Date of Approval: 10/29/2024 Questionnaire Number: 1194

# **Basic Information/Executive Summary**

What is the name of your project (system, database, pilot, product, survey, social media site, etc.)?

Service Wide Employment Tax Research System

Acronym:

**SWETRS** 

**Business Unit** 

Small Business and Self Employed

Preparer

# For Official Use Only

Subject Matter Expert

# For Official Use Only

Program Manager

# For Official Use Only

Designated Executive Representative

# For Official Use Only

**Executive Sponsor** 

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Executive Summary: Provide a clear and concise description of your project and how it will allow the IRS to achieve its mission.

The Service Wide Employment Tax Research System (SWETRS) application is a data entry system used by Small Business and Self Employed (SBSE) to input data from several specialty employment tax forms and is also the repository for Schedule R flat files from Service Center Recognition/Image Processing System (SCRIPS) and Research, Applied Analytics & Statistics (RAAS) Data Management (formerly known as e-File). The SWETRS application is designed as a web based front end interface.

## **Personally Identifiable Information (PII)**

Will this project use, collect, receive, display, store, maintain, or disseminate any type of Sensitive but Unclassified (SBU), Personally Identifiable Information (PII), or Federal Tax Information (FTI)?

Yes

Please explain in detail how this project uses sensitive data from inception to destruction (data lifecycle).

The SSN/EIN number is needed to research and locate records in response to the request.

Please select all types of Sensitive but Unclassified data (SBU)/Personally Identifiable Information (PII)/Federal Tax Information (FTI) that this project uses.

Address

**Email Address** 

Internet Protocol Address (IP Address)

Name

Standard Employee Identifier (SEID)

Telephone Numbers

Cite the authority for collecting SBU/PII/FTI (including SSN if relevant).

PII for federal tax administration - generally IRC Sections 6001 6011 or 6012

SSN for tax returns and return information - IRC section 6109

## **Product Information (Questions)**

- 1.1 Is this PCLIA a result of the Inflation Reduction Act (IRA)?
  No
- 1.3 What type of project is this (system, project, application, database, pilot/proof of concept, power platform/visualization tool)?

  System
- 1.35 Is there a data dictionary for this system? Yes
- 1.36 Explain in detail how PII and SBU data flow into, through and out of this system. Authorized SWETRS users enter data into the SWETRS Web App for Tip-related information., Form 2678 Employer/Payer Appointment of Agent, Form 14492 Compliance Settlement Program, Form 8952 Application for Voluntary Classification Settlement Program (VCSP), Form 8027 Employer's Annual Information Return of Tip Income and Allocated Tips, Form 14439 Employer

Data Report Form 8027-T Transmittal of Employer's Annual Information Return of Tip Income and Allocated Tips Schedule R information is loaded from flat files into SWETRS database via daily scheduled batch jobs. Authorized SWETRS report users run reports through BOE (Business Objects Enterprise) to view SWETRS tip data and Schedule R data. Daily SWETRS database jobs generate XML audit log files of end-user activity for ingestion into Splunk and EFTU delivery to SAAS (Security Audit and Analysis System). A weekly SWETRS database job generates Schedule R 941 and Schedule R 943 data extract files which EFTU delivers to CDDB (Custodial Detail Database). An annual SWETRS database job creates a Schedule R 940 data extract file which EFTU delivers to FUTA-FUTA-TIER-1 (Federal Unemployment Tax Act Tier 1).

1.4 Is this a new system?

No

- 1.5 Is there a Privacy and Civil Liberties Impact Assessment (PCLIA) for this system? Yes
- 1.6 What is the PCLIA number? 8474
- 1.7 What are the changes and why?

Service Wide Employment Tax Research System (SWETRS) name had a hyphen in it and all the other FISMA forms did not have the hyphen, so we had to make sure that all the FISMA documents match, and we were told by Privacy that we had to prepare a new PCLIA without the hyphen name.

1.8 If the system is on the As-Built-Architecture, what is the ABA ID of the system? If this PCLIA covers multiple applications shown on the ABA, please indicate the ABA ID for each application covered separated by a comma.

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- 1.9 What OneSDLC State is the system in (Allocation, Readiness, Execution)? SWETRS is in the Execution State, more specifically the Preventative Maintenance path.
- 1.95 If this system has a parent system, what is the PCLIA Number of the parent system? No parent system
- 2.1 If this system discloses any PII to any third party outside the IRS, does the system have a process in place to account for such disclosures in compliance with IRC 6103(p)(3)(A) or Subsection c of the Privacy Act? Contact Disclosure to determine if an accounting is required. Enter "Yes" or "No". If Exempt, type "Exempt".

No

2.2 Please provide the full name of and acronym of the governance board or Executive Steering Committee (ESC) this system reports to.

IT's Compliance Domain Executive Steering Committee (ESC)

3.1 Does your project/system involve any use of artificial intelligence (AI), including virtual assistant, chat bot, and robotic process automation, as defined in Executive Order 13960?

No

3.3 Does this system use cloud computing?

No

3.6 Does this system interact with the public through a web interface?

No

3.7 Describe the business process allowing an individual to access or correct their information.

In the event a correction, redress or access is required it would follow the general process in place as applicable. The data collected is from data that is submitted by various sources, employers, employees, third parties, and/or are part of a rev rule or rev proc or announcement. The information within SWETRS comes from various IRS Systems and forms. Those systems and forms provide the Privacy Act Notice to individuals. SWETRS does not directly provide individuals the opportunity to decline from providing information and/or from consenting to uses of the information. Notice, consent and due process are provided in the tax forms instructions, and pursuant to 5 USC.

4.1 Who owns and operates the system (IRS Owned and Operated, IRS Owned and Contractor Operated, Contractor Owned and Operated)?

IRS Owned and Operated

- 4.2 If a contractor owns or operates the system, does the contractor use subcontractors?
- 4.5 Identify the roles and their access level to the PII data. For contractors, indicate whether their background investigation is complete or not.

Users: read and write.

Managers: read and write.

Developers: read and write.

No contractor roles

4.51 How many records in the system are attributable to IRS Employees? Enter "Under 50,000", "50,000 to 100,000", "More than 100,000" or "Not Applicable".

Under 50000

4.52 How many records in the system are attributable to contractors? Enter "Under 5,000", "5,000 to 10,000", "More than 10,000" or "Not Applicable".

Not Applicable

4.53 How many records in the system are attributable to members of the public? Enter "Under 5,000", "5,000 to 10,000", "More than 10,000" or "Not applicable".

More than 1,000,000

4.54 If records are attributable to a category not mentioned above in 4.51 through 4.53, please identify the category and the number of corresponding records to the nearest 10,000. If none, enter "Not Applicable".

Not Applicable

4.6 How is access to SBU/PII determined and by whom?

Access request system Business Entitlement Access Request System (BEARS) request to gain access to the SWETRS data. The BEARS process requires the user's manager to review and approve the access request before the request is forwarded to SWETRS to add the user SEID to the approved SWETRS functional groups. A user's access to the SWETRS system data terminates when it is no longer required. The SWETRS system ensures that all access accounts to the system that have been inactive for more than 45 days are disabled. The SWETRS system removes all SWETRS system accounts after 90 days of inactivity.

5.1 Please describe any privacy risks, civil liberties and/or security risks identified for the system that need to be resolved and what is the mitigation plan?

Not Applicable

5.11 Is there a Risk Assessment Form and Tool (RAFT) associated with this system on file with your organization or the IRS Risk Office.

No

5.2 Does this system use or plan to use SBU data in a non-production environment?

## **Interfaces**

## **Interface Type**

Forms
Agency Name
Form 2678 Employer/Payer Appointment of Agent
Incoming/Outgoing
Incoming (Receiving)

Transfer Method

Other

Other Transfer Method

Manual Input

### **Interface Type**

Forms

Agency Name

Form 14492 Compliance Settlement Program

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Other

Other Transfer Method

Manual Input

### **Interface Type**

IRS Systems, file, or database

Agency Name

Service Center Recognition Image Processing System (SCRIPS)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Electronic File Transfer Utility (EFTU)

## **Interface Type**

Forms

Agency Name

Form 941 Schedule R - Allocation Schedule for Aggregate Form

941 Filers

Incoming/Outgoing

Both

Transfer Method

Electronic File Transfer Utility (EFTU)

### **Interface Type**

IRS Systems, file, or database

Agency Name

Custodial Detail Database (CDDB)

Incoming/Outgoing

Outgoing (Sending)

Transfer Method

Electronic File Transfer Utility (EFTU)

#### **Interface Type**

Forms

Agency Name

Form 14439 Employer Data Report

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Other

Other Transfer Method

Manual Input

## **Interface Type**

IRS Systems, file, or database

Agency Name

Security Audit and Analysis System (SAAS)

Incoming/Outgoing

Outgoing (Sending)

Transfer Method

Electronic File Transfer Utility (EFTU)

### **Interface Type**

Forms

Agency Name

Form 940 Schedule R - Allocation Schedule for Aggregate Form

940 Filers

Incoming/Outgoing

Both

Transfer Method

Electronic File Transfer Utility (EFTU)

## **Interface Type**

Forms

Agency Name

Form 8027 Employer's Annual Information Return of Tip Income

and Allocated Tip

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Other

Other Transfer Method

Manual Input

## **Interface Type**

IRS Systems, file, or database

Agency Name

Research, Applied Analytics & Statistics (RAAS)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Electronic File Transfer Utility (EFTU)

#### **Interface Type**

Forms

Agency Name

Form 943 Schedule R - Allocation Schedule for Aggregate Form 943 Filers

Incoming/Outgoing

Both

Transfer Method

Electronic File Transfer Utility (EFTU)

#### **Interface Type**

Forms

Agency Name

Form 8027-T Transmittal of Employer's Annual Information Return of Tip Income and Allocated Tips

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure email/Zixmail

## **Interface Type**

**Forms** 

Agency Name

Form 8952 Application for Voluntary Classification Settlement

Program (VCSP)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Other

Other Transfer Method

Manual Input

## **Interface Type**

IRS Systems, file, or database

Agency Name

Splunk

Incoming/Outgoing

Outgoing (Sending)

Transfer Method

Other

Other Transfer Method

Splunk retrieves data files from SWETRS using Universal Forwarder, a commercial data tools product

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Federal Unemployment Tax Act Tier 1 (FUTA:FUTATIER1)

Incoming/Outgoing

Outgoing (Sending)

Transfer Method

Electronic File Transfer Utility (EFTU)

# **Systems of Records Notices (SORNs)**

#### **SORN Number & Name**

IRS 34.037 - Audit Trail and Security Records Describe the IRS use and relevance of this SORN. For Audit Trail purposes only

#### **SORN Number & Name**

IRS 42.021 - Compliance Programs and Projects Files Describe the IRS use and relevance of this SORN. For compliance purpose only

## **Records Retention**

What is the Record Schedule System?

General Record Schedule (GRS)

What is the disposition schedule?

All records housed in the SWETR will be erased or purged from the system in accordance with approved retention periods. It is not the official repository for data and documents and does not require National Archives approval to affect data disposition. Any new records generated by the system will be managed according to requirements under IRM 1.15.1 and 1.15.6 and will be destroyed using IRS Records Control Schedules (RCS) 29, item 65 and as

coordinated with the IRS Records and Information Management (RIM) Program and IRS Records Officer.

What is the Record Schedule System?

Record Control Schedule (RCS)

What is the retention series title?

29 Tax Administration

What is the GRS/RCS Item Number?

65 or RCS 29, item 65

What type of Records is this for?

Both (Paper and Electronic)

Please provide a brief description of the chosen GRS or RCS item.

SWETRS uses Schedule R

What is the disposition schedule?

Retire to Records Center beginning January 2, 1 year after the end of the year in which returns were numbered and processed.

Destroy 6 years after end of processing year.