



MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

2.3.71

MAY 5, 2020

EFFECTIVE DATE

(05-05-2020)

PURPOSE

- (1) This transmits revised IRM 2.3.71, IDRS Terminal Responses, Command Code ATINQ.

MATERIAL CHANGES

- (1) Added required sections for Program Scope and Objectives 2.3.71.1 See Section 2.3.71.1

EFFECT ON OTHER DOCUMENTS

IRM 2.3.71, dated December 09, 2014, is superseded.

AUDIENCE

LMSB, SB/SE, TE/GE, W&I.

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Acting Chief Information Officer

2.3.71

Command Code ATINQ

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2.3.71.1
(05-05-2020)
Program Scope and Objectives

- (1) This IRM section provides the instructions for the use of ATIN Inquiry command code ATINQ.
- (2) **Purpose:** These sections provide instructions for inputting information to research the ATIN database
- (3) **Audience:** All IRS Business Units.
- (4) **Policy Owners:** The Director, W&I owns the policies contained herein.
- (5) **Program Owners:** Wage & Investment (W&I) is responsible for the administration, procedures, and updates related to the program.
- (6) **Primary Stakeholders:** Wage & Investment (W&I), Large and Mid-Size Business Division (LMSB), Small Business Self-Employed (SB&SE), Tax exempt and Government Entities (TE&GE)
- (7) **Program Goals:** These are the instructions for using the ATIN Inquiry IDRS command code.

2.3.71.2
(01-01-2009)
ATINQ Overview

- (1) The Adoption Taxpayer Identification Number (ATIN) System has been developed to assign a unique temporary tax identification number for children who are in the process of being adopted and cannot yet apply for a SSN until the adoption is final.
- (2) Taxpayers will submit a Form W-7A (Application for Taxpayer Identification Number for Pending Adoption) in order to acquire a number for the adoptive child.
- (3) The ATIN System will consist of two command codes and various batch programs. All update processing will take place at the Austin Campus. Command code ATINQ for research of the ATIN file is described in this IRM. ATINQ is automatically routed so all service centers can research the Austin Campus file.
- (4) See IRM 2.4.50, Command Code ASIGN, for updating the ATIN file.

2.3.71.3
(01-01-2008)
ATIN TIP CC ATINQ

- (1) This command code is used to research the ATIN. Universal access can be used to access the ATIN database at the Austin Campus if necessary. The input for ATINQ can be the primary SSN, secondary SSN, or ATIN.

2.3.71.4
(01-01-2008)
Terminal Responses—CC ATINQ

- (1) Informational Messages — line 24
 - a. NO DATA AVAILABLE — This indicates that there is no taxpayer on the file that matches the number input on the screen.
 - b. PLEASE CORRECT INVALID DATA — The TIN entered is not valid or is not numeric. Correct and re-enter.
 - c. TIN MUST BE IMF SSN FORMAT — The TIN that was entered as a search key must be in the following format: nnn-nn-nnnn.
 - d. SSN INVALID — The primary SSN could not be matched against the National Accounts Profile (NAP) database or was not numeric.
 - e. NAP DOWN DURING LOAD — AUSPC WILL REVALIDATE SSN — The National Accounts Profile (NAP) was not available during the loading of the record. Philadelphia Service Center will revalidate the primary SSN against the NAP when working the case.

- f. REQUEST MUST BE MADE VIA UNIVERSAL ACCESS TO AUSPC — Austin Service Center is the only location for the ATIN data.
- g. BAD DATA IN SSN RECORD — Self-explanatory.
- h. ATIN AREAS DOWN — Database areas are down.
- i. REALTIME SYSTEM ERROR — Self-explanatory.
- j. ACCESS TO AREA IS RESTRICTED — Database area access has been restricted.

2.3.71.5

(1) Request Screen Format:

(01-01-2001)

CC ATINQ Input Format

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80
	1234567890123456789012345678901234567890123456789012345678901234567890							
1	ATINQ ...-.2-....							
24								
	1234567890123456789012345678901234567890123456789012345678901234567890							
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80

Figure 2.3.71-1 CC ATINQ

(2) Record Element Specification

Line	Ele	Record Element Name	Position	Description
1	1	COMMAND-CODE	1-5	ATINQ
	2	PRIMARY-SSN, SECONDARY-SSN, or ATIN	7-17	NUM (EDITED)

2.3.71.6

(1) Response Screen Format:

(01-01-2015)

CC ATINQ—Match Display Format

Note: Any field followed by an asterisk (*) has been found to be invalid by the ATIN batch programs. These fields should be corrected by the primary ATIN center using CC ASIGN.

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80
0	1234567890123456789012345678901234567890123456789012345678901234567890							
1	ATINQ - 1-		DLN> 2	STAT-CD>3		EXT-STAT>4		EXT-DT> 5
2	ATIN> - 6-		ATIN-DT> 7	STAT-DT> 8		EMP-NUM> 9		
3	DT-SIGNED> 10		RECD> 11	LOADED> 12	STAT-RSN-CD> - -13- -			
4	PRIMARY-NAME		SSN> -14-	SIGN-IND>15	PHONE>()	-16	DOC>17	
5	FST-NM> 18		LST-NM> 19					
6	SECONDARY-NAME		SSN> -20-					
7	FST-NM> 21		LST-NM> 22					
8	MAIL-STR-ADDR> 23		NOT-DT> 24		TYPE-CD> 25			
9	MAIL-CTY-ADDR> 26		UNDELV-NOT-CD-DT> 27		NOT-CD> 28			
10	MAIL-ST-ADDR>29		ZIP> 30	UNDELV-EMP-NUM> 31				
11	CHILD-SSN> -32-		CHILD-DOB> 33	CHILD-SEX>34				
12	CHILD-ADOPTED-NAME		CHILD-BIRTH-NAME					
13	FST-NM> 35		36					
14	MID-NM> 37		38					
15	LST-NM> 39		40					
16	BIRTH-PL-CITY> 41		ST>42					
17	PLACEMENT-AG-NM> 43		PLACEMENT-DT> 44					
18	AG-STR-ADDR> 45							
19	AG-CTY-ADDR> 46		ST>47	ZIP> 48				
20	POA-NM> 49							
21	POA-STR-ADDR> 50							
22	POA-CTY-ADDR> 51		ST>52	ZIP> 53				
23	REMARKS> 54							
24	55							
	1234567890123456789012345678901234567890123456789012345678901234567890							
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80

Figure 2.3.71-2 CC ATINQ

(2) Record Element Specification:

<u>Item</u>	<u>Line</u>	<u>Description and Validity</u>
1	1	PRIMARY SSN, SECONDARY SSN, or ATIN
2	1	DLN
3	1	STATUS CODE — A=Assigned S=Suspended R=Rejected E=Expired U=Unworked H=Possible duplicate
4	1	EXTENSION STATUS CODE — A=Extension was granted S=Extension suspended R=Extension was rejected E=Extension has expired
5	1	EXTENSION DATE — Date the extension was granted
6	2	ATIN NUMBER
7	2	ATIN ASSIGNED DATE
8	2	STATUS DATE
9	2	EMPLOYEE NUMBER
10	3	DATE SIGNED — Date the application was signed by the applicant
11	3	RECEIVED DATE — Date the application was received in the service center
12	3	LOAD DATE — Date the application was loaded to the ATIN database
13	3	STATUS REASON CODE — For STATUS CODE S, (Up to 5 may be entered.) 01=Adoptive child's name is missing 02=Adoptive child's date of birth is missing 03=Adoptive child's place of birth is missing 04=Adoptive child's gender is missing 05=Name of placement agency/agent is missing 06=Placement agency/agent's address is missing 07=Date of placement is missing 08=Signature is missing 09=Supporting documentation is missing 10=Primary and/or Secondary applicant information is different from SSA information 11=Supporting documentation does not match Form W-7A entries 12=Child placed under a foster care agreement 99=IDRS letter has been sent

For STATUS CODE R, (Only 1 may be entered.)

<u>Item</u>	<u>Line</u>	<u>Description and Validity</u>
		01=ATIN has been previously assigned for same child 02=A duplicate application exists 03=Taxpayer has not responded to correspondence (generated) 04=Foreign adoption 07=Failed to Qualify - Adoption Placement Not Completed 08=Failed to Qualify - No Adoption Placement 09=ATIN No Longer Valid 10=Foster Adoption Not Eligible for ATIN
		For EXTENSION STATUS CODE S
		13=Extension suspended
		For EXTENSION STATUS CODE R,
		06=Extension has been denied
14	4	PRIMARY SSN — Primary applicant's social security number.
15	4	APPLICANT SIGNATURE INDICATOR— 1=Application was signed 0=Application was not signed.
16	4	APPLICANT PHONE NUMBER
17	4	DOCUMENTATION INDICATOR — 0=Documentation was not submitted 1=Documentation was submitted 2=Documentation was submitted but it does not match the Form W-7A 9=Value inserted during conversion of all applications which were on the file prior to 1999
18	5	PRIMARY TAXPAYER'S FIRST NAME
19	5	PRIMARY TAXPAYER'S LAST NAME
20	6	SECONDARY SSN — Secondary applicant's social security number (optional)
21	7	SECONDARY TAXPAYER'S FIRST NAME — (optional)
22	7	SECONDARY TAXPAYER'S LAST NAME — (optional)
23	8	STREET OF APPLICANT'S ADDRESS
24	8	NOTICE DATE — Date the notice was issued
25	8	NOTICE TYPE CODE — CP number of the notice 560A=ATIN assignment 560B=Extension of the ATIN has been granted 561 =ATIN/Extension due to expire or has expired 562A=Request for additional information 562B=Second request for additional information 563=Request for ATIN has been rejected
26	9	CITY OF APPLICANT'S ADDRESS
27	9	UNDELIVERABLE NOTICE CODE DATE
28	9	UNDELIVERABLE NOTICE CODE —

<u>Item</u>	<u>Line</u>	<u>Description and Validity</u>
		0=Notice 560 was undeliverable 1=Notice 561 was undeliverable 2=Notice 562 was undeliverable 3=Notice 563 was undeliverable 9=IDRS letterwas undeliverable
29	10	STATE OF APPLICANT'S ADDRESS
30	10	ZIP CODE OF APPLICANT'S ADDRESS
31	10	UNDELIVERABLE EMPLOYEE NUMBER — Number of employee who worked the undeliverable notice
32	11	CHILD'S SSN — If all 9's, indicates notice was received that child has an SSN but it was not provided
33	11	CHILD'S DATE OF BIRTH
34	11	CHILD'S SEX
35	13	CHILD'S ADOPTED FIRST NAME
36	13	CHILD'S BIRTH FIRST NAME — (optional)
37	14	CHILD'S ADOPTED MIDDLE NAME
38	14	CHILD'S BIRTH MIDDLE NAME — (optional)
39	15	CHILD'S ADOPTED LAST NAME
40	15	CHILD'S BIRTH LAST NAME — (optional)
41	16	CITY OF CHILD'S PLACE OF BIRTH
42	16	STATE OF CHILD'S PLACE OF BIRTH
43	17	PLACEMENT AGENCY NAME
44	17	PLACEMENT DATE
45	18	PLACEMENT AGENCY STREET
46	19	PLACEMENT AGENCY CITY
47	19	PLACEMENT AGENCY STATE
48	19	PLACEMENT AGENCY ZIP CODE
49	20	POWER OF ATTORNEY NAME
50	21	POWER OF ATTORNEY STREET
51	22	POWER OF ATTORNEY CITY
52	22	POWER OF ATTORNEY STATE
53	22	POWER OF ATTORNEY ZIP CODE
54	23	REMARKS
55	24	INFORMATIONAL MESSAGE — Message explaining results of request.