L 1848 (do)  
 L 915 (do)  
**transmitter**  
 F 6559  
 F 6559 a  
**transmitting**  
 L 1478 (do)  
 L 1847 (do)  
 L 1849 (do)  
 L 2262 (do)  
 L 2304 (do)  
 L 967 (ro)  
 L 968 (ro)  
 L 969 (ro)  
**transportation**  
 D 11577  
 F 11664 f  
 F 11664 e  
 F 11664 d  
 F 11664 c  
 F 11664 a

## Key Word Index

- F 11663  
 F 1363  
 F 9803  
**tras**  
 D 11513  
 D 11513 a  
 D 11516  
 D 9648  
 D 9648  
 D 9648 b  
 D 9648 e  
 F 9716  
**travel**  
 D 10976  
 D 9648  
 D 9648 b  
 D 9648 e  
 F 10157  
 F 10231  
 F 10963  
 F 11227  
 F 11395  
 F 12654  
 F 1321  
 F 6858  
 F 6858 b  
 F 8445 a  
 N 1291  
 N 93  
 P 1542  
 P 463  
**traveler**  
 D 11513  
 D 9648  
**trdb**  
 D 11066  
**treasury**  
 D 11135  
 P 2109  
 P 2111  
**treated**  
 F 4876 a  
 F 5712  
 F 990 pf  
 TP 990 pf  
**treatment**  
 F 11407  
 F 12337  
 F 8082  
**treaty**  
 F 8833  
 P 3390  
 P 3391  
 P 3410  
 P 3411  
 P 3412  
 P 3413  
 P 3420  
 P 3421  
 P 3422  
 P 3423  
 P 3424  
 P 3433  
 P 3434  
 P 3435  
 P 3436  
 P 3437  
 P 3438  
 P 3454  
 P 3455  
 P 3457  
 P 3458  
 P 3459  
 P 3460  
 P 3461  
 P 3462
- P 3463  
 P 3464  
 P 3465  
 P 3466  
 P 3467  
 P 3468  
 P 3469  
 P 3470  
 P 3471  
 P 3472  
 P 3473  
 P 3474  
 P 3475  
 P 3476  
 P 3477  
 P 3478  
 P 3479  
 P 3480  
 P 3481  
 P 3482  
 P 3483  
 P 3484  
 P 3485  
 P 3575  
 P 3576  
 P 3577  
 P 3578  
 P 3616  
 P 3620  
 P 597  
 P 686  
 P 901  
**trespassing**  
 F 9770  
**tribal**  
 P 3747  
 P 3748  
 P 3750  
 P 3839  
**tribe**  
 D 11793  
 D 11794  
**trinidad**  
 P 3483  
**trip**  
 F 10164  
**true**  
 P 2193  
**trust**  
 D 10195  
 D 10274  
 D 9850  
 D 9850 a  
 D 9851  
 F 1041  
 F 1041 a  
 F 1041 es  
 F 1041 qft  
 F 1041 sch j  
 F 1116  
 F 1120 nd  
 F 1120 reit  
 F 2210  
 F 2482  
 F 2674  
 F 2749  
 F 2750  
 F 2751  
 F 2751 ad  
 F 3520  
 F 3520 a  
 F 3621  
 F 4180  
 F 4181  
 F 4183  
 F 4523
- F 4970  
 F 5227  
 F 5305  
 F 5305 e  
 F 5305 r  
 F 5305 s  
 F 5308  
 F 5500 sch p  
 F 6069  
 F 706 gs (d-1)  
 F 706 qdt  
 F 8213  
 F 8612  
 F 8736  
 F 8800  
 F 8801  
 F 926  
 F 990 bl  
 F 990 pf  
 IP 3520  
 IP 706 gs (d-1)  
 L 1154 (do)  
 L 1155 (do)  
 L 3407 (do)  
 L 3459 (do)  
 P 1437  
 P 2193  
 TP 990 pf  
**trustfund**  
 F 9327  
**tuition**  
 F 1098 t  
 F 1099 q  
**tunisian**  
 P 3484  
**turkey**  
 P 3485  
**tutorial**  
 F 8747  
**type**  
 D 10169  
 F 8316  
 F 9340  
 L 950 (do)  
**typewritten**  
 F 5493 e  
**typing**  
 D 11561  
 F 5708  
**uccp**  
 F 9937  
**ukraine**  
 P 3620  
**ultimate**  
 F 8849 sch 2  
**unable**  
 F 10141  
**unacceptable**  
 F 8121  
**unagreed**  
 F 10118  
 F 10155  
 F 10307  
 F 10316  
 L 921 (do)  
 P 892  
**unallowable**  
 N 625  
**unassessed**  
 F 4612  
**unassigned**  
 F 10232  
**unauthorizedtraining**  
 F 11389  
**unauthorized**  
 D 6493
- D 7729  
 F 10593  
**unax**  
 D 10281  
 F 11370  
 P 3081  
 P 3081 a  
 P 3082  
 P 3082 a  
**uncollectible**  
 F 9327  
 F 9327  
**uncontrollable**  
 F 5436  
**undercover**  
 F 8563  
**underpayment**  
 F 2210  
 F 2210 f  
 F 2220  
**underreporter**  
 F 8548  
 F 8647  
 L 3410 (do)  
**undistributed**  
 F 2438  
 F 2439  
 F 8612  
 F 8613  
**undyed**  
 F 8849 sch 2  
 F 8849 sch 2  
**unemployment**  
 D 6581  
 D 6845  
 F 4667  
 F 940  
 F 940 (c)  
 F 940 ez  
 L 101 (sc/sp)  
 N 921  
 P 1314  
 P 1912  
 TP 940 ez  
 TP 940  
**unidentified**  
**unified**  
 F 8673  
**uniform**  
 D 10822  
 F 4747  
 N 97  
 P 1102  
**unincorporated**  
 F 2542  
**union**  
 F 6583  
 F 8111  
 P 3438  
**universal**  
 D 7281  
 D 9377  
 F 9472  
 F 9473  
 F 9474  
 F 9475  
 F 9476  
 F 9644  
**unlocatable**  
 F 1900 b  
**unmeasured**  
 D 11488  
 D 11496  
 D 11768  
**unpaid**  
 F 4760  
 N 784

## Key Word Index

- N 986  
**unpostable**  
 F 10126  
 F 11013  
**unreimbursed**  
 F 2106 ez  
 F 2106 ez (u)  
**unrelated**  
 F 990 w  
 P 598  
**unreported**  
 F 10241  
 F 4137  
**unscheduled**  
 D 9428  
 F 3844  
**untitled**  
 F 9446 (c)  
**unvoluntarily**  
 L 1039 (do)  
**update**  
 D 7979  
 D 9396  
 D 9418  
 D 9773  
 F 10207  
 F 10304  
 F 3975  
 F 4008 a  
 F 5348  
 F 5348  
 F 5568  
 F 5595  
 F 6126  
 F 6697  
 F 6794  
 F 6876  
 F 8000  
 F 8522  
 F 9186  
**upfront**  
 F 11664 f  
**upgrade**  
 F 9866 a  
**usage**  
 F 10144  
 F 10284  
 F 10514  
 F 10535  
 F 5451  
**user**  
 D 10029  
 D 10042  
 D 10197  
 D 10293  
 D 10304  
 D 10845  
 D 10866  
 D 10910  
 D 11006  
 D 11198  
 D 11198  
 D 11239  
 D 11357  
 D 11427  
 D 11516  
 D 7329  
 D 7791  
 D 9161  
 D 9165  
 D 9168  
 D 9287  
 D 9373  
 D 9404  
 D 9405  
 D 9406
- D 9608  
 D 9648  
 D 9847  
 D 9849  
 F 10369  
 F 11093  
 F 5081  
 F 8567  
 F 8567 a  
 F 8717  
 F 8718  
 L 2336 (do)  
 N 688  
 P 1380  
**utilization**  
 F 10257  
 F 10291  
 F 4872 b  
**vacancy**  
 D 10197  
 F 10549  
**vacation**  
 F 10195  
 F 10421  
 F 11216  
 P 3692  
 P 527  
**valid**  
 D 5995 a  
 P 3535  
 P 3535 sp  
**validation**  
 F 10080  
 F 10353  
 F 12248  
 F 8127  
 F 8721  
 F 8722  
 F 9351  
 F 9352  
 P 1438  
 P 1525  
**validity**  
 F 6445  
**valuation**  
 D 11653  
 F 2542  
 F 2543  
 F 6111  
 F 7308  
 F 7561  
 F 8256  
 L 909 (do)  
 L 910 (do)  
 P 723 c  
 P 723 d  
**variance**  
 F 8712  
**veba**  
 F 10382  
**vechicle**  
 D 10602  
**vehicle**  
 F 10192  
 F 10257  
 F 10284  
 F 12975  
 F 2290  
 F 5388  
 F 5493 h  
 F 8394  
 F 8439  
 F 8834  
 F 9900  
 F 9918  
 L 1001 (do)
- vehiculo**  
 F 2290 sp  
**vendor**  
 D 11199  
 F 8849 sch 2  
 F 9864  
**venez**  
 P 3578  
**verbatim**  
 F 10057  
 F 10057 a  
**verification**  
 D 9948  
 F doj i-9  
 F 10526  
 F 10950  
 F 11173  
 F 12661  
 F 12869  
 F 12987  
 F 5012  
 F 5610  
 F 5712 a  
 F 6123  
 F 9262  
 F 940 b  
 L 252 (sc/sp)  
 P 3182  
**verify**  
 L 1040 (do)  
 L 1052 (do)  
 L 47 (sc/sp)  
**vested**  
 F 5500 sch ssa  
**vesting**  
 D 6389  
 D 6390  
 F 5623  
 F 5624  
**veteran**  
 P 3386  
**victim**  
 F 13072  
 P 3865  
 P 3920  
**video**  
 D 11345 v  
 D 9165  
 D 9168  
 F 12463  
 P 2117  
 P 3158  
 P 3374  
 P 3768  
**videotape**  
 D 11041  
 D 11521  
**violation**  
 F 2674  
 F 5104  
 L 1112 (do)  
 L 3143  
**virgin**  
 F w-2 vi  
 F 8689  
 P 80  
**virtual**  
 P 3700  
**visa**  
 F 8316  
 P 1479  
**visitation**  
 F 10529  
 F 6565  
 F 6729  
**visiting**
- F 13102  
**visitor**  
 F 12977  
 F 12978  
 F 5422  
 P 513  
**visual**  
 D 11578  
 F 6293  
**VITA**  
 D 11749  
 E 44 vita  
 F 1040 ez vita/tce ovrprt  
 F 6729  
 F 8158  
 F 9234 b  
 F 9965  
 P 1246  
 P 1429  
 P 2027  
 P 3400  
 P 3447  
 P 3676  
 P 3705 sp  
 P 3711  
 P 3888  
 P 678 (in)  
 P 678 (pr)  
 P 729  
 P 729 (sp)  
 P 853  
**void**  
 F 10527  
**voluntary**  
 D 11417  
 D 7564  
 F w-4 v  
 F 12929  
 F 4508  
 F 6884 (sp)  
 F 9241  
**volunteer**  
 D 11749  
 D 11750  
 F 12174  
 F 13146  
 F 13206  
 F 13206  
 F 13217  
 F 2333 v  
 F 6522  
 F 6744  
 F 6745  
 F 678 v (in)  
 F 9234  
 F 9234 a  
 P 1084  
 P 1155  
 P 1274  
 P 1275  
 P 1278  
 P 1303  
 P 1414  
 P 1883  
 P 1884  
 P 1977  
 P 2117  
 P 2192  
 P 3602  
 P 3973  
 P 3973 sp  
 P 678  
 P 678 fs  
 P 678 m  
 P 724  
 P 724 (sp)

## Key Word Index

P 803  
**voucher**  
 F 1040 v  
 F 2188  
 F 2424  
 F 3244  
 F 3244 a  
 F 3753  
 F 3809  
 F 4141  
 F 433 dv  
 F 5734  
 F 8741  
**vsip**  
 F 12929  
**wage**  
 D 11328  
 D 11655  
 EO 10700 0402  
 EO 10700 0403  
 EO 31900 0004  
 F w-2  
 F w-2 as  
 F w-2 gu  
 F w-2 vi  
 F w-3 ss  
 F 13028  
 F 1331 c  
 F 433 a  
 F 4366  
 F 4852  
 F 4996  
 F 5754  
 F 668 w (c) (do)  
 F 885 e  
 F 9409  
 L 21 (sc/sp)  
 L 99 (sc/sp)  
 P 1494  
 P 3377  
 P 3639  
**wagering**  
 F 11 c  
 F 730  
**wait**  
 D 10158  
**waive**  
 F 5838 ad  
**waived**  
 L 2778 (do)  
**waiver**  
 F 10858  
 F 2031  
 F 2261 c  
 F 2297  
 F 2750  
 F 4029  
 F 4089  
 F 4089 b  
 F 4366  
 F 5564 (c)  
 F 5564 a  
 F 5838  
 F 6734  
 F 721  
 F 8508  
 F 870  
 F 870 ad  
 F 870 e  
 F 870 w  
 F 8726  
 F 890  
 F 890 ad  
 F 900  
 F 9490  
**walkthrough**  
 F 9219  
 F 9220  
 F 9221  
**wall**  
 F 13061  
**warning**  
 D 6323  
 F 12911  
 F 12912  
 F 12913  
 F 12913 (sp)  
**warranty**  
 F 9216  
**wash**  
 D 9682  
**washington**  
 EO 80700 0004  
 F 13014  
 F 13015  
 F 13016  
 F 13038  
 F 13039  
 F 13042  
 F 13043  
 F 13044  
 F 13045  
 F 13054  
 F 13055  
 F 13063  
 F 13064  
 F 13065  
 F 13066  
 F 13067  
 F 13079  
 F 13080  
 F 13081  
 F 13082  
 F 13114  
 F 13118  
 F 13119  
 F 13164  
 F 13165  
 F 13166  
**weapon**  
 D 10186  
**weather**  
 F 10067  
**website**  
 P 3627  
**weekly**  
 F 10151  
 F 10472  
 F 10473  
 F 6522 a  
 F 9011  
 F 9387  
**welcome**  
 D 11156  
 D 11511  
**welfare**  
 F 12853  
 F 8850  
 F 8861  
 IP 8850  
**well**  
 F 872 ia  
**western**  
 F 12083  
 F 9810  
**where**  
 D 11215  
**which**  
 P 3869  
**whiskey**  
 D 9320  
**wholesale**  
 F 8849 sch 4  
**william**  
 EO 21300 0102  
**windfall**  
 F 6730 b  
 F 6732  
 F 6733  
 F 8200  
 P 1149  
**window**  
 P 3008  
**windowcard**  
 P 3334  
 P 3334 (sp)  
**wire**  
 D 9377  
 F 12911  
 F 5867  
**wiring**  
 D 7281  
 F 9472  
 F 9473  
 F 9474  
 F 9475  
 F 9476  
 F 9644  
**withdrawal**  
 F 12256  
 F 12277  
 F 1271  
 L 3388 (do)  
**withdrawl**  
 F 10916 (c)  
**withheld**  
 F 8316  
 F 945  
 P 3136  
 P 3137  
**withhold**  
 N 393  
**witness**  
 F 13072  
 F 6185  
 F 6186  
**women**  
 D 11649  
**work**  
 D 11745  
 D 9948  
 D 9997  
 F ss-8 (pr)  
 F 10014  
 F 10130  
 F 10179  
 F 10286  
 F 10315  
 F 10331  
 F 10437  
 F 10478  
 F 10571  
 F 10844  
 F 10911  
 F 11267  
 F 11386  
 F 11640  
 F 12260  
 F 12404  
 F 12555 e  
 F 12555 h  
 F 12743  
 F 12853  
 F 3079  
 F 3608  
 F 5884  
 F 6535  
 F 6609  
 F 6618  
 F 6782  
 F 8789  
 F 8850  
 F 8850  
 F 8861  
 F 9934  
 F 9996  
 IP 8850  
 IP 8850  
 P 508  
**workbook**  
 N 1235  
 P 1066  
 P 1883  
 P 584  
 P 584 b  
**worker**  
 D 9612  
 D 9612 a  
 F ss-8  
 F 10243  
 F 2504 wc  
 L 3523  
 N 989  
 P 517  
**workgroup**  
 F 12376  
 F 12377  
**workload**  
 F 10035 a  
 F 10298  
 F 10298 a  
 F 5415  
 F 5692  
 F 6087  
 F 6566  
 F 8068  
 F 8251  
 F 8787  
 F 8790  
**workpaper**  
 D 9997  
 F 4318  
 F 4318 a  
 F 4700  
 F 5225  
 F 5225 a  
 F 5606  
 F 5772  
 F 5773  
 F 5774  
**workplace**  
 D 7474  
 D 7550  
 F 10883  
 F 10883 a  
**workshop**  
 F 12170  
 N 1235  
 P 1066  
 P 3700  
**writer**  
 D 11579  
 D 11619  
 D 7059  
**written**  
 F 5493 d  
 F 5493 g  
 F 7831  
**yellow**  
 D 11468  
**you!**  
 P 3408  
**yrobo**  
 P 584 (sp)

## Key Word Index

- zealand**  
P 3473
- zone**  
F 8844  
F 8860  
P 954
- 0080**  
D 11813
- 0083**  
D 11592  
D 11593  
D 11594
- 0085**  
D 11608
- 0086**  
D 11609
- 01101**  
D 11628
- 0188**  
D 11568
- 0200**  
D 11629
- 0203**  
D 11489
- 0260**  
D 11556
- 0301**  
D 11487  
D 11601  
D 11693  
D 11704  
D 11705
- 0303**  
D 11488  
D 11542  
D 11554  
D 11595  
D 11610  
D 11706
- 0304**  
D 11580
- 0305**  
D 11484
- 0318**  
D 11493
- 0332**  
D 11656
- 0334**  
D 11534  
D 11641
- 0335**  
D 11689
- 0341**  
D 11630
- 0342**  
D 11631
- 0343**  
D 11485  
D 11717  
D 11740
- 0344**  
D 11486
- 0350**  
D 11611
- 0351**  
D 11562
- 0356**  
D 11481
- 0361**  
D 11557
- 0391**  
D 11668
- 0392**  
D 11669
- 0394**  
D 11638
- 0460**  
D 11652
- 0501**  
D 11632  
D 11661  
D 11662  
D 11707  
D 11794
- 0503**  
D 11591  
D 11663
- 0510**  
D 11691
- 0512**  
D 11490  
D 11558  
D 11567  
D 11572  
D 11596  
D 11653  
D 11793
- 0526**  
D 11497  
D 11572  
D 11573  
D 11574  
D 11690  
D 11755
- 0530**  
D 11545
- 0544**  
D 11549
- 0560**  
D 11612
- 0561**  
D 11613
- 0592**  
D 11495  
D 11496  
D 11614  
D 11615  
D 11768
- 0598**  
D 11535
- 0610**  
D 11635
- 0679**  
D 11633
- 0800**  
D 11651
- 0808**  
D 11634
- 0809**  
D 11634
- 0818**  
D 11634
- 0830**  
D 11634
- 0850**  
D 11634
- 0855**  
D 11670
- 0856**  
D 11555
- 0896**  
D 11736
- 0905**  
D 11482  
D 11715
- 0920**  
D 11483
- 0930**  
D 11479  
D 11541  
D 11598  
D 11657
- D 11677
- 0950**  
D 11553  
D 11616  
D 11716
- 0962**  
D 11480  
D 11658
- 0963**  
D 11665
- 0986**  
D 11561
- 0987**  
D 11599  
D 11617  
D 11659
- 0998**  
D 11618
- 1001**  
D 11560
- 1008**  
D 11560
- 1035**  
D 11565
- 1046**  
D 11671
- 1060**  
D 11600
- 1065b**  
IP 1065 b
- 1071**  
D 11575
- 1083**  
D 11619
- 1084**  
D 11578
- 1101**  
D 11543  
D 11620  
D 11738
- 1102**  
D 11551  
D 11552  
D 11563
- 1105**  
D 11566
- 1106**  
D 11564
- 1120a**  
IP 1120 & 1120a
- 1160**  
D 11636  
D 11674
- 1169**  
D 11491  
D 11492  
D 11539  
D 11540  
D 11550  
D 11569  
D 11664  
D 11737  
D 11739
- 1171**  
D 11498  
D 11637  
D 11654
- 1176**  
D 11544
- 1194b**  
N 1300
- 1203**  
D 10997  
D 11041  
D 11042  
D 11043
- D 11325  
F 12217
- 12203**  
L 525 a (sc)
- 1245**  
F 1065 sch d supp
- 1251**  
F 12847 k
- 1250**  
F 1065 sch d supp
- 1301**  
D 11548
- 1350**  
D 11642
- 1397**  
D 11546
- 1410**  
D 11769
- 1458**  
N 1261
- 1510**  
D 11538
- 1515**  
D 11644
- 1525**  
P 3416
- 1529**  
D 11643
- 1530**  
D 11639  
D 11694
- 1531**  
D 11640
- 1550**  
D 11666
- 1654**  
D 11602
- 1700**  
D 11629
- 1767**  
D 10152
- 1801**  
D 11559  
D 11601
- 1802**  
D 11603  
D 11604  
D 11605
- 1810**  
D 11559
- 1811**  
D 11606  
D 11792
- 1899**  
D 11621
- 1964**  
F 1040 es supp
- 200a**  
F 12847 u
- 2001**  
D 10156  
D 10288 a  
D 11248  
D 6209  
F 12667  
F 13111  
F 13142  
P 1345 a  
P 1346  
P 1436  
P 1438  
P 15 t  
P 1518  
P 1796 cd rom  
P 2104  
P 3158

## Key Word Index

P 3195  
P 3616  
P 3772  
P 3774  
P 55 b  
P 553  
**2002**  
D 11647  
D 11714  
D 11744  
D 11784  
D 6720  
F 10421  
F 12907  
F 13261  
F 9128  
F 9766  
N 1036  
P 1518  
P 2043  
P 3973  
P 509  
P 510  
**2005**  
D 11571  
P 3744  
P 3744 a  
**2010**  
D 11607  
**2057**  
F 706 d  
IP 706 d

**2102**  
D 11577  
**2130**  
D 11576  
**2290sp**  
IP 2290 sp  
**25br**  
F 12847 c  
**2848**  
IP 2848  
P 2036  
**3164**  
L 3164 o (do)  
**3198**  
F 12317  
**3210**  
F 10946  
**3520**  
IP 3520 a  
**4081**  
F 8849 sch 5  
**4083**  
F 12011  
N 1216  
**4804**  
F 4802  
**5012**  
P 3182  
**5500c**  
TP 5500 c/r  
**5754**  
IP w-2g & 5754

**6012**  
L 3407 (do)  
**6015**  
L 3016  
L 3160  
**6114**  
F 8833  
**6320**  
L 3172 (do)  
**6323**  
F 12277  
**6522**  
F 6522 a  
**6697**  
F 10426  
**6700**  
L 1866 (do)  
L 3164 p (do)  
**6701**  
L 3164 p (do)  
**6715**  
F 12010  
L 3143  
**678f**  
N 1290  
**7408**  
L 1866 (do)  
**7436**  
P 3953  
**7611**  
F 10398  
**7701**

F 8833  
**8ben**  
IP w 8  
**8eci**  
IP w 8  
**8exp**  
IP w 8  
IP w-8 exp  
**8imy**  
IP w 8  
**8839**  
IP 8839  
**8853**  
IP 8853  
**8854**  
IP 8854  
**8862**  
IP 8862  
**8865**  
N 1237  
**8866**  
IP 8866  
**8872**  
IP 8872  
**8873**  
IP 8873  
**941c**  
L 100 (sc/sp)  
**941e**  
P 3379  
**9912**  
F 10084

# Fax Order for Supplies of RO and DO Letters

Stock Requisition for Letters

1. Date: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

2. Order point number:  
  
\_\_\_\_ \_

3. Servicing distribution center **FAX** numbers

	FTS	Commercial
[ ] <b>EADC</b>	(804) 228-3939	(804) 228-3939
(for All IRS Offices ordering supplies of Letters)		

**\*\*\*\*REMEMBER\*\*\*\***

— to **check Document 7130** for pertinent information (catalog numbers, item numbers, overlay number, etc.)

\* — to **identify an electronic overlay catalog number** for the address and signature information required for all letters ordered. Use a separate Form 7130-L for each overlay ordered.

4. Shipping Information:  
To: **Internal Revenue Service**

Attention: \_\_\_\_\_

Street: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5. Ordering information:

Your name: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

Your FAX number: \_\_\_\_\_

\*6. Electronic Overlay Catalog Number  
  
\_\_\_\_ \_

7. Electronic Overlay Number/Name  
  
**Q** \_\_\_\_\_

8. District Director or Regional Commissioner Facsimile Signature (Print Name)  
  
\_\_\_\_\_

**The following letters will be printed with information from the overlay you have identified above. Identify only one per fax order form.**

9. Catalog number	10. Quantity	11. Item number/name
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		
J.		
K.		

12. Comments/special shipping instructions:  
\_\_\_\_\_  
\_\_\_\_\_

## Instructions for Completing Form 7130 L, Fax Order

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Use this form to fax orders for IRS Form Letters to the Eastern Area Distribution (EADC) Center. EADC will service all order points for orders of IRS Form Letters. The following information is needed to complete this form.

---

- |  |  |
|--|--|
| 1. Date  | The date you actually faxed in the order.  |
| Stock Requisition  | A stock requisition is an order for a letter and an electronic overlay found in the catalog, Document 7130. (A request for preprinting additional information on a letter may be sent to your servicing Field Publishing Services Office using Form 4001. Please include information concerning the benefits to your office from preprinting the information.) |
| Page ___ Of ___  | This will indicate the actual number of pages in your order. (Page 1 of 2, Page 2 of 2, etc).  |
| 2. Order Point Number  | Unique nine-digit number assigned to your office.  |
| 3. Servicing Distribution Center                                     | The Eastern Area Distribution Center is the only center filling orders for supplies of IRS form letters. All ADC's will take telephone orders.   |
| 4. Shipping Information  | The street address, city, state and zip code of your office (The distribution centers will verify this address when your order is input into CIDS). If this order needs to be shipped to an address other than this, see Comments/Special Shipping Instructions below.   |
| 5. Ordering Information  | Name, telephone number and fax number of the person placing the order (this is very important should the distribution center need to contact you about your order).  |
| 6. Electronic Overlay Catalog Number                                 | A catalog number found in Document 7130 assigned to information (an electronic overlay) that will be preprinted on any IRS letter (i.e. specific office address and District Director facsimile signature).  |
| 7. Electronic Overlay Name/Number                                    | The product number assigned to the electronic overlay.   |
| 8. District Director or Regional Commissioner<br>Facsimile Signature | The printed name of the facsimile signature requested.   |
| 9. Catalog Number  | Six digit number (five numeric and one alpha) identifying the letter number(s) you are ordering. You can find the catalog numbers in Document 7130, IRS Published Products Catalog.  |
| 10. Quantity   | How many you are ordering? Use a three months supply as a general estimate.  |
| 11. Item Number/Name   | Enter the entire Letter number (number and suffix).  |
| 12. Comments or Special Instructions.                                | One time shipping address (Example: Materials need to be shipped to an address different from the address provided in shipping information. This will be a temporary (one time only) address.  |

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**\*\*\*\*REMEMBER\*\*\*\***

Once you have completed this form, simply fax it to the Eastern Area Distribution Center. When faxing orders, always be sure to get the transmission report from the fax machine to ensure that your order was sent.



# Fax Order

Stock Requisition for Multimedia Published Products

1. Date (mm/dd/yyyy)

Page \_\_\_\_ of \_\_\_\_

2. Order point number

3. Servicing distribution center **FAX** numbers

[ ]	<b>EADC</b>	(804) 228-3939
[ ]	<b>CADC</b>	(309) 662-2432
[ ]	<b>WADC</b>	(916) 636-7702

**\*\*\*\*REMEMBER\*\*\*\***

— To check your Document 7130 for pertinent information (catalog numbers, item numbers, revision dates, etc.)

(The revision date is not required if you want the current revision.)

— To order specific quantities: check unit of issue; i.e. each, pads, roll, etc.

**(DO NOT order by number(s) of cartons, order by quantity needed)**

— DO NOT order POD resupply items if they have not been released prior to placing this order.

4. Shipping Information:

TO: **Internal Revenue Service**

Attention

5. Information on the individual placing the order

Your name

Street

Your telephone number

City

State (abbreviate)

ZIP-plus 4

Your FAX number

6. Catalog number

7. Quantity

8. Item number/name

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

L.

M.

N.

O.

9. Comments/special shipping instructions

\* To follow-up on orders, please call: 1-800-829-2437

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## Instructions for completing Form 7130, FAX Order

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All orders faxed into the distribution centers must be on Form 7130. The following is a brief description of the information needed to complete this form.

1. Date The date you actually fax the order.  
Page \_\_\_ of \_\_\_ This will indicate the actual number of pages in your order (Page 1 of 2, Page 2 of 2, etc.).
2. Order Point Number Nine-digit number assigned to your office.
3. Servicing Distribution Center The distribution center that services your office.
4. Shipping Information The street address, city, state and zip of your office (distribution centers will verify this address when your order is input to CIDS). If this order needs to be shipped to an address other than this, see Comments/Special shipping instructions below.
5. Information on the individual placing the order Name, voice telephone number and fax number of the person placing the order. (This is very important should the distribution center need to contact you about your order).
6. Catalog Number Six-digit (five numeric and one alpha) identifying number assigned to each product. You can find the catalog numbers in Document 7130, IRS Published Product Catalog.
7. Quantity How many of the product you are ordering.
8. Item number/name Enter the Form, Instruction, etc. number and the long title. (Examples: Form 1040, Pub. 349, Inst. 2119)
9. Comments/Special shipping inst. One time shipping address (Example: Materials need to be shipped to an address different from the address provided in shipping information). This will be a temporary (one time only) address.

Proofread the order before faxing, errors will cause delays in processing your order.

Continuous forms must be ordered by full carton quantity. Check your current stock for the amount of forms in each box.

Once you have completed this form, fax it to your servicing distribution center. When faxing orders, always be sure to get the transmission report from the fax machine to ensure that your order faxed completely and correctly.