

IRM PROCEDURAL UPDATE

DATE: 12/05/2023

NUMBER: wi-03-1223-1149

SUBJECT: Digital Signature

AFFECTED IRM(s)/SUBSECTION(s): 3.12.23.2.15

CHANGE(s):

(1) A return must have specific items before it is considered processable. Perfect all returns to the extent possible from schedules and other attachments. The specific items needed are:

- Taxpayer Identification Number (TIN)
- Legible name (for name control)
- Valid tax period
- Legible tax data, if tax liability is indicated
- Signature

Note: If Form 11-C or Form 730 is mailed between August 28, 2020 and October 31, 2025, accept a digital signature.

(2) Conditions that make a document unprocessable include:

- a. Name so illegible or incomplete that the name control can't be determined.
- b. Employer Identification Number (EIN) is other than 9 numeric digits and can't be perfected from information on the return or attachments.
- c. The document has two or more different EINs.
- d. Taxpayer has stated on the document or attachment that they have combined liability for more than one tax period.
- e. Tax data entries on the document are so incomplete, illegible, or contradictory that the tax liability can't be determined.
- f. The document has been mis-blocked.
- g. Any condition set forth as unprocessable in the sections on processing specific documents.
- h. The return is unsigned.
- i. The return has only entity data and no other statements, attachments or signature by the taxpayer.

(3) During the processing of a return, if a correction can't be made because of illegible or missing data, enter AC 3 and:

If:	Then:
The name and/or address is illegible or missing and can't be perfected through research	Prepare Form 4227, Intra-SC Reject or Routing Slip, attach to the return and route to Entity.
The name and address are legible or can be corrected through research	Correspond for missing or illegible data.

Note: Never send an excise tax return back to the taxpayer.

(4) Reject Correction will do the following:

If:	Then:
Perfection can be made through research, Field Office contact, or taxpayer contact	Perfect any document entries which are erroneous, incomplete, or missing. Then, continue processing.
Perfection is not possible	<ul style="list-style-type: none"> a. Initiate action to have Document Locator Number (DLN), voided and return "Canceled to Files." b. If a remittance is involved, transfer to the "Unidentified Remittance File."
EIN, Name Control, MFT, and Tax Period are present	<p>Input correct Transaction Code (TC) 599xx using CC FRM 49 and the following transaction codes:</p> <ul style="list-style-type: none"> a. TC 599 Closing Code (cc) 17 Unprocessable return, or b. TC 599 Closing Code 18 Unprocessable return (more than ten weeks past the due date). <p>Note: It is not necessary to input TC 599xx if the return is a timely filed "first" return, a substitute return prepared by Examination/Collections, when the EIN is newly assigned on IDRS, or if the return was processed through RPS, Remittance Processing System.</p>