



MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

2.3.17

MAY 21, 2025

EFFECTIVE DATE

(05-21-2025)

PURPOSE

- (1) This transmits revised IRM 2.3.17, IDRS Terminal Responses, Command Code (CC) ESTABD.

MATERIAL CHANGES

- (1) IRM 2.3.17.1 Internal Controls have been updated for mandatory description changes.
- (2) IRM 2.3.17.8 has been revised to update the outside web link pointing to the Employee User Portal.

EFFECT ON OTHER DOCUMENTS

IRM 2.3.17, dated January 14, 2025, is superseded.

AUDIENCE

Large Business Small Business (LMSB), Small Business/Self-Employed (SB/SE), Tax Exempt/Government Entities (TE/GE), Taxpayer Services (TS).

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2.3.17

Command Code ESTABD

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2.3.17.1
(05-21-2025)
Program Scope and Objectives

- (1) **Purpose:** This transmits revised IRM 2.3.17, IDRS Terminal Responses, Command Code (CC) ESTABD.
- (2) **Audience:** All IRS business units.
- (3) **Policy Owner:** The Chief Information Officer (CIO) is responsible for overseeing all aspects of our systems that operate the nation's tax infrastructure.
- (4) **Program Owner:** Customer Service.
- (5) **Primary Stakeholders:** Taxpayer Services (TS), Large Business and International (LB&I), Small Business Self-Employed (SB/SE), Tax Exempt and Government Entities (TE/GE).
- (6) **Program Goals:** This system manages data that was extracted from Corporate Account Data Stores (BMF, IMF, and EPMF) allowing IRS employees to take specific actions on taxpayer account issues and track status of an account.

2.3.17.1.1
(01-01-2024)
Background

- (1) Document Request System (DOC) allows users to requests documents from Service Center and Federal Records Center return files. Requests are printed out on Form 4251 Return Charge Outs. These requests are initiated by terminal inputs of command code ESTAB. Upon reaching the print site these requests are sorted into manageable order and the Forms 4251 are printed and forwarded for service. DOC is the principal means for obtaining original documents, copies and information from return files. The DOC project also has the following functions:
 - Allows single approved user to update an AIMS contact listing for employees (separate from other ESTAB functionality).
 - Allows users to view, update, and delete district office addresses stored RDMS database. These addresses are used to mail requested documents to users.
 - Allows users to view all of their document requests for up to 60 days. Also allows users to edit or delete same day requests before batch printing.
 - Allows users to request microfilm request to the Microfilm Unit for research.
 - Allows the Service Center Files area to enter the current retirements of documents to the Federal Records Center. Also allows users to also delete obsolete records.
 - Allows users to request SCRIPS images of documents.

2.3.17.1.2
(01-01-2024)
Authority

- (1) Command Code ESTAB was developed as the principal means for obtaining original documents, copies and information from return files.

2.3.17.1.3
(05-21-2025)
Responsibilities

- (1) ESTAB Project Lead is responsible for:
 - Review and implementation of WRs that affect ESTAB.
 - Updating the contents of this IRM.

2.3.17.1.4
(01-01-2024)
**Program Management
and Review**

- (1) The document request system was the first application to launch a relational database system on the UNISYS mainframe. The database is accessed through embedded SQL statements within the code.
- (2) There are 2 databases; one located at each computing center. (TCC & MCC).

2.3.17.1.5
(01-01-2024)
Program Controls

- (1) Access to this program is governed by SACS.

2.3.17.1.6
(05-21-2025)
**Terms/Definitions/
Acronyms**

- (1) Table of commonly used Terms and Acronyms is below:

Term or Acronym:	Meaning:
BMF	Business Master File
BOD	Business Operating Division
cc/CC	Command Code
CII	Correspondence Imaging Inventory
DLN	Document Locator Number
DOC	Document Request System
EIN	Employer Identification Number
EKIF	Employer Identification Number Key Index File
EPMF	Employee Plan Master File
ESTABD	ESTAB CC used to enter requests for original paper documents, copies, information, etc.
EUP	Employee User Portal
FLC	File Location Code
GAO	Government Accountability Office
IMF	Individual Master File
MCC/TCC	Computing Centers, Martinsburg and Memphis
MeF	Modernized e-File
MFT/MFT CD	Master File Transaction Code
NCC	National Computing Center
NMF	Non-Master File
RDMS	Relational Database on Unisys Mainframe

SACS	Security and Communications System in charge of maintaining security protocols across CCs.
SC-Stop	Service Center Stop
SKIF	Social Security Number Key Index File
TC	Transaction Code
TIF	Taxpayer Information File
TIGTA	Treasury Inspector General for Tax Administration
TIN	Taxpayer Identification Number

2.3.17.1.7
(05-21-2025)

Related Resources

- (1) IRM 2.9.1 Integrated Data Retrieval System Procedures.

2.3.17.2
(01-01-2009)

General Information for CC ESTABD

- (1) Ordinarily, document request inputs should contain the DLN of the requested document. The requestor should research the Taxpayer Information File (TIF) in order to obtain the DLN. However, provisions have been made for entering requests when the requestor does not know the DLN, if the requestor enters sufficient other information (e.g., TIN, tax period, form number, and taxpayer's name-control). The DLN may be obtained by researching the EKIF and SKIF.
- (2) The TIN, File Source, and Request Code will be stored for audit trail purposes.
- (3) When the complete DLN is unknown and it is needed for a tax return that has been processed to a Master File, the request will be routed to the appropriate Master File for research. If the account/module has been removed from the Master File, a microfilm request will be generated and forwarded to the Microfilm Unit for research.
- (4) CC ESTAB with CC Modifiers "M" (Microfilm Requests), "R" (Retired Document Update Requests), and "S" (SCRIPS Requests) are documented in IRM 2.3.18, IRM 2.3.56, and IRM 2.3.62 , respectively.
- (5) The following information is applicable to DLN look-ups that require Master File research.
 - a. If a DLN is found under a cross referenced TIN, the message "FOUND UNDER" followed by the cross referenced TIN will be printed in the remarks section of the Form 4251.
 - b. If there is no TC 150 present and a TC 977 is extracted, the message "NO RECORD OF TC 150" will be printed in the remarks section.
- (6) Under the following conditions a transcript will be issued for Master File DLN look-ups in lieu of Form 4251.
 - a. There is no account on the Master File.
 - b. The MFT/Tax period is present on the Master File, but does not contain DLN that qualifies for extraction.

- c. The MFT/Tax period is not present on the Master File, but an entity is present.
- d. There is an irreversible TC 420 or TC 424 in the module.

- (7) When a DLN look-up results in a full DLN that is to be serviced by other than the requesting Service Center, that request will be forwarded by NCC to the Servicing Service Center for printing and processing of the Form 4251.
- (8) When a document request with a full DLN or partial DLN is to be serviced by other than the requesting Service Center, the request will be sent electronically to the Servicing Service Center via DOC batch program DOC05.

2.3.17.3
(01-01-2010)

Command Code ESTAB

- (1) Use this Command Code to enter requests for original paper documents, copies, information, etc. The kind of request made depends on the request code input with CC ESTAB. Request Codes, are explained in IRM 2.3.17.6 (Request Codes for CC ESTAB)
- (2) Performing Command Code TXMOD or SUMRY immediately prior to performing Command Code ESTABD will result in some fields on the ESTABD screen being pre-filled. If available ESTABD will pre-fill the TIN and MFT-CD.
- (3) As of January 1, 2004, in order to initiate an ESTAB request users are required to input the Command Code (column 1-5), and CC modifier (column 6) on line 1 of their IDRS terminal screen, then depress Enter/XMIT. CC ESTAB will display the requested screen, based on requester inputted modifier.

2.3.17.4
(01-01-2008)

Error Response for CC ESTAB

- (1) If any element(s) of data are invalid, a message will display on line 24. Error literals will display corresponding to the invalid element(s). Error messages and inconsistency messages are defined in IRM 2.3.17.7, Command Code ESTAB—Error Messages, and IRM 2.3.17.8., Command Code ESTAB—Consistency Messages.

2.3.17.5
(01-01-2000)

Valid Response for CC ESTAB

- (1) REQUEST COMPLETED—Displayed when CC ESTAB input meets all validity checks.

2.3.17.6
(07-01-2020)

Request Codes for CC ESTAB

- (1) These are one character alphabetic codes inputted on line 1, column 7 of CC ESTABD. They are used to identify the type of request being made. The request codes are:

Request Code	Purpose
A	This request code causes the literals "TIGTA" (Treasury Inspector General for Tax Administration) to print below the DLN on Form 4251. This request code is reserved for TIGTA use ONLY and should not be used by other requesters.
B	Causes the words "ENTIRE BLOCK" to print below the DLN and causes the serial number of the DLN to be suppressed. It requests the files charge-out and forward a complete block of documents. Request Code B is authorized by current IRM Handbook procedures to request blocks of original documents. For further information, refer to IRM 3.5.61, Files Management and Services.
C	This request code causes the words "COPY-ALL" to print below the DLN on Form 4251. It requests a copy of all of a return or other document.
E	This request code causes the word "CRIM INVESTIGATION" to print below DLN on Form 4251. It is used to request the original return for the Criminal Investigation Division.
F	This request code causes the word "FOLLOWUP" to print below the DLN on the Form 4251. Use it when requesting an original document that you have already requested once, if you have not received any reply to your first request.
G	This request code causes the work "GAO FINANCIAL AUDIT" to print below the DLN on the Form 4251
I	This request code causes the word "INFORMATION" to print below the DLN on the Form 4251. It requests the files to provide information from a return or other document. The information needed should be specified in the Narrative portion of CC ESTAB.
K	This request code causes the words "COPY-SEE NOTE" to print below the DLN on Form 4251. It requests that only a specified part of parts of a return be copied. The parts needed should be specified in the Narrative portion of CC ESTAB.
MUV	These codes are reserved for specified use by management. Do not use them unless so directed.
N	This request code causes the words "ID THEFT PAPER" to print below the DLN on Form 4251. It requests paper returns or other paper documents associated with identity theft cases.

Request Code	Purpose
O	Requests an original document. The word "ORIGINAL" is printed before the DLN on the Form 4251. Request Code O may be input for request for tax returns only, unless the requestor is authorized to receive the originals of documents other than tax returns. Refer to IRM 3.5.61, Files Management and Services. With this exception, use request codes C, K, P, or I for documents other than tax returns.
P	This request code causes the words "COPY-PAGE 1" to print below the DLN on Form 4251. It requests a copy of the first page only of a return or other document.
Q	This request code causes the words "ID THEFT SCAN" to print below the DLN on Form 4251. It requests scanned returns or other scanned documents associated with identity theft cases.
R	This code is used for reimbursable photocopy requests received from taxpayers. The words "REIMBURSABLE COPY" are printed below the DLN on the Form 4251.
S	This request code is used for requesting the scanning of paper documents into CII. The words "COR. IMAGING SYSTEM" are printed below the DLN on the Form 4251.
T	This request code is used to recharge documents. The word "RECHARGE" is printed below the DLN on the Form 4251.
W	Indicates a request only for a W-2. The words "W-2 ONLY REQUEST" are printed below the DLN on FORM 4251.
X	This request code is used to request a print of an CIS scanned document. The words "CII PRINT REQUEST" are printed below the DLN on the Form 4251.

2.3.17.7
(01-01-2000)
Command Code
ESTAB—Universal
Access Error Message

- (1) When Universal Access is used, the message "**CC DEFINER NOT UNIVERSAL, USE LOCAL SITE**" will be displayed on line 24. This is the first check of Command Code ESTAB with Command Code Modifier "D". Message This command code modifier will not process Universal Access.

2.3.17.8
(05-21-2025)
Command Code
ESTAB—Error Messages

- (1) When an element of data is invalid a error message will be displayed on line 24. The element that is invalid will display an asterisk to the right of the invalid element.

	ERROR MESSAGES
Error 1	Invalid Command Code Modifier, must be A, D, H, M, R, or S.
Solution 1	Self Explanatory
Error 2	Invalid MFT-Code, Please Input a valid MFT-Code
Solution 2	Self Explanatory
Error 3	Invalid, if MFT is "52" then Form-Num must be "706" or "706NA"
Solution 3	Self Explanatory
Error 4	Invalid TIN, the TIN is a required field
Solution 4	Input TIN
Error 5	Invalid TIN, Please correct TIN
Solution 5	Self Explanatory
Error 6	Invalid Request-Code, Please enter a valid code
Solution 6	Request-Codes are list above, IRM 2.3.17.6
Error 7	Invalid DLN, must be entered
Solution 7	Input DLN
Error 8	DLN failed validation, please correct DLN
Solution 8	Self Explanatory
Error 9	DLN failed validation, correct inconsistent DLN
Solution 9	Invalid DLN, correct DLN and submit
Error 10	Correct DLN, must be numeric with 3 hyphens: 00000-000-00000-3
Solution 10	Self Explanatory
Error 11	Invalid Partial DLN, Please correct Partial DLN
Solution 11	A Partial DLN is the first three digits of the DLN
Error 12	Invalid Partial DLN must be numeric, and three digits
Solution 12	Self Explanatory
Error 13	You requested this DLN on MM/DD/CCYY to re-request wait 14 days from that date.
Solution 13	Self Explanatory
Error 14	Invalid Employee-Number, FLC not found
Solution 14	Enter a valid FLC code (first two digits of Employee number)/Reenter
Error 15	Invalid Employee number, if entered must be numeric (all 10 digits)

	ERROR MESSAGES
Solution 15	Self Explanatory
Error 16	Invalid Form-Num, Form Number must start in left most position
Solution 16	Self Explanatory
Error 17	Invalid, if Form-Num is "706" or "706NA" then MFT must be "52"
Solution 17	Self Explanatory
Error 18	Invalid Tax-Period, if MFT is "52" then Tax-Period must be "000000"
Solution 18	Self Explanatory
Error 19	Invalid, when Tax-Period equals "000000", MFT must be "52"
Solution 19	Self Explanatory
Error 20	Invalid Tax-Period, Tax-Period must be entered
Solution 20	Enter tax period and Reenter
Error 21	Invalid Tax Period, please correct
Solution 21	Tax-Period must be entered as CCYYPP: (200612)
Error 22	Invalid Tax-Period, Tax-Period must be numeric
Solution 22	Self Explanatory
Error 23	Invalid MFT, please enter a valid MFT
Solution 23	Self Explanatory
Error 24	Sorry ESTAB do not process MFT Code 88. (Transmittals)
Solution 24	Self Explanatory
Error 25	Invalid Plan Number, must be three numbers.
Solution 25	Self Explanatory
Error 26	Invalid, Name-Control must start in left most position
Solution 26	Self Explanatory
Error 27	Invalid Name-Control, first character must be a letter or number
Solution 27	Self Explanatory
Error 28	Invalid Name-Control, second character must be a letter, number, &, or -
Solution 28	Self Explanatory
Error 29	Invalid Name-Control, third character must be a letter, number, &, or -

	ERROR MESSAGES
Solution 29	Self Explanatory
Error 30	Invalid Name-Control, fourth character must be a letter, number, &, or -
Solution 30	Self Explanatory
Error 31	Invalid Nullify Indicator, must be "N" or empty.
Solution 31	Self Explanatory
Error 32	Invalid, only enter values in one of these fields, SC-Stop, ST-CD, or Addr-Num
Solution 32	Self Explanatory
Error 33	Invalid, Addr-Num changed from last known, empty Address-Lines 1 and 2
Solution 33	Self Explanatory
Error 34	Invalid, must enter SC-Stop, State-Code or Addr-Num
Solution 34	Self Explanatory
Error 35	Invalid, input SC-Stop or Address-Lines, not both
Solution 35	Self Explanatory
Error 36	Invalid Addr-Num, find address using ST-CD option
Solution 36	Self Explanatory
Error 37	Enter street/stop in address line 1, and enter city/state/zip in address line 2
Solution 37	Self Explanatory
Error 38	Add your Stop (after your address on Address-Line 1)
Solution 38	Self Explanatory
Error 39	Type "X" to the left of desired address or select NEXT PAGE using "+" or "-".
Solution 39	Self Explanatory
Error 40	Invalid Address-Line-2, need "," prior to State Code, Example: Fresno,CA 93710
Solution 40	Self Explanatory
Error 41	Invalid SC-Stop, the last 2 characters of the STOP must be your State-Code
Solution 41	Self Explanatory
Error 42	Invalid Addr-Num, must contain at least 2 digits and start in left most position
Solution 42	Self Explanatory

	ERROR MESSAGES
Error 43	Invalid Addr-Num, enter State Code in ST-CD field, remove Addr-Number.
Solution 43	Self Explanatory
Error 44	Wrong Addr-Num, enter State Code in ST-CD field, remove Addr-Number.
Solution 44	Self Explanatory
Error 45	Invalid State-Code, enter a valid two character State Code
Solution 45	Self Explanatory
Error 46	Invalid SC-Stop, need a 2 character State Code after STOP: Ex. 9999 MI
Solution 46	Self Explanatory
Error 47	Invalid BOD/Area-Num, user must enter a numeric value, from 1 to 15
Solution 47	Self Explanatory
Error 48	Invalid BOD/Area-Num, must be a value of 1 to 15
Solution 48	Self Explanatory
Error 49	Invalid ESTAB request, use CC TRPRT to secure this electronic 1040 DOC
Solution 49	Self Explanatory
Error 50	BOD/Area-Num option 1 is reserved for SC employees using the above SC-Stop field
Solution 50	Self Explanatory
Error 51	Invalid ESTAB request, see message on lines 19 - 22 above
Solution 51	Self Explanatory
Error 52	Sorry previous TIN not found, please enter manually
Solution 52	Self Explanatory
Error 53	(BOD/Area-Num changed to 1, 1 required for all SC employees)
Solution 53	Self Explanatory
Error 54	Invalid ESTAB request, use the EUP system to obtain this electronic document
Solution 54	Self Explanatory
Error 55	Invalid: to obtain this MeF document go to the <i>Employee User Portal</i>
Solution 55	Self Explanatory

	ERROR MESSAGES
Error 56	DLNs are only used for MeF intake purposes and do not go to Master File.
Solution 56	Self Explanatory

2.3.17.9
(01-01-2008)
Command Code
ESTAB—Consistency
Messages

- (1) When elements of data are inconsistent a error message will be displayed on line 24. The element that is inconsistent will display an asterisk to the right of the invalid elements.

	Error Messages
Error 1	Invalid, DOC Request Code is B, so serial number in the DLN must be zeroes.
Solution 1	Correct and reenter
Error 2	Invalid, DOC Request Code is T, so a full DLN is required.
Solution 2	Correct and reenter
Error 3	Invalid TIN not consistent with MFT.
Solution 3	Correct and reenter
Error 4	Invalid, TIN must be in EIN format, or remove Employee Plan NO.
Solution 4	If Employee Plan Number is an item of input, correct the TIN and re-enter. If TIN is correct, remove the Employee Plan Number and re-enter.
Error 5	Invalid, TIN is EPMF so Employee Plan Number is required.
Solution 5	Change TIN to other than an EPMF TIN or add valid Employee Plan Number.
Error 6	Invalid, partial DLN requires a Tax Period.
Solution 6	If the Partial DLN is correct input the tax period and re-enter. Otherwise, enter the full DLN.
Error 7	Invalid, Tax Period is not consistent with the MFT Code
Solution 7	Correct as per IRM 2.3.17 and re-enter.
Error 8	Invalid a partial DLN requires a Form Number.
Solution 8	Enter Form Number or a full DLN.
Error 9	Invalid MFT (valid are 01–06, 09–11, 29–30, 33–34, 36–37, 44, 50–52, 58, 60–64, 67 or 74).
Solution 9	Correct and reenter
Error 10	Invalid, need TIN or full DLN.
Solution 10	Enter TIN or enter a full DLN.
Error 11	Invalid, Employee-Plan-Num required with MFT code 74.
Solution 11	Enter plan number or correct MFT.
Error 12	Invalid, SC Code or DO Code is inconsistent with the YR-COUNT of the full DLN
Solution 12	Enter correct Service Center Code or District Office Code in DLN or correct YR-COUNT of DLN
Error 13	Invalid, TIN and Name Control are inconsistent.

	Error Messages
Solution 13	Enter correct TIN or Name Control.
Error 14	Invalid, Either the TIN's FS Code is "n", or the DLN's Tax Class Code is "6"
Solution 14	Correct either the TIN's File Source Code or the DLN's or Partial DLN's Tax Class Code. For NMF Document Request, use TIN's File Source Code "N" and the DLN's or Partial DLN's Tax Class Code "6".

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Exhibit 2.3.17-1 (05-21-2025)

Input Format, CC ESTAB—Document Request

Input Screen ESTAB D

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	
	1234567890123456789012345678901234567890123456789012345678901234567890								
1	ESTABD	3	4						1
2	DCN>	5		EMP. NUM>	6	MFT>	7	FORM NUM>	8
3	TAX PERIOD>	9		EMP. PLAN NUM>	10	NAME CONTROL>	11		3
4	Enter one of the following below: (SC-STOP) or (STATE-CODE) or (ADDRESS-NUMBER)								
5	SC STOP>		12			ST-CD>	13	ADDR-NUM>	14
6	ADDRESS LINE 1>			15		ADDR-STOP>	16		6
7	ADDRESS LINE 2>			17					7
8	REMARKS LINE 1>			18					8
9	REMARKS LINE 2>			19		NEED K-1?>	20	(Y/N)	9
10	BOD/AREA NUM>	21				MULTIPLE DOCUMENT REQUESTS>	22	(Y/N)	10
11									
12	NOTE 1:								
13	BOD/AREA-NUMBER KEY:								
14	Service Center Employee								
15	1 = Campus Employee								
16	Non-Service Center Employee								
17	2 = CI		7 = EXAM-SB/SE		12 = COLL-TEGE				
18	3 = TAS		8 = EXAM-TEGE		13 = COLL-W&I				
19	4 = Disclosure		9 = EXAM-W&I		14 = APPEALS				
20	5 = Customer Assistance		10 = COLL-LMSB		15 = OTHER				
21	6 = EXAM-LMSB		11 = COLL-SB/SE						
22	NOTE 2:								
23	Never input Taxpayer address info in Address or Remarks Field.								
24	(Line 24 is reserved for Informational screen messages)								
	1234567890123456789012345678901234567890123456789012345678901234567890								
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	

Record Element Description

Exhibit 2.3.17-1 (Cont. 1) (05-21-2025)**Input Format, CC ESTAB—Document Request**

Item	Line	Description and Validity
1	1	CC- ESTAB.
2	1	CC MODIFIER- Must be entered and must be D for document request.
3	1	DOCUMENT REQUEST CODE- Must be entered and must be A, B, C, E, F, G, I, K, M, N, O, P, Q, R, S, T, U, V, W, or X.
4	1	<p>TIN INFORMATION FIELD- Must be “J” or a TIN. If TIN is entered, it must meet standard validity criteria.</p> <p>When a right-hand bracket “J” is entered in the first position of this field, it indicates that the TIN was entered in the immediately preceding CC ACTON, ENMOD, REINF, SUMRY, or TXMOD, and that TIN will be displayed back to the screen. If the request requires research, that TIN will be used. It will also be printed on the Form 4251.</p> <p>NOTE: See IRM 2.3.17.8, Command Code ESTAB—Error Messages, for validity checks of the TIN INFORMATION FIELD. Also See IRM 2.3.17.9, Command Code ESTAB—Consistency Messages.</p>
5	2	DOCUMENT REQUEST NUMBER FIELD- Must be entered. Must be in the format “nnnnn-nnn-nnnnn-n” for standard 14 digit edited DLN. If the DLN is unknown enter first three digits of DLN. (The first two positions are the D.O. or S.C. Code, the third position is the Tax Class) If the request code is B, positions 14 and 15 of this field must be zeroes. Also See IRM 2.3.17.8, Command Code ESTAB—Error Messages, and See IRM 2.3.17.9, Command Code ESTAB—Consistency Messages.
6	2	EMPLOYEE NUMBER- Optional. If omitted, the completed request will be routed to the terminal operator. Enter if the requester is other than the terminal operator. Also See IRM 2.3.17.8, Command Code ESTAB—Error Messages.
7	2	MFT- must be entered and must be in “nn” format. Whenever the MFT is “52”, then the Form Number must be entered either as “706” or “706NA”, and the Tax Period must be “000000”. See IRM 2.3.17.8, Command Code ESTAB—Error Messages and See IRM 2.3.17.9, Command Code ESTAB—Consistency Messages.
8	2	FORM NUMBER- If entered, use the Form Number of the document being requested. For requests that require Master File research, it must be a tax return that is processed to the Master File. When the Form Number is either “706” or “706NA”, then the MFT must be “52”, and the Tax Period must be “000000”.

Exhibit 2.3.17-1 (Cont. 2) (05-21-2025)

Input Format, CC ESTAB—Document Request

Item	Line	Description and Validity
9	3	TAX PERIOD- Must be in the format “nnnnnn”, and the fifth and sixth digits must be “01”–“12”. The only exception to this guideline is when the Tax Period equals “000000”. Also See IRM 2.3.17.8, Command Code ESTAB—Error Messages, and See IRM 2.3.17.9, Command Code ESTAB—Consistency Messages.
10	3	EMPLOYEE PLAN NUMBER. Must be 001–999 when entered for EPMF. TIN must be present in EIN format if DLN research is required.
11	3	NAME CONTROL- If entered, must meet standard validity criteria. See IRM 2.3.17.8, Command Code ESTAB—Error Messages.
12	5	SERVICE CENTER STOP- If entered, must be used by Service Center employees only. It must contain the Service Center Stop of the requestor. Following the stop number, the two character State-Code of the requestor should be entered. The state abbreviation should be the last entry on that line. For example : FSC STOP 1234 CA . If an entry is made here items 14, 15, 16, 17, and 18 must be blank.
13	5	STATE CODE- if entered, item 13 (SC Stop) must be blank. ST-CD is the two character State Code of the requestor address. After entering the requesters State Code and entering BOD/AREA-NUM (line 10, item 20) depress Enter/XMIT on your key board. ESTAB will provide a list of addresses for the requester, follow instructions on line 24 of monitor.
14	5	ADDRESS-NUMBER- if entered, allows users to retain address information when processing multiple successive ESTAB requests. If an entry is made here items 13, 14, 16, and 18 must be blank.
15	6	REQUESTER ADDRESS LINE 1- If item 14 (SC Code) was used to obtain the requester’s address the Street address will appear on lines 6.
16	6	REQUESTER STREET ADDRESS STOP- Put Street Address Stop here. If Street Address Stop is saved from previous ESTABD request it will be pre-filled when the ESTABD input screen appears.
17	7	REQUESTER ADDRESS LINE 2- If item 14 (SC Code) was used to obtain the requester’s address the City, State, and Zip Code will appear on lines 7.
18-19	8-9	REMARK LINES- These lines should be used to provide additional information to the individual searching for your requested information. Whatever is input in these fields will print on the Form 4251 in the same format as it was inputted. Exceptions: Special Characters such as, “?”, “!”, “,”, and “=” will print as a blank space. For documents not in DLN order and kept on the Alpha File, use the full Taxpayer’s name and TIN in the Remarks line.

Exhibit 2.3.17-1 (Cont. 3) (05-21-2025)**Input Format, CC ESTAB—Document Request**

Item	Line	Description and Validity
20	9	NEED K1?- Must contain Y or N. Y(es) would result in the following statement printing of the form 4251 "Pull Sch K-1 for this document".
21	10	BOD/AREA NUMBER- Must be entered. Must be numeric. Valid codes are 1 through 15.
22	10	MULTIPLE DOCUMENT REQUESTS- Enter Y to make multiple document request against a single taxpayer account. When you transmit the request the fields for the additional requests will appear on the lower half of the screen.
NOTES:		
A.	ESTABD do not support Universal Access.	

Exhibit 2.3.17-2 (01-01-2006) CC ESTAB—Local Site Message

ESTAB D output message, line 24

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	
	1234567890123456789012345678901234567890123456789012345678901234567890								
1									1
2									2
3									3
4									4
5									5
6									6
7									7
8									8
9									9
10									10
11									11
12									12
13									13
14									14
15									15
16									16
17									17
18									18
19									19
20									20
21									21
22									22
23									23
24	CC DEFINER NOT UNIVERSAL, USE LOCAL SITE								24
	1234567890123456789012345678901234567890123456789012345678901234567890								
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	

Local site is the only available site for this command code modifier. Do not use the Universal Access Code. Re-enter this screen immediately.

Exhibit 2.3.17-3 (01-01-2010)
Input Format, CC ESTAB—Request

ESTAB invalid indicators

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	
	1234567890123456789012345678901234567890123456789012345678901234567890								
1	ESTABD3	4	*						1
2	DCN>	5	*	EMP. NUM>	6	*	MFT>	7*	FORM NUM>
3	TAX PERIOD>	9	*	EMP. PLAN NUM>	10*		NAME CONTROL>	11	*
4	Enter one of the following below: (SC-STOP) or (STATE-CODE) or (ADDRESS-NUMBER)								
5	SC STOP>	12		*	ST-CD>	13*	ADDR-NUM>	14*	
6	ADDRESS LINE 1>	15	*		ADDR-STOP>	16	*		
7	ADDRESS LINE 2>	17	*						
8	REMARKS LINE 1>	18	*						
9	REMARKS LINE 2>	19	*	NEED K-1?>	N*(Y/N)				
10	BOD/AREA NUM>	21*		MULTIPLE DOCUMENT REQUESTS>	N*(Y/N)				
11									
12	NOTE 1:								
13	BOD/AREA-NUMBER KEY:								
14	Service Center Employee								
15	1 = Campus Employee								
16	Non-Service Center Employee								
17	2 = CI		7 = EXAM-SB/SE		12 = COLL-TEGE				
18	3 = TAS		8 = EXAM-TEGE		13 = COLL-W&I				
19	4 = Disclosure		9 = EXAM-W&I		14 = APPEALS				
20	5 = Customer Assistance		10 = COLL-LMSB		15 = OTHER				
21	6 = EXAM-LMSB		11 = COLL-SB/SE						
22	NOTE 2:								
23	Never input Taxpayer address info in Address or Remarks Field.								
24	(Line 24 is reserved for Informational screen messages)								
	1234567890123456789012345678901234567890123456789012345678901234567890								
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	

Correct invalid data elements and re-enter.

IRM 2.3.17.8, Command Code ESTAB—Error Messages

Exhibit 2.3.17-4 (01-01-2013)**Request Codes**

Input screen ESTAB D

1. Examples of input:

- a. CC ESTAB (Request Codes C, E, F, G, I, K, O, N, P, Q, R, S, T, or X) when the DLN is known.

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	
	1234567890123456789012345678901234567890123456789012345678901234567890								
1	ESTABD0000-00-4320								1
2	DCN>32212-945-60001-9	EMP. NUM>3234001800	MFT>30	FORM NUM>1040					2
3	TAX PERIOD>199812	EMP. PLAN NUM>	NAME CONTROL>ANTS						3
4	Enter one of the following below: (SC-STOP) or (STATE-CODE) or (ADDRESS-NUMBER)								4
5	SC STOP>9999 MI	ST-CD>	ADDR-NUM>						5
6	ADDRESS LINE 1>	ADDR-STOP>N							6
7	ADDRESS LINE 2>								7
8	REMARKS LINE 1>CLAIM RECEIVED 06141988.								8
9	REMARKS LINE 2>	NEED K-1?>	(Y/N)						9
10	BOD/AREA NUM>01	MULTIPLE ESTAB REQUESTS>	(Y/N)						10
11									11
12	NOTE 1:								12
13	BOD/AREA-NUMBER KEY:								13
14	Service Center Employee								14
15	1 = Campus Employee								15
16	Non-Service Center Employee								16
17	2 = CI	7 = EXAM-SB/SE	12 = COLL-TEGE						17
18	3 = TAS	8 = EXAM-TEGE	13 = COLL-W&I						18
19	4 = Disclosure	9 = EXAM-W&I	14 = APPEALS						19
20	5 = Customer Assistance	10 = COLL-LMSB	15 = OTHER						20
21	6 = EXAM-LMSB	11 = COLL-SB/SE							21
22	NOTE 2:								22
23	Never input Taxpayer address info in Address or Remarks Field.								23
24	(Line 24 is reserved for Informational screen messages)								24
	1234567890123456789012345678901234567890123456789012345678901234567890								
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	

- b. CC ESTAB (Request Code B) to request a block of documents.

Exhibit 2.3.17-4 (Cont. 1) (01-01-2013)**Request Codes**

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	
	1234567890123456789012345678901234567890123456789012345678901234567890								
1	ESTABDB32-0000000								1
2	DCN>32141-025-60000-9		EMP. NUM>3234001800		MFT>01	FORM NUM>941			2
3	TAX PERIOD>199812		EMP. PLAN NUM>		NAME CONTROL>BIRD				3
4	Enter one of the following below: (SC-STOP) or (STATE-CODE) or (ADDRESS-NUMBER)								4
5	SC STOP>				ST-CD>	ADDR-NUM>00227			5
6	ADDRESS LINE 1>1008 Professional Blvd				ADDR-STOP>				6
7	ADDRESS LINE 2>Dalton,GA 30720								7
8	REMARKS LINE 1>78601238BIRD,CUCUMBER								8
9	REMARKS LINE 2>					NEED K-1?>N (Y/N)			9
10	BOD/AREA NUM>02				MULTIPLE ESTAB REQUESTS>N (Y/N)				10
11									11
12	NOTE 1:								12
13	BOD/AREA-NUMBER KEY:								13
14	Service Center Employee								14
15	1 = Campus Employee								15
16	Non-Service Center Employee								16
17	2 = CI			7 = EXAM-SB/SE		12 = COLL-TEGE			17
18	3 = TAS			8 = EXAM-TEGE		13 = COLL-W&I			18
19	4 = Disclosure			9 = EXAM-W&I		14 = APPEALS			19
20	5 = Customer Assistance			10 = COLL-LMSB		15 = OTHER			20
21	6 = EXAM-LMSB			11 = COLL-SB/SE					21
22	NOTE 2:								22
23	Never input Taxpayer address info in Address or Remarks Field.								23
24	(Line 24 is reserved for Informational screen messages)								24
	1234567890123456789012345678901234567890123456789012345678901234567890								
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	

Oftentimes, the TIN is not known for a “block of documents” request. Only in those instances would the requestor dummy the TIN Information field using the following guidelines.

1. EINs—07-0000000

SSNs—000-00-4320

The underlined portions contain the required values. The non-underlined portions are the suggested numeric values.

2. Use an appropriate File Source for the type of document being requested.

c. CC ESTAB (Request Code C, E, F, G, I, K, N, O, P, or R, Q) for Master File documents when the DLN is unknown.

Exhibit 2.3.17-4 (Cont. 2) (01-01-2013)

Request Codes

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	
	1234567890123456789012345678901234567890123456789012345678901234567890								
1	ESTABDB000-00-4321								1
2	DCN>322		EMP. NUM>3234001800		MFT>30	FORM NUM>1040			2
3	TAX PERIOD>199812		EMP. PLAN NUM>		NAME CONTROL>CATS				3
4	Enter one of the following below: (SC-STOP) or (STATE-CODE) or (ADDRESS-NUMBER)								4
5	SC STOP>9999 MI				ST-CD>	ADDR-NUM>			5
6	ADDRESS LINE 1>					ADDR-STOP>			6
7	ADDRESS LINE 2>								7
8	REMARKS LINE 1>3240156DOG,ERMINE								8
9	REMARKS LINE 2>TAXPAYER INQUIRY.					NEED K-1?> (Y/N)			9
10	BOD/AREA NUM>01					MULTIPLE ESTAB REQUESTS>N (Y/N)			10
11									11
12	NOTE 1:								12
13	BOD/AREA-NUMBER KEY:								13
14	Service Center Employee								14
15	1 = Campus Employee								15
16	Non-Service Center Employee								16
17	2 = CI				7 = EXAM-SB/SE	12 = COLL-TEGE			17
18	3 = TAS				8 = EXAM-TEGE	13 = COLL-W&I			18
19	4 = Disclosure				9 = EXAM-W&I	14 = APPEALS			19
20	5 = Customer Assistance				10 = COLL-LMSB	15 = OTHER			20
21	6 = EXAM-LMSB				11 = COLL-SB/SE				21
22	NOTE 2:								22
23	Never input Taxpayer address info in Address or Remarks Field.								23
24	(Line 24 is reserved for Informational screen messages)								24
	1234567890123456789012345678901234567890123456789012345678901234567890								
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	

Exhibit 2.3.17-5 (01-01-2010)
Multiple Document Requests

Input screen ESTAB D Multiple Document Option

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	
	1234567890123456789012345678901234567890123456789012345678901234567890								
1	ESTABDB000-00-4321								1
2	DCN>072		EMP. NUM>3234001800		MFT>30		FORM NUM>1040		2
3	TAX PERIOD>199812		EMP. PLAN NUM>		NAME CONTROL>CATS				3
4	Enter one of the following below: (SC-STOP) or (STATE-CODE) or (ADDRESS-NUMBER)								4
5	SC STOP>9999 MI				ST-CD>		ADDR-NUM>		5
6	ADDRESS LINE 1>				ADDR-STOP>				6
7	ADDRESS LINE 2>								7
8	REMARKS LINE 1>3240156DOG,ERMINE								8
9	REMARKS LINE 2>TAXPAYER INQUIRY.					NEED K-1?>	(Y/N)		9
10	BOD/AREA NUM>01					MULTIPLE ESTAB REQUESTS>Y	(Y/N)		10
11									11
12	REQUEST-CODE	FORM	TAX PERIOD	MFT	DLN				12
13	>0	>1040	>199912	>30	>07211-111-11111-0				13
14	>0	>1040	>200012	>30	>07211-111-11112-1				14
15	>0	>1040	>200112	>30	>07211-111-11113-2				15
16	>0	>1040	>200212	>30	>07211-111-11114-3				16
17	>0	>1040	>200312	>30	>07211-111-11115-4				17
18	>0	>1040	>200412	>30	>07211-111-11116-5				18
19	>0	>1040	>200512	>30	>07211-111-11117-6				19
20	>0	>1040	>200612	>30	>07211-111-11118-7				20
21	>0	>1040	>200712	>30	>07211-111-11119-8				21
22	>0	>1099-MI	>200712	>30	>07595-111-11122-8				22
23					TRANSMIT REQUEST>				23
24	(Line 24 is reserved for Informational screen messages)								24
	1234567890123456789012345678901234567890123456789012345678901234567890								
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	

1. After transmitting the ESTABD request with a "Y" in the MULTIPLE DOCUMENT REQUEST field the above screen layout will appear.
2. For each additional document being requested complete the upper most available row within the Multiple document portion of the ESTAB D MULTIPLE REQUEST layout.
3. The 4 data fields of each row of the MULTIPLE DOCUMENT REQUEST has the same input requirements as the corresponding fields on the upper portion of the ESTAB D request.