



MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

2.4.30

NOVEMBER 17, 2023

EFFECTIVE DATE

(01-01-2024)

PURPOSE

- (1) This transmits revised IRM 2.4.30, *IDRS Terminal Input, Command Codes IAGRE, IAORG, IAPND, IAREV, IADFL, and IADIS.*

MATERIAL CHANGES

- (1) Added Related Resources subsection 2.4.30.1.7
- (2)

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EFFECT ON OTHER DOCUMENTS

IRM 2.4.30, dated November 23, 2022, is superseded.

AUDIENCE

LB&I, SB/SE, TE/GE and W&I

Kaschit Pandya
Acting, Chief Information Officer

2.4.30

Command Codes IAGRE, IAORG, IAPND, IAREV, IADFL, and IADIS

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2.4.30.1
(11-17-2023)
Program Scope and Objectives

- (1) **Purpose:** This IRM section describes IDRS Terminal Input Command Codes IAGRE, IAORG, IAPND, IAREV, IADFL, and IADIS.
- (2) **Audience:** All IRS business units.
- (3) **Policy Owner:** The Chief Information Officer (CIO) is responsible for overseeing all aspects of our systems that operate the nation's tax infrastructure.
- (4) **Program Owner:** Account Services Branch, which is under the Director, Internal Management Domain.
- (5) **Primary Stakeholders:** Wage & Investment(W&I), Large Business and International(LB&I), Small Business Self Employed(SB/SE), and Tax Exempt and Government Entities(TE/GE).
- (6) **Program Goals:** This IRM provides the fundamental knowledge and procedural guidance for a user to establish, revise, nullify, default, and display Installment Agreement data on IDRS.

2.4.30.1.1
(01-01-2023)
Background

- (1) Command Codes IAGRE, IAORG, IAPND, IAREV, IADFL, and IADIS are used to establish, revise, nullify, default, and display Installment Agreement data on IDRS.
 - Command Code IAGRE is used to produce the correct format for inputting Installment Agreement data. Command Code IAPND is returned if no balance due assessments are present on IDRS, if an account is not present on IDRS, or if an account is a dummy account. Command Code IAREV is returned if the account is present on IDRS and an active Installment Agreement exists. Command Code IAORG is returned if the account is present on IDRS and there is not an active Installment Agreement. (An active Installment Agreement is defined as one with IA-TERMINATION-DT = zero.)
 - Command Code IAORG is used to establish a new Installment Agreement for an account on IDRS with assessed balance due modules.
 - Command Code IAPND is used to establish and update a pending Installment Agreement for an account that does not have any balance due assessments already present on IDRS, or to update a pending agreement before balance due modules are systemically brought into installment agreement status. A dummy account is built if the account is not present on IDRS.
 - Command Code IAREV is used to revise an existing Installment Agreement on IDRS.
 - Command Code IADFL is used to default an existing Installment Agreement on IDRS.
 - Command Code IADIS is used to display all Installment Agreement data available on IDRS.

IDRS will monitor Installment Agreements (IAs) input for IMF and BMF accounts. Specific IDRS statuses are established for balance due accounts involving Installment Agreements. Pending Installment Agreement information can be input before a balance due assessment has posted (pre-assessed). After the assessment posts, the Installment Agreement will be systemically activated and IDRS statuses generated. For active agreements, notices

relative to the Installment Agreement may be issued by IDRS. Systemic IAs can be generated by Online Pay System (OPA) and the Voice Balance Due Interactive Host System (VBD) using Multi-Functional Equipment (MFE) command codes VRIAG, VRIAO, VRIAP, and VRIAR. IDRS is equipped, upon command, to perform various tasks associated with the Installment Agreements.

- a. Related accounts with different taxpayer identification numbers can be cross-referenced to the agreement. Collection actions (or balance due notices) are deferred on cross-referenced accounts until the modules, under the primary accounts number, are full-paid. The agreement data is then re-input by the area office to the cross-referenced account.
- b. Individual payments may be skipped upon command by executing Installment Agreement command codes and systemically through IDRS Weekend processing to prevent default when reasonable cause for failure to meet a payment is determined and when a payment is missed respectively.
- c. The Installment Agreement Data stored in IDRS can be displayed.
- d. Agreements are re-evaluated periodically and then revised by command to reflect changes in the Agreement, or to reflect IDRS updating criteria.
- e. Agreements may be given privileges, whereby an assessment may post to the account without the Agreement being suspended. This privilege is good for 14 cycles starting with the First Payment Due Cycle.
- f. Agreements can be established or revised to include variable payment amounts. From one to three amounts can be input, with corresponding cycles whereby the payment amount on the Reminder Notice can be increased or decreased when the corresponding cycle is reached.
- g. Information needed by Command Code LETER to generate a confirmation letter (2840C) for agreements on pre-assessed can be passed by Command Code IAPND. This may only occur the first time an agreement is established for pre-assessed and not when an agreement is being revised for pre-assessed. CC IAORG and IAREV will pass information that is needed by command Code LETER to generate a confirmation letter (3217C or 3217SP) when establishing an agreement and when an agreement is being revised.
- h. Information needed for establishing an account on the EFT Data Base is accepted by Command Codes IAPND, IAORG and IAREV.
- i. When an agreement is established with Agreement Locator Number (ALN) 11yy or 91yy or xx08 the payee information will be a required input field. The format for the PAYEE-CTY-ST-ZIP field is 'city,state,zip'. If a major city code is used, the format is city-code,,zip'. If the address is for a foreign country, the format is - foreign country street address will be input on the Payee Cont Name field, city name will be input on the Payee Street line and country name will be input on the Payee Cty St Zip line. Format for the foreign country name input is 'country name,,,'.
- j. A TC 971 AC 063 and a status 60 will be generated for each tax module of an account when establishing or revising an IA. A TC 971 AC 898 and a status 60 will be generated for Continuous Wage Levies (ALN = xx08) and TC 971 AC 899 and a status 60 will be generated for Full Pay 30-60-90-120 day agreements (ALN = 9999). The input Agreement Acceptance Date will be used as the transaction date on the TC 971 AC 063; if not input the current date will be used.
- k. A TC 902 will be generated to the GENDATA file when a pending agreement is established on an account that is not on the TIF database.

2.4.30.1.2
(01-01-2023)
Authority

(1) IRM 5.19.1, Liability Collection - Balance Due, provides guidance work responses to balance due notices and work with taxpayers to help them satisfy their outstanding tax liabilities.

2.4.30.1.3
(01-01-2023)
Responsibilities

(1) Applications Development is responsible for the maintenance of Command Codes IAGRE, IAORG, IAPND, IAREV, IADFL, and IADIS.

2.4.30.1.4
(01-01-2023)
Program Management and Review

(1) The command codes validate the user input and provide either a “Request Completed” message or error message, prompting the user to correct the information.

2.4.30.1.5
(01-01-2023)
Program Controls

(1) SACS controls all IDRS user accesses and permissions.

2.4.30.1.6
(01-01-2023)
Terms/Definitions/ Acronyms

(1) Commonly used Acronyms in this IRM.

Acronym	Meaning
ACA	Affordable Care Act
ALN	Agreement Locator Number
BMF	Business Master File
DDIA	Direct Debit Installment Agreement
EFT	Electronic Funds Transfer
IA	Installment Agreement
IAAL	Installment Agreements Account Listing
IDRS	Integrated Data Retrieval System
IMF	Individual Master File
IRAF	Individual Retirement Account File
OIC	Offer In Compromise
OPA	Online Payment Agreements
PPIA	Partial-Pay Installment Agreement
RUFI	Reduced User Fee Indicator
SC	Service Center
TC	Transaction Code
TIF	Taxpayer Information File
TIN	Taxpayer Identification Number

XREF

Cross Reference

2.4.30.1.7
(01-01-2024)**Related Resources**

- (1) IRM 2.3.8 - Standard Validation Criteria
- (2) IRM 2.4.6 - Command Codes LETER, LPAGE, LPAGD, LETUP, LETED, LLIST and LREVV
- (3) IRM 2.4.33 - Command Codes EFTNT, EFTAD, and EFTOF for Electronic Funds Transfer
- (4) Command Code Job Aids on SERP at <http://serp.enterprise.irs.gov/job-aids/command-code/command-code.html>

2.4.30.2
(07-01-2000)**IDRS Status Codes for Installment Agreements**

- (1) Status 60 — Active Installment Agreement Status. This status is generated when Command Code IAORG or IAREV is input and indicates that a module is in current, active installment status. This status can also be generated by weekend analysis.
- (2) Status 61 — Suspended Installment Agreement Status. SCCB is notified of these accounts via the Installment Agreement Accounts List (IAAL). These accounts will have an Installment Agreement History Item input source of IASUS. The status is generated during weekend analysis for all modules in an account in 60 or 63 status, if:
 - a. The Assessment Indicator is off and Master File posted an assessment (other than TC 276 or 196) of more than \$199.99 to a module in IDRS Status 60 or 63 since the last weekly update.
 - b. The Assessment Indicator is off, and a debit notice creates a debit IDRS Module Balance greater than \$24.99 in a module not in IDRS Status 60 or 63, and the module is in Status 21 (IMF/BMF/IRAF) and the account balance is above the aggregate TDA deferral level.
 - c. Any other module in the account qualifies for TDA issuance this cycle. In addition to modules in 60 or 63 status, suspended status will also be generated for modules with pending agreements when eligible for 60 status, if:
 - d. The module in Status 60 or 63, or is eligible for Status 60 has a Right-hand Freeze Code of J (-J).
 - e. The module in Status 60 or 63, or is eligible for Status 60 has a pending TC 470/CC 94.
 - f. The suspended status will generate for modules with pending agreements when eligible for 60 status, if the pending pre-assessed agreement was established as a streamlined agreement and once the assessment posts, the account fails to meet certain module balance criteria
- (3) Status 63 — Deferred Installment Agreement. Used to designate cross-referenced TINS on which Collection activity has been deferred until modules under the related account in Active Installment Agreement Status have been satisfied. No payment reminder notices are sent and payment analysis is not made on these accounts. Cross-referenced TINs input with Command Code IAORG or IAREV will be systemically updated to status 63. The area office is notified of cross-referenced accounts in status 63 via the Installment Agreement Accounts List.

- (4) Status 64 — Defaulted Installment Agreement. Notice of Past Installment Payment will be issued to the taxpayer during weekly update of the cycle in which default occurs. A TDA is issued 8 weeks later. Status then changes to 22 or 26 (TDA Status). The area office is notified of cross-referenced accounts, in Deferred Installment Agreement Status (63) via the Installment Agreement Accounts List. IDRS Status 60 can be re-instated by Command Code IAREV. IDRS Status 64 is generated by Command Code IADFL for modules in status 60, 61 or 63. Status 64 will also be generated for all modules in status 60 (per a–c below) or status 63 (per c below) during weekly analysis if the account has at least one module in Status 60 (Active Installment Agreement), and:
 - a. Installment Agreement Balance is greater than \$50.00 and the Automatic Skip Indicator is off.
 - b. Installment Agreement Balance is a debit and the number of Payments Due field is 2 (Total Liability under \$50.00).
 - c. Master File posted a TC 611, 621, 641, 651, 661, 671, 681, 691, or 695 to any module since the last weekly update.
- (5) Status 60, 61 and 64 may be systemically generated during weekly TDA analysis.
- (6) Command Code IAPND does not generate an IDRS Status Code.

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2.4.30.3
(01-01-2013)
History Items

- (1) Whenever Command Code IAORG, IAPND, IAREV or IADFL, is input, a history item is generated on the Installment Agreement Record showing the command code as the activity code (Installment Input Source). An activity code IASUS is used for an installment agreement suspended by weekly analysis.
- (2) Other elements in the history item are: the input date, the Assessment Indicator, the Automatic Skip Indicator (Agreed-Skip Code), the User Fee Code, the User Fee Paid Code, the Employee Number, the EFT Code, the Reduced User Fee Indicator, the IA-ACTION-CD, the Agreement Locator Number, the Agreement Acceptance Date, the New Assessment Date, the IA Termination Date, and the Remarks. A Command Code IAPND history item also includes the earliest or only MFT and Tax Period input. When a history item is generated by weekend analysis, the employee number will be 9999999999.
- (3) These history items display as part of the Installment Agreement data when CC IADIS is input.

2.4.30.4
(07-01-2000)
**Installment Agreement
Notices Generated by
IDRS Weekend
Processing**

- (1) CP Notice 521 - Payment Reminder Notice. This notice is issued not more than 3 weeks prior to the payment due date. It is issued as a turnaround document for the taxpayer's payment for accelerated payment processing. Payment Reminder Notices are issued for accounts with modules in Status 60. This notice also shows the total Balance Due (including all accruals) for all modules in the account in Status 60. This notice is also used to bill the taxpayer for the appropriate Installment Agreement user fee, and is used as a turnaround document for payment of the fee.

- (2) CP Notice 522 - Installment Agreement-Review Financial Condition Notice. This notice is issued 2 weeks prior to the week chosen for review based on account balance. It instructs the taxpayer to report to the appropriate field office to review his financial condition.
- (3) CP Notice 523 - Installment Agreement Default Notice. This notice is issued for the taxpayer when status 64 is generated, (4 weeks after issuance of Payment Reminder Notice), if a taxpayer has fallen behind in his payments. It is also generated if other conditions mentioned in IRM 2.4.30.2, IDRS Status Codes for Installment Agreements, paragraph (4) above, cause status 64 to be generated. A notice is generated for each module that defaults in the account. This notice instructs the taxpayer to catch up on his payments or to go to his nearest IRS office to discuss his account. This notice is used as a turnaround document like the Payment Reminder Notice. This notice also informs the taxpayer of any user fee requirements and may be used as a turnaround document to process payment of the user fee. A TDA is issued for full collection of the balance due six weeks after the default occurs if the taxpayer fails to respond timely or adequately.

2.4.30.5
(07-13-2021)

Installment Agreement Confirmation Letters Generated by Command Codes IAORG, IAPND, and IAREV

- (1) Installment Agreement Confirmation Letters may be generated upon execution of IAORG, IAPND, and IAREV. The 3217C (English Confirmation) and 3217SP (Spanish Confirmation) Letters are produced from IAORG and IAREV; the 2840C (English Pending) Letter is produced from IAPND.
- (2) When the LTR-IND is set a request is sent to Command Code LETER (See IRM 2.4.6, Command Codes LETER, LPAGE, LPAGD, LETUP, LETED, LLIST, and LREVV) is performed to review and create the appropriate letter. The selective paragraphs and fill-ins will be set based upon the number of tax modules in and the type of Installment Agreement (see tables below).
- (3) **3217C and 3217SP Letters**
- a. The following Selective Paragraphs will be set based upon the number of tax period in the Installment Agreement

Number of Tax Periods	Selective Paragraphs
1-4	A
5-8	AB
9-12	ABC

- b. The following Selective Paragraphs will also be set based upon the type of Installment Agreement

Agreement Locator Number (ALN)	Reduced User Fee Indicator (RUF1)	Selective Paragraph
11yy or 91yy (Payee Info)	0	F
	1	I
03yy (EFT)	0	E
	1	H

9999 (Extension)	0 or 1	K
All Others	0	D
	1	G

- c. Selective Paragraph 'J' and 'M' is always set.
- d. If the Partial Pay Installment Agreement Indicator (PPIA-IND) is set then Selective Paragraph 'L' will also be set.
- e. If any tax module in the Installment Agreement includes an Individual Shared Responsibility Payment (SRP) balance under the Affordable Care Act (ACA) (MFT-CD = 35 or 65) then Selective Paragraph 'N' will also be set.

(4) **2840C Letters**

- a. Selective Paragraphs 'ABC' will always be used.
- b. The following Selective Paragraphs will also be set based upon the type of Installment Agreement

Agreement Locator Number (ALN)	Reduced User Fee Indicator (RUF)	Selective Paragraph
03nn (EFT)	0	E
	1	G
All Others	0	D
	1	F

2.4.30.6
(01-08-2022)
**Installment Agreements
Accounts List (IAAL)**

- (1) The Installment Agreement Accounts List (IAAL) is generated weekly to notify field offices of various conditions that take place on accounts in the Installment Agreement statuses. Accounts are selected for this list by the Weekly IA User Fee Sweep program. These conditions and their categories are:
 - a. IDRS Status 61 was generated this cycle. (SUSPENDED)
 - b. TC 914 or TC 916 pends or posts to any module this cycle. (TC 914 ON AGREEMENT)
 - c. IDRS Status 64 was generated this cycle minus five. (AGR OLD, PMT INS, BAD CHK, C/R DFL, OTHER)
 - d. An account with an Agreement Locator Number of 11yy or 91yy will no longer be listed on the IAAL. A systemic 2517C Letter will generate when the account full paid this cycle. A module in status 60, 61, 63, or 64 was full paid this cycle, and no other modules in the account are in Status 60, 61, 63, or 64, or modules within certain Agreement Locator Number ranges were full paid this cycle. (FULL PAID)
 - e. A module has been in Status 61 at least 4 weeks. This will be selected for the list every 4 weeks. (61 OVER 4 WK)
 - f. A module has been in Status 63 at least 1 year. This will be selected for the list once a year. (63 OVER 1 YR).

- g. For IRAF accounts only, IDRS Status 99 was generated this cycle and the immediate prior status is 60, 61, 63, or 64. (ACCOUNT TRANSFERRED).
- h. If IDRS status 60 or 63 was generated this cycle by weekend analysis because the Assessment Indicator is on, and either: the sum of module balances for modules with current status 6X is equal to or greater than \$10,000, or a module in current 6X status has no lien filed (LIEN-DETERMINATION)
- i. An account with a reversed Combat status and Master File status of 60 immediately prior. (MILITARY COMBAT)
- j. A module in status 60 was full paid this cycle and has an -I or G freeze present. (RESTRICTED P-I)
- k. For Pre-assessed Agreements: a balance due, IDRS status 21, module did not appear within 16 weeks; or a module updated to balance due status 21 at the Master File; or a module is accelerated (status 76 or 77) with a prior status 21 and no module is currently status 61 (EXP PRE) or the master file determines the account belongs to another campus' jurisdiction based on BOD/AO (PREASSESS IN NEWCTR). An IAPND Screen will appear immediately on the IAAL when the category is "PREASSESS IN NEWCTR". The IAPND Screen will contain all the necessary information for establishing the IA at the new center.
- l. For Streamlined Pre-assessed Agreements, a module failed to meet certain module balance criteria at the time it is eligible for status 60 (PRE BAL)
- m. 'PAYROLLDIA TRANSFER' , 'WAGE LEVY TRANSFER', 'CNC TRANSFER' and 'DDIA TRANSFER'. These categories are to alert the user that the account has been transferred and all associated paper documents need to be transferred to the new center.
- n. If MFT-CD is 31 or 65 and current status is 21 and the prior status was 6X. (MFT 31)

2.4.30.7
(07-11-2022)
**Installment Agreement
Originator Codes**

- (1) An Originator Code must be entered for an initial pending or active installment agreement and can be revised only during the initial input cycle. The following is a list of valid entries.

10	Collection Support function regular agreement
11	Collection Support function streamlined agreement
20	Collection Field function regular agreement
21	Collection Field function streamlined agreement
30	Withholding Compliance for Regular Agreements
31	Withholding Compliance for Streamlined Agreements
50	Field Assistance regular agreement
51	Field Assistance streamlined agreement
55	Online Agreement (OLA) - streamlined agreement
56	Online Agreement (OLA) - ACS streamlined agreement
58	W&I Field Assistance Collection Regular (no longer in use by Field Assistance for collection cases as of October 2012)
59	W&I Field Assistance Collection Streamlined (no longer in use by Field Assistance for collection cases as of October 2012)
60	Examination Division regular agreement
61	Examination Division streamlined agreement
70	Customer Service — Toll-Free regular agreement
71	Customer Service — Toll-Free streamlined agreement
72	Customer Service — Paper regular agreement
73	Customer Service — Paper streamlined agreement
74	Customer Service — Voice Response Unit (system generated)
75	Customer Service — Automated Collection Branch (ACS) regular
76	Customer Service — Automated Collection Branch (ACS) streamline
77	Customer Service — Automated Collection Branch (ACS) Voice Response Unit Regular (system generated)
78	Customer Service — Automated Collection Branch (ACS) Voice Response Unit streamlined (system generated)
80	Other regular agreement
81	Other streamlined agreement
82	Electronic Installment Agreement (e-IA) - AM
83	Electronic Installment Agreement (e-IA) - ACS

84	Special Compliance Program - Field regular agreement
85	Special Compliance Program – Field streamlined agreement
90 - 99	Reserved for Vendors — All streamlined agreements
98	Special Compliance Personnel - streamlined agreement
99	Special Compliance Personnel - ACS streamlined agreement

2.4.30.8
(07-01-2009)

**Installment Agreement
User Fee Codes and
User Fee Paid Codes**

- (1) The appropriate Installment Agreement User Fee Code and User Fee Paid Code must be entered every time any Installment Agreement is initiated or revised. The following is a list of valid codes:

User Fee Codes

D =	Direct Debit Installment Agreement (DDIA) Origination Fee
E =	Direct Debit Installment Agreement (DDIA) Reduced Origination Fee
F =	Direct Debit Installment Agreement (DDIA) Origination Fee for Online Payment Agreement (OPA)
G =	Direct Debit Installment Agreement (DDIA) Reduced Origination Fee for Online Payment Agreement (OPA)
N =	Origination Installment Agreement Reduced Fee for Online Payment Agreement (OPA)
O =	Origination Installment Agreement Fee
P =	Origination Installment Agreement Reduced Fee
Q =	Origination Installment Agreement Fee for Online Payment Agreement (OPA)
R =	Reinstatement Installment Agreement Fee
S =	Reinstatement Installment Agreement Reduced Fee for Online Payment Agreement (OPA)
T =	Reinstatement Installment Agreement Reduced Fee
U =	Reinstatement Installment Agreement Fee for Online Payment Agreement (OPA)

User Fee Paid Codes

N =	User Fee not paid
Y =	User Fee paid
W =	User Fee waived

- (2) The Weekly IA User Fee Sweep program and CC IADFL will set the User Fee Code to appropriate Reinstatement Fee ('R', 'S', 'T', or 'U') and the User Fee Paid Code to 'N' if the agreement defaults and the origination fee has been paid.
- (3) The Weekly User Fee Sweep programs will set the User Fee Paid Code to 'Y' when the user fee has been paid.

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Exhibit 2.4.30-1 (01-01-2011)

Command Code IAGRE Input Request

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Terminal Response:

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Exhibit 2.4.30-2 (01-01-2023)

Command Code IAGRE Response — IAORG or IAPND or IAREV

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Exhibit 2.4.30-2 (Cont. 1) (01-01-2023)

Command Code IAGRE Response — IAORG or IAPND or IAREV

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Exhibit 2.4.30-2 (Cont. 2) (01-01-2023)

Command Code IAGRE Response — IAORG or IAPND or IAREV

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Exhibit 2.4.30-3 (01-01-2024)
Command Code IAORG

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Exhibit 2.4.30-3 (Cont. 8) (01-01-2024)
Command Code IAORG

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Exhibit 2.4.30-4 (01-01-2023)

Command Code IAPND

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Exhibit 2.4.30-4 (Cont. 7) (01-01-2023)
Command Code IAPND

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Exhibit 2.4.30-5 (01-01-2023)

Command Code IAREV

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Exhibit 2.4.30-6 (01-04-2021)
Command Code IADFL

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Exhibit 2.4.30-6 (Cont. 2) (01-04-2021)
Command Code IADFL

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Exhibit 2.4.30-7 (07-01-2009)
Command Code IADIS Input Request

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Exhibit 2.4.30-7 (Cont. 1) (07-01-2009)
Command Code IADIS Input Request

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Exhibit 2.4.30-8 (01-01-2023)

Command Code IADIS Output Request for Active or Defaulted Modules

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Exhibit 2.4.30-9 (01-01-2023)

Command Code IADIS Output Request for Deferred Modules

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