



DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
Washington, D.C. 20224

SMALL BUSINESS/SELF-EMPLOYED

August 28, 2013

Control #: SBSE-04-0813-0070  
Affected IRM: 4.24.6.6.2 and 4.24.18.13  
Expiration Date: August 28, 2014

MEMORANDUM FOR ALL EXCISE TERRITORY MANAGERS AND FIELD GROUP  
MANAGERS

FROM: Joseph J. Tiberio /s/ Joseph J. Tiberio  
Acting Chief, Excise Tax Program

SUBJECT: Completion of Excise Lead Feedback Form

The purpose of this memo is to formalize guidance provided by Excise Tax, Exam Operations Support (EOS) regarding the submission of Excise Lead Feedback Sheets. Please ensure this information is distributed to all affected employees and managers within your organization.

Completion of the Excise Lead Feedback Form is now part of the Information Management System (IMS) case closing process. Data fields from this form are required to be completed in order for the case to move to closing status in IMS. The current procedural guidance found at IRM 4.24.6.6.2 and IRM 4.24.18.13 is no longer in effect. It will be removed when the IRM sections are updated in FY 2014.

Information relating to the completion of the Excise Lead Feedback Form has also been removed from the Examining Excise Taxes web site. Embedded Quality Attribute 705, Case Processing Documents, has also been modified to remove this requirement as a rating consideration.

If you have questions, you may contact me or you may contact Kellie McCann, Excise Tax Policy Manager, or Chris Steadham, Excise Policy Senior Program Analyst.

Cc: [www.irs.gov](http://www.irs.gov)