

## **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.
  - Signed IM-6 Due – date you expect the IM-6 to be returned to your 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.
  - IM-6 due for Company – date you are expecting the IM-6 back from company.
  - Date of IM-80 – date of IM-80
  - Hold until – date you should hold IEV-06 until
  - Date Destroyed – record the date the letter containing FTI was destroyed.
  - Method of Destruction – record how the letter containing FTI destroyed.
  - Resolved – date you resolve the action

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.