

IRM PROCEDURAL UPDATE

DATE: 01/03/2024

NUMBER: wi-03-0124-0029

SUBJECT: 2024 Start-Up Changes

AFFECTED IRM(s)/SUBSECTION(s): 3.11.16

CHANGE(s):

IRM 3.11.16.6.4(2) - Added instruction and a Note for TC 014 input.

(2) Ensure the "in-care-of" name is in the proper location.

If...	Then...
The "in-care-of" name is located on the street address line preceding the street address,	Do not edit.
The "in-care-of" name is located above the first name line or below the street address,	Arrow the in-care-of name so it appears below the first name line and above the street address.
The "in-care-of" name is shown on an attachment,	Edit the "in-care-of" name above the street address beginning with the "%" or "c/o" in the first position.
The street address for the "in-care-of" name is different from the street address of the corporation ,	<ol style="list-style-type: none">1. Arrow the "in-care-of" street address below the "in-care-of" name or edit the "in-care-of" street address below the "in-care-of" name if included on an attachment.2. Circle the corporation street address.3. Notate "TC 014" in the upper left margin.4. Pull the return for research/input of TC 014 by the Code & Edit Research Clerk. <p>Note: A TC 014 must be input to retain the street address as a location address and the P.O. Box as the mailing address.</p>

Note: Always circle the in-care-of symbol (% or c/o) if it is present with an address. Do not use the ampersand (&) and the percent sign (%) when editing address information.

IRM 3.11.16.6.5(2) - Added a Note about the input of TC 014 to capture both the location and mailing address.

(2) A business may have two addresses. One is the mailing address and the other is the location address or physical location of the business.

Note: BMF ISRP is not programmed for a mailing address and a location address. A TC 014 must be input into IDRS to capture both a location and a mailing address.

IRM 3.11.16.6.5(3) - Added three Notes about the input of TC 014 to capture both the location and mailing address.

(3) Perfect the address as follows:

If...	And...	Then...
An attachment shows the address was changed,		No perfection is necessary. ISRP will enter the complete address.
There is a sign on an attachment that the address has been changed,		Edit the new address in the entity section of the return.
Form 8822, Address Change Requested, or Form 8822-B, Change of Address or Responsible Party - Business, is attached,	All apply: <ul style="list-style-type: none">• Mailing address information is the same,• Form 8822 or Form 8822-B, Line 7, does not list a location address,• No entry on Form 8822-B, Lines 8 or 9,	Take no action.
Form 8822, Address Change Requested, or Form 8822-B, Change of Address or Responsible Party - Business, is attached,	Any applies: <ul style="list-style-type: none">• Mailing address information is different,• Form 8822 or Form 8822-B, Line 7,	Detach Form 8822 or Form 8822-B and route to Entity Control following local procedures using Form 13934, Entity Document/C&E Merge Transmittal.

	<p>lists a location address,</p> <ul style="list-style-type: none"> • Form 8822-B, Lines 8 or 9, have an entry, 	
Both a P.O. Box and street address are shown, see Figure 3.11.16-3,		<ol style="list-style-type: none"> 1. Notate "TC 014" in the upper left margin. 2. Input TC "014." <p>Note: BMF ISRP is not programmed for a mailing address and a location address. A TC 014 must be input into IDRS to capture both a location and a mailing address.</p>
Two street addresses are shown,		<ol style="list-style-type: none"> 1. Underline the second street address. 2. Notate "TC 014" in the upper left margin. 3. Input TC "014." <p>Note: BMF ISRP is not programmed for a mailing address and a location address. A TC 014 must be input into IDRS to capture both a location and a mailing address.</p>
One street address is shown,	The taxpayer changes the address to a P.O. Box,	<ol style="list-style-type: none"> 1. Notate "TC 014" in the upper left margin. 2. Input TC "014." <p>Note: BMF ISRP is not programmed for a mailing address and a location address. A TC 014 must be input into IDRS to capture both a location and a mailing address.</p>
The city and state are not shown on the return, but are shown on an attachment,		Edit the city and state in the entity section of the tax return.
The ZIP Code is missing or illegible,	Is not available from the return or attachments,	See Document 7475, State and Address Abbreviations, Major City Codes (MCCs), ZIP Codes and

		Countries, to determine the ZIP Code. Note: Edit the 3 digits followed by "01" of the first ZIP Code listed for the applicable state (e.g., "99501" for Alaska).
Only the first three digits of the ZIP Code can be determined,		Edit "01" for the fourth and fifth digits.
The "Change of Address" box is checked,	An "in-care-of" name is present,	1. Edit the "%" (percent sign) or "c/o" to the left of the "in-care-of" name (in the first position) followed by the right name. 2. Correct the address.
The National Change of Address (NCOA) label is present,		Underline the Name Control.
It is necessary to edit the street address,		See Document 7475, State and Address Abbreviations, Major City Codes, ZIP Codes, and Countries.
The address contains information other than a street address or P.O. Box,		Do not perfect. ISRP will enter the complete address.

Note: Always circle the "in-care-of" symbol ("c/o" or "%") if it is present with an address. **Do not** use the ampersand (&) and the percent symbol (%) when editing address information.

Text Only Link

DRAFT		U.S. Corporation Income Tax Return		OMB No. 1545-0123
Form 1120 Department of the Treasury Internal Revenue Service		For calendar year 2022, or tax year beginning _____, 2022, ending _____, 20____ Go to www.irs.gov/Form1120 for instructions and the latest information.		2022
TC014	A Check if:	NAME	B Employer identification number	
	1a Consolidated return (attach Form 851) <input type="checkbox"/>	<i>Tupelo Airlines</i>	<i>00-1234819</i>	
	b Life/nonlife consolidated return <input type="checkbox"/>	Number, street, and room or suite no. If a P.O. box, see instructions.	C Date incorporated	
	2 Personal holding co. (attach Sch. PH) <input type="checkbox"/>	<i>210 Aspen Dr. P.O. Box 118</i>	<i>06-01-82</i>	
	3 Personal service corp. (see instructions) <input type="checkbox"/>	City or town, state or province, country, and ZIP or foreign postal code	D Total assets (see instructions)	
	4 Schedule M-3 attached <input type="checkbox"/>	<i>Dallas, TX 75260</i>	<i>\$607,040</i>	
		E Check if: (1) <input type="checkbox"/> Initial return (2) <input type="checkbox"/> Final return (3) <input type="checkbox"/> Name change (4) <input type="checkbox"/> Address change		

IRM 3.11.16.11.7(7) - Extended digital signature exception expiration date per IRA 2023-199 per IPU 23U1101 dated 11-20-2023.

(7) The following types of signatures are not valid for corporate returns:

- **Faxed signatures**

Exception: Tax return information can be received via fax as part of return perfection even if a taxpayer signature is required. In circumstances where contact with the taxpayer has been made and documented, faxed signatures are acceptable.

- **Electronic signatures**
- **Docusign digital signatures**
- **Typed font Signature**

Exception: If one of the following returns are mailed between August 28, 2020 through October 31, 2025, accept a digital signature.

- Form 1120-C
- Form 1120-H
- Form 1120-IC-DISC
- Form 1120-FSC
- Form 1120-L
- Form 1120-ND
- Form 1120-PC
- Form 1120-RIC
- Form 1120-REIT
- Form 1120-SF

IRM 3.11.16.11.18.1 - Corrected the title of the subsection for Schedule J, Line 9a - Recapture of Investment Credit (Form 4255).

Schedule J, Line 9a - Recapture of Investment Credit (Form 4255)

IRM 3.11.16.36.1(1) - Corrected the sequence order of Form 1120-L.

(1) Document Perfection is responsible for arranging Form 1120-L in the following order when transcription line entries are present:

- Pages 1 through 6
- Schedule N (Form 1120)
- Form 4626 (Tax periods 202301 and later (Revision 2023))
- Form 4136

- Form 8978
- Form 965-B
- Form 8941
- Form 3800

IRM 3.11.16.38.1(1) - Corrected the sequence order of Form 1120-PC.

(1) Document Perfection is responsible for arranging Form 1120-PC in the following order when transcription line entries are present:

- Pages 1 through 9
- Schedule N (Form 1120)
- Form 4626 (Tax periods 202301 and later (Revision 2023))
- Form 4136
- Form 8978
- Form 965-B
- Form 8941
- Form 3800