



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

**SMALL BUSINESS/SELF-EMPLOYED**

June 26, 2013

Control #: SBSE-04-0613-0057

Affected IRM: 4.24.2.7

Expiration Date: June 26, 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:** Excise Manager IMS 637 User Guide and Addendum

The purpose of this memo is to inform you of the revised excise field group registration review procedures. These updated procedures may be found in the Excise Manager IMS 637 User Guide and the addendum to the 637 User Guide. The guide and addendum address revised procedures for the issuance of two letters at the group level: Letter 3689, *Letter of Registration*, and Letter 3696, *Summary of Compliance Review*. The guide also addresses procedural changes that will be made to the IRM regarding Form 637 letters. These changes are effective immediately. Please distribute this information to all affected managers within your organization.

IRM 4.24.2 currently states the following:

- The excise field employee will prepare the Letter 3696, scan and upload into the IMS 637 case file. (IRM 4.24.2.7(9)).
- The 637 Registration Group will sign and mail Letter 3696 (IRM 4.24.2.7(10)).
- Upon approval of an application the 637 Registration Group will prepare and issue Letter 3689 to the applicant and upload into the IMS 637 case file.(IRM 4.24.2.5.6(3)).
- IMS 637 case closures will occur at the 637 Registration Group Level (IRM 4.24.2.5.11(2)).

As discussed in the guide and addendum, the following procedures are effective immediately:

- The field revenue agent will prepare Letter 3696, including on that letter their contact information and return address.
- The field group manager will date, sign, mail and include a signed copy of the Letter 3696 in the 637 IMS case file.
- The field group manager will prepare Letter 3689, date, sign, and mail it. The field group manager will include a signed copy of the letter in the 637 IMS case file. The Letter 3689 issued by the manager will have the field revenue agent contact information on it.

- If the field group manager elects to use an electronic signature, that electronic signature must be a graphic digital signature. Instructions for creating a graphic digital signature are included in the addendum to the guide.
- If the initial application contains a combination of recommendations, the field group manager will complete and issue the Letter 3689 and/or Letter 3696. The field group manager will also update the Form 637 IMS case status to 70 (LT review) for the 637 Registration Group to issue the appropriate denial/revocation letter.

The Excise Manager IMS 637 User Guide and addendum is available at the “MySBSE” web site on the “Examining Excise Taxes” web page. From the “MySBSE” website, select “Programs and Systems,” and then select “IMS and Notebook”. Finally, select “IMS 3.8 Job Aids”, the location of the Excise Manager IMS 637 User Guide and the addendum to the 637 User Guide.

A follow-up e-mail, containing a link to these guides, will be sent to each excise tax manager.

This guidance will be incorporated into IRM 4.24.2 prior to the expiration of this memo.

If you have questions, you may contact me or one of the following: Kellie McCann, Excise Tax Policy Manager, Felicia Walker, Acting 637 Registration Group Manager, or Chris Steadham, Excise Policy Senior Program Analyst.

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