



DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE

June 21, 2019

APPEALS

Control No: AP-08-0619-0008

Expiration Date: 06/21/2021

Affected IRMs: 8.20.7

MEMORANDUM FOR: Director, Account & Processing Support - East  
Director, Account & Processing Support - West

FROM: Anita M. Hill /s/ *Anita M. Hill*  
Director, Case and Operations Support

SUBJECT: Automated Offer in Compromise (AOIC) Generated Form  
7249 and Electronic Public Inspection File (PIF) in AOIC -  
Account Processing and Support (APS) Guidance

**Purpose:** The purpose of this memorandum is to provide interim guidance to Account Processing and Support (APS) employees on the procedures to generate a “dummy” Form 7249 and PIF in AOIC at case closing when these forms have been previously prepared manually by Appeals Technical Employees (ATEs). Please ensure that this information is distributed to all affected employees within your organization.

**Background/Source(s) of Authority:** The IRS is mandated to provide public inspection of certain information regarding all accepted Offers in Compromise (OIC) under IRC 7122. A copy of the Form 7249, *Offer Acceptance Report*, shall be made available for public inspection and copying for one year after the date of execution, per 26 CFR 601.702.

Presently, ATEs secure Form 7249 from ACDS or the Electronic Publishing Product Catalog and prepare it manually by completing the form with information from account transcripts and Form 656, *Offer in Compromise*. APS is responsible for scanning Form 7249 when performing closing actions and uploading the PIF to the Appeals Library on the SB/SE SharePoint site. APS is also responsible for posting the accepted terms of offers into AOIC.

IRS has now established a centralized PIF site to be monitored internally by Memphis Monitoring OIC. Two phases of SB/SE programming are planned for implementation by September 2019. After both phases of SB/SE programming have been completed, AOIC will be able to generate a facsimile Form 7249 upon demand to inspect a PIF. After the second phase of programming is complete, this new process will replace the current process of scanning, uploading and maintaining the signed Forms 7249 as a PDF to a PIF SharePoint site.

In June 2019, SB/SE plans to roll out programming changes to AOIC. Beginning June 29, 2019, Case Processors will generate AOIC Forms 7249 at the request of ATEs. Until notified that the second phase of programming is implemented, APS will continue to scan Forms 7249 to the PIF SharePoint site. When the programming changes are fully implemented, APS will no longer scan PIFs to a SharePoint location and will no longer need to post accepted offer terms into AOIC.

**Procedural Change:** Beginning June 29, 2019, and until notified that SB/SE programming is complete, APS will check the History section of AOIC of accepted offers it is processing for closing to determine if a Form 7249 has been previously generated in AOIC.

1. When a Form 7249 has been previously generated in AOIC by a CP, APS will no longer complete accepted offer terms in AOIC. Following the guidance in this memorandum, APS will verify that the information in AOIC matches the information on the AOIC generated Form 7249 in the casefile.

If...	Then...
the information on IDRS, Form 656, or Form 14640 matches AOIC generated Form 7249,	APS will proceed with case closing actions.
there are mismatches between IDRS, Form 656, or Form 14640 and the AOIC generated Form 7249,	APS will send secure mail to the ATE for correction with a response date of five (5) business days. If no response by due date, return casefile to ATE.

2. When a Form 7249 has **not** been previously generated in AOIC by a CP, APS will follow the **APS Generated Automated Offer in Compromise (AOIC) Form 7249 Procedures** in this memorandum to generate a “dummy” AOIC Form 7249. AOIC will not allow the case to be closed if a Form 7249 has not been generated. After generating the “dummy” AOIC Form 7249, APS will proceed with case closing actions.
3. APS will continue to scan all Forms 7249 and upload them to the SB/SE SharePoint location until notified the AOIC programming changes have been fully implemented.

**Effect on Other Documents:** This guidance is an interim procedure to be in effect until SB/SE completes the AOIC programming changes and those changes are fully implemented.

**Effective Date:** This guidance is effective as of June 29, 2019.


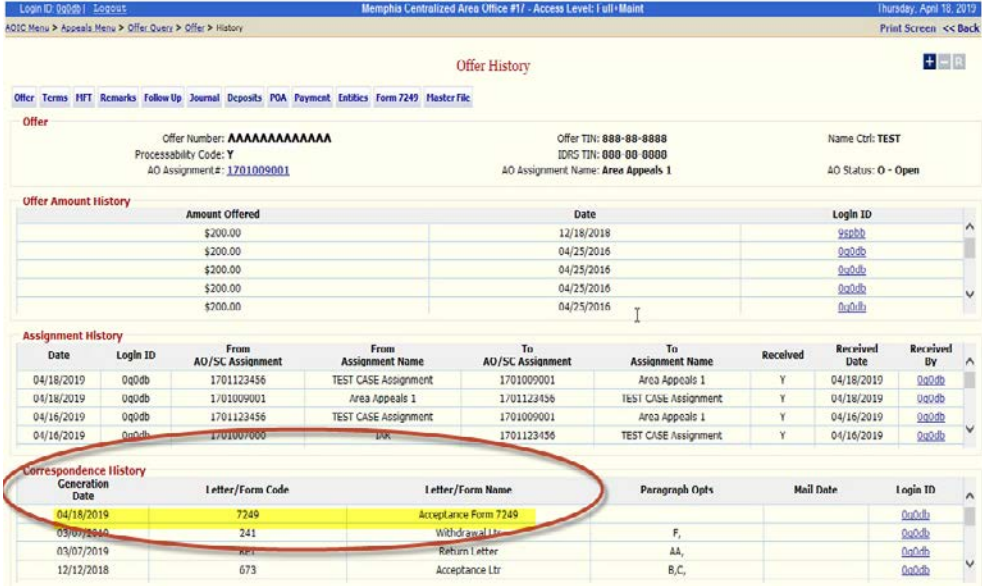
**Contact:** If you have any questions, please follow established procedures on [How to Contact an Analyst](#).

Attachment: Affected Changes

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

Automated Offer in Compromise (AOIC) Update Procedures

- Accepted OIC

Screen	Input Fields
Query	Enter TIN
AO Offer Query Results	Select case from list.
History	<p>Check if Form 7249 has been generated by AOIC.</p>  <p>The Form 7249 and date generated will show as the most recent document under <u>Correspondence History</u>:</p>  <p>If Form 7249 has been generated, continue with the next step below.</p> <p>If Form 7249 has <b>not</b> been generated, see <b>APS Generated Automated Offer in Compromise (AOIC) Form 7249 Procedures</b> on page 4 of this attachment.</p>


<p>AO Offer</p>	<ul style="list-style-type: none"> <li>• Select “Update Offer”.</li> <li>• Update the following fields with information from the Form 7249 in the file:               <ul style="list-style-type: none"> <li>○ Offer amount</li> <li>○ Select Original or Amended Offer</li> <li>○ Verify “Offer Type”</li> </ul> </li> </ul> <p>Select <b>Submit</b>.</p>
<p>AO Offer</p>	<p>Select <b>MFT</b> Tab.</p>
<p>MFT Summary</p>	<p>Verify all periods match on</p> <ul style="list-style-type: none"> <li>• Form 656 and addendum</li> <li>• Form 7249 (same as MFT Screen)</li> <li>• IDRS</li> </ul> <p><b>If there are mismatches, send secure email to the ATE for correction with a response date of <u>five (5) business days</u>. If no response by due date, return casefile to ATE.</b></p>
<p>MFT Summary</p>	<p>Select “<b>Terms</b>” tab.</p>
<p>Terms</p>	<p>Verify the Accepted Terms match what is on the Form 7249 and Form 656/Addendum.</p> <p><b>If there are mismatches, send secure email to the ATE for correction with a response date of <u>five (5) business days</u>. If no response by due date, return case file to ATE.</b></p>

Remarks & Case History

- Select **Remarks** tab.
- Select “Add Remark” to state “Accepted in Appeals - Sending to the MOIC unit” (Brookhaven MOIC or Memphis MOIC).



- Select **Save**.
- Select “Case History Report”.

- Select “Descending”, print one copy of Remarks and Case History screen (page 1 only) and include this print in the administrative file.

	 <ul style="list-style-type: none"> <li>• Return to <b>AO Offer</b> screen.</li> </ul>
<p>AO Offer</p>	<p>Select "Update Offer".</p>
<p>Update AO Offer</p>	<p>Select "Final Disposition" and proceed with "Update Final Disposition" procedures under "Accepted OIC" in IRM Exhibit 8.20.7-17.</p>

**APS Generated Automated Offer in Compromise (AOIC) Form 7249 Procedures**

Screen	Input Fields
<p>AO Offer</p>	<ul style="list-style-type: none"> <li>• Select "Update Offer".</li> <li>• Update following fields with information from the Form 7249 in the file:                             <ul style="list-style-type: none"> <li>○ Offer amount</li> <li>○ Select Original or Amended Offer</li> <li>○ Verify "Offer Type"</li> </ul> </li> </ul> <p>Select <b>Submit</b>.</p>
<p>AO Offer</p>	<p>Select <b>MFT</b> Tab.</p>
<p>MFT Summary</p>	<ul style="list-style-type: none"> <li>• Verify all periods listed on the AOIC match                             <ul style="list-style-type: none"> <li>• Form 656 and addendum</li> <li>• Form 7249 (same as MFT screen)</li> <li>• IDRS</li> </ul> </li> <li>• Update periods as appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Save.</b></li> </ul>
<p>MFT Summary</p>	<ul style="list-style-type: none"> <li>• Select “<b>Terms</b>” tab</li> </ul>
<p>Terms</p>	<ul style="list-style-type: none"> <li>• Select “Update Terms”</li> <li>• Select “Update Accepted Terms” button under <b>Accepted</b> box.</li> <li>• Verify “Terms Type”, and update if appropriate.</li> <li>• Input payment terms from Form 7249 or Form 656 or Form 14640 <b>per terms templates document dated 12/20/2018</b></li> <li>• Input Collateral Agreement terms, if any. Include the form number and title of the collateral agreement (Form 2261, Future Income (Individuals); Form 2261–A, Future Income (Corporation); Form 2261-B, Adjusted Basis of Specific Assets, etc.)</li> </ul> <p>Select <b>Submit.</b></p>
<p>Terms</p>	<ul style="list-style-type: none"> <li>• Select <b>Master File</b> tab.</li> </ul>
<p>Master File Data</p>	<ul style="list-style-type: none"> <li>• Select “Refresh Master File Data”</li> </ul>  <ul style="list-style-type: none"> <li>• Select <b>7249</b> tab to generate “dummy” AOIC Form 7249</li> </ul> 

Compose Form 7249

Select "Compose" and complete fields shown below:

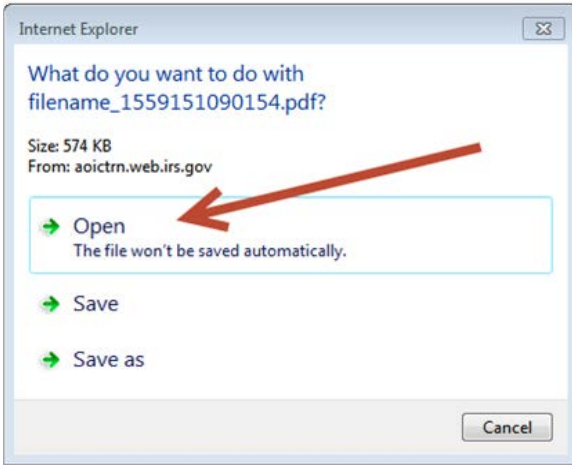
From pull down menus,

- Select ATE name that is on ATE-prepared F7249 in casefile.
- Select approving official name that is on ATE-prepared F7249 in casefile. Select Reason for Acceptance. **Submit**.

View/Save

Then select "View" to generate and open the PDF of the AOIC generated F7249.





The PDF that opens is the “dummy” PIF that is generated in AOIC upon request.


You may close the PDF.

Clear letters

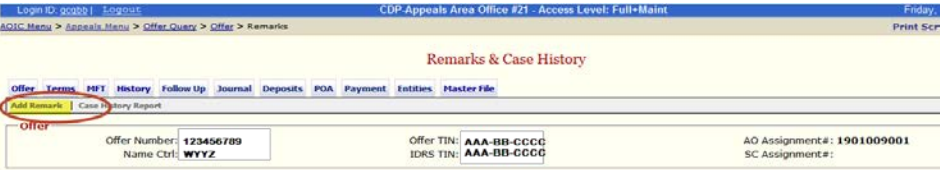
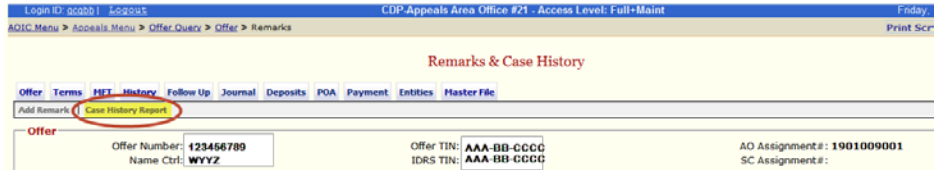

AOIC generated Forms 7249 remain in the print queue until they are cleared from the queue.

To avoid AOIC generated Forms 7249 piling up in the print queue and creating a single PDF containing all the AOIC generated Forms 7249, you must “Clear Previous 7249.” In addition, when you clear the letters, the AOIC Remarks will be populated with the forms/letters that were generated.

- Select “Clear Previous 7249”



Select **Remarks** tab.

<p>Remarks &amp; Case History</p>	<ul style="list-style-type: none"> <li>Select “Add Remark” to state “Accepted in Appeals - Sending to the MOIC unit” (Brookhaven MOIC or Memphis MOIC)</li> </ul>  <ul style="list-style-type: none"> <li>Select <b>Save</b>.</li> <li>Select “Case History Report”.</li> </ul>  <ul style="list-style-type: none"> <li>Select “Descending”, print one copy of Remarks and Case History screen (page 1 only) and include this print in the administrative file.</li> </ul>  <ul style="list-style-type: none"> <li>Return to <b>AO Offer</b> screen.</li> </ul>
<p>AO Offer</p>	<p>Select “Update Offer”.</p>
<p>Update AO Offer</p>	<p>Select “Final Disposition” and proceed with “Update Final Disposition” procedures under “Accepted OIC” in IRM Exhibit 8.20.7-17.</p>