

INTERIM IRM PROCEDURAL UPDATE

DATE: 04/02/2012

NUMBER: WI-21-0412-0792

SUBJECT: Transcript Procedures

AFFECTED IRM(s)/SUBSECTION(s): 21.2.3.4.1.4

CHANGE(s):

IRM 21.2.3.4.1.4(7) - Added Note advising CSR of balance due returns not posting until cycle 20.

7. If TDS is unavailable or you do not have access to TDS, provide tax return transcripts following the procedures below:

| If | Then |
|-------------|---|
| IMF Request | <p>Provide RTFTP. A cover letter is not required in response to a telephone inquiry.</p> <p>Example RTFTP Input Format:</p> <p>RTFTP 123-45-6789 30200412 (xmit)</p> <p>Use CC RTFTP (already sanitized) or information from RTVUE to generate an IMF transcript. RTVUE information must be sanitized. Use CC IRPTR with definer "W" to sanitize any IRPTR document on-line before printing and giving to a taxpayer.</p> |
| BMF Request | Provide a sanitized CC BRTVU. |

NOTE: Balance due e-file returns do not post until cycle 20, or one cycle after full payment is made, whichever occurs first.