

IRS NOTICE LOG

Purpose: This IRS Notice Log provides each Family Support Division office a single, uniform log to capture information received containing Federal Tax Information (FTI).

Distribution: This log is available in the IM Forms Manual.

Manual Reference: General Information section of the IM Manual Section [0165.000.00 Safeguard Requirements for IRS Information](#)

Description: The following is a description of the information to be recorded on the log. The Log contains the following columns:

- Date Received from mailroom – record the date the IEV-06, IM-6, or IEV-80 is received in the office from the mailroom.
- DCN – record the DCN of the client the FTI pertains to.
- Case Name – record the name of client FTI pertains to.
- Type of Letter – record the type of letter (i.e. IEV-06, IM – 80) received by the office.
- Date Signed IM-6 Returned – record the date the IM-6 is returned by the client.
- Staff given the information – record the name of the FSD staff person to whom the information was given.
- Date Destroyed – record the date the letter containing FTI was destroyed.
- Method of Destruction – record how the letter containing FTI destroyed.

Refer to IM Manual [Section 0165.005.00 Destruction of Federal Tax Information](#) for approved methods of destruction.

This log must be kept by each office receiving FTI from the IRS.