

IRM PROCEDURAL UPDATE

DATE: 08/11/2016

NUMBER: wi-03-0816-1292

SUBJECT: Honduran National ID, UND Form 14433

AFFECTED IRM(s)/SUBSECTION(s): 3.21.263

CHANGE(s):

IRM 3.21.263.5.3.4.2.2(1) added text for Honduran national ID cards.

1. Supporting identification documentation must be current and cannot be expired.

NOTE: This section does not apply to Exception Documentation.

The current date is defined as follows:

Document	Definition
Documents with an expiration date present,	Current is defined as "the expiration date of the document is after the submission date of the Form W-7 application". If a document has expired by the IRS Received Date but was current when the applicant submitted it, accept as valid. Determine the submission date using the following priority: a. Postmark date on the envelope b. Signature date c. Today's date minus 10 days
Document without an expiration date present, Some documents do not have an expiration date but will be considered current. Documents that do not have expiration date and require no expiration date entry to RTS	For all others without an expiration date, leave blank.

include: - o School or medical records (see paragraph (5) below) - o Birth certificates - o Foreign driver licenses: some do not have expiration dates. Consider these current with the expiration date as 12/31/CY. - o Honduran national ID issued after August 29, 1996, display no expiration date. Consider these current with the expiration date as 12/31/CY. - o Mexican voter cards issued before 2008 display no expiration date. Consider these current with the expiration date as 12/31/CY.	
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IRM 3.21.263.5.10.4(9) added instructions for Form 14433.

9. The resolution of undeliverable mail inventory is based on the current RTS status. For all statuses, classify the Form 14433 that was returned undeliverable whether or not a better address is found. Refer to the table below.

If ...	And ...	Then ...
Applicant is in assigned status	A better address is found,	o Correct the RTS address by accessing the <i>W-7 Application View Screen</i>. and selecting "Current Mailing Address Change" as the reason for change. Enter the new address.

		- o Input to the Comments Field" UND BAF Resent ID" (to indicate a better address was found and the ID was re-sent) and also enter the old address. - o Send the ID to the updated address per instructions in IRM 3.21.263.5.3.4.2.4. REMINDER: Overlay the original batch number on the <i>W-7 Preliminary Application Data Screen</i> with the new batch number. CAUTION: If you find the applicant is part of a family pack (see IRM 3.21.263.5.3.3 and IRM 3.21.263.5.3.4.2.4), do not update the address of the other W-7 applicants or update their Comments Field unless you have returned ID for each applicant.
	A better address is NOT found ,	- o Access the W-7 Application View Screen and select "Date of Birth" for the reason for change. - o Input to the Comments Field "NAT FOR DOB; UND NBA; ID TO STORAGE ", - o See paragraph (10) below for disposition of the ID.
Applicant is in a	A better address	o Correct the RTS

suspense status	is found,	address. Access the W-7 Application View Screen and select "Update Documentation" as the reason for change. Enter the new address to RTS. - o Update the Remarks Screen with "UND BAF Resent ID". - o Update the Remarks Screen with the old address. - o Reissue the notice by selecting "Re-Issue Notice". - o Send the ID to the updated address per instructions in IRM 3.21.263.5.3.4.2.4. REMINDER: Overlay the original batch number on the <i>W-7 Preliminary Application Data Screen</i> with the new batch number. CAUTION: If you find the applicant is part of a family pack (see IRM 3.21.263.5.3.3 and IRM 3.21.263.5.3.4.2.4), check the address of the other W-7 applicants. If their RTS address is the same as the address on the undeliverable mail, also correct the address on their application by following the instructions for their RTS status and updating the Remarks Screen or Comments field as appropriate. If this is part of a family pack and some
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		applications are still in suspense status, attach a Clerical Action Sheet to the family pack to re-file on the suspense wall.
	A better address is ,NOT found, CAUTION: If working undeliverable original ID or copies certified by the issuing agency and the Suspense Wall application is not attached or the UND mail is not marked "NOW" (not on wall), complete and attach a Clerical Action Sheet (CAS). Notate the CAS for the UND mail to be associated with the Suspense Wall application.	On the <i>W-7 Application View Screen</i>, select "Update Documentation" as the reason for change, enter "Undeliverable ID NBA" in the Remarks Screen and click submit. See paragraph (10) below for preparing the documents to be held in the ITIN original documentation file. REMINDER: Overlay the original batch number on the <i>W-7 Preliminary Application Data Screen</i> with the new batch number NOTE: The case will remain on the Suspense Wall until the systemic R 99.
Applicant is in a reject status CAUTION: If you find the applicant is part of a family pack (see IRM 3.21.263.5.3.3 and IRM 3.21.263.5.3.4.2.4) do not update the address of the other W-7 applicants unless you have a notice for each	A better address is found,	- o Make the address correction on RTS by accessing the <i>W-7 Application View Screen</i> and selecting "Correspondence Received (R-Status" as the reason for change. Enter the new address to RTS. - o Input to Remarks "UND BAF Resent ID" and record the old address. - o Send the ID to the

applicant.		updated address per instructions in IRM 3.21.263.5.3.4.2.4. REMINDER: Overlay the original batch number on the <i>W-7 Preliminary Application Data Screen</i> with the new batch number.
	A better address is not found ,	- o Access the W-7 Application View Screen and select "Correspondence Received (R-Status)" as the reason for change. - o Input to the Comments Field" UND NBA" and include if the ID was sent to storage. - o See paragraph (10) below for processing ID.
Applicant is in Hard Reject status,	a better address is found,	- o Access the W-7 Application View Screen. - o Update the address on RTS by selecting "Correspondence Received (HR Status)" as the reason for change. - o Update the Remarks Screen with applicable entries such as <i>UND BAF RESENT HR PACKAGE</i> and record the old address. - o Circle in red all IRS received dates on the

		return. o Prepare envelope and send the Form(s) W-7, CP 574, tax return(s), and attached documentation to the updated address. REMINDER: Overlay the original batch number on the W-7 Preliminary Application Data Screen with the new batch number located on the folder you are currently working. CAUTION: If applicant is part of a family pack (see IRM 3.21.263.5.3.3 and IRM 3.21.263.5.3.4.2.4, update the address and Remarks Screen of the other family pack applicants.
	a better address is NOT found,	- o Access the W-7 Application View Screen. - o Select "Correspondence Received (HR Status") as the reason for change. - o Update the Remarks Screen with applicable entries such as <i>UND NBA 2014 RTN TO FILES & ID SENT TO STORAGE</i>. The

		entire F14415 file should remain on the Suspense Wall for the full 65 days. - o Edit the Form(s) W-7 with the DLN in the top right corner and "R" in the top left corner. - o Edit or stamp "ITIN REJECT" on all attached tax returns. - o Staple return(s) and CP 574 to the back of Form W-7 - o See paragraph (10) below for preparing the documents to be held in the ITIN original documentation file. Overlay the original batch number on the Preliminary W-7 Application Data Screen with the current (new) batch number. If CP 574 is one year or older from the application date, take no RTS actions. Prepare Form 9856 and attach Form W-7, tax return, CP 574 and undeliverable envelope to send to Files. Process original ID as shown in paragraph (10) below.
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