

IRM PROCEDURAL UPDATE

DATE: 09/04/2025

NUMBER: ts-03-0925-3587

SUBJECT: Andover and Atlanta Source Document Folders; Refiles and Special Search Update

AFFECTED IRM(s)/SUBSECTION(s): 3.5.61

CHANGE(s):

IRM 3.5.61.1.14(3) - Updated Andover and Atlanta routing address to Austin for Source Document Folders and Request for Tax Returns/Re-Files.

(3) Based on the service needed, direct to the Campus address shown below.

- Requests for Source Document association (Associating Form 5147, Transaction Record, with Source Documents)
- Requests for Tax Returns
- Re-filing of Tax Return (Returning tax return to Files Function for re-filing)
- Requests for Employees on site at the ramped down Campus

Campus	Source Document Folders	Requests for Tax Returns/Re-Files	Requests for Employees located at Campus
Brookhaven	Internal Revenue Service, Kansas City Submission Processing Campus, 333 West Pershing Road, Stop 6700, Kansas City, MO 64108	Internal Revenue Service, Kansas City Submission Processing Campus, 333 West Pershing Road, Stop 6700, Kansas City, MO 64108	Internal Revenue Service, Brookhaven Accounts Management Campus Files Support Unit, Stop 520, 1040 Waverly Avenue, Holtsville, NY 11742
Memphis	Internal Revenue Service, Austin Submission Processing Campus, 2021 E Woodward, Stop 6722, Austin TX, 78741-7805	Internal Revenue Service, Austin Submission Processing Campus, 2021 E Woodward, Stop 6722, Austin TX, 78741-7805	Internal Revenue Service, Memphis Accounts Management Campus Files Support Unit, 5333 Getwell Road, Mail Stop 31, Memphis, TN 38118
Philadelphia	Internal Revenue Service, Ogden Submission Processing Campus, 1973 N. Rulon White	Internal Revenue Service, Ogden Submission Processing Campus, 1973 N. Rulon White Blvd.,	Internal Revenue Service, Philadelphia Accounts Management Campus Files Support Unit, 2970 Market Street, BLN #1-

Campus	Source Document Folders	Requests for Tax Returns/Re-Files	Requests for Employees located at Campus
	Blvd., Files M/S 6721, Ogden, UT 84404	Files M/S 6722, Ogden, UT 84404	F14.100, Philadelphia, PA 19104–5016
Andover	Internal Revenue Service, Austin Submission Processing Campus, 2021 E Woodward, Stop 6722, Austin TX, 78741-7805	Internal Revenue Service, Austin Submission Processing Campus, 2021 E Woodward, Stop 6722, Austin TX, 78741-7805	Internal Revenue Service, Andover Accounts Management Campus Files Support Unit, 310 Lowell Street, Stop 505, Andover, MA 01810
Fresno	Internal Revenue Service, Kansas City Submission Processing Campus, 333 West Pershing Road, Stop 6700, Kansas City, MO 64108	Internal Revenue Service, Kansas City Submission Processing Campus, 333 West Pershing Road, Stop 6700, Kansas City, MO 64108	Internal Revenue Service, Fresno Accounts Management Campus Files Support, 3211 S. Northpointe Drive, Stop AW100, Fresno, CA 93725
Atlanta	Internal Revenue Service, Austin Submission Processing Campus, 2021 E Woodward, Stop 6722, Austin TX, 78741-7805	Internal Revenue Service, Austin Submission Processing Campus, 2021 E Woodward, Stop 6722, Austin TX, 78741-7805	Internal Revenue Service, Atlanta Campus Support, 4800 Buford Highway, Stop 8, Chamblee, GA 30341–0000
Cincinnati	Internal Revenue Service, Kansas City Submission Processing Campus, 333 West Pershing Road, Stop 6700, Kansas City, MO 64108	Internal Revenue Service, Ogden Submission Processing Campus, 1973 N. Rulon White Blvd., Files M/S 6722, Ogden, UT 84404	Internal Revenue Service, Cincinnati Campus Support, 7940 Kentucky Drive, Florence, KY 41042