



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

SMALL BUSINESS / SELF-EMPLOYED DIVISION

February 27, 2017

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Impacted: IRM 5.14.2.1.1

MEMORANDUM FOR SB/SE DIRECTOR, FIELD COLLECTION INVENTORY
PROCESS IMPROVEMENT TEAM

FROM: Kristen E. Bailey Kristen E.
Director, Collection Policy Bailey

Digitally signed by Kristen E. Bailey
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Date: 2017.02.27 09:43:42 -05'00'

SUBJECT: IRM Deviation to Increase Dollar Criteria for
Verification Required to Close Cases as
Partial Payment Installment Agreements for
Collection Field Inventory Process
Improvement Team Pilot

The purpose of this memorandum is to issue a deviation to increase the dollar criteria for the verification required for accounts being closed as a Partial Payment Installment Agreement (PPIA) in accordance with IRM 5.14.2.1.1, Partial Payment Installment Agreement Requirements. This deviation will apply only to revenue officers participating in one or more of the approved Field Inventory Process Improvement Team (FIPIT) Pilot programs and will remain in effect from the issuance date of this document to February 28, 2018. Please ensure that this information is distributed to all affected employees within your organization.

FIPIT pilot participants will follow these procedures:

The dollar criteria in IRM 5.14.2.1.1 will be increased from #100,000.00# to [REDACTED] so the guidance will read ...

- (1) A full Collection Information Statement is required for all PPIAs. Forms 433A and/or Form 433B must be completed to determine the taxpayer's ability to pay (refer to IRM 5.15.1.7, *Allowable Expense Overview*, to determine allowable expenses.)

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(2) For all IMF accounts with an Unpaid Balance of Assessment (UBA) less than or equal to [REDACTED] compare the current year income information provided by the taxpayer to the income on the last filed return using Command Code (CC) IRPTR and at least one of the following:

- a. RTVUE
- b. TRDBV
- c. Current year tax return

In addition, compare assets included on the financial statement to the results of information secured via these CCs>Returns. If the current year income has decreased 20% or more from the last filed return income or assets are identified that were not disclosed on the financial statement, discuss and/or resolve any discrepancy with the taxpayer and document the case history. Do not request substantiation if the taxpayer can provide a reasonable explanation.

(3) For IMF accounts with a UBA above [REDACTED] or if there is significant equity that cannot be liquidated, the following minimum verification is required: Real property records, Department of Motor Vehicles (DMV), personal property, full credit report, AMDIS when there is a -L freeze on the account indicating open examination activity, RAR or SAR if the assessment originated in Examination or Criminal Investigation.

This deviation will affect IRM 5.14.2.1.1, [Partial Payment Installment Agreement Requirements](#)

If you have any questions, please contact Donna Wallander, Acting Program Manager, Case Resolution Alternatives or David Beach, Senior Program Analyst at (406) 444-8614.

cc: Director, Collection Policy
SBSE Project Director,
Future State
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