DATE: 10/04/2016

NUMBER: sbse-04-1016-1478

SUBJECT: Post Publication Revision to 4.19.3, IMF Automated Underreporter (AUR) Program

AFFECTED IRM(s)/SUBSECTION(s): 4.19.3

CHANGE(s):

IRM 4.19.3.3.3.2(9) b and c - added status code "08" to b and revised the status code in c to "10"

9. Freeze Code **"-L"** (Audit Indicators TC 420 or 424, not reversed by TC 421) indicates the return is currently being requested or audited by Exam. **During case analysis** (screening phase), research IDRS CC TXMODA for a pending TC 421 that will reverse the "-L" freeze. **If there is a reversal,** continue normal processing.

   If there is No reversal, research IDRS CC AMDISA for the CURRENT-STATUS-CD/DATE field. The CURRENT-STATUS-CD/DATE field determines case action as follows:

   a. If the AMDISA CURRENT-STATUS-CD/DATE field is "33" or "34" the case is controlled by the Tax Equity and Fiscal Responsibility Act (TEFRA) function. Continue normal processing. Do not use the Exam transfer PCs to close TEFRA cases.
   b. If the AMDISA CURRENT-STATUS-CD/DATE field is "06" or "08" AWAITING CLASSIFICATION, the cases have not yet been screened for possible selection for examination. Do not use the Exam transfer PC's to close the case, continue normal processing.
   c. If the AMDISA CURRENT-STATUS-CD/DATE field is "10", use the primary business code (PBC), secondary business code (SBC) and employee group code (EGC) to locate the correct Exam contact by accessing the EXAM Employee Group Code (EGC) Contacts, under the Who/Where Tab on SERP, then select Employee Group Code (EGC) Listing Contacts.
   d. If Exam wants the case use either PC 11 or 12 as appropriate to transfer the case to Exam. If Exam does not want the case, continue with normal processing.

   NOTE: To determine if the case is a Field or Campus audit see Document 6209

(http://serp.enterprise.irs.gov/databases/irm.dr/current/6209.dr/6209ch 12.5.3.htm).

    e. If the conditions in a-c above are not met, input PC 13 (Case Analysis phase) to transfer the case to Exam.

IRM 4.19.3.19.1(4) table, Then column, 3rd row, step 2 and following paragraphs - added example to clarify that a police report can be any law enforcement incident report

4. When there is an indication of identity theft in the message window, take the following actions:

CAUTION: If the TC 971 AC 501, 504, 505, 506 or 522 has been reversed with a corresponding TC 972 - continue normal AUR processing, DO NOT TRANSFER TO IDTVA.

NOTE: The **TRANS-DT** on an existing AC 5XX must be less than three (3) years old to be considered **"Current"**. **"Not current"** or **"expired"** for purposes of IDT documentation is three (3) or more years old.

If TC 971 has an AC of	Then
501	Research IDRS CC ENMOD to determine if the **TRANS- DT** on an existing AC 501 indicates documentation was received within the last three (3) years. If **less than 3 years:** 1. Issue a Letter 2626C 2. Include a paragraph to request a statement identifying the issues related to IDT. 3. If the income issue(s) is affiliated with the secondary SSN which does not have the IDRS IDT indicator, include a paragraph to request both the IDT documentation and identification of the issues related to IDT. 4. Input IPC 3L, 6L or 8L as appropriate.

	If **more than 3 years:**
	1. Issue a Letter 2626C.
2. Include a paragraph to request IDT documentation.
3. Include a paragraph to request a statement identifying the issues related to IDT.
4. If the income issue(s) is affiliated with the secondary SSN which does not have the IDRS IDT indicator, include a paragraph to request both the IDT documentation and identification of the issues related to IDT.
5. Input IPC 3L, 6L or 8L as appropriate.
522 with the literals INCOME, MULTFL, INCMUL, IRSID, NODCRQ, NOFR or OTHER	Research IDRS CC ENMOD to determine if the TRANS-DT on an existing AC 522 is current; within the last three (3) years.

If **less than 3 years:**

1. Transfer to the designated UID.
2. Place in the designated area for the AUR IDT liaison.

If not current; **more than 3 years**, continue normal AUR processing. |
| **522 with the literal PNDCLM** | Research IDRS CC ENMOD to determine if the **TRANS-DT** on an existing AC 522 is current; within the last three (3) years.

If current; **less than 3 years** take the following actions:

1. Research AMS/CIS to check for IDT documentation and/or a related scanned taxpayer response.

    NOTE: If TE does not have |

	access to AMS/CIS, follow local procedures to ensure that AMS/CIS is researched for IDT documentation.
	2. If AMS/CIS includes a copy of a Form 14039 or a police report (i.e., law enforcement incident report), transfer to the designated UID. 3. Place in the designated area for the AUR IDT liaison. If AMS/CIS does not include a copy of a Form 14039 or police report (i.e., law enforcement incident report) or any IDT related TP response, then continue normal processing. If AMS/CIS does not include a copy of a Form 14039 or police report (i.e., law enforcement incident report), but an IDT related scanned TP response is present, refer to IRM 4.19.3.20.1.25.3.1, *IDT Claims - Responses*. If **TRANS-DT** is not current; **more than 3 years**, continue normal AUR processing.
504 with the literal RPM on the AUR tax year	Close no change PC 52, 71 or 92. **Do not** send a Letter 1802C.
506 on the AUR tax year	Close no change PC 52, 71 or 92. **Do not** send a Letter 1802C.
AC 504 with the literal RPM (not on the AUR tax year) or with literals SPCL1, SPCL2 or EAFAIL does not indicate identity theft. See IRM 25.23.2.20.1.2, *TC 971 AC 504 - Miscellaneous Field Code SPCL1, SPCL2, RPM and*	1. Continue normal AUR processing. 2. Leave a case note acknowledging the AC 504 - SPCL1, SPCL2 or EAFAIL.

EAFAIL.	
504 with literals ACCT, BOTH, NKI or EMPL	Research IDRS CC ENMOD to determine if the **TRANS-DT** on an existing AC 504 is current; within the last three (3) years. If **less than 3 years:** 1. Transfer to the designated UID. 2. Place in the designated area for the AUR IDT liaison. If not current; **more than 3 years**, continue normal AUR processing.
505 **NOTE:** Per IRM 25.23.2.20.2, *IRS Data Loss Incidents - TC 971 AC 505*, TP's personally identifiable information (PII) was lost, breached, disclosed or stolen. The indicator may be present even when another AC is present on the account.	Continue normal AUR processing.
506 on other than the AUR tax year **CAUTION:** If the tax return in question meets the criteria outlined in the Refund Scheme Listing, IRP data, IRM 25.23.4-3, *IRTPTR/IDRS Data Decision Tree*, (i.e., the only UR income is social security benefits that do not indicate a filing requirement, etc.), it may be an indication that the return is bad (not filed by the SSN owner) and the address on the module may not be that of the actual TP. It may be necessary to research the TP's address against prior year returns or IDRS CC ENMOD and reissue the notice/letter accordingly. Refer	1. Issue a Letter 2626C. 2. Include a paragraph to request IDT documentation. 3. Include a paragraph to request a statement identifying the issues related to IDT. 4. If the income issue(s) is affiliated with the secondary SSN which does not have the IDRS IDT indicator, include a paragraph to request both the IDT documentation and identification of the issues related to IDT. 5. Inform the TP they should contact the Federal Trade Commission at (877)438-4338 or http://www.ftc.gov/ and that they should make a report to their local police and the three major credit bureaus. For additional information, visit

to Exhibit 4.19.3-19, *Filing Requirements For Most People*, for additional information. **NOTE:** Use the address from the SS/RR IR when the only UR income is social security benefits that do not indicate a filing requirement.	http://www.irs.gov/ keyword *Identity Theft* or see Pub 5027, *Identity Theft Information for Taxpayers*. 6. Input IPC 3L, 6L, or 8L as appropriate. **NOTE:** The instructions in steps 1 - 6 above apply even if the case is ready to default.
523 **NOTE:** See IRM 25.23.2.20.3, *TC 971 AC 523 - Reserved.*	Continue normal AUR processing. DO NOT TRANSFER TO IDTVA.
524 **NOTE:** Per IRM 25.23.2.20.4, *Locking Decedent Accounts - TC 971 AC 524*, as of 01/2011, AC 524 is used to lock the account of deceased taxpayers. The posted return is presumed to be legitimate until a response is received.	Continue AUR processing following IRM 4.19.3.4.5, *Deceased Taxpayers*, and/or IRM 4.19.3.20.1.14, *Decedents*. DO NOT TRANSFER TO IDTVA.
525	Close no change PC 52, 71 or 92. **Do not** send a Letter 1802C.

IRM 4.19.3.20.1.8.1.1(1) Caution - revised wording to do not use Universal Work for cases in BT 89004, 89005 and 89006

IRM 4.19.3.20.1.8.1.1(2) - added Exception for deceased non-petitioning spouse cases

IRM 4.19.3.20.1.8.1.1(3) - new, for handling deceased NPS cases

IRM 4.19.3.20.1.8.1.1(4) 2nd Note - revised timeframe for MFT 31 account to be established to 3 - 4 weeks, generally

IRM 4.19.3.20.1.8.1.1(13) - deleted Note regarding agreed and default assessments

IRM 4.19.3.20.1.8.1.1(16) - revised to include no change closure procedures for MFT 31 and for AUR

IRM 4.19.3.20.1.8.1.1(17) - new instructions for assessment of NPS cases on MFT 30 and MFT 31

IRM 4.19.3.20.1.8.1.1(18) - new instructions for closing default NPS cases on AUR and forwarding the file to Appeals

IRM 4.19.3.20.1.8.1.1(19) - new instructions for closing agreed NPS cases on AUR and forwarding the file to Appeals

1. Married Filing Joint (MFJ) docketed cases require research to determine if:

   CAUTION: DO NOT use Universal Work for cases in BT 89004, 89005 and 89006. If during a telephone call it is determined that an action is needed (i.e., letter, revised notice, assessment, No Change closure) on a case in BT 89004/89005/89006, check the action required box and leave a DETAILED case note explaining the action(s) needed (if the case is controlled at your campus follow local procedures to route detailed instructions for the required action(s) to the appropriate individual/unit). If the TP indicates agreement with the notice, instruct the TP to sign, date, and return the consent to tax increase, or, refer the TP to the consent page of the notice which provides complete information.

   - both taxpayers' names are reflected on the petition, or
   - both taxpayers filed their own petition, or
   - only one taxpayer filed a petition.

   Perform the research as follows:

   1. Access the U.S. Tax Court Website at ustaxcourt.gov.
   2. Click on the tab titled "Docket Inquiry".
   3. Select either Docket Number or Individual Party Name.
   4. Enter the required information to access the case.
   5. Once accessed, view the petition and/or party's names. If only one taxpayer name is reflected on the petition, refer to (2) – (11) below. If both taxpayer names are reflected or both taxpayers filed a separate petition, continue normal processing; see IRM 4.19.3.20.1.8.1, *Docketed Cases*, for additional information.

      NOTE: If after clicking on the docket number the petition is not available to view, click on "Go to", which appears right above where the docket number was clicked, then select "Parties".

2. A non-petitioning spouse (NPS) case occurs on a MFJ account when ONLY one taxpayer files a petition with the Tax Court. A MFT 31 module must be established on the non-petitioning taxpayer. The petitioning spouse's (PS) case is referred to Appeals.

EXCEPTION: # ███████████████████████████
███████████████████ #

3. If the NPS is deceased close the case with PC 80 and follow procedures for docketed cases; see IRM 4.19.3.20.1.8.1, *Docketed Cases*. Leave a detailed case note indicating the NPS is deceased, the case has been closed to Appeals with PC 80 # ███████████████████████████
███████████ #.
Prepare Form 3210 and attach to the case file. Include the following information on the form:

   - Remarks: This is the case file for the petitioning spouse. The non-petitioning spouse is deceased; no action will be taken on the deceased taxpayer. # ████████████████████
   ███████ #
   - Petitioning spouse's name and TIN
   - Deceased spouse's name and TIN

   Return the case to clerical.

4.) A MFT 31 module is established for the NPS by accessing IDRS CC TXMODA from the MFT 30 primary account. Complete the IAT "REQ 77" " tool fields as follows:

   NOTE: The SSN, MFT, tax period, and name control will populate from CC TXMODA.

   1. **TC**: Input "971".
   2. **TRANS-DT**: Date of TC 971 input.
   3. **TC971/151-CD**: Input "103".
   4. **XREF-TIN**: Input NPS SSN.
   5. **Leave remarks**: e.g., "NPS MFT 31".

      NOTE: The TC971 AC 103 generally posts within 3 - 4 weeks after input. Appeals will establish the MFT 31 for the PS and input the TC971/AC 110 for both taxpayers.

5. If non-statutory items are NOT an issue, refer to (9) below. If non-statutory items are an issue, a partial assessment on the MFT 30 module on IDRS is required for the following items before transferring the docketed case to Appeals:

   - W/H, see (6) below
   - Excess SSTAX, see (6) below
   - Additional Medicare Tax withheld, see (6) below
   - Additional Medicare tax on wages or RRTA compensation, see (7) below

- FICA tax on tip income and tip penalty under IRC 6652(b), see (7) below
- FICA tax on other income (i.e., NEC), see (7) below
- Shared Responsibility Payment (SRP), see (8) below

6. If W/H, excess SSTAX, Additional Medicare Tax withheld, is the issue:

    1. Input the assessment, using the IAT "REQ54" tool, for the credit adjustment, NOT the tax and use HC 2.
    2. Send the TP a Letter 2626C, explaining the partial assessment and advise them that the remaining issues will be addressed as part of the docketed case process and/or once the timeframe to file a petition with the United States Tax Court expires, if it is decided to do so. Include a copy of the letter in the case file.

        NOTE: No other AUR correspondence will be issued to the PS.

7. If FICA tax, SS Tip tax, Additional Medicare tax on wages or RRTA compensation is an issue:
    1. Input the assessment, using the IAT" REQ54" tool, with a TC 290 and the appropriate reference number, blocking series "05" and HC 2. The hold code is released when the next TC 290 posts.
    2. Send the TP a Letter 2626C, explaining the partial assessment and advise them that the remaining issues will be addressed as part of the docketed case process and/or once the timeframe to file a petition with the United States Tax Court expires, if it is decided to do so. Include a copy of the letter in the case file.

        NOTE: No other AUR correspondence will be issued to the PS.

    3. Leave a case note documenting the actions taken.
8. If there is a change to SRP, follow established procedures to ensure the adjustment is input on MFT 35 and the taxpayer is notified of the partial assessment.
9. Take the following actions on the NPS:
    1. Input the address of the NPS taxpayer on the Update Address window using Address Type "T", and an end date that is 365 days from the current date. Edit the first name line to reflect only the NPS taxpayer's name.
    2. Issue Letter 2626C to ONLY the NPS (address type "T") to obtain a signed consent, advise they are jointly and separately liable for the tax and that the letter doesn't extend the time period to file a petition with Tax Court, if he/she chooses to do so.
    3. Prepare a duplicate case file for the NPS containing photocopies of all case contents. The duplicate file will be retained in AUR.
10. Prepare Form 3210, *Document Transmittal*, for the PS and include the following information on the form:

- Remarks: "This is a non-petitioning spouse case. AUR retained a duplicate case file for the non-petitioning spouse awaiting the conclusion of the 90 day suspense period. AUR will assess the NPS when an agreement is received or when defaulted. After assessing the NPS case, AUR will forward the assessment documents and duplicate case file to your office."
- Petitioning spouse's name and TIN
- Non-petitioning spouse's name and TIN
- Default date of the Stat notice

   NOTE: Original correspondence will be included in the PS referral package sent to Appeals.

11. Leave a detailed case note to indicate which taxpayer filed a petition; i.e., primary TP petitioned, input IPC S8 and release the case to move the case to BT 89006.
12. Use the batch listing for batch 89006 or Agree/Non-Agree and Docketed Appeals (NPS) Suspense Inventory Report, to monitor the NPS case to await expiration of the STAT suspense timeframe (default). Once expired, request the case.
13. If a response is received from the NPS and additional correspondence or a recomputed notice is necessary, take the following actions:

If	Then
Additional correspondence is necessary	1. Input/verify the address of the NPS taxpayer on the Update Address window (Address Type "T" and an end date that is 365 days from the current date). Edit/verify the first name line reflects only the NPS taxpayer's name. 2. Issue Letter 2626C to ONLY the NPS to address response issue(s), advise TP both spouses are jointly and separately liable for the tax; and that the letter doesn't extend the time period to file a petition with Tax Court, if he/she chooses to do so. 3. Input IPC S8 (Stat) and release case; case is moved to BT 89006.
A recomputed notice is required (suspense timeframe NOT expired)	1. Input/verify the address of the NPS taxpayer on the Update Address window (Address Type **T** and an end date that is 365 days from the current date). Edit/verify the first name line reflects only the NPS taxpayer's name. 2. Rework the case following normal processing procedures.

	3. Input PC 95 and release the case. 4. Monitor the case for the PC to post. Once posted, request the case. 5. Input IPC S8 (Stat) and release case; case is moved to BT 89006.

14. If a response is received from the PS, forward to Appeals.
15. If the NPS later files a separate petition, prepare Form 3210, *Document Transmittal*, for the NPS and include the following information on the form:

   - o Remarks: "This is the duplicate file for a non-petitioning spouse case. The NPS has now filed a petition. The PS spouse case file was sent to Appeals on (date)."
   - o Petitioning spouse's name and TIN
   - o Non-petitioning spouse's name and TIN

16. If information provided allows the case to be closed no change
    Take the following actions on MFT 31:

   1. Input TC 290 .00
   2. Blocking series 6X
   3. HC 4
   4. Source document attached "N"
   5. Remarks "NPS no change"

   Take the following actions on AUR:

   1. Access the Assessment Window and change the Remarks to "NPS no change"
   2. Issue Letter 1802C to inform the NPS that the case was closed no change
   3. Close the case using PC 92

      REMINDER: The NPS duplicate case file, including any original correspondence, is sent to Appeals (see step 4 below). A copy of the NPS file is sent with the MFT 30 adjustment.

   4. Prepare Form 3210, *Document Transmittal* and include the following information on the form:

   - o Remarks: "This is the duplicate file for a non-petitioning spouse case. The NPS provided information that allowed the case to be closed no change. The PS spouse case file was sent to Appeals on (date)."
   - o Petitioning spouse's name and TIN
   - o Non-petitioning spouse's name and TIN

17. When the NPS case is ready for assessment/default, an adjustment is required on the MFT 31 using the IAT "REQ 54" tool and on MFT 30 using the AUR Assessment window. See the table below for additional information regarding information and transactions input to each module:

If	Then

MFT 31	Input changes to tax (increase/decrease), penalties and refundable credits and/or payments such as EITC, Additional Child Tax Credit and American Opportunity Credit as follows:
	
	Input/select
	
	  o Activity - 54TAXADJ
	  o Category - URP
	  o Blocking Series – see IRM 4.19.3.20.10.1, *The Assessment Window*
	  o Received Date
	  o TC 290/291
	  o Penalty (i.e., TC 680, TC 170/171, 160/161)
	  o EITC (TC 764/765)
	  o Refundable Credits - Additional Child Tax Credit, American Opportunity Credit and net PTC
	
	    NOTE: Changes to refundable credits will be netted (+ or -). The netted amount will be input with TC 766/767. For example, if the American Opportunity Credit adjustment is $766 and the Additional Child Tax Credit adjustment is -$166, the TC 766 amount is $600.
	
	  o Correspondence Date - see IRM 4.19.3.20.10.1(5), *The Assessment Window*, for further information
	  o TCB-DT (credit interest date)
	
	    NOTE: On default cases, the TCB-DT will be blank and the IRS-RECV-DT will be the date the assessment is input. On agreed cases, use the agreement date. See IRM 4.19.3.20.10.1, *The Assessment Window, IRS Received DT*, to determine the correct agreement date. Use * in the IRS-RECV-DT to populate the current date in the field.
	
	  o Source Code (SC) 2

	o Reason Codes (RC) **CAUTION:** RC 138 MUST be input anytime there is a change to EITC and/or refundable credits. o Hold Code (HC) 0 o Priority Code (determined on a case-by-case basis) **CAUTION:** Priority Code 9 MUST be used anytime there is a change to EITC and/or refundable credits or a combination of them (i.e., + or – totaled into one TC 766/767). o Source Document "N" o Remarks - "NPS default" or "NPS agreed", as appropriate
MFT 30 (AUR Assessment Window)	1. Correct the AUR Assessment window entries to ensure none of the items included on the MFT 31 adjustment are included (i.e., change the TC 290 adjustment amount to .00 and do not include adjustments to tax, non-statutory items which were adjusted previously, EITC and refundable credits; these are input on MFT 31). 2. Use the same RCs on MFT 30 and MFT 31. **CAUTION:** Do not use RC 138 on MFT 30. 3. Use Hold Code (HC) 4 4. Use Source Document "Y" 5. Remarks – "NPS default" or "NPS agreed", as appropriate 6. Leave a detailed case note to indicate which taxpayer defaulted (or agreed) and which taxpayer is in Appeals. **NOTE:** Do not change the entries in the CREDIT INTEREST DATE or IRS RECEIVED DT fields.

NOTE: The Assessment process on a MFT 31 module is similar to the assessment input on a MFT 30 reconsideration case.

18. Input PC 94 (default). Monitor the case for the adjustment(s) to post. Once posted, forward the NPS duplicate case file and assessment verification to

Appeals. Complete Form 3210, *Documental Transmittal*, and include the following information on the form:

- o Remarks - "This is the file for a NPS case. The NPS was assessed on MFT 31. The PS spouse case file was sent to Appeals on (date)."
- o Petitioning spouse's name and TIN
- o Non-petitioning spouse's name and TIN

  NOTE: The NPS duplicate case file, including any original correspondence, is sent to Appeals. A copy of the NPS case file is sent with the MFT 30 adjustment.

19. If information provided allows the case to be closed agreed, close the NPS case using PC 88. Prepare Form 3210, *Documental Transmittal*, and include the following information on the form:
    - o Remarks - "This is the duplicate file for a non-petitioning spouse case. The NPS provided information that allowed the case to be closed agreed. The PS spouse case file was sent to Appeals on (date)."
    - o Petitioning spouse's name and TIN
    - o Non-petitioning spouse's name and TIN

      NOTE: The NPS duplicate case file, including any original correspondence, is sent to Appeals. A copy of the NPS case file is sent with the MFT 30 adjustment.

IRM 4.19.3.20.1.10.2(23) - added Additional Medicare Tax on wages or RRTA compensation and SRP

IRM 4.19.3.20.1.10.2(26) and step 1 - added Additional Medicare Tax on wages or RRTA compensation

IRM 4.19.3.20.1.10.2(27) - new to address SRP

23. If non-statutory items are an issue a partial assessment on AUR or IAT "REQ54" tool is required for the following items:
    - o W/H, see (24) and (25) below
    - o Excess SSTAX see (24) and (25) below
    - o Additional Medicare Tax withheld, see (24) and (25) below
    - o Additional Medicare Tax on wages or RRTA compensation, see (26) below
    - o FICA tax on tip income and tip penalty under IRC 6652(b), see (26) below
    - o FICA tax on other income (i.e., NEC), see (26) below
    - o Shared Responsibility Payment (SRP), see (27) below
24. If a Statutory Notice has not been issued and W/H, excess SSTAX, or Additional Medicare Tax is the issue, input the assessment on AUR for the

credit adjustment, NOT the tax. Issue a letter informing the TP that the non-statutory items have been assessed and input PC 77 to manually generate a stat notice.

25. If a Statutory Notice has been issued and W/H, excess SSTAX, or Additional Medicare Tax is the issue, input the assessment using the IAT "REQ54" tool, for the credit adjustment, NOT the tax, send a recomputed notice (PC 95) removing the non-statutory items assessed and include a Special Paragraph informing the TP that non-statutory items have been assessed.

26. If FICA tax, SS Tip tax or Additional Medicare Tax on wages or RRTA compensation is an issue:
    1. Assess the FICA tax, SS Tip Tax or Additional Medicare Tax on wages or RRTA compensation with a TC 290 and the appropriate reference number using HC 3. The hold code is released when the next TC 290 posts.
    2. Use blocking series "05" to input FICA/SSTAX adjustment.
    3. Input PC 77.

       EXAMPLE: The original FICA tax on the CP 2000 is $150 with the total tax due of $750. Input TC 290 with the appropriate reference number for $150 and issue the Stat notice (using STN 90) or a recomputed notice (PC 95) for $600.

27. If there is a change to SRP, follow established procedures to ensure the adjustment is input on MFT 35 and the taxpayer is notified of the partial assessment.

IRM 4.19.3.20.1.18.1 - complete revision of the sub-section and added instructions for assessment

1. If only one TP has signed the consent to tax and the address of both taxpayer(s) is known, or the responding spouse provides the non-agreeing spouse's address, or the non-agreeing spouse's address is obtained from IDRS CC INOLES or ENMOD, access the Address Update window and update the taxpayer addresses as follows:

   CAUTION: DO NOT use Universal Work for cases in BT 89004, 89005 and 89006. If during a telephone call it is determined that an action is needed (i.e., letter, revised notice, assessment, No Change closure) on a case in BT 89004/89005/89006, check the action required box and leave a DETAILED case note explaining the action(s) needed (if the case is controlled at your campus follow local procedures to route detailed instructions for the required action(s) to the appropriate individual/unit). If the TP indicates agreement with the notice, instruct the TP to sign, date, and return the consent to tax increase, or, refer the TP to the consent page of the notice which provides complete information.

- o Input the address of the primary spouse using Address Type "T", and an end date one year (365 days) from the current date. Edit the first name line to reflect only the primary spouse's name.
- o Input the address of the secondary spouse on the Address Update window using Address Type "S". Edit the first name line to reflect only the secondary spouse's name.

CAUTION: Use caution to ensure that the address of one spouse is not disclosed to the other.

2. Attempt to secure the non-agreeing taxpayer's consent to tax. Determine if the non-agreeing spouse was issued a copy of the notice by researching the address portion of the CP 2000 History.

If	Then
Both TPs received a notice	1. Issue Letter 2626C to both taxpayers to obtain the missing signature and use the following verbiage as an example: "We sent a copy of our proposed changes to the other taxpayer on your joint return for the tax year listed above. When you file a joint return, both taxpayers are jointly and separately responsible for the full amount of tax owed on the return, even if you separate or divorce after you file. We are unable to continue processing your signed agreement until we have received both signatures." 2. Input IPC S6 (CP 2000) or S3 (Stat) and release case; the case is moved to BT 89005 or 89004 respectively.
The non-agreeing TP did NOT receive a copy of the notice	1. Issue a recomputed notice (which is sent to both taxpayers). 2. Include a Special Paragraph using the following verbiage as an example: "We sent a copy of our proposed changes to the other taxpayer on your joint return for the tax year listed above. When you file a joint return, both taxpayers are jointly and separately responsible for the full amount of tax owed on the return, even if you separate or divorce after you file. We are unable to continue processing your signed agreement until we have received both signatures." 3. Monitor for the recomputed notice to post. 4. Once the notice has posted request the case back from clerical. 5. Input IPC S6 (CP 2000) or S3 (Stat) and

	release case; the case is moved to BT 89005 or 89004 respectively.

1. Leave a detailed case note to indicate the taxpayers are divorced/separated and notate which taxpayer agreed; i.e., taxpayers are divorced and only secondary TP agreed.
2. Monitor the case for 45 days. If after 45 days the notice is not full paid (prior to issuance of a Stat) or the spouse's signature is not received or it is received but the IRS received date is different, follow procedures in (5) below to establish a MFT 31 module for each TP.

EXCEPTION: Do not establish MFT 31 when the IRS received date is the same on both consent forms. See IRM 4.19.3.20.10.1, *The Assessment Window*, for additional information. Process following normal agreed procedures.

3. If the address for the non-agreeing taxpayer cannot be obtained or is not known:
    1. Issue a Letter 2626C to the responding TP to obtain the address using paragraph F and explain that we are unable to process the signed consent until both signatures are received using the following verbiage as an example: "We are unable to continue processing your signed agreement until we have received both signatures."
    2. Leave a detailed case note to indicate the taxpayers are divorced/separated and notate which taxpayer agreed; i.e., taxpayers are divorced and only secondary TP agreed.
    3. Input IPC S6 (CP 2000) or S3 (Stat) and release case to move the case to BT 89005 or BT 89004; respectively.
    4. Use the batch listing for the 89004 or 89005 batch or Agree/Non-Agree and Docketed Appeals (NPS) Suspense Inventory Report, to monitor the case to await expiration of the notice suspense timeframe. Once expired, request the case and take appropriate action.
4. Master file will not create the MFT 31 account when the SSN for the secondary spouse is invalid. Prior to establishing the MFT 31 module(s), research IDRS CC IMFOLT to determine if the SSN is invalid; i.e., an asterisk is present after the spousal social security number. If invalid, send a request for SSN validation to Entity via Form 3210. If valid, see (5) below.
5. Access IDRS CC TXMODA from the MFT 30 primary account. Use the IAT "REQ 77" tool to establish the MFT 31 accounts for both primary and secondary SSN as follows:

    NOTE: The SSN, MFT, tax period, and name control will populate from CC TXMODA.

    1. **TC**: Input "971".
    2. **TRANS-DT**: Date of TC 971 input.
    3. **TC971/151-CD**: Input "103".

4. **XREF-TIN**: Input SSN of the spouse (create a module for both SSNs).
5. **Leave remarks**: "Split/Spousal MFT 31 established."

   REMINDER: Complete the above actions for both the primary and secondary SSN using the **XREF-TIN** field to establish a MFT 31 module for each taxpayer.

   NOTE: The TC971 AC 103 generally posts within 3 - 4 weeks after input.

6. Monitor the case to ensure the MFT 31 was created for both accounts. Once created, a TC971 AC 110 must be input on each MFT 31 account. Take the following actions:

   NOTE: Use the batch listing for BT 89004 or 89005 or Agree/Non-Agree and Docketed Appeals (NPS) Suspense Inventory Report to monitor the case and input the TC971 AC110.

   1. **TC**: Input "971".
   2. **TRANS-DT**: Date of TC 971 input.
   3. **TC971/151-CD**: Input "110".
   4. **XREF-TIN**: Input spouse's SSN.
   5. **Leave remarks**: e.g., "TC971 AC110".
7. TPs who filed a joint return may respond to a Stat Notice with a signature on the consent to tax increase and indicate that he/she is now divorced and/or separated and not fully liable for tax. Use the following procedures to process the case:
   1. If the TP is providing their address, input/verify the address on the Update Address window using "T" for the primary taxpayer and "S" for the secondary taxpayer.
   2. Obtain a copy of the Stat and delete the divorced/separated spouse's address. Do not change the date on the Stat.
   3. Edit the attached CP 2000 to show any payments made by the agreeing spouse contacted.
   4. Delete the address shown on the CP 2000 and write in the address of the non-responding/non-agreeing spouse it is being sent to.
   5. Issue ONLY the non-agreeing taxpayer Letter 2626C to attempt to secure a signed agreement and send paragraph G. Attach a copy of the edited notice to the letter.

      NOTE: Use extra caution to ensure that the divorced/separated spouse is the person who is listed on the return. If the Statutory Notice is sent to anyone else, it constitutes an unauthorized disclosure. See IRM 11.3.1.6, *Unauthorized Access and Disclosure of Returns or Return Information*, for additional information on unauthorized disclosure.

6. Leave a detailed case note to indicate the taxpayers are divorced/separated and notate which taxpayer agreed; i.e., taxpayers are divorced and only secondary TP agreed, and input IPC S3 (Stat).

   NOTE: If speaking to the TP on the phone advise the TP to see Pub 504, *Divorced or Separated Individuals*, for additional information.

7. Use the batch listing for BT 89005 batch or Agree/Non-Agree and Docketed Appeals (NPS) Suspense Inventory Report, to monitor the case to await expiration of the notice suspense timeframe (default). Once expired, request the case and take appropriate action.
8. If the non- agreeing spouse disagrees with the notice, contact him/her for resolution (i.e., issue Letter 2626C and input IPC S6 (CP 2000) or S3 (Stat).
9. If Stat issuance is necessary, issue a manual Stat to the non-agreeing taxpayer ONLY.
10. If both taxpayers signed separate consents that are dated differently and/or the case requires an assessment, see IRM 4.19.3.20.5.1(8), *Responses – Married Filing Joint – Single Signature on Consent*
11. f it is determined that the MFT 31 account should not have been established (i.e., both signatures are received separately but the IRS received date is the same, full payment was received prior to the issuance of a Stat, etc.) continue normal AUR processing.
    Input a TC 290.00 adjustment for each taxpayer on the MFT 31 module as follows:

    o Blocking Series (5X or 6X)
    o TC 290 .00
    o HC 4
    o Source document attached "N"
    o Remarks - For agreed cases input "AUR agreed criteria". For other situations include an appropriate entry to explain the adjustment.

12. If there are payments on the MFT 30 account wait until the TC 971, AC 110 posts then move the payments to the primary TP's MFT 31 account.

IRM 4.19.3.20.1.25(2) - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25(3) - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25(4) - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25(5) - added example to clarify that a police report can be any law enforcement incident report

2. In May 2015, the Service established **IDT Victims Assistance Specialized Teams (IDTVA)**. The IDTVA tax examiner will be the TP's single point of contact (SPOC) for IDT and other account related issues. All cases with a Form 14039, Identity Theft Affidavit, and/or a police report (i.e., law enforcement incident report) received in AUR will be referred to the IDTVA. The IDTVA makes all IDT account determinations and performs Complete Account Analysis (CAA). After all IDT account related issues/actions are completed, the cases are referred back to AUR for processing/closure.

3. Cases where the taxpayer makes an allegation or claim of identity theft require input of identity theft indicators for the applicable tax years and are built into specialized response batches. An allegation or claim of identity theft is identified by the presence of Form 14039, Identity Theft Affidavit, a police report (i.e., law enforcement incident report) or key words/phrases such as **#**

███████████████████████████████████████ **#** .

4. Clerical builds IDT responses that do not contain a Form 14039, *Identity Theft Affidavit*, and/or a police report (i.e., law enforcement incident report) to the appropriate response batch type, 41 (CP 2501 Identity Theft (IDT) Responses), 52 or 53 (CP 2000 Identity Theft (IDT) Responses), 72 (Statutory Identity Theft (IDT) Responses), 81 (Reconsideration Identity Theft (IDT) Responses) or 83 (Employee Reconsideration) on a **daily basis** and notifies the AUR Coordinator when clerical closes the batch and the batches are ready for the technical units. The AUR Coordinator assigns the batches to ensure **these batches are treated as priority and are worked and released accordingly.**

   NOTE: Clerical does not build referrals (IPSU, Fast Track, OARS, etc.) into identity theft batches. Referrals are transferred to the appropriate coordinator.

5. If responses/RECONs with a Form 14039, Identity Theft Affidavit, and/or a police report (i.e., law enforcement incident report) are found in any response batches, transfer the case to the AUR IDT liaison for referral to the IDTVA.

IRM 4.19.3.20.1.25.1(1) 2nd bullet - added example to clarify that a police report can be any law enforcement incident report

1. The standard Service wide acceptable documentation to substantiate a claim of identity theft is listed below.
   - A completed Form 14039, IRS Identity Theft Affidavit or
   - A copy of a police report (i.e., law enforcement incident report) stating taxpayer's identity was stolen.

   Acceptable documentation to authenticate a taxpayer's identity is a legible (i.e., the name, date of birth, place of birth, address, date of issue and expiration date is clear and easily read) copy of a valid United States (U.S.) federal or state government issued identification:

- A driver's license,
- A state issued identification card,
- A Passport or
- Social Security card.

IRM 4.19.3.20.1.25.2(1) step 3 - added example of a case note indicating a case has been referred to IDTVA and removed telephone number

IRM 4.19.3.20.1.25.2(1) step 4 - removed telephone number

IRM 4.19.3.20.1.25.2(3) table, Then column, 6th row, 2nd and last paragraphs - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25.2(3) step 3, below table - added law enforcement incident report, for clarity

IRM 4.19.3.20.1.25.2(4) - revised wording to add the case is not already assigned to or referred to IDTVA

IRM 4.19.3.20.1.25.2(4) table, Then column, 6th row, 2nd and last paragraphs - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25.2(4) step 3, below table - added law enforcement incident report, for clarity

1. In situations where the taxpayer makes an allegation of identity theft, when working paper responses, or when answering incoming toll-free calls, follow the steps below:
   1. Research IDRS CC ENMOD for a current IDT indicator, TC 971. See Exhibit 4.19.3-16, *Identity Theft Action Codes*, and Exhibit 4.19.3-17, *Identity Theft - Tax Administration Source Terms and Descriptions*, for additional information.

      NOTE: The **TRANS- DT** on an existing AC 5XX indicating documentation was received must be less than three (3) years old to be considered "**Current**". "**Not current**" or "**expired**" for purposes of IDT documentation is three (3) or more years old.

   2. If there is no TC 971 AC 501, 504, 505, 506, or 522 (with literals INCOME, MULTFL, INCMUL, NOFR, OTHER, IRSID, or PNDCLM), immediately input TC 971 AC 522 PNDCLM, using the IAT "REQ 77" tool. For instructions on how to input TC 971, see IRM 4.19.3.20.1.25.3.1, *IDT Claims - Responses.*

EXCEPTION: If there is an existing TC 971 AC 522 PNDCLM/IRSID for the same tax year, DO NOT apply a second code.
NOTE: Ensure IDRS updates are made for the correct TP.

    3. Review the case to determine if the case is already assigned to or has already been referred to IDTVA (AUR case note indicating referral to IDTVA, IDRS control category will be IDIX, ("X" represents a numeric value, i.e., IDI2 is used when the case is assigned to the IDTVA). If it is identified during a call the case is assigned to IDTVA provide the taxpayer with the IDTVA contact information. If it is identified when working paper responses, refer to IRM 4.19.3.20.1.25.3, *IDT Claims - Initial Handling.*
    4. If the taxpayer states they have lost, misplaced or did not receive their Identity Protection PIN (IP PIN) and is in need of a replacement, inform the taxpayer to contact IDTVA for assistance.

2. If there is an existing current TC 971 AC 501, 504, 505, 506, or 522 (with literals INCOME, MULTFL, INCMUL, NOFR, OTHER, IRSID, or PNDCLM), verify the IDRS updates were made for the correct TP. **Telephone assistors will** refer to (3) and/or (4) below, and if working paper responses refer to IRM 4.19.3.20.1.25.3.1, *IDT Claims - Responses.*

    NOTE: If it is identified that the IDRS updates were made to the incorrect TP, i.e., the secondary TP (spouse) is the victim and the indicator was placed on the primary, see IRM 4.19.3.20.1.25.3.1 (12), to reverse the indicator for the primary TP and IRM 4.19.3.20.1.25.3.1 (11), to update the secondary TP.

3. If the case is NOT already assigned to or referred to the IDTVA, and the case **is controlled** at your campus, and any of the conditions in the table below exist, **telephone assistors will** take the following actions:

    CAUTION: If the TC 971 AC 501, 504, 505, 506 or 522 has been reversed with a corresponding TC 972 - continue normal AUR processing.

    NOTE: AC listed in the table below do not need to be present on AUR account (year).

If there is an existing current TC 971 (input within the last 3 years) with	And the literal is	Then
AC 501 or 506	INCOME, MULTFL, INCMUL, NOFR, OTHER, DECD or PRISNR	1. Request the case via UWC. **EXCEPTION:** If the case is unavailable through UWC, notify the AUR IDT liaison via secure email that the case

		needs to be referred to the IDTVA and leave a detailed case note. 2. Follow steps 4-7 below. 3. Transfer to the designated UID. 4. Place in the designated area for the AUR IDT liaison.
AC 504	SPCL1, SPCL2, or EAFAIL	Continue normal AUR processing/call handling. **NOTE:** If the account is marked with TC 971 AC 504 SPCL1, SPCL2, or EAFAIL there have been unsuccessful attempts to obtain the IP PIN. Use high risk disclosure procedures; see IRM 4.19.3.20.2.2, *Disclosure*, for additional information.
AC 504	RPM	Request the case via UWC and close no change following normal AUR procedures. **EXCEPTION:** If the case is unavailable through UWC, take the appropriate action to ensure the case is closed following normal AUR procedures per IRM 4.19.3.20.1.25.3.1 (5) table, *IDT Claims - Responses*.
AC 504	ACCT, BOTH, NKI, or EMP	1. Request the case via UWC. **EXCEPTION:** If the case is unavailable through UWC, notify the AUR IDT liaison via secure email that the case needs to be referred to the IDTVA and leave a detailed case note. 2. Follow steps 4-7 below. 3. Transfer to the designated UID. 4. Place in the designated area

		for the AUR IDT liaison.
AC 522	INCOME, MULTFL, INCMUL, IRSID, NOFR, or OTHER	1. Request the case via UWC. **EXCEPTION:** If the case is unavailable through UWC, notify the AUR IDT liaison via secure email that the case needs to be referred to the IDTVA and leave a detailed case note. 2. Follow steps 4-7 below. 3. Transfer to the designated UID. 4. Place in the designated area for the AUR IDT liaison.
AC 522	PNDCLM (TP indicates ID Theft documentation was sent)	Research AMS/CIS to check for IDT documentation and/or a related scanned TP response. **NOTE:** If TE does not have access to AMS/CIS, follow local procedures to ensure that AMS/CIS is researched for IDT documentation. If AMS/CIS includes a copy of a Form 14039 or police report (i.e., law enforcement incident report) then: 1. Request the case via UWC. **EXCEPTION:** If the case is unavailable through UWC, notify the AUR IDT liaison via secure email that the case needs to be referred to the IDTVA . 2. Leave a detailed case note. 3. Transfer to the designated UID. 4. Place in the designated area

		for the AUR IDT liaison. If AMS/CIS does not include a copy of Form 14039 or a police report (i.e., law enforcement incident report), follow steps 2-7 below.
AC 522	PNDCLM (TP does not indicate ID Theft documentation was sent)	Follow steps 2-7 below.
AC 522	"OTHER" and "PPDS" as the BOD, "OPIP" as the Program	Consider the account as **NOT** having a TC 971 AC 522 posted and follow steps 1-7 below.
AC 505		1. Request the case via UWC. 2. Leave a detailed case note. 3. Close the case no change using normal AUR procedures. **EXCEPTION:** If the case is unavailable through UWC, take the appropriate action to ensure the case is closed following normal AUR procedures per IRM 4.19.3.20.1.25.3.1 (5) table, *IDT Claims - Responses*.

1. If none of the above is present or if the TRANS-DT is not within the last 3 years, input TC 971 AC 522 PNDCLM using the IAT "REQ77" tool. See IRM 4.19.3.20.1.25.3.1 (11), *IDT Claims - Responses*, for additional information.

   EXCEPTION: If there is an existing TC 971 AC 522 PNDCLM/IRSID for the same tax year, DO NOT apply a second code.

2. Attempt to secure all IDT documentation via fax. If the TP faxes the required documentation in, while on the call, advise them their case is being referred to the Identity Theft Victims Assistance, and if additional

information is needed a representative from that area will contact them.

3. Advise the TP once their documentation (Form 14039 or a police/law enforcement incident report) is received, their case will be referred to the Identity Theft Victim Assistance, and if additional information is needed a representative from that area will contact them.

4. Inform the TP they should contact the Federal Trade Commission at (877) 438-4338 or http://www.ftc.gov/ and that they should make a report to their local police and the three major credit bureaus. For additional information, visit http://www.irs.gov/ key word "Identity Theft" or see Pub 5027, *Identity Theft Information for Taxpayers*.

5. Advise the TP if they choose to fax the information to us, to please enlarge the image prior to faxing to avoid delays in resolving their case. Some faxed items like driver's licenses or social security cards may not be legible when we receive them. As these items must be legible, we would have to contact them again to ask the taxpayer to mail copies that we can read.

6. Ask the TP which income issues are a direct result of the identity theft

7. Leave a detailed case note documenting the call and actions taken.

4. If the case is NOT already assigned to or referred to the IDTVA, and the case is **not** controlled at your campus, and any of the conditions in the table below exist, **telephone assistors will** take the following actions:

CAUTION: If the TC 971 AC 501, 504, 505, 506 or 522 has been reversed with a corresponding TC 972 - continue normal AUR processing.

NOTE: AC listed in the table below do not need to be present on AUR account (year).

If there is an existing current TC 971 (input within the last 3 years) with	And the literal is	Then
AC 501 or 506	INCOME, MULTFL, INCMUL, NOFR, OTHER, DECD or PRISNR	1. Follow steps 4-7 below. 2. Leave a detailed case note. 3. Complete Form 4442, *Inquiry Referral*, and fax/e-Fax to the site AUR Coordinator.
AC 504	SPCL1, SPCL2, or EAFAIL	Continue normal AUR processing/call handling. **NOTE:** If the account is marked with

		TC 971 AC 504 SPCL1, SPCL2, or EAFAIL there have been unsuccessful attempts to obtain the IP PIN. Use high risk disclosure procedures; see IRM 4.19.3.20.2.2, *Disclosure*, for additional information.
AC 504	RPM	1. Request the case via UWC. 2. Leave a detailed case note. 3. Close the case no change following normal AUR procedures. **EXCEPTION:** If the case is unavailable through UWC, check the action required box and leave a case note indicating the case needs to be closed following normal processing procedures per IRM 4.19.3.20.1.25.3.1 (5) table, *IDT Claims - Responses*.
AC 504	ACCT, BOTH, NKI, or EMPL	1. Follow steps 4-7 below. 2. Leave a detailed case note. 3. Complete Form 4442, *Inquiry Referral*, and fax/e-Fax to the site AUR Coordinator.
AC 522	INCOME, MULTFL, INCMUL, IRSID, NOFR, or OTHER	1. Follow steps 4-7 below. 2. Leave a detailed case note. 3. Complete Form 4442, *Inquiry Referral*, and fax/e-Fax to the site AUR Coordinator.
AC 522	PNDCLM (TP indicates ID Theft documentation was previously sent)	Research AMS/CIS to check for IDT documentation and/or a related scanned TP response **NOTE:** If TE does not have access to AMS/CIS, follow local procedures to ensure that AMS/CIS is researched for IDT documentation. If AMS/CIS includes a copy of a Form 14039 or a police report (i.e., law enforcement incident report), then:

		1. Leave a detailed case note. 2. Complete Form 4442, *Inquiry Referral*, and fax/e-Fax to the site AUR Coordinator. If AMS/CIS does not include a Form 14039 or police report (i.e., law enforcement incident report), follow steps 2-7 below. **EXCEPTION:** Philadelphia Call site will follow steps 2-7 below.
AC 522	PNDCLM (TP does not indicate ID Theft documentation was previously sent)	Follow steps 2-7 below.
AC 522	"OTHER" and "PPDS" as the BOD, "OPIP" as the Program	Consider the account as **NOT** having a TC 971 AC 522 posted and follow steps 1-7 below.
AC 505		1. Request the case via UWC. 2. Leave a detailed case note. 3. Close the case no change using normal AUR procedures. **EXCEPTION:** If the case is unavailable through UWC, check the action required box and leave a case note indicating the TP made a claim of identity theft and the case needs to be closed following normal processing procedures per IRM 4.19.3.20.1.25.3.1 (5) table, *IDT Claims - Responses.*

1. If none of the above is present or if the TRANS-DT is not within the last three (3) years, input TC 971 AC 522 PNDCLM using the IAT

"REQ77" tool. See IRM 4.19.3.20.1.25.3.1 (11), *IDT Claims - Responses*, for additional information.

EXCEPTION: If there is an existing TC 971 AC 522 PNDCLM/IRSID for the same tax year, DO NOT apply a second code.

2. Inform the TP of the acceptable IDT documentation necessary and advise them to fax or mail to the assigned campus.
3. Advise the TP once the required documentation (Form 14039 or police/law enforcement incident report) is received, their case will be referred to the Identity Theft Victims Assistance, and if additional information is needed a representative from that area will contact them.
4. Inform the taxpayer they should contact the Federal Trade Commission at (877) 438-4338 or http://www.ftc.gov/ and that they should make a report to their local police and the three major credit bureaus. For additional information, visit http://www.irs.gov/ key word "Identity Theft" or see Pub 5027, *Identity Theft Information for Taxpayers.*
5. Advise the taxpayer if they choose to fax the information to us, to please enlarge the image prior to faxing to avoid delays in resolving their case. Some faxed items like driver's licenses or social security cards may not be legible when we receive them. As these items must be legible, we would have to contact them again to ask the taxpayer to mail copies that we can read.
6. Ask the TP which income issues are a direct result of the identity theft.
7. Leave a detailed case note documenting the call and actions taken.

IRM 4.19.3.20.1.25.3.1(2) - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25.3.1(5) table, If column, 2nd and 4th rows - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25.3.1(6) - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25.3.1(6) table, Then column, 1st row, 2nd and 3rd paragraphs and 2nd row, 2nd and 3rd paragraphs - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25.3.1(6) table, Then column, 2nd row, 2nd and 3rd paragraphs - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25.3.1(7) - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25.3.1(8) and step 2 - added example to clarify that a police report can be any law enforcement incident report

2. When the taxpayer makes an allegation or claim of identity theft; i.e., key words/phrases such as **#**▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ **#** and there is no Form 14039, *Identity Theft Affidavit*, or police report present take the following actions:

   1. Research to determine if the case is assigned to IDTVA. If assigned to IDTVA, follow referral procedures in IRM 4.19.3.20.1.25.2, *IDT - General*. If not assigned follow steps 2-4.
   2. Input TC 971 AC 522 with literal PNDCLM, if applicable.
   3. Issue a Letter 2626C **(using IPC 3L, 6L or 8L as appropriate)** requesting IDT documentation as applicable per existing IDT markers and/or a written statement for each AUR issue.
   4. Leave a detailed case note.

3. If the response indicates the taxpayer **#**▓▓▓▓▓▓▓▓▓▓▓ **#and ENMOD has either a current PNDCLM or there are no IDT indicators present**,

   1. Use the IAT "aMend" tool, research portion, to determine Scrambled SSN or Mixed Entity. If yes, prepare Form 4442 for referral to AM and close PC 52, 71 or 92 or IPC 9R, as appropriate.
   2. If no, Input TC 971 AC 522 with literal IRSID, if applicable.
   3. Leave a detailed case note.
   4. Transfer to the designated UID.
   5. Place in the designated area for the AUR IDT liaison.

4. If the taxpayer submits a signed return or a statement that they did not have a filing requirement (refer to Exhibit 4.19.3-19, *Filing Requirements for Most People*, for additional information) and ENMOD has no TC 971 AC 522 IRSID present, with or without a current AC 522 PNDCLM, take the following actions:

   1. Input TC 971 AC 522 with literal IRSID, if applicable.
   2. Leave a detailed case note.
   3. Transfer to the designated UID.
   4. Place in the designated area for the AUR IDT liaison.

      NOTE: Refer to Exhibit 4.19.3-19, *Filing Requirements for Most People*, for additional information.

5. If the **taxpayer indicates the U/R income was the result of identity theft** or their SSN being used illegally **and** the AUR systems shows a **current (within the last three (3) years) unreversed TC 971, AC 501, 504, 506, 522, 523, 524 or 525** see the table below to determine appropriate action to take:

   EXCEPTION: AC 504 with literals SPCL1, SPCL2 or EAFAIL does not indicate IDT documentation has been submitted. However, AC 504 with the

literal RPM indicates the taxpayer is a victim of verified Return Preparer Misconduct.

CAUTION: Verify the TC 971, AC 501, 504, or 522 is for the SSN that corresponds to the U/R. If the secondary taxpayer (spouse) is the victim and the indicator was placed on the primary, see IRM 4.19.3.20.1.25.3.1 (12), *IDT Claims - Responses*, to reverse the indicator for the primary TP and IRM 4.19.3.20.1.25.3.1 (11), to update the secondary TP.

If	Then
AC 501, 504, 506, or 522 with the literals INCOME, MULTFL, NOFR, INCMUL or OTHER	1. Transfer to the designated UID. 2. Leave a case note. 3. Place the case in the designated area for the AUR IDT liaison.
AC 522 with the literal PNDCLM and there is a Form 14039 or police report (i.e., law enforcement incident report) present	1. Transfer to the designated UID. 2. Leave a case note. 3. Place the case in the designated area for the AUR IDT liaison.
AC 505, 525, or 504 with the literal RPM	Close the case no change following normal AUR procedures.
AC 522 with the literal PNDCLM and there is **no** Form 14039 or police report (i.e., law enforcement incident report) present	1. Issue a Letter 2626C. 2. Acknowledge receipt of their correspondence. 3. Include a paragraph to request IDT documentation. 4. Include a paragraph to request a statement identifying the issues related to IDT. 5. If the income issue(s) is affiliated with the secondary SSN which does not have the IDRS IDT indicator, include a paragraph to request both the IDT documentation and identification of the issues related to IDT. 6. Inform the TP they should contact the Federal Trade Commission at (877)438-4338 or http://www.ftc.gov/ and that they should make a report to their local police and the three major credit bureaus. For additional information, visit http://www.irs.gov/ keyword *Identity Theft* or see Pub 5027, *Identity Theft Information for Taxpayers*. 7. Input IPC 3L, 6L or 8L as appropriate.

AC 523	1. Issue a Letter 2626C. 2. Acknowledge receipt of their correspondence. 3. Include a paragraph to request IDT documentation. 4. Include a paragraph to request a statement identifying the issues related to IDT. 5. If the income issue(s) is affiliated with the secondary SSN which does not have the IDRS IDT indicator, include a paragraph to request both the IDT documentation and identification of the issues related to IDT. 6. Inform the TP they should contact the Federal Trade Commission at (877)438-4338 or http://www.ftc.gov/ and that they should make a report to their local police and the three major credit bureaus. For additional information, visit http://www.irs.gov/ keyword *Identity Theft* or see Pub 5027, *Identity Theft Information for Taxpayers*. 7. Input IPC 3L, 6L or 8L as appropriate.
AC 524	1. If filing status (FS) 2, research IDRS CC INOLES to determine which TP is deceased. 2. Continue AUR processing following IRM 4.19.3.4.5, *Deceased Taxpayers*, and IRM 4.19.3.20.1.14, *Decedents*. 3. Leave a case note acknowledging the TC 971 AC 524. 4. DO NOT TRANSFER TO AUR IDT liaison.

6. If the **taxpayer indicates the U/R income was the result of identity theft** or their SSN being used illegally, there is no Form 14039, *Identity Theft Affidavit*, or police report (i.e., law enforcement incident report) present, **and** the AUR systems shows an **expired (more than three (3) years old), unreversed TC 971 AC 501, 504 or 522**, see the table below to determine appropriate action to take.

EXCEPTION: AC 504 with literals SPCL1, SPCL2 or EAFAIL does not indicate IDT documentation has been submitted. However, AC 504 with the literal RPM indicates the taxpayer is a victim of verified Return Preparer Misconduct.

IF	AND	THEN
AC 501, 504, 506 or 522 (with the literals INCOME, MULTFL, NOFR, INCMUL or OTHER)	The taxpayer identifies the AUR issue(s) directly related to the IDT claim	Research AMS/CIS to check for IDT documentation and/or a related scanned taxpayer response. **NOTE:** If TE does not have access to AMS/CIS, follow local procedures to ensure that AMS/CIS is researched for IDT documentation. If AMS/CIS includes a copy of a Form 14039 or a police report (i.e., law enforcement incident report), then: 1. Transfer to the designated UID. 2. Place in the designated area for the AUR IDT liaison. If AMS/CIS does not contain a Form 14039 or police report (i.e., law enforcement incident report): 1. Issue a Letter 2626C. 2. Acknowledge receipt of their correspondence. 3. Include a paragraph to request IDT documentation. 4. Input IPC 3L, 6L or 8L as appropriate.
AC 501, 504, 506 or 522 with the literals INCOME, MULTFL, NOFR, INCMUL or OTHER	The taxpayer does not identify the AUR issue(s) directly related to the IDT claim	Research AMS/CIS to check for IDT documentation and/or a related scanned taxpayer response. **NOTE:** If TE does not have access to AMS/CIS, follow local procedures to ensure that AMS/CIS is researched for IDT documentation. If AMS/CIS includes a copy of a Form 14039 or a police report (i.e., law enforcement incident report), then:

		1. Transfer to the designated UID.
		2. Place in the designated area for the AUR IDT liaison.
		If AMS/CIS does not contain a Form 14039 or police report (i.e., law enforcement incident report):
		1. Issue a Letter 2626C.
		2. Acknowledge receipt of their correspondence.
		3. Include a paragraph to request IDT documentation.
		4. Include a paragraph to request a statement identifying the issues related to IDT.
		5. If the income issue(s) is affiliated with the secondary SSN which does not have the IDRS IDT indicator, include a paragraph to request both the IDT documentation and identification of the issues related to IDT.
		6. Input IPC 3L, 6L or 8L as appropriate.

7. If the **taxpayer indicates the U/R income was the result of identity theft** or their SSN being used illegally **and** the AUR systems shows **no indication of identity theft in the AUR system**, there is no Form 14039, *Identity Theft Affidavit*, or police report (i.e., law enforcement incident report) present, check IDRS CC ENMOD for the conditions in (5) above. If no condition(s) present, take the following actions:
   1. Issue a Letter 2626C.
   2. Acknowledge receipt of their correspondence.
   3. Include a paragraph to request IDT documentation.
   4. Include a paragraph to request a statement identifying the issues related to IDT if the TP has not identified them.
   5. If the income issue(s) is affiliated with the secondary SSN which does not have the IDRS IDT indicator, include a paragraph to request both the IDT documentation and identification of the issues related to IDT.
   6. Inform the TP they should contact the Federal Trade Commission at (877)438-4338 or http://www.ftc.gov/ and that they should make a

report to their local police and the three major credit bureaus. For additional information, visit http://www.irs.gov/ keyword *Identity Theft* or see Pub 5027, *Identity Theft Information for Taxpayers.*

7. Input IPC 3L, 6L or 8L as appropriate.

8. If the taxpayer does not provide the requested documentation (Form 14039 or police/law enforcement incident report present) take the following actions:

   1. Issue a Letter 2626C to address the taxpayer's correspondence.
   2. Include a paragraph to advise the taxpayer that we need the required IDT documentation (Form 14039or police/law enforcement incident report) in order to continue processing their identity theft claim.
   3. If there are multiple U/R issues request a statement identifying the issues related to IDT.
   4. Research IDRS CC ENMOD for a current AUR initiated TC 971 AC 522 PNDCLM for the tax year in question. If present, reverse per (11) below, using NORPLY.
   5. Input the appropriate process code to move the case to the next phase.

IRM 4.19.3.20.1.25.5(1) a Note - deleted Note

IRM 4.19.3.20.1.25.5(2) - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25.5(3) - added example to clarify that a police report can be any law enforcement incident report; added Exception that incoming Recon responses with Form 14039, police or law enforcement incident report, Form 14157, and/or Form 14157-A, will be routed from clerical directly to IDTVA

IRM 4.19.3.20.1.25.5(4) - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.20.1.25.5(5) 1st and 2nd bullets - deleted 1st bullet regarding case note print; added example to 2nd bullet to clarify that a police report can be any law enforcement incident report

1. The AUR IDT Liaison is responsible for:
   a. Managing IDT and RPM referrals (both to IDTVA and from IDTVA).
   b. Input of closing PC when case is returned from IDTVA.
   c. Reviewing all cases meeting referral criteria and Forms 4442 prior to sending to IDTVA.
   d. Monitor cases sent to IDTVA for 120 days, see (10) below.
   e. Track all time they spend working on IDT, see IRM 4.19.3.20.1.25 (9), *Identity Theft (IDT) Claims - Overview*

2. There will be five types of cases that will require action by the AUR IDT liaison

1. Cases received from clerical with Form 14039 or police report (i.e., law enforcement incident report)
2. Cases received from clerical with Form 14157 and/or Form 14157-A.
3. Cases received where the TE has determined the case should be sent to the IDTVA, i.e., action required box is checked, case criteria meets IDTVA referral requirements; such as the TP provides a signed statement they did not have a filing requirement or did not file a return and submits a signed return, TP response includes Form 14157 and/or Form 14157-A , another functional area has an open IDRS control, existing current IDT markers on the account require IDTVA referral, etc.
4. Form 4442 referrals from the AUR Coordinator
5. Cases received where a TE has determined Multi Function Criteria (MFC) is met requiring contact with the controlling function to determine if the controlling function will be the primary point of contact and they want the case **OR** if AUR will continue processing the IDT Theft claim, following IRM 4.19.3.20.1.25.3.1, *IDT Claims - Responses*. Transfer the case back to the TE to continue processing, if the controlling function does not want the case. Leave a case note indicating why the case is being returned.

3. When an incoming response contains either; a Form 14039, *Identity Theft Affidavit*, and/or a police report (i.e., law enforcement incident report), Form 14157, *Return Preparer Complaint*, and/or Form 14157-A, *Tax Return Preparer Fraud and Misconduct Affidavit*, clerical will transfer the case, and handwalk the case to the AUR IDT liaison for referral to the IDTVA.

   EXCEPTION: When incoming Recon responses contain either a Form 14039, and/or a police report (i.e., law enforcement incident report), Form 14157, and/or Form 14157-A, clerical will route these responses directly to IDTVA.

4. When an incoming response contains either; a Form 14039 or police report (i.e., law enforcement incident report), or the case requires referral to IDTVA due to the TP indicating they did not have a filing requirement or did not file a tax return, take the following actions:

   NOTE: Non-identity theft mixed entity or scrambled SSN cases still follow normal procedures and are routed to Accounts Management. Use the IAT "aMend" tool, research portion, to assist in determining scrambled SSN or mixed entity.

   1. Leave a case note indicating case is being referred to IDTVA. The case note should also include the following: Tax year(s) impacted, if known, indication of any Statute issues, see (7) below for additional action(s) if required, date of the Statutory Notice of Deficiency and last day to petition if applicable (Statutory Notice phase cases should also be flagged with the last day to petition noted on the flag), indication of

Collection issues. Refer to Exhibit 4.19.3-19, *Filing Requirements for Most People*, for additional information.

2. Input IRS received date on AUR on open cases, if not present.
3. Input IPC SI (open cases) or IPC 9R (BT 81 Recon cases), as appropriate.
4. Close AUR IDT IDRS control, if present.
5. Verify input of TC 971 AC 522 PNDCLM or IRSID, as appropriate.

   NOTE: Input of TC 971 AC 522 IRSID is used when **there is an indication the return is bad** per IRM 25.23.4-3, *IRPTR/IDRS Data Decision Tree*.

6. Input CC STAUP for 15 cycles, as needed.

   EXCEPTION: If the case is in collection status, input TC 470 on IDRS. See Exhibit 4.19.3-14, *Notice Delay Actions (Reconsiderations)*.

7. Complete Form 3210, *Document Transmittal*.
8. Return completed package to clerical to handwalk/tranship to the IDTVA.

5. The following information should be included with the referral package:

   o Form 14039 and/or police report (i.e., law enforcement incident report).
   o Any other documents pertinent to the ID theft determination or the corrective actions being requested that are not available electronically. Do not forward documents available on CIS, through AMS, or IDRS prints.

IRM 4.19.3.20.5.1(1) Caution - revised wording to do not use Universal Work for cases in BT 89004, 89005 and 89006

IRM 4.19.3.20.5.1(2) - revised instruction and incorporated information previously in (4) regarding updating addresses

IRM 4.19.3.20.5.1(3) - revised instruction and incorporated information previously in (5) regarding sending additional correspondence, a recomputed notice or Stat notice; also revised table to remove instructions for when an assessment is necessary

IRM 4.19.3.20.5.1(4) - new, to include guidance for determining when a secondary SSN is invalid and actions to take

IRM 4.19.3.20.5.1(5) and 2nd Note - moved information previously in (2) to (5) and revised timeframe for MFT 31 account to be established to 3 - 4 weeks, generally

IRM 4.19.3.20.5.1(6) and step 4 - moved information previously in (3) to (6) and revised to input spouse's SSN in the XREF-TIN field

IRM 4.19.3.20.5.1(8) - new, added assessment procedures for MFT 30 and MFT 31

IRM 4.19.3.20.5.1(9) - new, added procedures for when it is determined MFT 31 accounts have been created that should not have been

IRM 4.19.3.20.5.1(10) - new instructions regarding moving payments from MFT 30

1. A MFT 31 module must be established for each TP when taxpayers file jointly, the case is not fully paid prior to issuance of a STAT, and either of the following applies:
   - Only one spouse signs the consent
   - Each TP signs separate consent forms that are not dated the same

   EXCEPTION: Do not establish MFT 31 when the IRS received date is the same on both consent forms. Refer to IRM 4.19.3.20.10.1, *The Assessment Window*, for additional information.

   CAUTION: DO NOT use Universal Work for cases in BT 89004, 89005 and 89006. If during a telephone call it is determined that an action is needed (i.e., letter, revised notice, assessment, No Change closure) on a case in BT 89004/89005/89006, check the action required box and leave a DETAILED case note explaining the action(s) needed (if the case is controlled at your campus follow local procedures to route detailed instructions for the required action(s) to the appropriate individual/unit). If the TP indicates agreement with the notice, instruct the TP to sign, date, and return the consent to tax increase, or, refer the TP to the consent page of the notice which provides complete information.

2. If only one TP signed the consent, take the following actions:
   1. Access the Update Address window and input the address of the primary spouse using Address Type "T", and an end date one year (365 days) from the current date. Edit the first name line to reflect only the primary spouse name.
   2. Input the address of the secondary spouse on the Update Address window using Address Type "S"; even if it is the same address. Edit the first name line to reflect only the secondary spouse name.

      NOTE: If the TP indicates they are now divorced or separated, see IRM 4.19.3.20.1.18.1, *Divorced/Separated Taxpayers – Single Signature on Consent*, for additional information.

   3. Verify the information in the Update Address window is correct based on (2) above and Issue Letter 2626C separately to each taxpayer to attempt

to obtain the missing signature and advise TPs they are jointly and separately liable for the tax, using the following verbiage as an example: "When you file a joint return, both taxpayers are jointly and separately responsible for the full amount of tax owed on the return and both signatures agreeing to the consent to tax are required. We are unable to continue processing your signed agreement until we have received both signatures."

4. Leave a detailed case note to indicate which TP agreed; i.e., secondary TP agreed.
5. Input IPC S6 (CP 2000) or S3 (Stat) and release the case; the case is moved to BT 89005 or 89004 respectively.
6. Monitor the case for 45 days. If after 45 days the notice is not full paid (prior to issuance of a Stat) or the spouse's signature is not received or it is received but the IRS received date is different, see (5) below.

> **NOTE:** If a telephone number is provided, an out call to secure the missing signature should be attempted before proceeding to (5).

3. If additional correspondence or a recomputed notice or Stat issuance is necessary, take the following actions:

If	Then
Additional correspondence is needed	1. Verify the information in the Update Address window is correct based on (2) above. 2. Issue Letter 2626C separately to each taxpayer to address response issue(s), and advise TPs they are jointly and separately liable for the tax and attempt to obtain the missing signature, using the following verbiage as an example: "When you file a joint return, both taxpayers are jointly and separately responsible for the full amount of tax owed on the return and both signatures agreeing to the consent to tax are required. We are unable to continue processing your signed agreement until we have received both signatures." 3. Input IPC S6 (CP 2000) or S3 (Stat) and release the case; the case is moved to BT 89005 or 89004 respectively.
A recomputed notice is required (suspense timeframe NOT expired)	1. Verify the information in the Update Address window is correct based on (2) above. 2. Rework the case following normal processing procedures.

	3. Input appropriate PC (i.e., PC 59 or PC 95) and release the case. 4. Monitor the case for the PC to post. Once posted, request the case. 5. Input IPC S6 (CP 2000) or S3 (Stat) and release the case; the case is moved to BT 89005 or 89004 respectively.
STAT issuance is necessary	Issue a manual STAT to the non-agreeing taxpayer ONLY.

4. Master file will not create the MFT 31 account when the SSN for the secondary spouse is invalid. Prior to establishing the MFT 31 module(s), research IDRS CC IMFOLT to determine if the SSN is invalid; i.e., an asterisk is present after the spousal social security number. If invalid, send a request for SSN validation to Entity via Form 3210. If valid, see (5) below.
5. Establish the MFT 31 module for each taxpayer by accessing IDRS CC TXMODA from the MFT 30 primary account. Use the IAT "REQ 77" tool to establish the MFT 31 accounts for both primary and secondary SSN as follows:

   NOTE: The SSN, MFT, tax period, and name control will populate from CC TXMODA.

   1. **TC**: Input "971".
   2. **TRANS-DT**: Date of TC 971 input.
   3. **TC971/151-CD**: Input "103".
   4. **XREF-TIN**: Input SSN (create a module for both SSNs).
   5. **Leave remarks**: e.g., "Split/Spousal MFT 31 established".

      REMINDER: Complete the above actions for both the primary and secondary SSN using the **XREF-TIN** field to establish each TP a MFT 31 module.

      NOTE: The TC971 AC 103 generally posts within 3 - 4 weeks after input.

6. Monitor the case to ensure the MFT 31 has been created for both accounts. Once the MFT 31 has been created, input TC971 AC 110 on each MFT 31 account. Use the IAT "REQ 77" tool to input the TC971 AC 110 by taking the following actions:

   NOTE: Use the batch listing for the 89004 or 89005 batch or Agree/Non-Agree and Docketed Appeals (NPS) Suspense Inventory Report to monitor the case and input the TC971 AC110.

   1. **TC**: Input "971".
   2. **TRANS-DT**: Date of TC 971 input.

3. **TC971/151-CD**: Input "110".
4. **XREF-TIN**: Input the spouse's SSN.
5. **Leave remarks**: e.g., "TC971 AC110".
7. Use the batch listing for the 89004 or 89005 batch or Agree/Non-Agree and Docketed Appeals (NPS) Suspense Inventory Report, to monitor the case to await expiration of the suspense timeframe. Once expired, request the case and take appropriate action.
8. When the case is ready for assessment/default an identical adjustment, with the exception of the credit interest date (TCB-DT on IAT), will be input for each taxpayer on MFT 31 using the IAT "REQ 54" tool. An adjustment on MFT 30 will be input using the AUR Assessment window. See the table below for additional information regarding transactions input to each module:

If	Then

MFT 30 (AUR Assessment Window)	Input:
	
	1. TC 290.00 with all reference codes.
	
	    REMINDER: Do not input adjustments to tax, W/H, Excess SST, EITC and refundable credits; these are input on MFT 31.
	
	2. Include applicable Reason Code(s) (RCs). Use the same RCs on MFT 30 and MFT 31.
	
	    EXCEPTION: Do not use RC 138 on MFT 30.
	
	3. Source Code (SC) 2.
	4. Hold Code (HC) 4.
	
	    CAUTION: Correct the AUR Assessment window entries to ensure none of the items included on the MFT 31 adjustment are included on the assessment uploaded by AUR.
	
	    NOTE: Do not change the entries in the CREDIT INTEREST DATE or IRS RECEIVED DT fields.
	
	5. Source Document "Y"
	6. Remarks – see table below.

MFT 31	Input/select:
	
	  o Activity - 54TAXADJ
	  o Category - URP
	  o Blocking Series - see IRM 4.19.3.20.10.1, *The Assessment Window*

	- Received date - see table below - TC 290/291 - Penalty (i.e., TC 680, TC 170/171, 160/161) - Withholding (TC 806/807) - EITC (TC 764/765) - Excess SST adjustments (CRN 252) - Refundable credits: Additional Child Tax Credit, American Opportunity Credit and net PTC. **NOTE:** Changes to refundable credits will be netted (+ or -). The netted amount will be input with TC 766/767. For example: if the American Opportunity Credit adjustment is $766 and the Additional Child Tax Credit adjustment is -$166, the TC 766 amount is $600. - Correspondence date, see IRM 4.19.3.20.10.1(5), *The Assessment Window*, for additional information. - TCB-DT (credit interest date) **NOTE:** On agreed cases input the agreement date. See IRM 4.19.3.20.10.1, *The Assessment Window, IRS Received DT*, to determine the correct agreement date. On default cases, the TCB-DT will be blank and the IRS-RECV-DT will be the date the assessment is input. Use * in the IRS-RECV-DT to populate the current date in the field. - Source Code (SC) 2 - Reason Codes (RC) **CAUTION:** RC 138 MUST be input anytime there is a change to W/H, Excess SST, EITC, and/or refundable credits. - Hold Code (HC) 0 - Priority Code (determined on a case-by-case basis) **CAUTION:** Priority Code 9 MUST be used anytime there is a change to W/H, Excess SST, EITC, and/or refundable credits or a combination of them (i.e., + or – totaled into one TC766/767). - Source Document "N"

		o Remarks - see table below

NOTE: The Assessment process on a MFT 31 module is similar to the assessment input on a MFT 30 reconsideration case.

Input the adjustment for each taxpayer on the MFT 31 module as follows:

If	And	Then
Fully agreed; both taxpayer's signed separate consent forms	The consent dates differ (different IRS received. dates on the responses)	Input/verify on MFT 31: o Social Security Number (SSN) o Name Control (XXXX) o Blocking Series (55 or 65) o Master File Tax (MFT 31) o Tax Year (20XX) o IRS Received Date (see note below) o TCB DT (see note below) **NOTE:** The agreeing spouse IRS-RECV-DT and the TCB-DT will be the received date of the earliest agreed response. For the other taxpayer the IRS-RECV-DT and TCB-DT will the received date of their agreed response. o Correspondence date o Transaction Codes (i.e., TC 290/291, 160/162, 240/241, 270/271, etc.) o SC o RC **CAUTION:** RC 138 MUST be input anytime there is a change to W/H, Excess SST, EITC, and/or refundable credits. o HC 0 o Credit Reference Numbers (i.e., EITC 764/765 and combined refundable credits (+ (plus) and – (minus) = net amount of TC 766/767)

		o Priority Code (determined on a case-by-case basis) **CAUTION:** Anytime there is a change to W/H, Excess SST, EITC, and/or refundable credits or a combination of them (i.e., + or – totaled into one TC 766/767), Priority Code 9 MUST be used. o Source Document "N" o Remarks - "AUR MFT 31 split/spousal agreed" Take the following actions on the AUR system 1. Access the AUR Assessment window, delete and/or update the items that were included on the MFT 31 adjustment(s) (i.e., change the TC 290 adjustment amount to .00, remove reference codes for W/H, EITC, Excess SST and/or refundable credits). 2. Include HC 4. 3. Use Source Document "Y". 4. Remarks - "AUR split/spousal agreed" 5. Leave a detailed case note. 6. Input PC 68 (CP 2000 phase) or PC 88 (Stat phase).
Case is ready to default **NOTE:** If a letter has been sent, allow 60 days from the letter date before taking any action on the case.		1. Input the adjustment for each taxpayer on the MFT 31 module following procedures shown above. **NOTE:** On the defaulted taxpayer adjustment the TCB-DT will be blank and the IRS-RECV-DT will be the date the assessment is input. Use * in the IRS-RECV-DT to populate

		the current date in the field. 2. Access the AUR Assessment window, delete and/or update the items that were included on the MFT 31 adjustment(s) (i.e., change the TC 290 adjustment amount to .00, remove reference codes for W/H, EITC, Excess SST and/or CRNs for refundable credits). 3. HC 4 4. Include Source Document "Y" 5. Remarks – "AUR split/spousal default." 6. Leave a detailed case note to indicate which taxpayer agreed and which taxpayer defaulted. 7. Input PC 94. **NOTE:** Use PC 88 instead of PC 94 when appropriate.

Single signature received (previously established MFT 31 module)	Either taxpayer provides information allowing the case to be closed no change	1. Input TC 290.00 adjustment for each taxpayer on the MFT 31 module as follows:
		  ▪ Blocking Series (5X or 6X)
		  ▪ TC 290 .00
		  ▪ HC 4
		  ▪ Source document attached "N"
		  ▪ Remarks - "AUR split/spousal no change"
		2. Access the AUR Assessment window and change the Remarks to "AUR split/spousal no change"
		3. Input closing PC (i.e., PC 70 or 91).

NOTE: For additional information, refer to IRM 4.19.3.20.10.1, *The Assessment Window*, or Document 6209, *IRS Processing Codes and Information*.

9. If it is determined that the MFT 31 account should not have been established (i.e., both signatures are received separately but the IRS received date is the same, full payment was received prior to the issuance of a Stat, etc.) continue normal AUR processing.
Input a TC 290.00 adjustment for each taxpayer on the MFT 31 module as follows:

    o Blocking Series (5X or 6X)
    o TC 290 .00
    o HC 4
    o Source document attached "N"
    o Remarks - For agreed cases input "AUR agreed criteria". For other situations include an appropriate entry to explain the adjustment.

10. If there are payments on the MFT 30 account wait until the TC 971, AC 110 posts then move the payments to the primary TP's MFT 31 account.

IRM 4.19.3.24(3) - added example to clarify that a police report can be any law enforcement incident report

IRM 4.19.3.24(4) - added example to clarify that a police report can be any law enforcement incident report

3. If the RECON is based on a claim of identity theft and the response includes Form 14039 or a police report (i.e., law enforcement incident report), close and refer the case to the AUR IDT liaison.
4. If the RECON is based on a claim of identity theft and the response does not include Form 14039 or a police report (i.e., law enforcement incident report), see IRM 4.19.3.20.1.25, *Identity Theft (IDT) Claims - Overview*, IRM 4.19.3.20.1.25.2, *IDT - General*, IRM 4.19.3.20.1.25.3, *IDT Claims - Initial Handling*, and IRM 4.19.3.20.1.25.3.1, *IDT Claims - Responses*, for guidance to work the case.

Exhibit 4.19.3-17 definition for PNDCLM- added clarification that a police report includes any law enforcement incident report

To facilitate effective identity theft case tracking and reporting, the Identity Protection office developed new Administration Source Fields used in certain circumstances, dependent upon the facts and circumstances of the case. The following table provides the Source Codes, their descriptions needed for IDRS input of TC 971 AC 522.

TERM/ACRONYM	DESCRIPTION
PNDCLM	Pending Allegation of identity theft - The TP makes an allegation of identity theft. The TP has not yet

	provided supporting documentation as required by IRM 25.23.2.18.2, *Complete and Legible Documents*, (Form 14039 or police report/law enforcement incident report and personal identification) and/or identified, under signature, the AUR issues impacted by the IDT claim.
IRSID	IRS identified incident of identity theft - During the normal course of business, the IRS suspects identity theft occurred and the case is not yet resolved.
#█████#	#██ █████████████████████████████████ █████████████# **NOTE:** Limited for use by HQ Policy analysts in CI, AUR, Pre-Refund Program (PRP), and TAP.
INCOME	Acceptable Documentation Received from the Taxpayer - Reported under TP's SSN without their consent or knowledge.
MULTFL	Acceptable Documentation Received from the Taxpayer - Two or more returns filed for the same tax period under the same SSN.
NOFR	Acceptable Documentation Received from the Taxpayer - Victim is not required to file a tax return.
INCMUL	Acceptable Documentation Received from the Taxpayer - Both income reporting and multiple filings apply.
OTHER	Acceptable Documentation Received from the Taxpayer - Situation does not relate to any existing Tax Administration Source types.