



# MANUAL TRANSMITTAL

Department of the Treasury  
Internal Revenue Service

2.3.79

NOVEMBER 20, 2023

## EFFECTIVE DATE

(01-01-2024)

## PURPOSE

- (1) This transmits revised IRM 2.3.79, IDRS Terminal Responses, Command Code CDPWEB, (CDPTA, CDPTE).

## MATERIAL CHANGES

- (1) IRM 2.3.79.1 has been revised to include Internal Controls.

## EFFECT ON OTHER DOCUMENTS

IRM 2.3.79, dated April 21, 2020, is superseded.

## AUDIENCE

LMSB, SB/SE, TE/GE, W&I.

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Acting, Chief Information Officer



2.3.79

Command Code CDPWEB, (CDPTA, CDPTE)

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2.3.79.1  
(11-20-2023)  
**Program Scope and Objectives**

- (1) This IRM section provides an overview of the CDPWEB, (CDPTA, CDPTE) Command Codes.
- (2) **Purpose:** This section provides instructions for inputting and researching the Collection Due Processing Tracking System.
- (3) **Audience:** These instructions are intended for campus tax examiners in Automated Collection System Support (ACSS).
- (4) **Policy Owner:** The Chief Information Officer (CIO) is responsible for overseeing all aspects of our systems that operate the nation's tax infrastructure.
- (5) **Program Owner:** IT CIO
- (6) **Primary Stakeholders:** Campus operations ACS Support
- (7) **Program Goals:** Procedures for using the CDP tracking system is in 5.19.8, Liability Collection – Collection Appeal Rights.

2.3.79.1.1  
(01-01-2024)  
**Background**

- (1) This IRM and the contained sections provide the user the necessary information on how to use the command codes CDPTA/CDPTE via the CDP Web site.

2.3.79.1.2  
(01-01-2024)  
**Authority**

- (1) The Collection Due Process Tracking System (CDPTS) is used by the campus CDP Units to keep track of the disposition of CDP/EH requests received.

2.3.79.1.3  
(01-01-2024)  
**Responsibilities**

- (1) CDP Project Lead is responsible for
  - a. Review and implementation of Work Requests that affect CDP command codes or CDP Web site
  - b. Updating the contents of this IRM

2.3.79.1.4  
(01-01-2024)  
**Program Management and Review**

- (1) Program Reports:
  - a. **Data source:** MCC and TCC TIF
  - b. **Data destination:** MCC and TCC TIF
  - c. **Primary purpose of this data:** allows business units to work cases on IDRS.
  - d. **Data description:** Entity Record: Each individual taxpayer or business is assigned a unique identity that contains information about them such as SSN/EIN, name, and address. Module Record: These records are tax forms submitted by the taxpayer or business for a specific tax period and correspond to the entity record. Information that creates a unique key on this record would be the SSN/EIN, MFT (tax form), plan number, tax period, and control name. One or more module records can be assigned to an entity record. Transaction Record: Track the payment and refund activity for a specific module record. Transaction records must contain at least one transaction code. One or more transaction records can be assigned to a module record.

2.3.79.1.5  
(01-01-2024)  
**Program Controls**

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

2.3.79.1.6  
(01-01-2024)

#### Terms and Acronyms

(1)	CDP	Collection Due Process
	CDPTS	CDP Tracking System
	EH	Equivalent Hearing

2.3.79.1.7  
(01-01-2024)

#### Related Resources

- (1) IRM 2.9.1 Integrated Data Retrieval System Procedures
- (2) IRM 5.19.8, Liability Collection, Collection Appeal Rights
- (3) IRM 2.4.57, IDRS Terminal Input, Command Code CDPTR

2.3.79.2  
(01-01-2004)

#### General

- (1) A Collection-Due-Tracking-Record is added to a module on IDRS whenever a Form 12153 is filed with the Service.
- (2) As a case proceeds through the various stages, information about that stage and when it occurred is recorded in IDRS using the **Collection Due Process Tracking System (CDPTS) Website** that utilize **Command Codes CDPTA, CDPTR and CDPTE**.
- (3) Stages entered in error may be deleted and incorrect information previously entered on a stage may be corrected.
- (4) CDPTS allows the user to retrieve and then inquire on all pertinent case information from IDRS and review the whole case using **CC CDPTA**. with definer S
- (5) CDPTS allows the user to input, update, and delete a whole case using **CC CDPTE**. See the delete portion of this document.
- (6) **CC CDPTE** may only be entered using web pages on the **Collection Due Process Tracking System (CDPTS) Website** of the **Intranet Site HTTP//cdp.web.irs.gov**.

2.3.79.3  
(01-01-2004)

#### Using CDPTS

- (1) The **Collection Due Process Tracking System (CDPTS)** is available for access through the **HTTP://cdp.web.irs.gov** Intranet website, only after the workstation has been configured for WEB access and then only after a valid IDRS Sign On. **See Exhibit 2.3.79-1.**
- (2) Upon successful Sign On to the CDPTS, the user is presented with a set of menu options: **See Exhibit 2.3.79-2.**
  - a. Access Cases (to Select a Case or Cases for Review)
  - b. View Reports (allows user to generate CDPTS Reports)
  - c. IDRS CC (allows user to perform certain IDRS Command Codes TXMODA, SUMRY, IMFOLI, ENMOD, BMFOLI, TXMODS, CFINK)
  - d. Print Screen (allows user to print current screen)
  - e. Help (view CDPTS online IRMs)
  - f. CDPTS Sign Off (to Sign Out of IDRS and this CDPTS Session)
- (3) If **Access Cases** menu item is clicked, the **CDP Case Inquiry** page is displayed that allows entry of a Taxpayer's TIN **See Exhibit 2.3.79-3.**

- If the Taxpayers TIN is not found in the CDPTS, a message box will display notifying the user that the no data was not found on the TIF, When the user clicks OK, a message box will ask the user if a new case should be created **See Exhibit 2.3.79-4.** If the user selects OK, the **Stage 1 Receipt of Hearing Request** web page is displayed with the TIN field already filled with the previously entered TIN **See Exhibit 2.3.79-6.**
  - If the Taxpayers TIN is located in the CDPTS, all cases for the taxpayer will be listed on the **Case Listing Page. See Exhibit 2.3.79-5.** New Cases can be initiated using the Add A New Case Button on the Case Listing Page
  - The Case Listing page contains hyperlinks to the individual cases, When a hyperlink is clicked the user is presented with the **Case Detail Page See Exhibit 2.3.79-5.** which lists all Stages associated with the Case. Each Stage on the list is a hyperlink to the associated Stage Page. New Stages can be added using the Add A New Stage Button on the Case Detail Page.
- (4) If **View Reports** menu item is clicked, the system will present the CDPTS **Reporting Group Access Page. See Exhibit 2.3.79-28.** The user enters the Reporting Group and the Access Code and click the Continue Button. This will present the **CDPTS Report Builder Page See Exhibit 2.3.79-29.** which provides a pre-defined filtered view of locations that the user can generate reports on.
- (5) If **IDRS CC** menu item is selected, the user is presented with the **IDRS Command Code entry page. See Exhibit 2.3.79-30.**
- (6) If **Help** menu item is selected, the user is presented with **CDP Web - IRM Help page See Exhibit 2.3.79-31.**
- (7) If **Sign Off** menu item is selected, the Prompt for **SIGN OFF** appears and the User is Logged off of IDRS. **See Exhibit 2.3.79-27.**
- (8) CDPTS inputs, validates and stores data about the progress of the case through the Collection Due Process. It records the stages a case reaches as well as comments about the case as it progresses. In addition, if a stage is changed or deleted, CDPTS marks it as such.
- (9) The occasion for each stage and the optional or required input fields may be found in the remaining sections of this IRM.

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**Exhibit 2.3.79-1 (01-01-2011)**  
**SIGNON**

SIGNON SCREEN that is returned from Option 1 HTTP//cdp.web.irs.gov:

The screenshot shows a web browser window titled "Collection Due Process - Windows Internet Explorer". The page header includes the "Collection Due Process Tracking System" title, the IRS logo, and the text "Department of the Treasury Internal Revenue Service". The main content area contains the following fields and controls:

- SEID:** A text input field.
- Last Name:** A text input field.
- First Initial:** A text input field.
- Production/Training:** A dropdown menu currently showing "Production".
- Password:** A text input field.
- New Password:** A text input field.
- Verify New Password:** A text input field.

Below the input fields, the text reads: "To View/Add/Update/Delete Stages please Sign On". This is followed by four buttons: "Sign On", "Reset", "Help", and "Exit". A disclaimer states: "This web site is for official U.S. Government use only. Unauthorized access may result in civil and criminal prosecution." At the bottom of the form area is a "Back to Main Menu" button. The footer of the page indicates "Version: July 2009".

The above graphic is the input screen for CDP IDRS Sign On Screen with the fields defined in the table below.

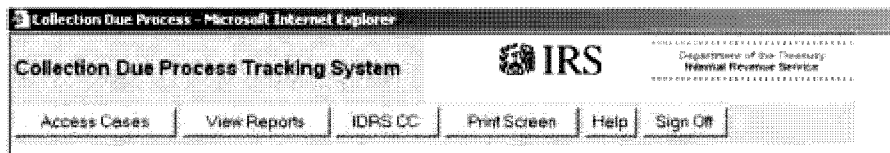
Record Element Description:

**Exhibit 2.3.79-1 (Cont. 1) (01-01-2011)****SIGNON**

Row	Content
1	IDRS User SEID
2	IDRS User Last Name
3	IDRS User First Initial
4	Production/Training Drop Down Selection (Choose P for Production)
5	IDRS User 8 Digit Password
6	IDRS User New 8 Digit Password
7	IDRS User Verify New 8 Digit Password
<b>SPECIAL NOTE:</b>	To View/Add/Update/Delete Stages, please Select Sign On Button. Also Help and Exit Buttons can be selected.

**Exhibit 2.3.79-2 (01-01-2006)****Main Menu (After SignOn)**

MENU SCREEN returned from CDPTS after Successful Sign On:



The above graphic is the Selection screen for CDP After Successful Sign On Screen with the fields defined in the table below.

Record Element Description:

Row	Position	Content
1	10-16	Access Cases Button
1	20-26	View Reports Button
1	30-36	IDRS CC Button (allows user to perform commonly used research commands TXMODA, SUMRY, IMFOLI, ENMOD, BMFOLI, TXMODS, CFINK)
1	40-46	Print Screen Button (allows user to print current page)
1	50-56	Help Button
1	60-66	Sign Off Button (To Log Out of IDRS CDPTS Session)

**Exhibit 2.3.79-3 (01-01-2007)****CDP Case Inquiry**

The CDP Case Inquiry screen is returned from CDPTS after Successful Sign On or when the Access Cases button is clicked:

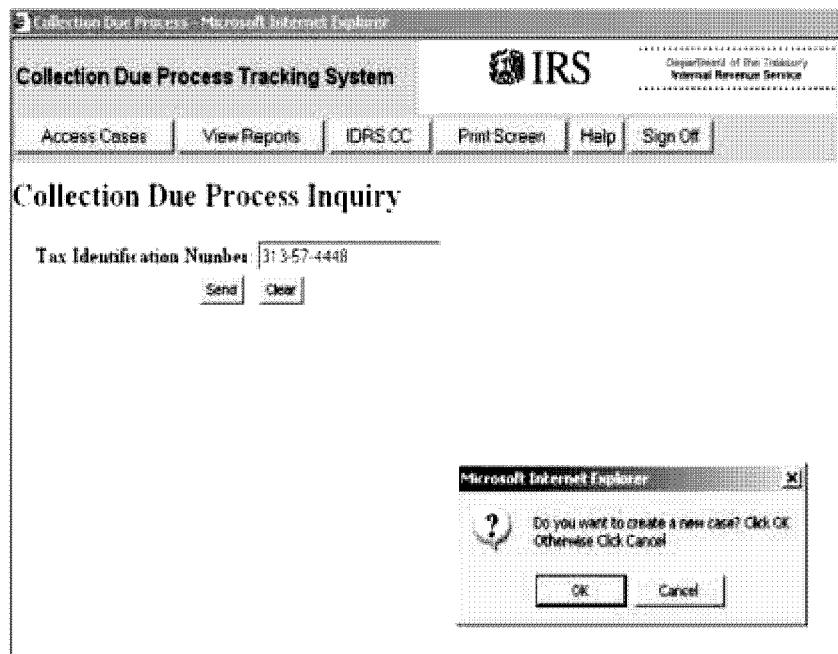
The above graphic is the CDP Case Inquiry screen. Screen with the fields defined in the table below.

Record Element Description:

Row	Position	Content
1	20–30	TIN (Required) Formatted 999-99-9999 or 99-99999999
2	15–20	Submit Button (To Transmit Request)
3	48–52	Clear Button (Clears TIN Field)

**Exhibit 2.3.79-4 (01-01-2007)**  
**Create A New Case Message Box**

The Create a New Case Message Box is returned from the CDPTS Case Inquiry screen when the TIN is not found in the CDPTS:



The above graphic is the Create A New Case message box.

**Exhibit 2.3.79-5 (01-02-2009)**  
**Case Listing and Detail**

Screen Display:

**Collection Due Process Tracking System**

Access Cases View Reports IDRS CC Print Screen Help Sign Off

**Case Listing**

TIN: 111-11-1111

MFT	Tax Period	Type	Date Received	Hearing Type	Secondary TIN	Last Stage	Detail	Employee Detail
30	200112	P	12/01/2001	DFLN		13	<a href="#">View</a>	<a href="#">View</a>
30	200212	S	12/01/2002	DFLN	111-00-2222	13	<a href="#">View</a>	<a href="#">View</a>

[Add a New Case](#)

The above graphic is the Case Listing screen for CDP After the clicking Submit button on the CDP Case Inquiry screen with the fields defined in the table below.

Record Element Description:

Row	Position	Content
3	6–72	Primary SSN for the account from TIF 00
5	5–72	Column Heading for Case Information
7	5–6	MFT of tax module
7	15–20	Tax period of tax module
7	22–22	Primary or Secondary indicator from TIF 73
7	28–29	Stage 1 Date
7	33–43	Hearing Type
7	48–55	Secondary TIN
7	58–59	Last Stage Entered for This Case
7	01–75	Detail Link to View Detail List of Stages
7	01–02	Employee View
9+	75-80	Add A Case Button — Create A New Case

Screen Display:

## Exhibit 2.3.79-5 (Cont. 1) (01-02-2009)

## Case Listing and Detail

## Case Details

<b>TIN</b> 111-11-1111	<b>Name Control</b> CARD	<b>Secondary TIN</b>	<b>Taxpayer Type</b> P
<b>MFT</b> 30	<b>Tax Period</b> 200112	<b>Hearing Type</b> DPLN	<b>Stage 01 Date</b> 12/01/2001
			<b>Balance</b> \$ 0 00

Add a New Stage:

Stage	Stage Date	Stage Data	Location	
01	12/01/2001	CDP Hearing Under 6320 Lien, Levy Type: N-Not Applicable, Originated By: A-ACS	05000000	Select
03	12/22/2001	Case Type: G-Intra-function transfer, Transferred To: C-Collection (Field)	27110000	Select
04	12/26/2001	Received By: A-ACS	05000000	Select
05	12/27/2001	ARI Reason : FV-Frivolous Argument Presented , A-ACS	05000000	Select
06	12/28/2001	ARI Returned to Appeals Office	05000000	Select
07	12/28/2001	Appeals Decision Reached: CS-Collection Sustained, NC-Currently Not Collectible, AT-Abatement/Adjustment (Tax) Denied.	05000000	Select
13	12/29/2001	Appeals Closing Code: 05-Defaulted Determination Letter, Returned to:A-ACS	05000000	Select
Back to Case Listing				

The above graphic is the Case Detail screen for CDP after the clicking View Detail Case hyperlinks on the CDP Case Listing screen with the fields defined in the table below.

Record Element Description:

Row	Position	Content
3	5-72	Column Heading for Case Information
4	6-72	Primary TIN for the account from TIF 00
4	6-16	Primary Name for the account from TIF 04
4	5-72	SSN of secondary taxpayer from TIF 73
4		Primary or Secondary indicator from TIF 73
6	5-72	Column Heading for Case Information
7	5-6	MFT of tax module
7	15-20	Tax period of tax module
7	22-22	Hearing Type
7	28-29	Stage 01 Date
7	48-55	Assessed Balance For Module
9	58-59	Heading for Add a New Stage

**Exhibit 2.3.79-5 (Cont. 2) (01-02-2009)**  
**Case Listing and Detail**

Row	Position	Content
10	01-75	Add a New Stage Drop Down List
10	01-02	Add a New Stage Button
11	01-75	Column Headings for List of Stages
12+	10-18	Stage Number
9+	20-25	Stage Date
9+	30-65	Stage Data
9+	68-74	Location Code for This Stage
9+	75-80	Select Button — To View this Individual Stage Data
11+	75-80	Back to Case Listing Button

Screen Display:

## Case Details

<b>TIN</b>	<b>Name Control</b>	<b>Secondary TIN</b>	<b>Taxpayer Type</b>
000-00-0001	VENT		P

<b>MFT</b>	<b>Tax Period</b>	<b>Hearing Type</b>	<b>Stage 01 Date</b>	<b>Balance</b>
30	200312	DPLN	01/01/2002	\$ 0 00
30	200412	DPLN	01/01/2002	\$ 0 00

Add a New Stage:

Employee No.	Entry Date	Stage	Stage Date	Stage Data	Location	
0512002930	07/01/2008	01	01/01/2002	DPLNNA	05000000	Select
0512001848	09/29/2008	99	01/01/2002	T	05000000	Select

Picture of Case Detail screen for CDP after the clicking View Employee Detail Case hyperlinks on the CDP Case Listing screen with the fields defined in the table below.



**Exhibit 2.3.79-5 (Cont. 3) (01-02-2009)**  
**Case Listing and Detail**

Record Element Description:

Row	Position	Content
3	5-72	Column Heading for Case Information
4	6-72	Primary TIN for the account from TIF 00
4	6-16	Primary Name for the account from TIF 04
4	5-72	SSN of secondary taxpayer from TIF 73
4		Primary or Secondary indicator from TIF 73
6	5-72	Column Heading for Case Information
7	5-6	MFT of tax module
7	15-20	Tax period of tax module
7	22-22	Hearing Type
7	28-29	Stage 01 Date
7	48-55	Assessed Balance For Module
9	58-59	Heading for Add a New Stage
10	01-75	Add a New Stage Drop Down List
10	01-02	Add a New Stage Button
11	01-75	Column Headings for List of Stages
12+	10-20	Employee Number
9+	21-26	Stage Entry Date
9+	28-36	Stage Number
9+	40-45	Stage Date
9+	50-85	Stage Data
9+	90-96	Location Code for this stage
9+	100-105	Select Button - To view this individual Stage Data
11+	100-105	Back to Case Listing Button

**Exhibit 2.3.79-6 (01-01-2011)**  
**Stage 01 Add/Update/Delete Form**

Screen Display:

**Collection Due Process - Windows Internet Explorer**

**Collection Due Process Tracking System** **IRS**  
 Department of the Treasury  
 Internal Revenue Service

Access Cases View Reports IDRS CC Print Screen Help Sign Off

**Collection Due Process Add/Change Stage 1 - Receipt of Hearing Request**

Case Hearing Type: DPLN

TIN: 000-00-0001

MFT: 30 **MIRRORED MFT 31** ☐

Tax Period: 200612

Taxpayer Type: P

Secondary TIN:

Stage Date: 10202008

Hearing Type: DPLN

Type of levy notice: N

Office Function: A

Location Code: 05000000

Name Control: TORR

Add, Change, Delete, Mirror: C

Delete Reason: \_

Employee Number for IDRS: Control Base: Control Base Date (if different than the stage date):

Send Back

The above graphic is the Add Stage 01 for CDP After Selecting Receipt of Hearing Request from the Add Stages Menu with the fields defined in the table below.

## Exhibit 2.3.79-6 (Cont. 1) (01-01-2011)

## Stage 01 Add/Update/Delete Form

Row	Column		
Stage 01		Valid Form 12153 has been received. Cases are added to the CDPTS at Stage 1, Hearing Request Received. This is the only required stage. A stage 01 is required for each tax period that is part of the hearing request. Tin, MFT, Tax Period, Taxpayer Type, CDP Request No. have the same allowable values for all stages. It is now allowable to have multiple hearing requests of the same Hearing Type, MFT, Tax Period, and Stage 01 Date if the Taxpayer Type is T (Partner) and the Secondary TIN is different. This is allowed for all Hearing Types	
3	20-30	TIN-Formatted (999-99-9999- or 99-999999-)	
4	20-21	MFT	
4	25-40	Mirrored MFT 31 Checkbox (See Note Below)	
5	20-25	Tax Period (yyyymm)	
6	20	Taxpayer Type Allowable Values:	
			P-Primary
			S-Secondary
			B-Both
			I-In Business Taxpayer
			O-Out Of Business Taxpayer
			T-Partner
7	20-30	Secondary TIN- The secondary SSN field is only applicable when the Filer Type Code is: For SSN taxpayers : Secondary (S) Both (B) For EIN taxpayers Partner only (T) I In these instances, enter the SSN of the secondary SSN spouse or the TIN of the partner requesting the hearing.	
8	20-27	Stage Date mmddyyyy format	
9	20-23	Hearing Type Allowable Values	
			DPLN-CDP Hearing Under 6320 Lien
			DPLV-CDP Hearing Under 6330 Levy
			DPBO-CDP Hearing Under Both
			EHLN-Equivalent Hearing for Lien
			EHLV-Equivalent Hearing for Levy
			EHBO-Equivalent Hearing for Both
10	20-20	Type of Levy Notice:	
			N-Not Applicable(DPLN,EHLN only)

**Exhibit 2.3.79-6 (Cont. 2) (01-01-2011)****Stage 01 Add/Update/Delete Form**

Row	Column			
			C-ACS Levy Notice (LT-11)	
			I-Field Levy Notice (L-1058)	
			S-State Income Levy Program (CP92, CP242)	
			F-Federal Payment Levy Program (CP90, CP297)	
			A-Alaska Permanent Fund (CP77)	
			P-Post Levy Employment Tax Notice	
			O-Other	
11	20–20	Office Function.		
			A-ACS	
12	20–23	Location Code: See Exhibit 2.3.79-24.		
13	20-23		Name Control	To add Case even if Module is not on local TIF. Generates TC902 to pull records from Master File.
14	20–20	Add, Change, Delete		
			A	Add Stage
			C	Change Stage
			D	Delete Entire Case
15	20–20	Delete Reason —		
			T	Wrong Tin
			U	Wrong Tax Period, or MFT
			N	Not a CDP Case
			O	Other
16	20–29		Employee Number for IDRS control Base	
16	29-40		Control Base Date: If the Date of the Control Base is different than the Stage 01 date, then the date of the control base must be entered.	

**Note:** The Mirrored MFT 31 checkbox will not appear when creating a new case. To make this checkbox appear the existing case must meet the following criteria (see bullet list below)

- The case must have an existing stage 01
- The case must have a Hearing type of DP or EH
- The stage 01 for the case must have an MFT of 30
- The MFT 31 for the case must also exist on IDRS for the Mirror to work

Screen Display:

## Exhibit 2.3.79-6 (Cont. 3) (01-01-2011)

## Stage 01 Add/Update/Delete Form

Collection Due Process - Microsoft Internet Explorer provided by Detroit Computing Center

**CDP WEB** Cdp Dct Server

Request TIN | List Cases | Add Stages | Reports | IDRS CC | Print | Minimize | Sign Off

Tax Identification Number: 001-01-1234

MFT: 30

Tax Period: 199612

Taxp ayer Type: P-Primary

CDP Request No.: 01

Secondary SSN:

Stage Date: 01

Hearing Type: ☐

Type of levy notice: N

Office Function: A-Add

Location Code: 1000

Name Control: abcd

Add, Change, Delete: A

Delete Reason:

Employee Number for IDRS Control Base: \* Enter \* for You or the 10 Digit Emp Num that the case is assigned to

Save Cancel Training Print This Page

Click Save to Send!!

Microsoft Internet Explorer dialog box: ? Do you want to open a control Base? Click OK Otherwise Click Cancel

OK Cancel

Row	Content
1	OK Button – To create a control Base
2	Cancel Button – To cancel

Screen Display:

**Exhibit 2.3.79-6 (Cont. 4) (01-01-2011)**  
**Stage 01 Add/Update/Delete Form**

Collection Due Process - Microsoft Internet Explorer provided by Detroit Computing Center

**CDP WEB** Cdp.Doc Server

IRS Department of the Treasury Internal Revenue Service

Request TIN List Cases Add Stages Reports IDRS CC Print Minimize Sign Off

Tax Identification Number: 001-01-1234

MFT: 30

Tax Period: 199612

Taxpayer Type: P-Primary

CDP Request No.: 01

Secondary SSN: [Redacted]

Stage Date: 02132004

Hearing Type: DPLN-CI

Type of levy notice: N-Not Applicable

Office Function: A-ACS

Location Code: 1000

Name Control: abcd

Add, Change, Delete: A

Delete Reason: [Redacted]

Employee Number for IDRS: \*

Control Base: [Redacted] Enter \* for You or the 10 Digit Emp Num that the case is assigned to

Save Cancel Training Print This Page

Click Save to Send!!

Microsoft Internet Explorer Request Completed! OK

The above graphic is the Stage 1 Alert Box - Request Completed for Control Base Created

**Exhibit 2.3.79-7 (01-01-2007)****Stage 02 ACS Front End Processing**

Screen Display:

Collection Due Process Tracking System

Access Cases View Reports IDRS CC Print Screen Help Sign Off

Collection Due Process Add/Change Stage 2 - ACS Front End Processing

Case Heading Type: DPLV

TIN: 222-22-2222

MFT: 30

Tax Period: 199911

Taxpayer Type: P

Stage Date: 12012005

Assigned Date: 12022005

Contact Type: LE

Contact Date: 12032005

Follow up Date: 12042005

Add/Change/Delete: C

Send Back

The above graphic is of Stage 2 - ACS Front End Processing

ROW	COLUMN		
Stage 2		Front End Processing or ACS	
10	10-11	MFT	See Stage 1
11	10-15	Tax Period	See Stage 1
12	10	Taxpayer Type Dropdown	See Stage 1
13	10-20	Stage Date	Date Stage Entered
14	10-20	Assigned Date	Date Stage Assigned
15	10-11	Contact Type Dropdown	Method Taxpayer Contacted
			LE-Letter
			TE- Telephone
			BO-Both
16	10-20	Contact Date	Date Taxpayer Contacted
17	10-20	Follow up Date	Date Follow Up
18	10-11	Add, Change, Delete	Action on Stage Taken
19	10-20	Send Button	Saves Stage

**Exhibit 2.3.79-7 (Cont. 1) (01-01-2007)****Stage 02 ACS Front End Processing**

ROW	COLUMN		
19	20-30	Back Button	Return to previous page



**Exhibit 2.3.79-8 (01-01-2006)**  
**Stage 03 Add/Update/Delete Form**

Screen Display:

**Collection Due Process Add/Change Stage 3 - Transfer To**

Case Hearing Type: DPLN

TIN: 111-11-1111

MFT: 30

Tax Period: 200112

Taxpayer Type: P

Stage Date: 12222001

Case Type: G

Transferred to Office: C

Transferred to Location Code: 2711

Add, Change, Delete: C

Send

Back

The above graphic is the Add Stage 03 for CDP After Selecting Transfer To from the Add Stages Menu with the fields defined in the table below.

**Exhibit 2.3.79-8 (Cont. 1) (01-01-2006)****Stage 03 Add/Update/Delete Form**

Row	Column	
Stage 03		Form 12153 has been transferred to another Office. Stage Date must be entered. It must not be prior to the previous stage. Stage 01 must have been entered previously. LOCATION CODE of transfer to Office must be entered. Multiple 03's are possible. Office-Function Codes must be entered (to where the case is sent). Case-Type must be entered. MFT, Tax Period Taxpayer Type, CDP-Request No and Secondary TIN and Stage Date and Entry Code are the same as Stage 1 in the same rows and columns and will not be duplicated in subsequent Descriptions of this and the rest of Stage descriptions.
10	20-20	Case Type
		A - Doubt as to Liability
		B - Collection alternative OIC is primary issue
		C -Collection alternative installment agreement is the primary issue
		D - In Business Trust Fund Taxpayer - Not Current with FTDs
		G - Intra-Function Transfer
		H - Constitutional / Frivolous Argument
		I - Issue Resolved but Taxpayer did not withdraw Hearing Request
		J - Collection alternative - other is the primary issue (e.g., hardship)
		K - Contact Made with Taxpayer but Unable to Resolve Issue
11	10-10	Transferred To Office
		A-ACS
12	10-13	Transferred to Location Code: See Exhibit 2.3.79-24.
13	10-13	Add, Change, Delete
14	10-13	Send Button
14	15-18	Back Button

Screen Display:

## Exhibit 2.3.79-8 (Cont. 2) (01-01-2006)

## Stage 03 Add/Update/Delete Form

Collection Due Process - Microsoft Internet Explorer provided by Detroit Computing Center

Explorer User Prompt

Script Prompt:  
Enter Group or Employee Number for this Control Base?  
Otherwise Click Cancel

OK Cancel

Print Minimize Sign Off

You are currently working on: *TIN:001-01-0615 MFT: 30 Tax Period: 199912 Taxpayer Type: P Cdp Request: 01*

MFT: 30

Tax Period: 199912

Taxpayer Type: P

CDP Request No.: 01

Stage Date: 01062004

Case Type: -

Transferred to Office: A

Transferred to Location Code: 0100

Add, Change, Delete: C

Save Cancel Training Print This Page

Click Save to Send!

Date-Time = 7/14/2004-14:30:10

The above graphic is the Stage 3 Message Box - Update a Control Base:

Row	Content
1	OK Button – Update a Control Base
2	Cancel Button – To Cancel Updating a Control Base
3	To Enter Employee Number (10 digit number)

Screen Display:

**Exhibit 2.3.79-8 (Cont. 3) (01-01-2006)****Stage 03 Add/Update/Delete Form**

Collection Due Process - Microsoft Internet Explorer provided by Detroit Computing Center

**CDP WEB** Cdp Doc Server **IRS** Department of the Treasury Internal Revenue Service

Request TIN List Cases Add Stages Reports IDRS CC Print Minimize Sign Off

**Collection Due Process Add/Change Stage 3 - Transfer To**

You are currently working on TIN:001-01-0615 MFT: 30 Tax Period: 199912 Taxpayer Type: P Cdp Request: 01

MFT: 30  
Tax Period: 199912  
Taxpayer Type: P  
CDP Request No.: 01  
Stage Date: 010  
Case Type: -  
Transferred to Office: A  
Transferred to Location Code: 0100  
Add, Change, Delete: C

Save Cancel Training Print This Page

Click Save to Send!

Date-Time = 7/14/2004-14:30:10

Microsoft Internet Explorer  
Request Completed-Control Base Updated  
OK

The above graphic is the Stage 3 Alert Box - Control Base Updated:

**Exhibit 2.3.79-9 (01-01-2006)**  
**Stage 04 Add/Update/Delete Form**

Screen Display:

**Collection Due Process Add/Change Stage 4 - Received By**

**Case Hearing Type: DPLN**

TIN: 111-11-1111  
 MFT: 30  
 Tax Period: 200112  
 Taxpayer Type: P  
 Stage Date: 12262001  
 Received by Office: A  
 Received by Location Code: 0500  
 Add, Change, Delete: C

The above graphic is the Add Stage 04 for CDP After Selecting Received By from the Add Stages Menu with the fields defined in the table below.

Row	Column		
Stage 04		Requires receiving office and Location Code. PREREQUISITES: Requires stage 03.	
10	10-10	Received Office	
		A-ACS	
		P-Appeals	
11	10-13	Received Location Code: See Exhibit 2.3.79-24..	

**Exhibit 2.3.79-10 (01-02-2009)**  
**Stage 12 Add/Update/Delete Form**

Screen Display:

**Collection Due Process Add/Change Stage 12 - Resolved Prior to Appeals Consideration**

Case Hearing Type: DPLN

TIN: 000-00-0001

MFT: 30

Tax Period: 200012

Taxpayer Type: P

Stage Date:

Reason Code :

Reason for Withdrawal:

Office Function:

Add, Change, Delete: A

Send

Back

The above graphic is the Add Stage 12 for CDP After Selecting Resolved Prior to Appeals Consideration from the Add Stages Menu with the fields defined in the table below.

**Exhibit 2.3.79-10 (Cont. 1) (01-02-2009)****Stage 12 Add/Update/Delete Form**

Row	Column		
Stage 12		(Resolved Prior to Appeals Consideration), Date must be entered. Function codes must be entered. Reason-Code (One only allowed). REASON FOR WITHDRAWAL. Prerequisite stage(s): 1 or 2 or 3 must be entered before a stage 12 can be created/added. Stage 12 cannot be entered if Stage 1 Hearing-Type is "UNDE ". Next Stages: This is the final stage. No further stages are applicable.	
10	10-11	Reason Code	
			CR-CDP Notice Rescinded
			IV-Premature/Invalid Request
			CO-Hearing Request Withdrawn
			OT-Other
11	10-11	Reason for withdrawal	FI-Frivolous Issue Raised
			FP -Full Pay
			IA-Installment Agreement Accepted
			NC-Currently Not Collectible
			OC - Offer in Compromise Accepted
			OT- Other

**Exhibit 2.3.79-11 (01-01-2006)**  
**Stage 14 Add/Update/Delete Form**

Screen Display:

**Collection Due Process Add/Change Stage 14 - Closed Case Rec'd from Appeals**

**Case Hearing Type: DPLN**

TIN: 111-11-1111  
MFT: 30  
Tax Period: 200112  
Taxpayer Type: P  
Stage Date:   
Office Function:   
Location Code:   
Add, Change, Delete: A

The above graphic is the Add Stage 14 for CDP After Selecting Closed Case Rec'd from Appeals from the Add Stages Menu with the fields defined in the table below.

Row	Column		
Stage 14		(Closed Case Received from Appeals), A 13 must exist Same LOCATION CODE as previous stage 13. Date must be entered. Allow for update of LOCATION CODE. Updates LOCATION CODE of the Case. OFFICE_FUNCTION Codes must be entered (to where the case is received.) PREREQUISITES: Stage 13. RESTRICTIONS: Input by ACS. NEXT STAGES: This concludes the tracking of the hearing. The additional stages 15 or 16 identify subsequent hearings under the retained jurisdiction provisions.	
10	10-10	Office Function	
		A-ACS	
11	10-13	Location Code	
		Any Valid ACS. See Exhibit 2.3.79-24. for allowable Values.	



**Exhibit 2.3.79-12 (01-01-2006)**  
**Stage 24 Add/Update/Delete Form**

Screen Display:

**Collection Due Process Add/Change Stage 24 - Concluding Actions Taken**

**Case Hearing Type: DPLN**

TIN: 111-11-1111  
MFT: 30  
Tax Period: 200112  
Taxpayer Type: P  
Stage Date:   
Office Function:   
Location Code:   
Add, Change, Delete: A

The above graphic is the Add Stage 24 for CDP After Selecting Concluding Actions Taken from the Add Stages Menu with the fields defined in the table below.

Stage 24		(Closed Case Received from Appeals), A 13 must exist Same LOCATION CODE as previous stage 13. Date must be entered. Allow for update of LOCATION CODE. Updates LOCATION CODE of the Case. OFFICE_FUNCTION Codes must be entered (to where the case is received.) PREREQUISITES: Stage 14. RESTRICTIONS: Input by ACS. NEXT STAGES: This concludes the tracking of the hearing. The additional stages 15 or 16 identify subsequent hearings under the retained jurisdiction provisions. Can have Stage 14 and 24 at same time. A Stage 13 or 14 can precede this stage.
10	10-10	Office Function
		A-ACS
12	10-13	Location Code

Exhibit 2.3.79-13 (01-01-2006)  
Comments Add/Update/Delete Form

Screen Display:

Collection Due Process View Changed History

Case Hearing Type: DPLN

TIN: 111-11-1111

MFT: 30

Tax Period: 200112

Taxpayer Type: P

Comments:

Add, Delete:

The above graphic is the Add Comments for CDP After Selecting Comments from the Add Stages Menu with the fields defined in the table below.

Row	Column		
Comments		Comments .	
10	10-33		User Comments Up to 24 Characters

**Exhibit 2.3.79-14 (01-02-2009)**  
**FRM 77 Form and Error Messages**

FRM77 ERROR MESSAGES

**Collection Due Process FRM77**

Case Hearing Type: DPLN

TIN: 000-00-0001

MFT: 30

Tax Period: 200112

Taxpayer Type: P

Transaction Code: 520 ▼

Trans Date:

Closing Cd:

CSED CD:

ULC:

Remarks:

Send

Back

The above graphic is a screen shot of the FRM 77 form with its required fields and error messages listed in the table below.

**Exhibit 2.3.79-14 (Cont. 1) (01-02-2009)**  
**FRM 77 Form and Error Messages**

	<b>The program selects the appropriate case YES or NO or MAY for following fields</b>	
1	TRANS CD XXX	REQUIRED
2	MFT	REQUIRED
3	Tax Period	REQUIRED
4	TRANS-DT	REQUIRED
5	CLOS-CD	REQUIRED
6	CSED Code	REQUIRED
7	ULC	REQUIRED
8	REMARKS	REQUIRED
42	CORR-DT	YES/NO / MAY BE REQUIRED
68	NO ACCT	
69	TRAIN MODE	
70	DUMMY ACCT	
71	NO MOD	
	<b>CDP Messages for FRM77</b>	
93	ONLY 1 TC520/TC521 TRANSACTION ALLOWED	
94	TC522 ISSUED TO REVERSE TC520	
95	TC520 ONLY ALLOWED FOR DUE PROCESS	
96	TC521 NOT ALLOWED – NO TC520 ON FILE	
97	CANNOT DELETE STAGE 01 WHEN TC520 IS PRESENT	
98	TC520 AND CSED INDICATOR IS ALREADY ON FILE	
99	TC521 IS ALREADY ON FILE	

**Exhibit 2.3.79-15 (01-01-2009)**  
**ACTON Add Control Base Form**

Screen Display:

The above graphic is a screen shot of the ACTON Form used to Add a Control Base. Its fields described below in the table below.

Row	Field	Description
1	TIN	Pre-Filled
2	MFT	Pre-Filled
3	Tax Period	Pre-Filled
4	Control Base Number	REQUIRED
5	Activity	REQUIRED
	Acceptable Values	
	DPLN-CDP Hearing Under 6320 Lien	
	DPLV-CDP Hearing Under 6330 Levy	
	DPBO-CDP Hearing Under Both	

**Exhibit 2.3.79-15 (Cont. 1) (01-01-2009)****ACTON Add Control Base Form**

	EHLN-Equivalent Hearing for Lien	
	EHLV-Equivalent Hearing for Levy	
	EHBO-Equivalent Hearing for Both	
	2APPLS-Sent to Appeals (Valid M Option Only)	
6	Control Status	REQUIRED
	Acceptable Values	
	A-Assigned	
	M-Monitoring	
	C-Closed	
7	Assigned To Employee	REQUIRED
8	IRS Received Date	REQUIRED

**Exhibit 2.3.79-16 (01-01-2011)**  
**CDP LOCATION CODE TABLE**

The following is the table for Valid Location Codes based on Office Function for CDP:

**Exhibit 2.3.79-16 (Cont. 1) (01-01-2011)**  
**CDP LOCATION CODE TABLE**

<b>A-ACS LOCATION CODE</b>	<b>ACS LOCATION</b>
0100	Brookhaven Campus
0200	Cincinnati Campus
0300	Memphis Campus
0400	Ogden Campus
0500	Philadelphia Campus
0600	CCP
0700	Atlanta Campus
0800	Andover Campus
0900	Kansas City Campus
1000	Fresno Campus
<b>P-APPEALS AREA</b>	<b>APPEALS OFFICE</b>
66-10	Atlanta
66-12	Greensboro
66-13	Jacksonville
66-14	Miami
66-15	Nashville
66-20	Buffalo
66-21	Boston
66-22	Hartford
66-23	New York
66-24	Long Island
66-31	Chicago
66-33	Milwaukee
66-35	St. Louis
66-36	St. Paul
66-41	Cincinnati
66-43	Detroit
66-44	Indianapolis
66-50	Dallas
66-51	Denver



**Exhibit 2.3.79-16 (Cont. 2) (01-01-2011)**  
**CDP LOCATION CODE TABLE**

66-52	Houston
66-53	New Orleans
66-54	Oklahoma City
66-55	Austin
66-60	Los Angeles
66-61	Phoenix
66-63	Laguna Nigel
66-64	San Francisco
66-65	Seattle
66-68	San Jose
66-71	Baltimore
66-72	Newark
66-73	Philadelphia
66-75	Richmond
66-93	Fresno Campus
66-95	Brookhaven Campus
66-96	Cincinnati Campus
66-97	Memphis Campus
66-98	Ogden Campus
66-99	Philadelphia Campus
99-00	AIQ
99-89	AIQ - Insolvency
99-99	AIQ - Advisory
<b>C-SB/SE AREA</b>	<b>SB/SE TERRITORY OFFICE</b>
<b>AREA 1</b>	<b>Manhattan, NY</b>
2101	Albany
2102	Norwalk
2103	Brooklyn 1
2104	Boston
2106	Brooklyn 2
2109	Manhattan
2114	Syracuse

**Exhibit 2.3.79-16 (Cont. 3) (01-01-2011)**  
**CDP LOCATION CODE TABLE**

<b>AREA 2</b>	<b>Detroit, MI</b>
2201	Fairfield
2202	Louisville
2203	Freehold
2204	Detroit 2
2205	Detroit 1
2206	Pittsburg
2207	Columbus
2208	Philadelphia 1
2211	Cleveland
<b>AREA 3</b>	<b>Baltimore, MD</b>
2302	Ft. Lauderdale 2
2303	Baltimore 1
2305	Wheaton
2306	Maitland 1
2307	Greensboro
2308	Miami
2209	Maitland 2
2312	Norfolk
2313	Richmond
<b>AREA 4</b>	<b>Chicago, IL</b>
2401	Des Moines/ St. Paul
2402	St. Louis
2403	Chicago
2404	Downers Grove
2406	Kansas City
2407	Milwaukee
2409	Indiana
2410	Omaha

**Exhibit 2.3.79-16 (Cont. 4) (01-01-2011)**  
**CDP LOCATION CODE TABLE**

<b>AREA 5</b>	<b>Nashville, TN</b>
2501	Dallas
2502	Montgomery
2503	Houston 1
2505	Houston 2
2506	Atlanta
2507	South Georgia (Macon)
2508	Austin
2511	Jackson
2514	Memphis
2515	San Antonio
<b>AREA 6</b>	<b>Seattle, WA</b>
2601	Phoenix
2604	Portland
2606	Seattle 1
2607	Las Vegas
2608	Seattle 2
2610	Salt Lake City
2611	Denver
<b>AREA 7</b>	<b>Oakland, CA</b>
2701	El Segundo 1
2703	Central Coast
2704	Oakland
2705	Fresno
2706	Laguna Nigel
2707	San Diego
2708	Long Beach
2709	Santa Ana 2
2711	San Jose

**Exhibit 2.3.79-16 (Cont. 5) (01-01-2011)**  
**CDP LOCATION CODE TABLE**

2712	San Francisco
<b>Area 15</b>	<b>International</b>
3501	San Juan
3502	Washington
3503	Los Angeles (Offshore)

**INSOLVENCY STATES**

- 1 (21)- Connecticut New Hampshire, Rhode Island , New Jersey Maine, Vermont Massachusetts  
 2 (22) New York, New York 3 4 5 6 8 i 10(  
 (23) District of Columbia Maryland, Pennsylvania  
 (24) Alabama, North Carolina, South Carolina Virginia  
 (25) Florida, Puerto Rico  
 (26) Kentucky, Michigan, W. Virginia  
 (27) Illinois, Indiana, Wisconsin  
 (28) Arkansas, Georgia, Tennessee  
 (29) Iowa, Missouri, Kansas , Nebraska Louisiana, North Dakota, Minnesota, South Dakota Missis-  
 sippi  
 (30) Texas  
 (31) Arizona, New Mexico, Texas  
 (32) Hawaii, Oregon, Washington  
 (33) California  
 (34) California, Wyoming, Montana, Utah  
 (36) California Texas, Nevada, Utah, Oklahoma

**Exhibit 2.3.79-17 (07-01-2015)**  
**CDP ERROR MESSAGES**

The following is the table for the Error Messages for CDP Command Codes:

**Exhibit 2.3.79-17 (Cont. 1) (07-01-2015)**  
**CDP ERROR MESSAGES**

	<b>Command Code Messages</b>
1	INVALID TIN*
2	INVALID FILE SOURCE*
3	INVALID TIN TYPE*
4	INVALID MFT*
5	INCONSISTENT MFT*
6	INVALID TAX PERIOD*
7	INCONSISTENT TAX PERIOD*
8	INVALID FILER CODE*
9	CDPTE ENTERED IMPROPERLY *
10	NAME CONTROL INVALID*
11	INVALID NEXT MFT*
12	INCONSISTENT NEXT MFT*
13	INVALID NEXT TAX PERIOD*
14	INCONSISTENT NEXT TAX PERIOD*
15	REQUEST COMPLETE*
16	REQUEST COMPLETE FOR 1ST 10 ENTRIES*
17	NO STAGES WITH ICP-INPUT*
18	CDP STAGE INVALID
19	COMMENT TOO SHORT (<3 CHARACTERS)*
20	DELETE ISSUED FOR NON-EXISTENT CASE*
21	INCOMPLETE DATA OR INVALID ADD/CHANGE/DELETE CODE* -
22	INVALID STAGE TO START A NEW CASE*
23	SCNDRY SSN REQUIRED IF NEW CASE*
24	CDP STAGE LOCATE ERR CALL PROGRAMMER
25	NO DATE FOR CHANGE*
26	CHANGE IS FOR STAGE NOT PRESENT*
27	INVALID SECONDARY SSN INPUT*
28	NO INPUT ALLOWED WITH STAGE DELETE REQUEST*
29	EITHER STAGE DELETE OR CASE DELETE ALLOWED, BUT NOT BOTH IN SAME REQUEST*
30	DELETE FOR STAGE 01 NOT ALLOWED*

**Exhibit 2.3.79-17 (Cont. 2) (07-01-2015)**  
**CDP ERROR MESSAGES**

	Command Code Messages
31	DELETE IS FOR STAGE NOT PRESENT*
32	CHANGE/DELETE IS FOR A NON-EXISTENT STAGE
33	75 STAGES IN THIS CASE CALL PROGRAMMER
34	MISSING OR INVALID LOCATION CODE*
35	MISSING OR INVALID HEARING TYPE*
36	MISSING OR INVALID 6330 CODE*
37	MISSING OR INVALID OFFICE FUNCTION CODE
38	CASE CAN ONLY HAVE 1 STAGE 01 RECORD PER CASE
39	MISSING OR INVALID AGREEMENT CODE*
40	STAGE 02 DT MUST BE GREATER THAN DATES FOR STAGES 08 THROUGH 14
41	CASE CAN ONLY HAVE 1 STAGE 02 RECORD
42	CANNOT HAVE STAGE 03 AND HEARING TYPE -
44	MISSING OR INVALID CASE TYPE*
45	CURRENT STAGE 04 PREVIOUS STAGE NOT 03
46	MISSING OR INVALID REASON CODE
47	INVALID REASON CODE
48	MISSING OR INVALID ARI CODE
49	MISSING OR INVALID ARI NUMBER
51	TRYING TO ADD REQUEST-NO THE NXT AVAIL NR FOR THIS TAX PAYER INF IS
52	99 CASES ALREADY EXIST FOR THIS TIN, TAX PRD, FILER TYPE& MFT; CANT ADD 100*
53	INCONSISTENT TIN AND FILE SOURCE*
54	CANNOT ADD STAGE 08 FOR EQUIVALENT OR UNDETERMINED HEARING TYPES*
59	ARI NUMBER CANNOT BE
60	CAN NOT DELETED STG XX WHEN STAGE XX IS PRESENT*
61	INVALID OFFICE FUNCTION; MUST BE P
62	CASE CAN ONLY HAVE 1 STAGE 07 RECORD
63	INVALID COURT DECISION FOR STAGE
65	STAGE XX REQUIRES AN EXISTING STAGE XX
66	NAME CONTROL REQUIRED FOR NEW ACCOUNT*
67	6330 CODE MUST BE N FOR HEARING TYPE X

**Exhibit 2.3.79-17 (Cont. 3) (07-01-2015)**  
**CDP ERROR MESSAGES**

	<b>Command Code Messages</b>
68	CANT ADD STG 03 WHEN STAGE 06 OR HIGHER IS PRESENT*
69	NO ACCT PRESENT INPUT NAME CNTL*
70	NO TAX MODULE PRESENT*
71	NO CDP CASE PRESENT*
72	SYSTEM I/O ERROR*
73	ACCOUNT TEMPORARILY UNAVAILABLE-RETRY*
74	STAGE DATE INVALID*
75	LOCATION ENTRY MUST MATCH AOTO IN ACS SERVICE CENTER TABLE*
76	TAX MODULE NOT FOUND*
77	ENTITY RECORD NOT FOUND*
78	CANNOT ADD CDP RECORD WITH CURRENT ACCOUNT STATUS*
79	THIS STAGE MAY ONLY BE ENTERED BY APPEALS PERSONNEL*
80	LOCATION ENTRY MUST MATCH AOTO IN APPEAL OFFICE TABLE*
81	LOCATION ENTRY MUST MATCH AOTO IN COLLECTION OFFICE TABLE*
82	STAGE DATE PRIOR TO DATE OF PREVIOUS STAGE*
84	STAGE DATE PRIOR TO 07/22/1998*
85	CANNOT ADD STG12 WITH HEARING TYPE UNDE
86	THIS CDP STAGE INPUT BY OFFICE XX BUT CONTROLLING OFFICES ARE XX
87	STAGE 14 REQUIRES AN EXISTING STAGE 12
88	COLLECTION DUE PROC RECEIPT STAGE ALREADY APPLIED TO THIS MODULE*
89	CDP STAGE XX REQUIRES PREVIOUS RECEIPT STAGE*
90	FIELD - CANNOT HAVE DATA FOR STAGE - XX
91	MISSING COMMENT INFORMATION*
92	MISSING OR INVALID COMMENT TYPE*
96	REQUEST NUMBER CANNOT BE ZEROES OR SPACES*
97	TAX COURT APPEALS CODE IS INVALID*
98	INVALID CASE DELETE INDICATOR*
99	CASE HAS BEEN DELETED*
100	ERROR: CONTROL BASE ALREADY EXISTS
101	ERROR: CONTROL BASE DOES NOT EXIST
102	ERROR: STAGE NOT VALID FOR CONTROL BASE UPDATE

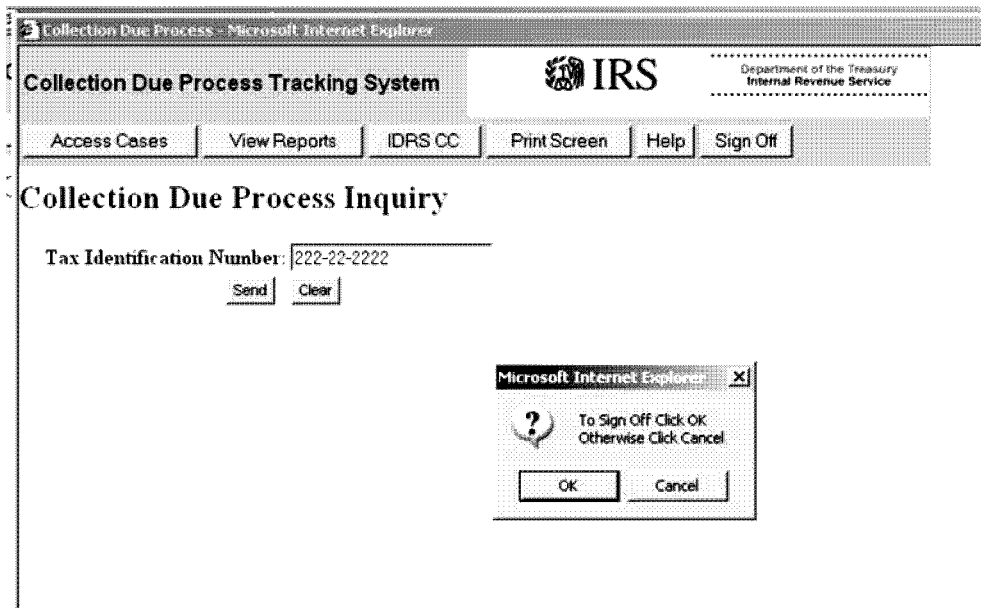


**Exhibit 2.3.79-17 (Cont. 4) (07-01-2015)**  
**CDP ERROR MESSAGES**

	<b>Command Code Messages</b>
103	DMS ERROR: PLEASE CONSULT CDP ANALYST FOR IMMEDIATE ASSISTANCE
	<b>Web Form Messages</b>
602	Employee Number must be a length of 10
605	Invalid Secondary Tin Length
791	TIN Must be at least 10 digits
792	MFT Must 2 be Numbers
793	Tax Period Must 6 be Numbers
794	Taxpayer Type Not 1 Char
795	CDP Request Must 2 Numbers
800	Date Invalid Must be mmddyyyy format
801	Date Invalid Must be mmddyyyy format
802	Location Code Must Be 4 Numbers
803	Taxpayer Type Space Not Allowed For Stage 1 add/change
804	Hearing Type Must be Entered
805	Type of Levy Notice Must be Entered
806	Office Function Must be Entered
875	Entry Code Must Not Be Blank
876	Entry Code Must Be 2 Characters
	<b>Status Messages</b>
	Stage Added
	Stage Changed
	Stage Deleted
	Case Deleted (For Stage 01 Deletes)

Exhibit 2.3.79-18 (01-01-2006)  
CDP SIGN OFF SCREEN

Screen Display:

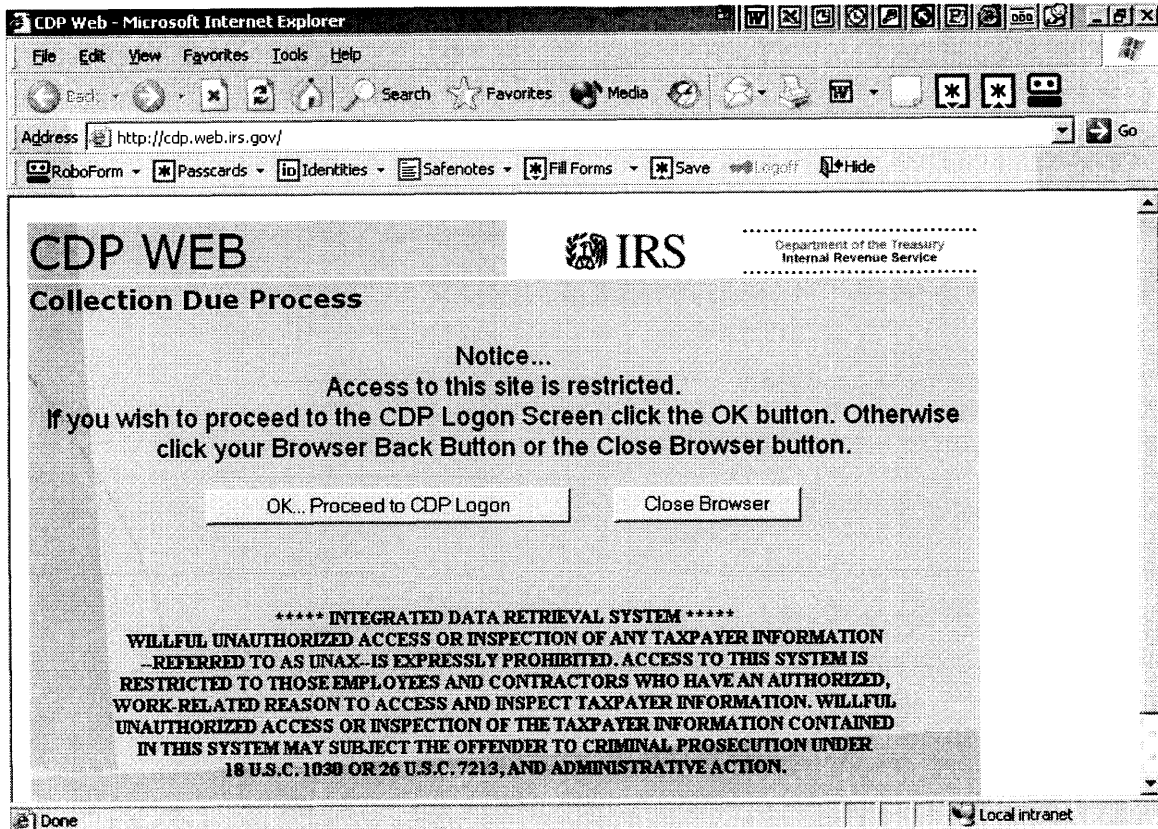


The above graphic is the CDP SignOff Screen with the fields defined in the table below.

Sign Off Screen	Confirmation to Sign off
15	OK
15	CANCEL

Exhibit 2.3.79-19 (01-01-2006)  
CDP INITIAL WEB PAGE

Screen Display:



The above graphic is the CDPTS Initial Screen with the fields defined in the table below:

1-8	Welcome CDP Screen
10	OK Button to Proceed
10	Close Browser Button

Exhibit 2.3.79-20 (01-01-2010)  
REPORTING GROUP ACCESS PAGE

Screen Display:

CDP Reports Login

Reporting Group:

Access Code:

Continue

The above graphic is the CDPTS Reporting Group Access Page with the fields defined in the table below:

Row	Column		
1	1 - 75	Title	
3	1 - 50	Reporting Group	Entry for reporting group filter
4	1 - 75	Access Code	Entry for Reporting Group Filter Access Code
5	1 -30	Continue Button	Button to process request

**Exhibit 2.3.79-21 (01-01-2010)**  
**CDPTS REPORT BUILDER**

Screen Display:

**CDP Report Builder for Reporting Group: SAT**

Reports Based on Extract Date: 8/8/2009

**Report Type:** Stage 1 - Hearing Receipts

**Reporting Locations:**

- 0000 - All Locations
- 0100 - Campus - Brookhaven Campus
- 0200 - Campus - Cincinnati Campus
- 0300 - Campus - Memphis Campus
- 0400 - Campus - Ogden Campus
- 0500 - Campus - Philadelphia Campus

**\*\*HOLD CTRL KEY TO SELECT MULTIPLE LOCATIONS\*\***

**Date Range:** January 2009 THRU January 2009

**Reporting Function:** ☒ ACS/Field Collection ☐ Appeals

**View Report** **Exit Reports**

The above graphic is the CDPTS Report Builder Page with the fields defined in the table below:

Row	Column		
1	1 - 75	Title showing reporting group	
3	1 - 50	Extract Date Reports are based on	
5	1 - 75	Report Type Selection	Dropdown list of various reports
7	1 -30	Location Codes / AOTO Codes to base reports on	can select multiple locations by holding the CTRL key. This list varies depending on the reporting group that is logged in.
8	1-30	Instructions on how to select multiple AOTO codes for report	

**Exhibit 2.3.79-21 (Cont. 1) (01-01-2010)**  
**CDPTS REPORT BUILDER**

9	1-40	Date Range Selection: select the start month/year to base reports off of	Start Date Selection for Reports
11	41-81	Date Range Selection: select the start month/year to base reports off of	End Date Selection for Reports
13	1-81	Reporting Function Selection	Select either ACS/Field Collection or Appeals from Bullet List
15	1-81	Action Buttons	View Report generates report; Exit reports takes user back to Report Login Screen.

**Exhibit 2.3.79-22 (01-01-2006)**  
**CDP IDRS CC PAGE**

Screen Display:

**IDRSCC** TIN: 111-11-1111 MFT: 30 Tax Period: 200112 Taxpayer Type: P Cap Request: 03

Enter TIN: 111-11-1111 For TXMOD-MFT and Tax Period: 30 200112

CDPTRT CDPTAS ENMOD SUMRY TXMODS TXMODA IMFOLI BMFOLI

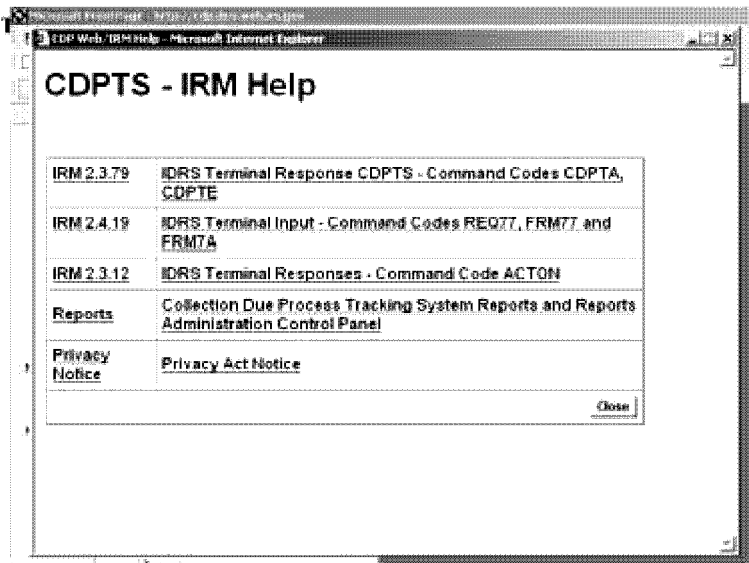
Click on Desired Command Code!

The above graphic is the CDPTS IDRS CC Screen with the fields defined in the table below:

1-8	Welcome CDP Screen
10	OK Button to Proceed
10	Close Browser Button

Exhibit 2.3.79-23 (01-01-2006)  
CDP IRM HELP PAGE

Screen Display:



The above graphic is the CDPTS IRM Help Screen with the fields defined in the table below:

1-8	Welcome CDP Screen
10	OK Button to Proceed
10	Close Browser Button