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MEMORANDUM FOR TAXPAYER ADVOCATE SERVICE EMPLOYEES

FROM: /s/ Melissa R. Snell
Deputy National Taxpayer Advocate

SUBJECT: Interim Guidance on Closing Prints for TAS Cases

The purpose of this memorandum is to clarify methods for including closing Integrated Data Retrieval System (IDRS) prints in TAS case files.

Requirements

[IRM 13.1.21.1.2 \(3\), Closing Actions](#), states:

“The following actions must be completed before closing the case...

- Include a copy of the final IDRS print in the case file as well as any other pertinent IDRS information.”

How to Include Prints

To meet the requirement for including final IDRS prints in case files, TAS employees can now copy and paste IDRS screen shots into TAMIS as a substitute for including hard-copy IDRS prints. TAMIS will systemically establish a History Date Stamp to reflect the date the TAS employee pasted the IDRS screen into a TAMIS History screen.

Effect on other documents: TAS will incorporate this guidance into the next revision of IRM 13.1.21, *TAS Case Closing and Reopen Case Procedures*.

Contact: If you have any questions, please contact Mara Christian, Chief, Policy Group, at 505-837-5707.