



MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

2.4.50

MAY 5, 2020

EFFECTIVE DATE

(05-05-2020)

PURPOSE

- (1) This transmits revised IRM 2.4.50, IDRS Terminal Input, Command Code ASIGN.

MATERIAL CHANGES

- (1) Added required sections for Program Scope and Objectives 2.4.50.1 See Section 2.4.50.1

EFFECT ON OTHER DOCUMENTS

IRM 2.4.50, dated December 09, 2014, is superseded.

AUDIENCE

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

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Acting Chief Information Officer

2.4.50

Command Code ASIGN

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2.4.50.1
(05-05-2020)
Program Scope and Objectives

- (1) This IRM section provides the instructions for the use of ATIN Update command code ASIGN.
- (2) **Purpose:** These sections provide instructions for inputting information to update accounts on 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 Update IDRS command code.

2.4.50.2
(01-01-2009)
ASIGN 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 an 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 ASIGN for update of the ATIN file is described in this IRM.
- (4) See IRM 2.3.71, command code ATINQ, for researching the ATIN database. ATINQ is available for universal access so all service centers can research the Austin Campus file.

2.4.50.3
(01-01-2008)
ATIN TIP CC ASIGN

- (1) Command Code ASIGN with definer “T” or “R” is used to request the information on a given TIN (either primary or secondary), or a specific DLN, respectively. Both these definers will return the information on the ASIGNU screen ready for updating. Update capability will only be available at the Austin Campus. ASIGN cannot be used to research by ATIN. Refer to See Exhibit 2.4.50-1 for CC ASIGN input format, and See Exhibit 2.4.50-2 for CC ASIGN response display.

2.4.50.4
(01-01-2015)
Terminal Responses—CC ASIGN

- (1) Informational Messages—line 24
 - a. INVALID CC-DEFINER-USE ASIGNR OR ASIGNT — The input Command Code definer was not R or T. Correct and reenter.
 - b. INVALID DLN INPUT — Correct the DLN input on the ASIGNR screen and reenter.
 - c. PLEASE CORRECT INVALID DATA — The TIN entered with ASIGNT is invalid. Reenter.
 - d. TIN MUST BE IMF SSN FORMAT — The TIN that was input on the ASIGNT screen must be in the following format: nnn-nn-nnnn.

- e. APPLICATION DATA NOT FOUND— PLEASE CHECK DLN — Correct the DLN and reinput ASIGNR screen.
- f. NO DATA AVAILABLE — This indicates that there is no taxpayer on the file that matches the number input on the ASIGNT screen.
- g. IMPROPER INITIALIZATION — USE ASIGNR OR ASIGNT — Input ASIGNR or ASIGNT before ASIGNU.
- h. MULTIPLE APPLICATIONS FOR THIS SSN — USE ATINQ — Use Command Code ATINQ to display all applications for this SSN and retrieve the appropriate DLN for use with ASIGNR.
- i. UPDATE ATTEMPTED TO A DIFFERENT ACCOUNT — CHECK DLN — The DLN on the ASIGNU screen does not match the input of the ASIGNR screen. Reinput ASIGNR or ASIGNT and then ASIGNU.
- j. APPLICATION NOT PROCESSED — ENTRY CODE MUST BE ENTERED AT BOTTOM OF SCREEN — Self-explanatory.
- k. 3-DAY QUALITY-REVIEW HAS ENDED — If Status-Code S is entered more than three days after Status-Code A was entered (to assign an ATIN).
- l. INVALID STATUS CODE — The valid input status codes are A, S, and R. Reenter.
- m. SSN OF CHILD IS NOT NUMERIC — REENTER — Self-explanatory.
- n. SSN OF CHILD HAS ALREADY BEEN ENTERED — Self-explanatory.
- o. ATIN NUMBER ALREADY ASSIGNED FOR THIS APPLICATION — An ATIN number has already been assigned to this application. Check the DLN and reinput ASIGNR screen.
- p. UNABLE TO ASSIGN ATIN — CHECK INPUT — A mandatory field contains invalid data. Correct and reinput.
- q. ATIN NUMBER CANNOT BE ASSIGNED AFTER APPLICATION HAS BEEN REJECTED — Self-explanatory.
- r. AT LEAST ONE REASON CODE MUST BE ENTERED FOR STATUS CODE S — Self-explanatory.
- s. DUPLICATE REASON CODES ENTERED — PLEASE REENTER — Self-explanatory.
- t. STATUS AND REASON CODE HAVE ALREADY BEEN PROCESSED— MAY NOT BE PROCESSED AGAIN — Self-explanatory.
- u. INVALID REASON CODE(S) ENTERED — If the status code is S, the reason code must be 01–12 or 99. If the status code is A and the extension status code is S, the reason code must be 13. If the status code is R, the reason code must be 01, 02, 04, 06, 07, 08, 09 or 10. Correct and reinput.
- v. STATUS REASON CD INCONSISTENT WITH DATA — Self-explanatory.
- w. INCONSISTENCY FOUND — PLEASE VERIFY REASON CD — Self-explanatory.
- x. THIS EXTENSION HAS ALREADY BEEN PROCESSED — IT MAY NOT BE PROCESSED AGAIN — Self-explanatory.
- y. ONLY REASON CODE 06 VALID FOR EXTENSION STATUS CODE R — Self-explanatory.
- z. REQUEST COMPLETED — Self-explanatory.
- aa. SSN/NAME CONTROL MISMATCH ON DM1 — Self-explanatory.
- ab. DM1 COMMUNICATION PROBLEMS — REQUEST NOT PROCESSED — TRY AGAIN LATER — Self-explanatory.
- ac. DM1 FILE UNAVAILABLE — REQUEST NOT PROCESSED — TRY AGAIN LATER — Self-explanatory.
- ad. STATUS H MUST BE CHANGED TO A, S, OR R — RESEARCH POSSIBLE DUPLICATE AND REENTER — Self-explanatory.

- ae. SSN INVALID — Self-explanatory.
- af. INVALID EXTENSION CODE FOR EXTENSION STATUS A — Reason code input is invalid for extension processing.
- ag. CANNOT PROCESS EXTENSION UNTIL ATIN ASSIGNED - Self-explanatory.

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Exhibit 2.4.50-1 (10-04-1999) CC ASIGN Input Format

Request Screen Format:

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80
	1234567890123456789012345678901234567890123456789012345678901234567890							
1a	ASIGNR12345678901238							
1b	ASIGNT123-45-6789							
24								
	1234567890123456789012345678901234567890123456789012345678901234567890							
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80

Record Element Specification:

Line	Elem	Record Element Name	Length	Char Format
1a	1	COMMAND-CODE	1-5	ASIGN
	2	COMMAND-CODE-DEFINER	6	'R'
	3	DLN	7-20	NUM
1b	1	COMMAND-CODE	1-5	ASIGN
	2	COMMAND-CODE-DEFINER	6	'T'
	3	TIN (PRIMARY OR SECONDARY)	7-17	NUM (EDITED)

Exhibit 2.4.50-2 (01-01-2015)
CC ASSIGN Response Display

Response Screen 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.

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80
0	1234567890123456789012345678901234567890123456789012345678901234567890							
1	ASIGNU - 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

Record Element Specification:

Exhibit 2.4.50-2 (Cont. 1) (01-01-2015)

CC ASIGN Response Display

<u>ITEM</u>	<u>LINE</u>	<u>DESCRIPTION AND VALIDITY</u>
1	1	PRIMARY or SECONDARY SSN
2	1	DLN
3	1	STATUS CODE — A=Assigned D=Deleted S=Suspended R=Rejected E=Expired H=Possible duplicate U=Unworked
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 CODES S, (Up to 5 may be entered.) 01=Adoptive child's name is incomplete 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

Exhibit 2.4.50-2 (Cont. 2) (01-01-2015)
CC ASSIGN Response Display

<u>ITEM</u>	<u>LINE</u>	<u>DESCRIPTION AND VALIDITY</u>
		For STATUS CODE R, (Only 1 may be entered.) 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=Information necessary for extension was not provided 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 3=Foster Care Agreement 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

Exhibit 2.4.50-2 (Cont. 3) (01-01-2015)

CC ASIGN Response Display

<u>ITEM</u>	<u>LINE</u>	<u>DESCRIPTION AND VALIDITY</u>
26	9	CITY OF APPLICANT'S ADDRESS
27	9	UNDELIVERABLE NOTICE CODE DATE
28	9	UNDELIVERABLE NOTICE CODE — 0=Notice 560 was undeliverable 1=Notice 561 was undeliverable 2=Notice 562 was undeliverable 3=Notice 563 was undeliverable 9=IDRS letter was 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

Exhibit 2.4.50-2 (Cont. 4) (01-01-2015)**CC ASIGN Response Display**

<u>ITEM</u>	<u>LINE</u>	<u>DESCRIPTION AND VALIDITY</u>
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