MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

EFFECTIVE DATE

(01-01-2025)

PURPOSE

(1)   This transmits revised IRM 3.41.269, Optical Character Recognition Scanning Operations, Information Returns Processing on Service Center Recognition/Image Processing System.

MATERIAL CHANGES

(1)   IRM 3.41.269.1 Updated the following:

- (2) Added a note to hold processing of Form 1099-K, due to programming updates. IPU 24U0032 issued 01-03-2024
- (2) Remove note to hold processing of Form 1099-K, programming issue has been resolved.
- (2) Add Form 1099-QA to the list of IRP documents processed on SCRIPS.
- (5) Changed Paper Processing Branch to Return Processing Branch. IPU 24U0032 issued 01-03-2024

(2)   IRM 3.41.269.8.1(9) Updated instructions regarding entering names. IPU 24U0321 issued 03-04-2024

(3)   IRM 3.41.269.11.14 Added new section about when to purge documents per feedback.

(4)   Exhibit 3.41.269-5 Updated instructions per feedback received.

(5)   Exhibit 3.41.269-8 Added instructions to input the tax year per new programming.

(6)   Exhibit 3.41.269-24 Added a note to hold processing of Form 1099-K, due to programming updates. IPU 24U0032 issued 01-03-2024

(7)   Exhibit 3.41.269-24 Remove note to hold processing of Form 1099-K, programming issue has been resolved.

(8)   Exhibit 3.41.269-25 Added instructions about inputting foreign addresses for Acquirer's information per new programming.

(9)   Exhibit 3.41.269-26 Added instructions about inputting foreign addresses for Insured's information per new programming.

(10)   Exhibit 3.41.269-35 Added instructions about inputting foreign addresses for Insured's information per new programming.

(11)   Exhibit 3.41.269-38 Added instruction about removing duplicate codes per programming.

(12)   Revised the IRM, where necessary, for the following types of editorial changes:

- Spelling, grammar, formatting, and plain language.
- IRM references, citations, and links.

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EFFECT ON OTHER DOCUMENTS

  IRM 3.41.269 dated November 20, 2023 (effective January 01, 2024) is superseded. This IRM incorporates the following IRM Procedural Updates (IPU): IPU 24U0032 issued 01-03-2024 and IPU 24U0321 issued 03-04-2024.

AUDIENCE

  Taxpayer Services
Submission Processing
Data Conversion Operation

James L. Fish

Director, Submission Processing

Taxpayer Services

3.41.269
Information Returns Processing on SCRIPS

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3.41.269.1
(01-01-2025)
Program Scope and Objectives

(1) This IRM describes certain tasks necessary in the processing of Information Returns Processing (IRP) through the Service Center Recognition/Image Processing System (SCRIPS).

    a.   This chapter also provides information for Quality Review in performing the review of information transcribed on SCRIPS.

    b.   IRM deviations must be submitted in writing following instructions from IRM 1.11.2.2.3, When Procedures Deviate from the IRM, and elevated through correct channels for executive approval.

(2) **Purpose:** The instructions in this section apply to the IRP documents processed on SCRIPS listed below:

Note: As of processing year 2023 all IRP documents are processed through SCRIPS.

Exception: Form 5498-QA and their accompanying Form 1096 and prior year Form 1096.

- Form 1096, Annual Summary and Transmittal of U.S. Information Returns, which transmit the payee form types below:
- Form 1097-BTC, Bond Tax Credit
- Form 1098, Mortgage Interest Statement
- Form 1098-C, Contributions of Motor Vehicles, Boats, and Airplanes
- Form 1098-E, Student Loan Interest Statement
- Form 1098-F, Fines, Penalties, and Other Amounts
- Form 1098-Q, Qualifying Longevity Annuity Contract Information
- Form 1098-T, Tuition Statement
- Form 1099-A, Acquisition or Abandonment of Secured Property
- Form 1099-B, Proceeds From Broker and Barter Exchange Transactions
- Form 1099-C, Cancellation of Debt
- Form 1099-CAP, Changes in Corporate Control and Capital Structure
- Form 1099-DIV, Dividends and Distributions
- Form 1099-G, Certain Government Payments
- Form 1099-INT, Interest Income
- Form 1099-K, Payment Card and Third Network Transactions
- Form 1099-LS, Reportable Life Insurance Sale
- Form 1099-LTC, Long-Term Care and Accelerated Death Benefits
- Form 1099-MISC, Miscellaneous Information
- Form 1099-NEC, Nonemployee Compensation
- Form 1099-OID, Original Issue Discount
- Form 1099-PATR, Taxable Distributions Received From Cooperatives
- Form 1099-Q, Payments From Qualified Education Programs (Under Sections 529 and 530)
- Form 1099-QA, Distributions From ABLE Accounts
- Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
- Form 1099-S, Proceeds From Real Estate Transactions
- Form 1099-SA, Distributions From an HSA, Archer MSA, or Medicare Advantage MSA
- Form 1099-SB, Seller's Investment in Life Insurance Contract
- Form 3921, Exercise of an Incentive Stock Option Under Section 422(b)
- Form 3922, Transfer of Stock Acquired Through an Employee Stock Purchase Plan Under Section 423(c)
- Form 5498, IRA Contribution Information

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- Form 5498-ESA, Coverdell ESA Contribution Information
- Form 5498-SA, HSA, Archer MSA, or Medicare Advantage Information
- Form W-2G, Certain Gambling Winnings
- Prior year Form 1096, Annual Summary and Transmittal of U.S. Information Returns, processed through Integrated Submission and Remittance Processing System (ISRP) to Generalized Master File.

Note: If a Form 1096, is received transmitting a payee form not listed above, suspend the Unit-of-Work (UW) for supervisor action. The entire UW is deleted and returned to the IRP Sort function.

(3) **Audience:** The content contained within this IRM is intended for the use of the following audience:

- Taxpayer Services
- Submission Processing
- SCRIPS Processing Site employees

(4) **Policy Owner:** Director, Submission Processing, Taxpayer Services Division.

(5) **Program Owner:** Return Processing Branch, Mail Management/Data Conversion Section (an organization within Submission Processing).

(6) **Primary Stakeholders:**

- Submission Processing, Receipt and Control IRP Sort Team,
- Submission Processing, Data Conversion SCRIPS processing personnel,
- Submission Processing, Input Corrections Error Resolution function,
- Small Business/Self Employed (SB/SE), Office of Servicewide Penalties,
- SB/SE, Campus Examination/Automated Underreporter.

(7) **Program Goals:** Convert paper IRP media to electronic data records on SCRIPS for posting to Information Return Master File (IRMF), Payer Master File (PMF) and Information Returns Database (IRDB). Capture data and keep the retention image of Form 1096, Annual Summary and Transmittal of U.S. Information Returns, for subsequent use in downstream processes.

3.41.269.1.1
(11-14-2017)
Internal Control

(1) The Federal Managers' Financial Integrity Act (FMFIA) of 1982 requires each executive agency to conduct annual evaluations of its systems of control using guidelines set by the Office of Management and Budget (OMB).

(2) In December 2004, OMB issued Circular Number A-123, revised, to provide guidance to Federal managers on improving the accountability and effectiveness of Federal programs and operations by establishing, assessing, correcting, and reporting on internal control.

(3) For specific guidelines and responsibilities, refer to the Circular, and to IRM 1.4.1, Resource Guide for Managers, Management Roles and Responsibilities, and IRM 1.4.2, Resource Guide for Managers, Monitoring and Improving Internal Control.

3.41.269.1.2
(01-01-2022)
Background

(1) Among the updates made to this IRM were items necessitated by legislative mandates as listed below:

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- Public Law (PL) 114-113, Protecting Americans from Tax Hikes (PATH) Act, provision 201 created changes on Form 1099-MISC, Miscellaneous Information, and created new Form 1099-NEC, Nonemployee Compensation.
- Public Law (PL) 115-97, Tax Reform, provision 11011 created changes for Form 1099-PATR, Taxable Distribution Received from Cooperatives.
- Public Law (PL) 116-94, False Claims Act (FCA), provision 113 created changes on Form 5498, IRA Contribution Information.

3.41.269.1.3 (01-01-2020) **Authority**	(1) This IRM takes into consideration information contained in 26 CFR 601.602 and Rev. Proc. 2016-35. (2) Policy statements for Submission Processing are contained in IRM 1.2.1, Servicewide Policies and Authorities, Servicewide Policy Statements.

3.41.269.1.4
(01-01-2020)
Responsibilities

(1) At each processing site execution of instructions within this IRM are to be applied by the following personnel as listed below:

a. **Planning and Analysis (P&A):** Works in unison with the Data Conversion Operation (DCO) Manager to ensure all specific business goals are accomplished timely for applicable site.
b. **Data Conversion Operation Manager:** Executes work plan decisions to enable applicable site to timely meet established program completion dates (PCD).
c. **SCRIPS Department Manager:** Executes work plan decisions directed by the DCO Operation Manager to timely meet PCD's.
d. **SCRIPS Team Leader:** Provides direct leadership and guidance to local SCRIPS personnel on processing and releasing of data to maximize efficiency critical to meeting established PCD's.

3.41.269.1.5
(01-01-2020)
Program Management and Review

(1) **Program Reports:** Below is a list of reports which show work schedules, receipts, production and inventory for the paper documents to electronic data conversion and posting process. These reports are used to report and monitor daily (IPS0698 throughout each workday) and weekly status of the program to completeness:

- IPS0083, Workstation Operator Statistics Program and Function Summary Report
- IPS0698, Workflow Status
- IPS01119, Run Balance Report
- IPS06440, Throughput Statistics Report
- PCC 2240, Daily Production Report - Program Sequence
- PCC 6040, SC WP&C Performance and Cost Report
- PCC 6240, SC WP&C Program Analysis Report
- PCB 0440, Daily Workload and Staff Hours Schedule
- PCB 0540, Weekly Workload and Staffing Schedule

(2) **Program Effectiveness:** Management measure weekly goals using standard documents per hour reports. Each function is expected to meet or exceed schedule prior to the PCD as stated in IRM 3.30.123, Processing Timeliness: Cycles, Criteria and Critical Dates. Quality reviews are conducted and monitored by local management and corrective action taken to ensure quality products are released to the next function. Managerial and product review supplements the quality review process required.

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(3) **Annual Review:** Review the processes included in this manual annually to ensure accuracy and promote consistent tax administration. This is included under responsibilities for a manager. An IRM Document Clearance review is completed annually to ensure accuracy of the contents and to promote consistent tax administration. The reviewers are provided with the opportunity to provide feedback to the IRM author for consideration in completing the IRM.

3.41.269.1.6
(01-01-2020)
Program Controls

(1) Unit Production Cards (UPCs) are dropped daily to record activity in each functionality of this program. See Exhibit 3.41.269-43 Unit Production Log Input Batch Block Tracking System (BBTS), for instruction on where to obtain each number for required reporting.

(2) Local reports can be used to establish more information for supporting daily program control. Local reports never replace the established official reports and required production reports.

3.41.269.1.7
(01-01-2023)
Acronyms/Terms/ Definitions

(1) The following is a list of acronyms and terms used in this IRM:

Acronym/Term	Definition
Alpha Character	A character (letter) of the alphabet.
Alphanumeric Field	A field that accepts both alpha and numeric characters.
APO	Army Post Office
Application	Refers to the form type being processed (i.e., IRP, K-1s, 940s, 941s).
AUSPC	Austin Submission Processing Center
Bleached Image	One of two images created by the scanner software. The system uses the bleached image for character recognition purposes. Also, see True and Complete Image.
Capture	The process of obtaining images of a document for character recognition and operator use.
Character	Any symbol or alpha (special or numeric), that represents information.
Character Recognition	The process of converting information from paper to digital form.
Cursor	A vertical line showing the position where the next entry is to be keyed in.

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Acronym/Term	Definition
Data Fields	Those fields not including entity fields, on all documents listed in IRM 3.41.269.1.2, such as: money amounts, dates, and indicators.
DCO	Data Conversion Operation
Detail Document	Any form listed in IRM 3.41.269.1.2, except Form 1096, submitted to the IRS by payers reporting various payments made to payees.
DLN	A 14-digit Document Locator Number that consists of a two-digit File Location Code, Tax Class, (Tax Class is always 5 for IRP), two-digit document type, three-digit Julian day, three-digit block number, two-digit sequence number and a year digit. Also see Block DLN.
DPO	Diplomatic Post Office
DV	Data Validation
EIN	An employer identification number (a nine-digit number) typically identifies an entity such as a corporation, a trust, a nonprofit association, or a sole proprietor. Usually in nn-nnnnnnn format.
Entity/Entity Fields	That portion of the document that deals with TIN, name, and address information.
FI	Forms Identification
Field	Specific area provided for data entry.
Flag	A question mark used to designate an unrecognizable character, or an error within a field. <**F12**> also flags a Form 1096, Annual Summary and Transmittal of U.S. Information Returns, for re-image.
FPO	Fleet Post Office

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Acronym/Term	Definition
Function Keys	The upper row of keys of the standard keyboard. The function keys are <**F1**> through <**F12**>.
Highlighting	A three-dimensional shadowing of a template field used to direct attention to the field. Used in OE to show the current cursor position. Used in DV to show the current cursor position, and the current field containing an error. The <**Ctrl**>-**5** function key highlights the corresponding field on the image template.
Image Strip	A section of the true and complete image that is magnified and displayed above the template. The image strip displayed is a magnified version of the corresponding field that is highlighted on the image. Pressing <**Ctrl**>-**3** toggles the image strip on and off.
IRP	Information Returns Processing. This program processes documents listed in this IRM allowing IRS to identify underre-ported income, excess deductions, and non-filers of tax returns.
ISRP	Integrated Submission and Remit-tance Processing
KCSPC	Kansas City Submission Process-ing Center
Key Combination	Keystroke commands that require two or more simultaneous key presses. For example, press <**Ctrl**>-**P** for (post-to-close) means to press and hold the <**Ctrl**> key and then press the **P** key before releasing the <**Ctrl**> key.
Menu	A list of operations/options from which the workstation operator selects.

Acronym/Term	Definition
Message Window	A window that appears within the main window. It usually appears in the center of the screen. The system uses these windows to relay messages to the operator.
NABR	Name and Address Block Reader. NABR compares the address captured from the scanner and the United States Postal Service database of addresses.
Name Control	A code of up to four characters consisting of alphas, numerics, and/or derived from a taxpayer's name to identify them on the label image.
Non-Conforming Form	A form the scanner cannot recognize.
Numeric Character	A number ranging from 0 to 9.
OE	Original Entry
OSPC	Ogden Submission Processing Center
P&A	Planning and Analysis
Payer	An issuer of money amounts to a payee. Generally, payer information is found in the upper portion of IRP documents. A form may identify the payer as one or more of the following: Fiduciary, Estate, Partnership, Corporation, Employer, Payer, Trustee, Issuer, Filer, Lender, or Borrower. For Form 1098, Mortgage Interest Statement, Recipient means Payer.
Prompt	A message or statement displayed requiring an operator response.
R&C	Receipt and Control Operation
SCRIPS	Service Center Recognition/ Image Processing System
Sequence Number / Serial Number (SN)	A two-digit number within the DLN that uniquely identifies the document. For IRP, the 12th and 13th positions.

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Acronym/Term	Definition
Sight-Verify	Examine a highlighted field in DV. If correct, release the field. If incorrect, correct the field. Also, called verify.
Special Characters (symbols)	*, &, /, -, %, #, ?, etc. ***Note:*** Ampersand (&) considered a special character for name line entries.
SSN	Social security number. A nine-digit number issued to an individual by the Social Security Administration. The IRS uses this number to process tax documents and returns. Usually in nnn-nn-nnnn format.
Status Line	A strip of information found along the bottom right side of the main working window below the prompt area. Shows the program number, DLN/SN, document count, and AUTO, INSERT and NUMERIC indicators.
Submission	A Form 1096, Annual Summary and Transmittal of U.S. Information Returns, and its associated detail documents. Also, called a unit-of-work (UW).
Template	A window that contains fields for data entry. The template mirrors the actual form layout, to the fullest extent possible. The system always displays it in the right half of the monitor screen.
TIN	Taxpayer identification number. Either an EIN or an SSN.
Transmittal	A Form 1096, Annual Summary and Transmittal of U.S. Information Returns.
True and Complete Image	The image that the system displays for data entry or validation purposes. If available, the system always displays it on the left half of the monitor screen. It is like a photocopy. Also, see Bleached Image.

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Acronym/Term	Definition
Unit-of-Work (UW)	A group of IRP documents containing one Form 1096, Annual Summary and Transmittal of U.S. Information Returns, and its associated detail documents. SCRIPS controls a unit-of-work by the Form 1096 14-digit DLN.
yyty	The current tax year being processed is current year minus one. Term used to eliminate dates on form prompts which change each year.
yypy	The current processing year is the current year. Term used to eliminate dates on form prompts which change each year.

3.41.269.1.8
(06-11-2021)
Related Resources

(1)   The following table lists related sources of guidance on the conversion to electronic data records of paper filed documents contained in this instruction.

Resource	Title	Guidance on
IRM 3.10.5	Campus Mail and Work Control - Batch/Block Tracking System (BBTS)	utilizing BBTS to drop Unit Production Cards for daily incoming receipts and production
IRM 3.10.72	Campus Mail and Work Control - Receiving, Extracting, and Sorting	receiving, extracting, sorting, and routing mail within the Submission Processing campuses
IRM 3.10.8	Campus Mail and Work Control - Information Returns Processing	fine sorting, correspondence routing and disposition for Information Returns Program
IRM 3.13.62	Campus Document Services, Media Transport and Control	shipping of SCRIPS requests
IRM 3.41.274	Optical Character Recognition Scanning Operations, General Instructions for Processing via Service Center Recognition/ Image Processing System	workstation functions, workstation keyboard, windows environment and general instruction for entering data from tax returns and related data through SCRIPS
IRM 3.41.275	Optical Character Recognition Scanning Operations, Scanner Operations on Service Center Recognition/Image Processing System	scanning returns on the SCRIPS scanner

Resource	Title	Guidance on
IRM 10.5.1	Privacy and Information Protection - Privacy Policy	shipping of SCRIPS requests
Document 12990	Records and Information Management Records Control Schedules	time frame to destroy paper sample after conversion to electronic data records
Document 13056	Employee Toolkit: Shipping for Personally Identifiable Information (PII)	shipping of SCRIPS requests
Document 13144	Proper PII Shipping Procedures	shipping of SCRIPS requests
Training 2335-E-001	*Introduction to IRP Processing on SCRIPS (Student Guide)*	course material for SCRIPS entry

(2)   IRMs are located on Servicewide Electronic Research Program (SERP) at the following site: *http://serp.enterprise.irs.gov/homepage.html*. Specific instructional links are available on the IMF Data Conversion Research Portal located at *http://serp.enterprise.irs.gov/databases/portals/sp/imf/data-conversion/data-conversion.html*.

(3)   IRM deviations must be submitted in writing following instructions from IRM 1.11.2.2, Internal Management Documents System - Internal Revenue Manual (IRM) Process, IRM Standards, and elevated through correct channels for executive approval.

(4)   The IRS adopted the Taxpayer Bill of Rights in June 2014. Employees are responsible for being familiar with and acting in accordance with taxpayer rights. See IRC 7803(a)(3), and the following site for more information about the *Taxpayer Bill of Rights*: *https://irssource.web.irs.gov/SitePages/TaxpayerBillOfRights.aspx*.

(5)   Ship SCRIPS document requests per IRM 3.13.62, Campus Document Services, Media Transport and Control, or IRM 10.5.1, Privacy and Information Protection - Privacy Policy, following Personally Identifiable Information (PII) guidelines located at: *http://publish.no.irs.gov/mailtran/pii.html*, titled *Postal and Transport Policy*. Prepare Form 3210, Document Transmittal, and include with ship documents.

3.41.269.1.9
(01-01-2023)
How to Use This Internal Revenue Manual (IRM)

(1)   Keystroke Combinations

- Carets enclose keystroke combinations (e.g., **<Enter>**).
- A hyphen separates multiple keystroke combinations (e.g., **<Ctrl>-M**). This means hold down the **<Ctrl>** key while pressing the **"M"** key.

(2)   QUICK START — Each function (Original Entry Image (OE - Image), Data Validation Image (DV - Image)) begins with QUICK START instructions intended to speed access to a unit-of-work (UW). Detailed data entry and validation instructions are found in the narrative that follows, see IRM 3.41.269.8, General Correction Procedures, and the tables and transcription sheet exhibits at the end of the IRM. Also, general instructions may be found in IRM 3.41.274, Optical Character Recognition Scanning Operations, General Instructions For Processing via Service Center Recognition/Image Processing System.

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(3)   Tables

Table Location	Table	Table Entries and Use
IRM 3.41.269.1.7	Acronyms/Terms/Definitions	list of acronyms/terms and definitions used throughout this IRM
IRM 3.41.269.1.8	Related Resources	lists related resources to use in conjunction with the instruction given in this IRM
Exhibit 3.41.269-1	States, State Codes, and ZIP Codes Sorted by State	lists states in alphabetical order
Exhibit 3.41.269-2	States, State Codes, and ZIP Codes Sorted by ZIP	lists states sorted by the ZIP Code
Exhibit 3.41.269-3	ZIP Code, City and State Exceptions	lists exceptions to the ZIP Code ranges
Exhibit 3.41.269-4	Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes	lists major city codes and their major city codes, sorted by city
Exhibit 3.41.269-5	Street Abbreviations (Required)	lists required street abbreviations
Exhibit 3.41.269-6	Street Abbreviations (Optional)	lists optional street abbreviations
Exhibit 3.41.269-7	Standard Abbreviations (Optional)	lists optional standard abbreviations
Exhibit 3.41.269-42	Valid Characters	lists valid characters and describes the characters allowed in each field present on the transcription sheets

(4)   Transcription Sheets

- Exhibit 3.41.269-8 through Exhibit 3.41.269-41, contain transcription sheets for each IRP form for use in the OE and DV functions. These sheets provide most of the information needed to process IRP documents on SCRIPS.
- There are separate sheets for the Form 1096, Annual Summary and Transmittal of U.S. Information Returns, entity fields, and Form 1096 data fields.

3.41.269.2
(01-01-2016)
Information Return Processing Document Preparation (Doc Prep)

(1)   During scanning, certain documents may reject because the submissions are invalid. The scanning function routes these submissions to the Doc Prep function for disposition. The Doc Prep function is in charge of returning them for scanning or returning them to the IRP Sort function.

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3.41.269.2.1
(01-01-2023)
Coding of Late-Filed Submissions

(1)   **Late-Filed** Form 1096, Annual Summary and Transmittal of U.S. Information Returns - Late filed submissions received from the IRP Sort function with an IRS Received Date stamp ensure the Delinquent Return Date (IRS received date) and Delinquent Return Indicator information are processed.

Figure 3.41.269-1   Locations of Coding for Form 1096, Annual Summary and Transmittal of U.S. Information Returns

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3.41.269.2.2
(01-01-2016)
Scanner Rejects

(1) The scanner prints a one-character reject code to the left of the Document Locator Number (DLN) area on any form that rejects. The reject codes and descriptions are shown below. If the scanner printed more than one code, decide whether the submission can be corrected and re-scanned, or returned to the IRP Sort function.

Form	Reject Code	Description
Form 1096	**X**	Form 1096 with no detail documents.
Form 1097-BTC, Form 1098 series, Form 1099 series, Form 5498	**M**	Mixed detail document types in a submission. Documents of mixed form types are not rejected at the scanner when there is an unrecognized (FI) document positioned directly before the rejected documents.

(2) Reject Code **"X"** is any Form 1096, Annual Summary and Transmittal of U.S. Information Returns, with no detail documents and needs to be routed to the IRP Sort function for processing on ISRP. Line through the DLN if the scanner printed one on the form.

(3) Reject Code **"M"** (Mixed Document Type).

    a. A mixed document type submission received from the scanning function always is one of the form types listed in Exhibit 3.41.269-8 through Exhibit 3.41.269-41. This is because the scanner accepts at least one of the detail document types with the Form 1096 and only the non-conforming, mixed, or invalid document types are rejected.

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b.   Route reject code **"M"** documents to the IRP Sort function for disposition.

3.41.269.2.3 (01-01-2016) **Correspondence on Processable Returns**	(1) Correspondence concerning information returns requiring extra effort to process (i.e., cannot scan documents without extra handling) is automated for scanned returns. **Until further notice, due to the Correspondence Unit being disbanded, only use Correspondence Indicator 99**.

(2)   Enter indicator "99" on every "dummy" Form 1096, Annual Summary and Transmittal of U.S. Information Returns, which IRS prepared. If a filer submitted a Form 1096, but preparing another Form 1096 is necessary enter "99" on the "dummy."

3.41.269.2.4
(04-23-2018)
Unprocessable Conditions

(1)   All unprocessable documents are returned to the IRP Sort function. The IRP Sort function corresponds with the filer concerning their submission and asks the filer to re-file the documents (see below).

Reminder: Tag each condition prior to forwarding to IRP Sort function.

(2)   The following conditions make a return unprocessable:

- You can't determine what the taxpayer data is (foreign language, completely illegible).
- You can't determine the type of return.
- You can't determine the tax year.
- You can't determine the money amount boxes. (The Doc Prep function isn't responsible for analyzing and converting non-IRS forms).
- The filer altered the box titles.
- The document payer information doesn't match the Form 1096, Annual Summary and Transmittal of U.S. Information Returns.
- The submission did not contain a transmittal document stating the form being transmitted.

3.41.269.2.5
(01-01-2021)
Post Document Preparation (Doc Prep) Required

(1)   Pull and return to the IRP Sort function daily unprocessable documents and UWs listed on the IRP Pull Document/Submission Report (see IRM 3.41.269.11.12) that can't be resolved in SCRIPS.

(2)   Integrated Data Retrieval System (IDRS) Image requests are sent daily by secure e-mail to the Unit manager of the requesting unit. The *IDRS Unit & USR Database* located at the following link is used to retrieve the e-mail addresses: https://iors.web.irs.gov/HomeIUUD.aspx. Use **"ESTAB Request"** as the subject of the secure e-mail.

Note: An IDRS List Report is available under General Reports in the backend of the system for use on volumes. Other actions or distribution can be negotiated with requesting organizations at a local level barring excessive staff hour usage.

(3)   At the discretion of site management "dummy" Form 1096 are prepared in the Post Doc Prep function if necessary, to make a submission processable. Write correspondence indicator "99" on the "dummy."

3.41.269.3 (01-01-2016) **Workstation Operations**	(1) Refer to IRM 3.41.274, Optical Character Recognition Scanning Operations, General Instructions for Processing via Service Center Recognition/Image Processing System, for a description of these and other items:

- Keyboard Layout
- Login/Logoff
- Operator Statistics
- Post-to-Close
- Interrupt/Resume
- Suspend/Resume
- Status Line
- Window Prompts
- Key Functions

(2) **Whenever IRM 3.41.274, Optical Character Recognition Scanning Operations, General Instructions For Processing via Service Center Recognition/Image Processing System and this IRM conflict, this IRM takes precedence.**

3.41.269.4 (01-01-2016) **Forms Identification (FI) Function**	(1) The scanner doesn't recognize all documents. These documents are called non-conforming forms. They range from photocopies of official documents, that might be official forms but for some reason don't meet the official specifications for measurement, homemade documents of varying formats, to non-IRP forms. The Form Identification (FI) function allows the manager/work leader to identify the form to avoid rework at the scanner. The FI screen has an image on the left and an entry template on the right. The entry template permits the operator to select the form type of the image or delete a single image or an entire submission from further processing. The menus shown on the screen vary depending on how your supervisor profiled you. For instance, if you are not profiled for the FI function, this option isn't present or is grayed on the OE Function Menu.

3.41.269.4.1 (01-01-2019) **Forms Identification (FI) QUICK START**	(1) From the Workstation Main Menu, select the numeric code for Original Entry (OE). (2) From the Original Entry (OE) Selection Menu, select the numeric code for Form Identification (FI) Selection Menu. (3) From the Form Identification (FI) Selection Menu, select the numeric code for the type of FI needed. (4) The first group of images, from a Unit-of-Work (UW) requiring identification, opens. (5) If an incorrect option is selected from the Form Identification (FI) Selection Menu, press the **<Ctrl>-P** key combination to set (post-to-close) and press **<F9>** to suspend, before entering any data, to return to the Form Identification (FI) Selection Menu. *Note:* Notify your supervisor. (6) Press the **<Ctrl>-P** key combination to end OE after completing the current UW.

(7) The system returns you to the Form Identification (FI) Selection Menu when the last image identification in the UW is completed.

3.41.269.4.2
(01-01-2022)
Form Identification (FI) Processing

(1) The system assigns a six-digit sequence number instead of a DLN to IRP documents it can't identify. This number helps in locating the UW when re-searching documents. Once the form type has been identified, the system assigns a DLN to the submission.

(2) If you can identify the image, make the correct letter or number selection from the template (e.g., press **"M"** for Form 1099-MISC, Miscellaneous Information, **"R"** for Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit Sharing Plans, IRAs, Insurance Contracts,). The **<Enter>** key must be pressed to complete a selection.

(3) If you can't identify the image, press **<F9>** to suspend the document for research. Some documents are scanned backwards. These require research to determine exactly which document type they are. If the image is unprocess-able, press **"X"** to remove the document from further processing.

(4) If there are multiple form types in a submission, research further to determine if the submission should be deleted. Deleting the entire submission is sometimes more efficient than removing many single documents (e.g., if the first document is recognized and the remainder is of another type and they are not recognized). Delete submissions by pressing the **<Delete>** key.

   a. Removing single documents is more efficient if most of the images in the UW were recognized.
   b. Pull and research the UW before it is either corrected and re-scanned or sent to the IRP Sort function for correction.

(5) To end a session, press the **<Ctrl>-P** key combination. The system returns you to the Original Entry (OE) Selection Menu when you complete the last image in the UW.

3.41.269.5
(01-01-2016)
Original Entry (OE) Function

(1) The OE function is used to manually key enter data from scanned images. Menu options vary depending on operator profiles set by the supervisor. For instance, if you are not profiled for the OE function, this option isn't listed or grayed on the menu.

3.41.269.5.1
(01-01-2020)
Original Entry (OE) Image QUICK START

(1) From the Workstation Main Menu, select the numeric code for Original Entry (OE).

(2) From the Original Entry (OE) Selection Menu, select the numeric code for OE Image Selection Menu.

(3) From the OE Image Selection Menu, select the numeric code for the type of OE needed.

(4) The first UW, or first individual document requiring OE opens (because an entire UW may not require OE Image). Use Exhibit 3.41.269-8 through Exhibit 3.41.269-41, and the other exhibits in this IRM, as needed, when entering data.

(5) If an incorrect option is selected from the OE Image Selection Menu, press **<Ctrl>-P**, then press **<F9>** to suspend the UW and to return to the OE Image Selection Menu.

Note: Notify your supervisor.

(6) After entering the last field on the document press the **<F6>** key to release the document and display the next template. The system automatically goes to the next template.

(7) Press the **<Ctrl>-P** key combination to end OE Image when the current UW is finished.

(8) The system returns you to the Original Entry (OE) Selection Menu when you complete the last document in the current UW.

3.41.269.5.2
(01-01-2019)
Original Entry (OE)
Image Processing

(1) The Status Line at the bottom of the screen displays the following information:

   a. The program field shows "44340" for IRP documents.
   b. The DLN field shows the DLN of the document being displayed.
   c. The document field shows the relative count of the document.

     Example: If it is the first document in a UW that contains 250 documents, the document field shows a count of "1 of 250".

   d. The num field shows either "NU" or blank, depending on whether the embedded numeric keypad is activated.

(2) In **OE Image**, you manually enter:

- form submission type
- each two-digit sequence number is required
- information into the template using a scanned image of the return as the source

3.41.269.5.3
(01-01-2016)
Releasing a Unit-of-Work
(UW) in Original Entry
(OE)

(1) For OE Image when you release the last document the UW is released.

   a. If **<Ctrl>-P has been pressed** before releasing the UW, the Original Entry (OE) Selection Menu opens.
   b. If **<Ctrl>-P has not been pressed**, another UW opens.

3.41.269.5.4
(01-01-2016)
Selecting a Specific
Unit-of-Work/Block in
Original Entry (OE)

(1) A specific IRP UW is selected for OE by following these steps:

   1. From the Workstation Main Menu, select the numeric code for OE. The Workstation Main Menu closes, and the OE Selection Menu opens. The menus shown on the screen vary depending on how your supervisor profiled you. For instance, if you are not profiled for OE function, this option isn't displayed or is grayed on the menu.
   2. From the OE Selection Menu, enter the numeric code for OE Select Block. The OE Selection Menu closes, and the Open Block/Unit-of-Work window opens.
   3. From the Open Block/Unit-of-Work window, enter the 14-digit DLN from the Form 1096, Annual Summary and Transmittal of U.S. Information Returns.
   4. Press the **<Enter>** key. The Open Block/Unit-of-Work window closes, and the selected UW opens.

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5. The designated Form 1096 opens. Enter data using Exhibit 3.41.269-8 through Exhibit 3.41.269-41, and other exhibits, as needed, in this IRM.

6. If the block isn't available, an error message is displayed indicating the block isn't available.

> *Example:* A message is displayed if you previously worked on this block in FI, or if another operator is currently working on the block/UW.

7. If an incorrect UW is selected for the Open Block/Unit-of-Work menu, press the **<Ctrl>-P** key combination, then suspend the UW.

> *Note:* Notify your supervisor.

3.41.269.6
(01-01-2016)
Data Validation (DV)
Function

(1) The Data Validation (DV) function is used to manually correct data from scanned images. The menus shown on the screen vary depending on how your supervisor profiled you. For instance, this option is grayed on the menu Workstation Main Menu if the DV function isn't in your profile.

3.41.269.6.1
(01-01-2016)
Data Validation (DV)
From Image QUICK
START

(1) From the Workstation Main Menu, select the numeric code for Data Validation (DV).

(2) From the Data Validation (DV) Selection Menu, select the numeric code for DV Selection Menu.

(3) From the DV Selection Menu, select the numeric code for the type of DV needed.

(4) The first UW opens, and the cursor stops at the first highlighted field when the AUTO is on. Use the exhibits in this IRM and the general correction procedures to make necessary corrections.

(5) If an incorrect option is selected from the DV Selection Menu before entering any data, press **<Ctrl>-P**, then press **<F9>** to suspend and return to the DV Selection Menu.

Note: Notify your supervisor.

(6) After entering the last field of the document, if AUTO is off, press the **<F6>** key to release the document and display the next template.

(7) Press the **<Ctrl>-P** key combination to not receive extra blocks before the current UW is completed.

(8) The system returns you to the Data Validation (DV) Selection Menu when you release the last document.

3.41.269.6.2
(01-01-2022)
Selecting a Specific
Unit-of-Work/Block in
Data Validation (DV)

(1) A specific UW of IRP documents, may be selected for DV by following these steps:

1. From the Workstation Main Menu, select the numeric code for Data Validation (DV). The Workstation Main Menu closes, and the Data Validation (DV) Selection Menu opens. The menus shown on the screen vary depending on the profile entered by your supervisor. For instance, this option doesn't display on the menu if you are not profiled for the DV function.

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2. From the Data Validation (DV) Selection Menu, enter the numeric code for DV Select Block. The Data Validation (DV) Selection Menu closes, and the Open Block/Unit-of-Work window opens.

3. Enter the 14-digit DLN from Form 1096, Annual Summary and Transmittal of U.S. Information Returns.

4. Press the **<Enter>** key. The Open Block/Unit-of-Work window closes, and the selected UW opens.

5. The first document needing correction opens. Enter data using Exhibit 3.41.269-8 through Exhibit 3.41.269-41, and other exhibits, as needed, in this IRM.

6. A suspended UW in DV requires the operator to restore the **AUTO on** mode if you wish to process the work in **AUTO** mode.

  Reminder: If after entering the DLN, the screen goes white for a second and then returns to the menu, the block is technically worked. The system ran through all the checks and there were no errors.

7. If an incorrect UW is selected from the Open Block/Unit-of-Work menu, press the **<Ctrl>-P** key combination and then suspend the UW.

  Note: Notify your supervisor.

3.41.269.7
(01-01-2020)
**Name and Address
Block Reader (NABR)**

(1) Name and Address Block Reader is referred to as NABR. NABR is used to improve the accuracy of addresses captured by the scanner from IRP documents. The NABR accomplishes this improvement by comparing the address captured by the scanner with a database of addresses used by the United States Postal Service. SCRIPS processes the NABR through the Postal Database.

(2) When validating a NABR change, ensure the system read the correct ZIP Code. If address, city and state changes have been made and a correct ZIP Code isn't present on the template, correct the information to match what is on the image.

(3) The system prompts you to "Please verify" the following conditions:

  • State is determined by the system from the city present
  • State is determined from the ZIP Code present
  • City is updated by the system to a phonetic match
  • City is determined from ZIP Code
  • Acceptable city name used
  • Leftover characters present and no other address warning sent
  • ZIP Code not found

  Note: NABR doesn't appear in the bottom right-hand corner in the conditions listed above.

3.41.269.8
(01-01-2024)
**General Correction
Procedures**

(1) Use these procedures as a guide during the Original Entry (OE) and Data Validation (DV) functions. Not all items always apply to specific situations in either function. You may have to correct a field that isn't highlighted because of a correction made to a highlighted field. You must sight verify and correct any field containing incorrect characters. If the system stops on a field, sight verify and correct all incorrect items in that field.

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(2) If you reach the maximum field length while entering data, the cursor, in most cases, automatically moves to the next field. Therefore, incorrect characters can be inadvertently entered into the next field. Remove or correct these characters. Use standard abbreviations in Exhibit 3.41.269-6, Street Abbreviations (Optional), and Exhibit 3.41.269-7, Standard Abbreviations (Optional), to help avoid this situation.

(3) Error Messages—Error messages with information are often helpful to correct the error and may be found in the Prompt Area. Most IRP error messages are two lines with the first line being the error message and the second line containing information that may help resolve the error condition.

(4) While working in OE Image or DV Image, if you cannot determine the data for any field (except the Street Address, City and Account Number fields) from the image because it is illegible or the image is incomplete, suspend the UW and pull the paper document for verification. If the entries for required fields still cannot be determined, void the document and send to Receipt and Control for disposition. See IRM 3.41.269.8.7.

Exception: Void the document if it is a detail document within a UW and two of the following three items are illegible or missing: TIN, name, and address. Don't forward to Receipt and Control for research but continue working the UW.

(5) When correcting description type fields, enter up to 100 valid characters. Leave a space for illegible characters but don't leave two spaces in a row. If all characters are illegible, blank the field.

(6) The **<F11>** key may be pressed to view the entity information from a Form 1096, Annual Summary and Transmittal of U.S. Information Returns, while the transmitted form is displayed. It also displays the entity information from the transmitted form while a Form 1096 is displayed.

(7) The **<F5>** key may be pressed to examine and alter the Form 1096 EIN, SSN, or Correspondence Indicator information while the transmitted form is displayed.

(8) In certain situations, the scanner may read a name, address or city without spaces or spread them over the name lines or address fields. If the system reads the name and address correctly, leave as is.

Note: If the scanner reads a line correctly but placed the information in an incorrect field, move the information as scanned to the correct entry field using key combination of **<Shift>-up arrow** and **<Shift>-down arrow**. Standard abbreviations are not required for addresses moved to the correct field.

(9) The **<Ctrl>-<F7>** combination key function provides the ability to access the last edited field or the last flagged field of the previous document.

(10) Recipient ID fields (EIN, SSN, or TIN) presented as 1-xxx-xx-xxxx-0 or 1-xx-xxxxxxx-0, or any variation thereof, should be entered as xxxxxxxxx, omitting the leading and ending numerics.

Note: The Recipient ID fields are nine-digit fields. Find further guidance on entering Recipient IDs in Exhibit 3.41.269-8, Information Returns (IRP) Entity Fields Transcription.

(11) If detail documents are presented consecutively with the same recipient's name and money amounts duplicated, enter one document and VOID the duplicates. See IRM 3.41.269.8.7 for more void conditions.

(12) For more information on function keys: refer to IRM 3.41.274, Optical Character Recognition Scanning Operations, General Instructions For Processing via Service Center Recognition/Image Processing System, and *Exhibit 3.41.274-1, Function Key Use and Description by Form Type*.

3.41.269.8.1
(03-04-2024)
Name Entries

(1) Enter the information as shown on the document, except as instructed below. See Exhibit 3.41.269-6, Street Abbreviations (Optional), and Exhibit 3.41.269-7, Standard Abbreviations (Optional), for standard abbreviations and Exhibit 3.41.269-42, Valid Characters, to determine valid characters.

Example: Except as noted below, enter the information exactly as shown or edited on the document, including all Trust numbers and dates if part of name line.

Example of Taxpayer Entry	Enter as:
Iris Frank	IRIS FRANK
Estate of Lilly Family	ESTATE OF LILLY FAMILY
Trust 11323	TRUST 11323

a. Don't enter periods and do not space for them. Only enter a space in an internet name.

   Example: Enter "Flower.com" as "FLOWER COM".

b. If the name appears with the last name first and the first name last, and the system read it correctly, leave as is.

   Note: If during sight verification a correction needs to be made, or if in OE, enter the first name first and last name last.

c. If a foreign address is present, don't use the Name 2 field to enter names. For further guidance on entering foreign addresses refer to IRM 3.41.269.8.2, Address Elements.

d. If the filer submitted the same name twice on a form, enter it only once. If Name 1 and Name 2 are exactly the same, delete Name 2 field. If there is any information that is different from Name 1 in Name 2, leave the information as is on Name 2.

e. If Name 1 or Name 2 entry is too long for the field, shorten it using the abbreviations listed in Exhibit 3.41.269-7, Standard Abbreviations (Optional).

   Note: If either Name 1 or Name 2 is too long after applying abbreviations mentioned above, then enter as many characters as possible. Don't continue the entry on Name 2. Don't abbreviate entries used for the Name Control.

f. Don't enter a slash (/), if shown in the name line. Leave a space.

(2) Space before and after an ampersand (&). In Name 1, enter "and" or "&" as shown.

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Example of Taxpayer Entry	Enter as:
Jim Lime and Joe Doe, Ptrs.	JIM LIME AND JOE DOE PTRS
J. Elm & R. Ash, Inc.	J ELM & R ASH INC

(3) Omit all punctuation, except for hyphens (-). The hyphen is keyed using the MINUS (-).

Example of Taxpayer Entry	Enter as:
O'Talcum	OTALCUM
Maple-Pecan	MAPLE-PECAN

(4) Space within a true last name if shown.

Example of Taxpayer Entry	Enter as:
De Pine	DE PINE
Van Yew	VAN YEW

(5) If Name 2 contains three characters or less, override the field error by pressing the **<Ctrl>-<4>** key.

(6) In the second name line change "and" to "&".

    a.   If "In-Care-Of" or "%" is found in the middle of Name 1, move the information to the Name 2 field.

Example: Roger Banana c/o Anaconda Trucking and Moving Corporation

Enter name	In Prompt
ROGER BANANA	Name 1
% ANACONDA TRUCKING & MOVING CORP	Name 2

    b.   If an "In-Care-Of" name is present, enter "%", space, and the name. If information is already present on Name Line 2, include as much as possible after the "In-Care-Of" information is input.

        Note: If two or more "In-Care-Of" name lines are present enter the first "In-Care-Of" name.

(7) If there are two or more names in Name 2, separate them with the word "OR", unless "and (&)" or "C/O (%)" are present. Enter "&C" when edited as the last two characters of Name 2 data (no space between the two characters) when the taxpayer entry is too long for the field.

Example: Wood N Willow, Tulip R. Spaniel or Rose E. Locust, Edmund Beech, Evergreen R. Henry &C

Enter name	In Prompt
WOOD N WILLOW	Name 1
TULIP R SPANIEL OR ROSE E LOCUST &C	Name 2

Example: Robert Woodpecker OR Eleanor Woodpecker or Gloria Robin

Enter name	In Prompt
ROBERT WOODPECKER	Name 1
ELEANOR WOODPECKER OR GLORIA ROBIN	Name 2

Example: Albert Palm, Jr. OR Rose Holly or Robert Coffee

Enter name	In Prompt
ALBERT PALM JR	Name 1
ROSE HOLLY OR ROBERT COFFEE	Name 2

Example: Arthur AND Roberta Poplar or Stephen Poplar

Enter name	In Prompt
ARTHUR POPLAR	Name 1
ROBERTA POPLAR OR STEPHEN POPLAR	Name 2

(8)   Second Name Line data, such as DBA, C/O or %, should be entered on the second line if placed on the address line and clerk intervention is required.

(9)   **IMF Only** - Don't enter titles such as Mr., Mrs., Capt., Dr., Rev., in any individual's name (except for Form 1096, Annual Summary and Transmittal of U.S. Information Returns).

Exception: Enter "Mrs" or "Ms" when the taxpayer places it before a masculine name, initials or a first name which could be masculine or feminine.

Example: Mr. OR Mrs. Joe Walnut - and/or ampersand (&) included.

Enter name	In Prompt
JOE WALNUT	Name 1
MRS JOE WALNUT	Name 2

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(10)   **BMF Only**

a.   Abbreviate corporate name information only when it is abbreviated on the document or the name line exceeds the allowable space. Never abbreviate the first four characters containing the Name Control.

> ***Exception:*** Always use the following abbreviations for corporate entries:
> ASSN for Association
> CO for Company
> CORP for Corporation
> FDN for Foundation
> INC for Incorporated
> LLC for Limited Liability Company
> PA for Professional Association
> PC for Professional Corporation
> PS for Professional Service
> SC for Small Corporation

b.   Use the following when you see one of these symbols:
  • **#**, enter NO
  • **¢**, enter CENT
  • **+**, enter PLUS

c.   Omit special characters and/or symbols not outlined above and enter a blank space instead in its position in the name line.

> ***Note:*** The ampersand (&) isn't considered a symbol for name line.

d.   Omit the designation only such as TA, DBA, AKA, Owner, Proprietor when entering data.

> ***Note:*** Don't enter DBA or TA. If scanner reads DBA or TA correctly and no other corrections are needed, leave as is.
> Don't enter the designations or data for FKA, formerly DBA or any data that follows these designations.

e.   If a city or state is shown as part of the first name line, enter the complete name of the city or state. NO abbreviations.

f.   If the name begins with the word "The" and has more than one word following "The", **Do Not** enter "The".

g.   If the name begins with the word "The" and has only one word following "The", enter "The" as the first word on the name line.

h.   If there are initials in a person's name or a company name with abbreviations such as LLC, MD, PC, don't space for periods. If scanner picks up spaces, leave as is.

i.   If there is a business name in the name line such as "Rug Doctor" or "Mister Clean" and the system drops the Doctor or Mister, re-enter the name as submitted.

j.   If Name 2 contains three characters or less, override the field error by pressing **<Ctrl>-<4>**.

k.   If a foreign address is present, don't use the Name 2 field to enter names. Find further instruction for entering foreign addresses in IRM 3.41.269.8.2, Address Elements.

l.   If sole proprietor is notated and a corporate designation isn't part of the business name, enter the individual's name as Name 1 and list any business name present as Name 2.

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BMF NAME LINE ENTRY EXAMPLES

Example of Paragraph (10) alpha above	Taxpayer entry	Enter (First Name Line) as
a, f	The SPANIEL Corp. <u>Apple Spaniel, Pres.</u>	SPANIEL CORP APPLE SPANIEL PRES (Second Name Line)
b	Banana Dental Office Ltd.	BANANA DENTAL OFFICE LTD
a	Fig Spaniel Corporation	FIG SPANIEL CORP
i	Dr. Fig Spaniel Inc.	DR FIG SPANIEL INC
c	5 & 10 & 25¢. Store	5 & 10 & 25 CENT STORE
d, h	Service Cleaners L.L.C. DBA The Clean Machine	SERVICE CLEANERS LLC CLEAN MACHINE (Second Name Line)
d, f	The Clean Machine, Irene R. Servis Proprietor	CLEAN MACHINE IRENE R SERVIS (Second Name Line)
l	The Clean Machine, Irene R. Servis Sole Proprietorship	IRENE R SERVIS CLEAN MACHINE (Second Name Line)
e	First Bank of GA	FIRST BANK OF GEORGIA
f	The First National Bank	FIRST NATIONAL BANK
g	The Hideaway	THE HIDEAWAY

3.41.269.8.2
(01-01-2021)
Address Elements

(1) Enter the information exactly as shown on the document except as instructed below or when the NABR has perfected the address. See IRM 3.41.269.7 (2).

   a. If the address can be determined whether it is all or partially in Name 2 and Address field, leave the address where it is. It isn't necessary to move the entire address to the Address field.

     Caution: Omit "In-Care-Of" symbol (%) if shown with an address.

   b. Do not enter periods in the Address field, however, punctuation such as slash (/) and hyphen (-) are acceptable. If a period is present between two numbers enter a space for the period.

     Exception: If an ampersand (&) is present in the street address, enter as "AND." If an apostrophe (') is present omit the apostrophe and don't leave a space for the apostrophe.

   c. Use the "required" street abbreviations when entering the entire field.

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Enter abbreviations for street addresses as shown in Exhibit 3.41.269-5, Street Abbreviations (Required), and Exhibit 3.41.269-6, Street Abbreviations (Optional). If perfecting only part of the address, such as the state or ZIP Code, don't go back to the street address to abbreviate if the scanner picked up the street address as present on the document.

> **Exception:** If the name of the street is a direction, the direction must be spelled out. Don't abbreviate street names.

> **Example:** 123 North Street should be entered as 123 NORTH ST.

d. **"(Optional)"** If a document has a PO Box, Post Office Box, POB, PO, or PO Drawer, enter an asterisk (*) followed by a space in the first two positions of the Address field instead of "PO Box." It isn't necessary to change "PO Box" to an asterisk (*) if scanned correctly. Don't substitute an asterisk for Personal Mailbox (PMB).

> **Example:** PO Box #24; ENTER *(space) 24.

e. If a document contains a street address and a PO Box, enter both on the Address field with the PO Box or (*) entered first. If the combination is too long, the PO Box takes precedence. Also, use abbreviations as necessary to limit this entry to 35 positions. Enter as much of the street address with abbreviations as possible.

f. If two street addresses are present with the same city and ZIP Code, enter the first street address. If two addresses are present, including a PO Box and an address, with different city and ZIP Code, enter the first in the Address, City, State and ZIP fields.

g. If the system presents all nine-digits of the ZIP Code and the digits are correct, accept them. If there is a change to be made, only the first five-digits of the ZIP Code must be entered. If other than five or nine-digits use the system default ZIP Code.

h. Omit "**No**, **No.**, **Num**, **#**" symbol and **"Number"** if it appears as a prefix to a house, apartment, Route, or PO Box number.

i. If the street address cannot be determined or is blank on the transmitted form, enter **"Z"** in the Address field as shown in Exhibit 3.41.269-8, Information Returns (IRP) Entity Fields Transcription Sheet.

j. If the city cannot be determined or is blank on the supporting forms being transmitted, enter **"ZZZ"** in the City field and leave the State and ZIP fields blank as shown in Exhibit 3.41.269-8, Information Returns (IRP) Entity Fields Transcription Sheet. If the State and ZIP fields are missing or cannot be determined, leave blank.

k. If multiple street designations are present only abbreviate the last designation present.

> **Example:** 1234 Circle Road Drive should be entered as: 1234 CIRCLE ROAD DR

l. Major City Codes are listed in Exhibit 3.41.269-4, Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes. If a Major City Code is used and a ZIP Code isn't present, a valid five-digit ZIP Code for the city is generated by the system.

m. If North, South, East or West is shown as part of the city name, use the standard abbreviation (N=North, S=South, etc.). **NEVER** use a Major City Code and the standard abbreviation together.

> **Example:** West Miami enter as W MIAMI, not W MF.

n. For domestic addresses only, if the city contains numerics, enter as alphas.

   Example: 29 Palms enter as TWENTY NINE PALMS.

o. If correcting or transcribing an Address field add st, nd, rd or th to a numbered street when there is a street designation such as Road or Street.

   Note: 102 S. 38 Road would be transcribed as 102 S 38TH RD

p. Enter standard abbreviations for states and territories as shown in Exhibit 3.41.269-1, States, State Codes, and ZIP Codes Sorted by State, through Exhibit 3.41.269-3, ZIP Code, City, and State Exceptions.

q. If there is no state but a ZIP Code is present, press the **<Enter>** key in the ZIP field. This generates the state code for this ZIP Code in the prompt area. Follow the screen prompts to accept this code or to enter a different code.

r. If there is no ZIP Code (or the ZIP Code is less than or more than the standard five or nine-digits) but a state is present, press the **<Enter>** key in the ZIP field. The system generates the default ZIP Code for this state.

   Note: **Don't** generate the default ZIP Code without first entering the ZIP Code **"if"** present on the form.

s. If the system prompts that the ZIP Code entered and present on the form doesn't match the state, delete the ZIP Code entered from the form and generate the default ZIP Code for this state.

   Note: **Don't** generate the default ZIP Code without first entering the ZIP Code present on the form.

t. Army Post Office (APO), Diplomatic Post Office (DPO) and Fleet Post Office (FPO) addresses must be transcribed with the correct two-character state code followed by the corresponding unique five-digit ZIP Code.

u. When an APO, DPO or FPO is used, don't enter any other data in the City field.

v. If the ZIP Code is out of range on APO, DPO or FPO addresses, enter 34001 for Miami, 09001 for New York and 96201 for San Francisco or Seattle.

w. If APO, DPO or FPO cannot be determined, enter **"ZZZ"** in the City field.

x. When APO, DPO or FPO is to be transcribed in the City field, the State field must correspond with the following:

State Code	ZIP Code Range	Geographic Location
AA	340	Americas
AE	090-098	Europe
AP	962-966	Pacific

EXAMPLE:	ENTER AS:
APO New York, NY 090XX	APO AE 090XX
FPO San Francisco, CA 962XX	FPO AP 962XX

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(2) Foreign addresses on Form 1096, Annual Summary and Transmittal of U.S. Information Returns, are never entered. Enter "**Z**" for the street address, **"ZZZ"** for the city. Don't enter a period in the State field. Don't enter the street address on the second name line.

Note: Press **<Enter>** to bypass the State field.

(3) Foreign addresses on payee documents are entered as follows:

  a.   Enter the foreign street address in Name 2 field. Don't use Name 2 field for "In-Care-Of" information or as an overflow of Name 1 information when entering foreign addresses.

  b.   Enter the foreign city, state or province, and mailing code, if present, in the Address field. Use abbreviations as necessary to limit this entry to 25 positions. Use Exhibit 3.41.269-5, Street Abbreviations (Required), through Exhibit 3.41.269-7, Standard Abbreviations (Optional). Separate the postal code from the foreign city or province by a space.

       Example: London 02.

  c.   Enter the foreign country in the City field. If missing or unknown, enter "**ZZZ**". Use abbreviations to limit this entry to 15 positions. Use Exhibit 3.41.269-5, Street Abbreviations (Required), through Exhibit 3.41.269-7, Standard Abbreviations (Optional).

  d.   Enter a period (.) in the first position of the State field to identify the address as foreign.

  e.   Leave the ZIP Code blank.

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Complete DLNs   Sequence Numbers

00595 049 078 02 03 X

00595 049 078 00 01 X

00560 049 070 06 X
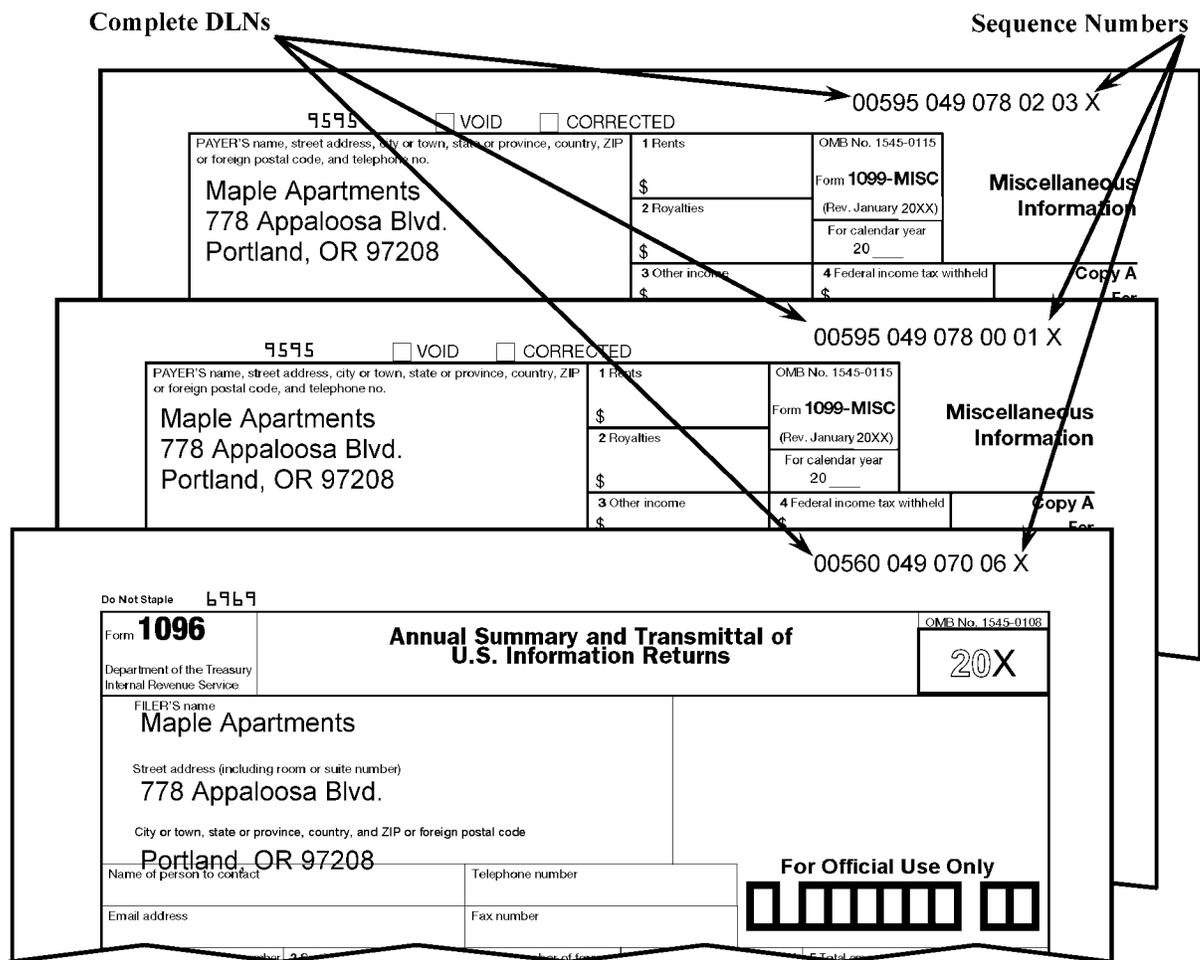
Figure 3.41.269-2 Document Locator Number (DLN) Location

3.41.269.8.3
(01-01-2020)
Form 1096, Annual
Summary and
Transmittal of U.S.
Information Returns,
Taxpayer Identification
Number (TIN)

(1) If both EIN (box 1) and SSN (box 2) are present, enter the EIN only.

(2) If there are 2 TINS in the same box and the primary TIN cannot be determined, use the top or first TIN.

Note: If the TIN is a single digit such as 111111111, 222222222, or sequential 123456789 then see IRM 3.41.269.8.3 (5) below.

(3) If both an EIN and SSN are present on Form 1096, Annual Summary and Transmittal of U.S. Information Returns, enter the EIN on the form. If detail documents are submitted with an SSN, and all payer information is the same, enter the EIN from the Form 1096, on the detail documents.

Reminder: A payer EIN, if available, is always placed in box 1 over a SSN value.

(4) If the TIN is missing, has more or less than nine-digits and can be determined or found on the first detail document, suspend. The TIN is physically edited (entered) on the Form 1096 for processing.

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Exception: If the Form 1096, is completed by the IRS (as annotated by correspondence indicator "99") don't suspend to have the TIN physically placed on the form but continue processing and enter the TIN from the first available detail document.

(5) If a valid TIN isn't present in any of these locations, enter "999999999" in the EIN field of the Form 1096. On detail documents the payer's federal identification number is left blank.

Note: An entry of all 9s need not be physically entered on the Form 1096, for processing. **9** or **9-** may be edited and requires an entry of "999999999".

(6) All TINs are entered in the proper field. The format for an EIN is XX-XXXXXXX and the format for a SSN is XXX-XX-XXXX. If the TIN is placed in the wrong box, then enter the TIN in the correct data field.

3.41.269.8.4
(01-01-2024)
Account Number Field

(1) Enter the alphanumeric characters from the account number box.

    a.   If illegible, leave blank.
    b.   Accept partial names as a valid entry.

      Example: An entry such as Tom B 4508–1, would be entered as, TOM B 45081.

    c.   Accept TINs as valid entries.
    d.   Don't accept a company's name as a valid entry. If present, do not enter.
    e.   Don't enter, or leave spaces for, any special character(s), punctuation or leading zero(es).
    f.   Don't enter any descriptive words or addresses. Examples of descriptive words are: "SSN, TELEPHONE NO, SAVINGS BONDS, NAMES, or COMPANY NAMES, BATCH," etc.

      Example: An entry such as, 003223 Batch 45789-478b, would be entered as, 3223 45789478B.

    g.   Don't enter money amounts or net totals.
    h.   If an entry has more than 30 characters, enter the first 30, after considering (b) and (c) above.

3.41.269.8.5
(01-01-2022)
Money Amount Fields

(1) Enter all money amounts as **Dollars Only. Do Not** enter money amounts from any form or document that is "X'd out." Consider a form that is "X'd out" voided.

(2) If any document has more than one money amount in the **same** box, suspend so the amounts can be added together and enter the total. If an amount is labeled "net," enter only that amount.

(3) If a negative money amount appears in a positive only field, enter a zero. Negative amounts can be identified by a minus sign or being enclosed in parentheses. Void the document if the corrected box isn't marked and there are no other money amounts present.

(4) Enter negative amounts, where allowed, by leading the amount with a hyphen (-). Below are the only forms where negative amounts are permitted. Enter these amounts with a leading hyphen (-).

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- Form 1099-B, Proceeds From Broker and Barter Exchange Transactions, boxes 1d, 1g, 8, 9, 10, and 11.
- Form 1099-DIV, Dividends and Distributions, box 2a.
- Form 1099-OID, Original Issue Discount, box 10.

(5) If a money amount is in a field SCRIPS doesn't enter, input the entity information, leave the money fields blank and release the document. Don't void the document.

(6) If the money amount isn't entered on the template or verified during DV, and there is a money amount present on the document, turn the AUTO mode off and enter the amount in the correct field on the template.

(7) If the clerk is unable to read the money amount, suspend the block of work, pull the paper documents and input the data. If the money amount cannot be determined, void the document.

(8) If the only money amount is less than $1.00, void the document unless the document is:

- marked as corrected
- the FATCA box is marked
- listed in paragraph 4 above
- Form 1098-T, Tuition Statement
- Form 1099-MISC, Miscellaneous Information, with an entry in box 7

(9) If a money field that didn't require correcting is incorrectly entered, turn the AUTO mode off and enter the correct money amount.

3.41.269.8.6
(04-23-2018)
Deleting a Submission

(1) To delete a payer's entire submission (or unit-of-work, or transmittal), enter nine zeroes in both the EIN (box 1) and SSN (box 2) of the Form 1096, Annual Summary and Transmittal of U.S. Information Returns. Pull and send the deleted Form 1096, and all the associated detail documents back to the IRP Sort function. Usually, deleting a submission is a procedure used by a manager or work leader. Always delete a submission if:

- the detail document payer information doesn't match the Form 1096.
- the box titles have been changed
- the tax year cannot be determined
- money amounts cannot be determined (e.g., decimal point placed incorrectly)
- it has prior or subsequent year documents
- the incorrect detail document type is selected during FI
- the Form 1096, is missing both the name and SSN

(2) Deleted submissions being perfected in SCRIPS for re-scanning needs to have UPC counts entered in BBTS to ensure capture of the activity. This is inclusive of deletes initiated either due to clerk action or automatic system deletion (i.e., mixed blocks of work). Receipts and production need to be entered under function code 550. See IRM 3.41.269.2.5.

3.41.269.8.7
(01-01-2022)
Voiding a Supporting Form

(1) Always void a payee document (never a Form 1096, Annual Summary and Transmittal of U.S. Information Returns) if:

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- the void box on the top of the form is marked
- the form is crossed out or the word VOID is written over it
- the void box and corrected box are both checked
- the dollar amounts are all zeroes or less than $1.00 (indicators and codes on the form are not considered money amounts) **"AND"** the corrected box **"OR"** the FATCA box isn't marked

> *Exception:* Form 1098-T, Tuition Statement, and Form 1099-MISC, Miscellaneous Information. See IRM 3.41.269.8.7 (3) and IRM 3.41.269.8.7 (5) instruction below.

- the form is a duplicate of the previous form. See also IRM 3.41.269.8 (11)
- the form is a summary record of dollar amounts in the submission. The form may be marked by the filer as a "summary, total, or subtotal" form
- the form is blank

(2)   VOID Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit Sharing Plans, IRAs, Insurance Contracts, etc., if its only entry is in box 7.

(3)   DON'T void Form 1099-MISC, if the Direct sales, box 7, is marked.

(4)   DON'T void supporting forms if the corrected box is marked.

(5)   DON'T void Form 1098-T, Tuition Statement, with no money amount. Void the document only if the void box is checked.

(6)   DON'T void a form the system misread and placed an **"X"** in either the void or corrected boxes when one isn't present on the document.

3.41.269.9
(01-01-2016)
Re-Imaging Form 1096, Annual Summary and Transmittal of U.S. Information Returns

(1)   The **<F12>** key allows you to flag or mark Form 1096, Annual Summary and Transmittal of U.S. Information Returns, to be sent through IRP 1096 Image Only due to the true and complete image not being clear enough or complete. It is necessary to re-image a Form 1096, for the following conditions:

- The document is skewed or folded.
- The document is scanned backwards.
- The document is missing a TIN.

> *Exception:* If the Form 1096 is completed by the IRS (as annotated by correspondence indicator "99") don't suspend to have the TIN physically placed on the form but continue processing and enter the TIN from the first available detail document.

(2)   To flag a Form 1096, for Re-Imaging, the following steps should be taken in either OE or DV:

a.   Press the re-image key **<F12>**. This flags the block for Re-Imaging until the process has been performed.
b.   Notate the block number.
c.   Press the **<F11>** key to get an image of the first entity area of a detail document. This information should be used to complete Form 1096.
d.   Continue processing the block until it is complete.
e.   Notify your supervisor.

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3.41.269.10
(06-11-2021)
**Form 1096, Annual
Summary and
Transmittal of U.S.
Information Returns,
Image Only Processing**

(1) Route to the SCRIPS scanning function Form 1096, Annual Summary and Transmittal of U.S. Information Returns, set for re-imaging with the **<F12>** key for image only processing and archiving. Only a true and complete image is taken for this purpose. However, to allow for retrieval of the image in the future, the document locator number (DLN) must be key entered with each image. The menus shown on the screen vary depending on how your supervisor profiled you. This option isn't present on the Data Validation Function Menu if "IRP 1096 Image Only" function isn't in your profile.

3.41.269.10.1
(01-01-2022)
IRP 1096 Image Only

(1) From the Workstation Main Menu, select Data Validation (DV).

(2) From the Data Validation (DV) Selection Menu, select "IRP 1096 Image Only".

(3) A 1096 Image Only block opens a UW containing up to 100 documents.

(4) If a document isn't recognized by the scanner, a window opens that allows you to identify the image as an envelope or Form 1096, Annual Summary and Transmittal of U.S. Information Returns. Additionally, a single image or entire block may be removed from further processing.

   a. If the image is neither an envelope nor Form 1096 press **<Shift>-<F12>** to remove the document from further processing.
   b. Press **<Alt>-<E>** to identify the image as an envelope.
   c. Press **<Alt>-<6>** to identify the image as a Form 1096.
   d. Press **<Ctrl>**-**<Shift>**-**<Delete>** key combination to remove the entire block.
   e. If the image is identified as a Form 1096, the DLN must be entered. If the document is removed, a DLN isn't required.

(5) Enter the 14-digit DLN for each Form 1096. The previously entered DLN is displayed at the upper half of the DLN entry window.

(6) Whenever a 14-digit DLN is entered, the DLN is validated by requiring you to enter it twice. Each component of the DLN (i.e., the File Location Code, Tax Class, Doc Code, Julian Date, Blocking Series, Sequence Number and Year Digit) undergoes validation. Any invalid component generates an error message explaining the error.

3.41.269.11
(01-01-2022)
**Supervisor
Section/Information
Return Program (IRP)
Reports**

(1) The Supervisor Section is for IRP reports that are generated, the report title and number and how the reports may be used. The following is a listing of the reports:

Report Name	Image Process System (IPS) Report Number
IRP Cumulative DLN Report	IPS06191
IRP Assigned DLN Report	IPS03339
IRP DLN Output Report	IPS01118
IRP Override Report	IPS03338

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Report Name	Image Process System (IPS) Report Number
Inventory Report (IRP)	IPS03350
IRP Production Report	IPS03331
IRP Run Balancing Report	IPS01119
Federal Tax Withheld (FTWH) Report	IPS01122
Throughput Statistics Report	IPS06440
IDRS Request Report	IPS00470
Workflow Status	IPS0698
IRP Pull Document/Submission Report	IPS00812
Workstation Operator Statistics Program and Function Summary Report	IPS0083

(2) The following subsections contain the content found on the reports.

3.41.269.11.1
(01-01-2019)
Information Return Processing Cumulative Document Locator Number Report

(1) **Title of Report:** IRP Cumulative DLN Report (IPS06191)

(2) **Description:** This report provides a cumulative year-to-date summary of document volumes by IRP form type. It is updated each time the IRP Assigned DLN Report is generated. The report is purged only once, at the end of the processing year. This report is generated on demand, but no search criteria is required. When the report is selected, it is immediately run.

(3) **Using the Report:** Although this report is still available, it became obsolete with the introduction of the IRP Production Report. There is no longer a reason to print this report.

3.41.269.11.2
(01-01-2019)
Information Return Processing Assigned Document Locator Number Report

(1) **Title of Report:** IRP Assigned DLN Report (IPS03339)

(2) **Description:** This report lists the beginning and ending IRP DLNs assigned by the scanner and lists any unused DLNs within that range. It is automatically generated and printed out upon completion of a scanner job and cannot be repeated. The report number is different than other report numbers in that it consists of the module number and the scanner Job ID.

(3) **Using the Report:** This report should remain with the tub/box of documents after they are scanned. Scanner operators should generate a report for each tub/box. If documents are not released from the SCRIPS area after they are output, printing this report isn't necessary. In this case, the scanner operator should write the range of DLNs assigned on the tub/box.

3.41.269.11.3
(01-01-2019)
Information Return Processing Document Locator Number Output Report

(1) **Title of Report:** IRP DLN Output Report (IPS01118)

(2) **Description:** This report lists the Block Numbers assigned to output blocks as well as the number of documents within each block. It is generated automatically upon completion of IRP Block Output Processing (i.e., when the output tape is finished). The report is sorted by the DLN of the Form 1096, Annual

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Summary and Transmittal of U.S. Information Returns, and is grouped by UW. The Form 1096 documents are marked with an asterisk (*).

(3) **Using the Report:** This report should be printed and accompany documents as they are output. If documents are not released from the SCRIPS area after output, it isn't necessary to print the report.

3.41.269.11.4
(01-01-2019)
Information Return Processing Override Report

(1) **Title of Report:** IRP Override Report (IPS03338)

(2) **Description:** This report details the year-to-date cumulative number of validation overrides recorded for IRP documents. It provides a "snapshot" of the **<Ctrl>-<F4>** Key Usage Audit Table at the time the report is generated. It is generated on demand but no search criteria are required. When the report is selected, it is immediately run. The report is sorted by Operator Login ID, Function Code, Program Number, and Form Field Number. The Operator Login ID isn't displayed in the output.

(3) **Using the Report:** This report may be used to identify conditions that force workstation operators to override an IRP validation. The only way an operator can proceed is to override the validation. This may signal a need to revise the IRP programs.

3.41.269.11.5
(01-01-2019)
Inventory Report Information Return Processing

(1) **Title of Report:** Inventory Report (IRP) (IPS03350)

(2) **Description:** This report provides information on the amount of IRP work currently on the system. It provides a "snapshot" of the Document Summary Audit table at the time the report is generated. This report is sorted by date.

(3) **Using the Report:** This report can be used to track the IRP inventory on the system at the time that the report is run. Be careful when using this report because if IRP is still being worked, the statistics changes.

3.41.269.11.6
(02-18-2020)
Information Return Processing Production Report

(1) **Title of Report:** IRP Production Report (IPS03331)

(2) **Description:** This report provides a detailed status of all IRP documents. For each form type, the report shows how many documents were scanned, entered in OE paper, and the output for the current day, and includes year-to-date figures as well. Supervisors can't purge this report. It is cleared at the beginning of each year as part of the production startup procedures.

- Page 1 shows the input and processed volumes by form type. Cumulative volumes are given for the day and cumulative volumes for the processing year.
- Page 2 shows the daily workflow location volumes by form type and historical workflow location volumes for the processing year.

Caution: This report gives a "snapshot" of daily (midnight to midnight) activity, but only up to the time of the day that the report is generated. If a report is generated one day and later referenced on a different day, keep in mind that the volumes shown are for only up to the time the report is generated. Likewise, a new report should be generated within a given day if the latest information is needed.

(3) **Using the Report:** This report is used locally as a record of IRP processing through the processing year and, to the degree possible, as a record of daily

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activity and as an aid in validating production volume reporting. This report should be used when analyzing managerial production reports for accuracy and total year-to-date deleted items on both page one and two should be considered.

(4) **Submitting the Report:** Weekly the sites run the IRP Production Report and e-mail's a copy of this report - by close of business Monday - to National Office. Send to *IT SCRIPS PO.

3.41.269.11.7
(01-01-2019)
Information Return Processing Run Balancing Report

(1) **Title of Report:** IRP Run Balancing Report (IPS01119)

(2) **Description:** This report lists the tape designation and file number of the output tape. It also lists the volumes output and dropped during output, as well as the total, for a particular output run. It is generated automatically upon completion of IRP Block Output Processing (i.e., when the output tape is finished). It doesn't include a breakdown by form type.

(3) **Using the Report:** This report is the most convenient source of output volumes, per output run. See Exhibit 3.41.269-43, Unit Production Log Input Batch/Block Tracking System (BBTS), for more information on using report information for unit production and receipt input.

Note: When using this report to calculate Unit Production Card (UPC) totals to be input into BBTS, care needs to be exercised to ensure the total function 500 production volume is minus voids and deletes for the specified period. Function 500 receipt volume for UPC purposes is the weighted volume released from Receipt and Control to Data Conversion.

3.41.269.11.8
(01-01-2019)
Federal Tax Withheld (FTWH) Report

(1) **Title of Report:** Federal Tax Withheld (FTWH) Report (IPS01122)

(2) **Description:** This report prints during output for transmitted documents having federal tax withheld as the only money amount. Images of the documents are printed with the report. Any document listed on this report is deleted and not output.

(3) **Generating the Report:** This report generates automatically during output.

(4) **Printing the Report:** This report prints automatically during output.

(5) **Using the Report:** Route this report, along with the images, to the IRP Sort function.

(6) **Reviewing the Report:** Prior to routing the report for disposition review the report and the images for accuracy.

    a.   Review each image to ensure the only dollar entry is box 4 - Federal income tax withheld.

    b.   If other entries are present on the submission prepare Form 1096, Annual Summary and Transmittal of U.S. Information Returns, and process the copy of the submission attached to the FTWH Report.

    c.   Edit the report to reflect any submissions removed prior to forwarding to the IRP Sort function.

(7) The system prints an image for **each** document where federal tax withholding is the only money amount present.

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Note: This may mean you could have up to three copies of the same image if all three documents are FTWH only.

3.41.269.11.9 (01-01-2019) **Throughput Statistics Report**	(1)	**Title of Report:** Throughput Statistics Report (IPS06440)
	(2)	**Description:** This report lists the total number of blocks, documents, processing time, and documents per hour for scanning operations by scandriver. Transport and crossover are also available for the time entered.
	(3)	**Using the Report:** This report is used to drop Unit Production Cards (UPCs) to document daily volume of data documents scanned into the system. See Exhibit 3.41.269-43, Unit Production Log Input Batch/Block Tracking System (BBTS).
3.41.269.11.10 (01-01-2019) **Integrated Data Retrieval System (IDRS) Request Report**	(1)	**Title of Report:** IDRS Request Report (IPS00470)
	(2)	**Description:** This report lists the total number of requests, number of requests not found, and number of images printed for each request type on a given day.
	(3)	**Using the Report:** This report is used to trouble shoot missing IDRS print requests.
3.41.269.11.11 (01-01-2024) **Workflow Status**	(1)	**Title of Report:** Workflow Status (IPS0698)
	(2)	**Description:** This report lists the task/sub-task number, the sub-task description, blocks at the sub-task, total documents for the block, and documents ready for the sub-task. This report also contains percentages for system capacity used under the following three categories: General, IRP, and IRP/ACA/K1/941/940/Stand-Alone.
	(3)	**Using the Report:** This report is used to monitor documents and system capacity. Once blocks/UWs of documents have been processed through SCRIPS and accepted by down-stream processing, the files containing the documents images, ASCII data, and statistical information can be purged from the system.

Reminder: Files containing reports must remain on the system for seven days from the output date before they can be purged by DLN association.

Note: **Don't purge** any data records prior to Cycle 5 unless approved by Submission Processing Headquarters.

3.41.269.11.12 (01-01-2021) **Information Return Processing Pull Document/Submission Report**	(1)	**Title of Report:** IRP Pull Document/Submission Report (IPS00812)
	(2)	**Description:** This report lists each document and submission removed from the SCRIPS system by clerk or supervisor intervention during system processing in FI, OE or DV functions. This report is generated using backend General Report located in the SCRIPS Utilities menu.
	(3)	**Using the Report:** This report is used to identify the deleted documents in addition to the clerk manually notating the documents to pull.
	(4)	The reason is one of the following pull document report codes:

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Report Reason	Condition	Possible Action Required
PULL SUBMISSION	1096 EIN and/or SSN is equal to "000000000"	• Return to IRP Sort for correspondence • Classified waste
CONSECUTIVE 1096	consecutive 1096s	• Return to IRP Sort for correspondence • Classified waste
MIXED SUBMISSION	• mixed 1099 types in UW • non-conforming form identified by the operator	• Return to IRP Sort for correction (correspondence if applicable) • Correct and reprocess (see IRM 3.41.269.4.2 (3).
DLNS EXCEEDED	sequence number exceeds "99"	Pull and reprocess
PULL 1096	any Form 1096 identified as a stand-alone document	• Return to IRP Sort for correspondence • Classified waste if duplicate
PULL IMAGE ONLY	any non-conforming form identified by the operator in Data Validation as "Remove"	• Return to IRP Sort for proper disposition (correspondence if applicable) • Classified waste
IMAGE ONLY BLOCK REMOVED	any non-conforming form identified by the operator in 1096 Image Only Data Validation as "Remove Block"	• Pull and reprocess • Classified waste • No action if duplicate
PULL	when the **\<F12\>** key is selected to remove document	• Return to IRP Sort for proper disposition (correspondence if applicable) • Classified waste • No action if duplicate
1099-MISC FTWH FRAUD	if FTWH Fraud conditions still exists on the record	Return to IRP Sort for proper disposition ***Note:*** Tag document(s) as FRAUD and include copy of Form 1096 with the document.
1099-NEC FTWH FRAUD	if FTWH Fraud conditions still exists on the record	Return to IRP Sort for proper disposition ***Note:*** Tag document(s) as FRAUD and include copy of Form 1096 with the document.

3.41.269.11.13
(01-01-2022)
Work Station Operator Statistics Program and Function Summary Report

(1) **Title of Report:** Work Station Operator Statistics Program and Function Summary Report (IPS0083)

(2) **Description:** This report lists Operator Statistics as queried for SCRIPS programs and applicable functions both individually and cumulatively.

(3) **Using the Report:** This report is used to identify the number of documents processed by operators in Forms Identification, Data Validation and Original Entry for specified queried periods of time. Information retrieved can be used for BBTS Unit Production input of receipts and production. See Exhibit 3.41.269-43, Unit Production Log Input Batch/Block Tracking System (BBTS).

3.41.269.11.14
(01-01-2025)
Purging Documents

(1) Purge from SCRIPS the files including the document images and statistical information once the block/UWs of documents have been processed through SCRIPS and reach "accepted" by down-stream processing, and the transmittals have moved to archive.

Note: Accepted means the output files and "the returns in those files"

   clear all error conditions.

(2) It is recommended a system purge occur a minimum of two weeks after the output date.

(3) Purge only those blocks/UWs available for purge. The system keeps track of block/UWs available for purge and only allows you to purge those blocks/UWs. SCRIPS doesn't allow any block waiting for Quality Review (QR) Block Summarization or flagged for Quality Review to be purge.

(4) Do not purge files for reports before six weeks.

Exception: Reports allow deletion after seven working days however six weeks is the preference.

(5) A deleted document and/or block/UW is removed from the system when the form type is purged. The remainder of the form types on SCRIPS operate in the same manner.

Example: Information return document (UW) is removed when an information return block purge is performed.

(6) A purge for the form type is initiated and activated before removal of deleted documents/block/UWs from the system. If you open a purge window but do not select any blocks for purge, the deleted documents/blocks/UWs do not leave the system. Until the deletion is properly done documents/blocks/UWs remain on the system.

(7) Retain for 30 days after data is verified as converted to tape per Document 12990, Records and Information Management Control Schedules, Record Control Schedule (RCS) 29, item 85, Information Returns, the physical documents (UWs scanned in the SCRIPS area). If systemic issues exist for downstream systems a longer period is enforced by headquarters staff.

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Exhibit 3.41.269-1   (01-01-2021)
States, State Codes, and ZIP Codes Sorted by State

Note: If the ZIP Code is missing or invalid, add 01 to the first three-digit ZIP Code shown.

STATE	STATE CODE	ZIP CODE RANGE
Alabama	AL	350-369
Alaska	AK	995-999
America Samoa	AS	96799 (only)
Americas APO/DPO/FPO	AA	340
Arizona	AZ	850-865
Arkansas	AR	716-729
California	CA	900-908, 910-961
Colorado	CO	800-816
Connecticut	CT	060-069
Delaware	DE	197-199
District of Columbia	DC	200, 202-205
Europe APO/DPO/FPO	AE	090-098
Federated States of Micronesia	FM	969
Florida	FL	320-342, 344, 346, 347, 349
Georgia	GA	300-319,398-399
Guam	GU	969
Hawaii	HI	967, 968
Idaho	ID	832-838
Illinois	IL	600-629
Indiana	IN	460-479
Iowa	IA	500-528
Kansas	KS	660-679
Kentucky	KY	400-427
Louisiana	LA	700-714
Maine	ME	039-049
Marshall Islands	MH	969
Maryland	MD	206-219
Massachusetts	MA	010-027, 055
Michigan	MI	480-499

Cat. No. 34927C (11-25-2024)   Internal Revenue Manual   **Exhibit 3.41.269-1**
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Exhibit 3.41.269-1 (Cont. 1) (01-01-2021)
States, State Codes, and ZIP Codes Sorted by State

STATE	STATE CODE	ZIP CODE RANGE
Minnesota	MN	550-567
Mississippi	MS	368-397
Missouri	MO	630-658
Montana	MT	590-599
Nebraska	NE	680-693
Nevada	NV	889-898
New Hampshire	NH	030-038
New Jersey	NJ	070-089
New Mexico	NM	870-884
New York	NY	005, 100-149
North Carolina	NC	270-289
North Dakota	ND	580-588
Northern Mariana Islands	MP	969
Ohio	OH	430-459
Oklahoma	OK	730-732, 734-749
Oregon	OR	970-979
Pacific APO/DPO/FPO	AP	962-966
Palau	PW	969
Pennsylvania	PA	150-196
Puerto Rico	PR	006, 007, 009
Rhode Island	RI	028, 029
South Carolina	SC	290-299
South Dakota	SD	570-577
Tennessee	TN	370-385
Texas	TX	733, 750-799
Utah	UT	840-847
Vermont	VT	050-054, 056-059
Virginia	VA	201, 220-246
Virgin Islands	VI	008
Washington	WA	980-986, 988-994
West Virginia	WV	247-268

Exhibit 3.41.269-1   Internal Revenue Manual   Cat. No. 34927C (11-25-2024)
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Exhibit 3.41.269-1 (Cont. 2) (01-01-2021)
States, State Codes, and ZIP Codes Sorted by State

STATE	STATE CODE	ZIP CODE RANGE
Wisconsin	WI	530-549
Wyoming	WY	820-831

Cat. No. 34927C (11-25-2024)   Internal Revenue Manual   **Exhibit 3.41.269-1**
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Exhibit 3.41.269-2   (01-01-2016)
States, State Codes, and ZIP Codes Sorted by ZIP

Note: If the ZIP Code is missing or invalid, add 01 to the first three-digit ZIP Code shown.

ZIP CODE RANGE	STATE CODE	STATE
005, 063, 100-149	NY	New York
006, 007-009	PR	Puerto Rico
008	VI	Virgin Islands
010-027, 055	MA	Massachusetts
028, 029	RI	Rhode Island
030-038	NH	New Hampshire
039-049	ME	Maine
050-054, 056-059	VT	Vermont
060-069	CT	Connecticut
070-089	NJ	New Jersey
090-098	AE	Europe APO/DPO/FPO
150-196	PA	Pennsylvania
197-199	DE	Delaware
200, 202-205	DC	District of Columbia
201, 220-246	VA	Virginia
206-212, 214-219	MD	Maryland
247-268	WV	West Virginia
270-289	NC	North Carolina
290-299	SC	South Carolina
300-319, 398-399	GA	Georgia
320-342, 344, 346, 347, 349	FL	Florida
340	AA	Americas APO/DPO/FPO
350-352, 354-369	AL	Alabama
370-385	TN	Tennessee
386-397	MS	Mississippi
400-427	KY	Kentucky
430-459	OH	Ohio
460-479	IN	Indiana
480-499	MI	Michigan

Exhibit 3.41.269-2   Internal Revenue Manual   Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-2 (Cont. 1) (01-01-2016)
States, State Codes, and ZIP Codes Sorted by ZIP

ZIP CODE RANGE	STATE CODE	STATE
500-516, 520-528	IA	Iowa
530-532, 534-535, 537-549	WI	Wisconsin
550-551, 553-567	MN	Minnesota
570-577	SD	South Dakota
580-588	ND	North Dakota
590-599	MT	Montana
600-620, 622-629	IL	Illinois
630-631, 633-641, 644-658	MO	Missouri
660-662, 664-679	KS	Kansas
680-681, 683-693	NE	Nebraska
700-701, 703-708, 710-714	LA	Louisiana
716-729	AR	Arkansas
730-731, 734-741, 743-749	OK	Oklahoma
733, 739, 750-770, 772-779, 885	TX	Texas
800-816	CO	Colorado
820-831, 834	WY	Wyoming
832-838	ID	Idaho
840-847	UT	Utah
850-853, 855-857, 859-860, 863-865	AZ	Arizona
870-871, 873-876, 877-884	NM	New Mexico
889-891, 893-895, 897-898	NV	Nevada
900-928, 930-961	CA	California
962-966	AP	Pacific APO/DPO/FPO
96799 (only)	AS	American Samoa
967, 968	HI	Hawaii
969	PW	Palau
969	GU	Guam
969	MP	Northern Mariana Islands
969	MH	Marshall Islands
969	FM	Federated States of Micronesia

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Exhibit 3.41.269-2 (Cont. 2) (01-01-2016)
States, State Codes, and ZIP Codes Sorted by ZIP

ZIP CODE RANGE	STATE CODE	STATE
970-979	OR	Oregon
980-986, 988-994	WA	Washington
995-999	AK	Alaska

Exhibit 3.41.269-3   (01-01-2016)
ZIP Code, City, and State Exceptions

ZIP	CITY	STATE
75502	Texarkana	AR
45275	Airport	KY
71749	Junction City	LA
03801	Naval Base	ME
20331	Andrews AFB	MD
06390	Fishers Island	NY
73949	Texhoma	TX
20041	Dulles Int'l Airport	VA
20370	Navy Annex	VA
20301	Pentagon	VA
49936	Alvin	WI

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Exhibit 3.41.269-4   (01-01-2016)
Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes

Major City	State Code	Major City Code	ZIP Code
Aberdeen	SD	AD	574
Abilene	TX	AB	796
Akron	OH	AK	443
Albany	GA	AY	317
Albany	NY	AL	122
Albuquerque	NM	AQ	871
Alexandria	VA	AX	223
Alhambra	CA	YA	918
Allentown	PA	AW	181
Amarillo	TX	AM	791
Anaheim	CA	AH	928
Anchorage	AK	AN	995-996
Anderson	SC	AJ	296
Ann Arbor	MI	AP	481
Arlington	TX	IA	760
Arlington	VA	AR	222
Arvada	CO	AV	800, 804
Asheville	NC	AS	288
Athens	GA	AE	306
Atlanta	GA	AT	303, 311, 399
Atlantic City	NJ	AC	084
Auburn	AL	AF	368
Augusta	GA	AG	309
Augusta	ME	AA	043
Aurora	CO	AZ	800
Aurora	IL	AO	605
Austin	TX	AU	733, 787
Bakersfield	CA	BD	933
Baltimore	MD	BA	212
Baton Rouge	LA	BR	708

Exhibit 3.41.269-4   Internal Revenue Manual   Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-4 (Cont. 1) (01-01-2016)
Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes

Major City	State Code	Major City Code	ZIP Code
Battle Creek	MI	QK	490
Beaumont	TX	BT	777
Bellingham	WA	BH	982
Berkeley	CA	BE	947
Bethlehem	PA	BM	180
Billings	MT	IB	591
Biloxi	MS	BL	395
Binghamton	NY	BC	139
Birmingham	AL	BI	352
Bismarck	ND	BB	585
Bloomington	IN	BQ	474
Bloomington	MN	BN	554
Boca Raton	FL	BZ	334
Boise	ID	BS	837
Bossier City	LA	BW	711
Boston	MA	BO	021, 022
Boulder	CO	BV	803
Bradenton	FL	BG	342
Bremerton	WA	BY	983
Bridgeport	CT	BP	066
Bronx	NY	BX	104
Brooklyn	NY	BK	112
Brownsville	TX	BJ	785
Buffalo	NY	BF	142
Burlington	VT	BU	054
Cambridge	MA	CB	021, 022
Camden	NJ	CD	081
Canton	OH	CA	447
Cape Coral	FL	CF	339
Casper	WY	CZ	826
Cedar Rapids	IA	CR	524

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Exhibit 3.41.269-4 (Cont. 2) (01-01-2016)
Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes

Major City	State Code	Major City Code	ZIP Code
Champaign	IL	CX	618
Chandler	AZ	YZ	852
Chapel Hill	NC	CJ	275
Charleston	SC	CT	294
Charleston	WV	CW	253
Charlotte	NC	CE	282
Charlottesville	VA	CV	229
Chattanooga	TN	CG	374
Chesapeake	VA	CP	233
Cheyenne	WY	CY	820
Chicago	IL	CH	606-608
Chula Vista	CA	DV	919
Cincinnati	OH	CN	452, 459
Clarksville	TN	YN	370
Clearwater	FL	CQ	337
Cleveland	OH	CL	441
Colorado Springs	CO	CS	809
Columbia	SC	CU	292
Columbus	GA	CM	318, 319
Columbus	OH	CO	430, 432
Corpus Christi	TX	CC	783, 784
Cranston	RI	RT	029
Cumberland	MD	CK	215
Dallas	TX	DA	752, 753
Davenport	IA	DP	528
Dayton	OH	DY	453, 454
Daytona Beach	FL	DF	321
Dearborn	MI	DB	481
Decatur	IL	DT	625
Denver	CO	DN	800-802
Des Moines	IA	DM	503, 509

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Exhibit 3.41.269-4 (Cont. 3) (01-01-2016)
Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes

Major City	State Code	Major City Code	ZIP Code
Detroit	MI	DE	482
Dubuque	IA	DQ	520
Duluth	MN	DL	557, 558
Durham	NC	DU	277
East Lansing	MI	ET	488
East Orange	NJ	EO	070
East St Louis	IL	ES	622
Easton	PA	EA	180
El Paso	TX	EP	799, 885
Elizabeth	NJ	EL	072
Erie	PA	ER	165
Eugene	OR	EU	974
Evanston	IL	EN	602
Evansville	IN	EV	477
Fairbanks	AK	FK	997
Fall River	MA	FR	027
Far Rockaway	NY	RK	110, 116
Fargo	ND	FA	581
Fayetteville	AR	FB	727
Fayetteville	NC	FN	283
Flint	MI	FT	485
Florence	AL	FC	356
Florence	SC	FE	295
Flushing	NY	FG	113
Fort Lauderdale	FL	FL	333
Fort Pierce	FL	FP	349
Fort Smith	AR	FS	729
Fort Wayne	IN	FY	468
Fort Worth	TX	FW	761
Fresno	CA	FO	936-938
Gainesville	FL	GF	326

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Internal Revenue Manual

Exhibit 3.41.269-4

Exhibit 3.41.269-4 (Cont. 4) (01-01-2016)
Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes

Major City	State Code	Major City Code	ZIP Code
Gaithersburg	MD	GG	208
Galveston	TX	GA	775
Garland	TX	GD	750
Gary	IN	GY	464
Gastonia	NC	GN	280
Glendale	AZ	GE	853
Glendale	CA	GL	912
Grand Rapids	MI	GR	495
Great Falls	MT	GT	594
Greeley	CO	GC	806
Green Bay	WI	GB	543
Greensboro	NC	GO	274
Greenville	SC	GV	296
Greenwood	MS	GW	389
Hackensack	NJ	HS	076
Hamilton	OH	HA	450
Hammond	IN	HM	463
Hampton	VA	HP	236
Harlingen	TX	HR	785
Hartford	CT	HD	061
Harrisburg	PA	HG	171
Hattiesburg	MS	HT	394
Helena	MT	HE	596
Henderson	NV	HF	890
Hialeah	FL	HI	330
High Point	NC	HC	272
Hollywood	FL	HW	330
Honolulu	HI	HL	968
Houston	TX	HO	770, 772
Huntington	WV	HN	257
Huntington Beach	CA	HB	926

Exhibit 3.41.269-4   Internal Revenue Manual   Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-4 (Cont. 5) (01-01-2016)
Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes

Major City	State Code	Major City Code	ZIP Code
Huntsville	AL	HU	358
Independence	MO	IE	640
Indianapolis	IN	IN	462
Inglewood	CA	ID	903
Irvine	CA	IV	926, 927
Irving	TX	IR	750
Jackson	MS	JN	392
Jacksonville	FL	JV	322
Jamaica	NY	JA	114
Jamestown	NY	JM	147
Janesville	WI	JE	535
Jersey City	NJ	JC	070, 073
Johnson City	TN	JH	376
Johnstown	PA	JO	159
Joliet	IL	JT	604
Jonesboro	AR	JB	724
Kalamazoo	MI	KZ	490
Kansas City	KS	KA	661
Kansas City	MO	KC	641, 649
Kennewick	WA	KW	993
Kenosha	WI	KE	531
Kingsport	TN	KP	376
Knoxville	TN	KN	379
Lafayette	IN	LF	479
Lafayette	LA	LL	705
Lake Charles	LA	LC	706
Lakeland	FL	LK	338
Lakewood	CO	LW	801, 802, 804
Lancaster	PA	LP	176
Lansing	MI	LG	489
Laredo	TX	LD	780

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Exhibit 3.41.269-4 (Cont. 6) (01-01-2016)
Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes

Major City	State Code	Major City Code	ZIP Code
Las Cruces	NM	LZ	880
Las Vegas	NV	LV	891
Lawrence	MA	LQ	018
Lewiston	ME	LT	042
Lexington	KY	LX	405
Lincoln	NE	LN	685
Little Rock	AR	LR	722
Long Beach	CA	LB	907, 908
Long Island City	NY	LI	111
Lorain	OH	LO	440
Los Angeles	CA	LA	900, 901
Louisville	KY	LE	402
Lowell	MA	LM	018
Lubbock	TX	LU	794
Lynn	MA	LY	019
Macon	GA	MA	312
Madison	WI	MN	537
Manchester	NH	MR	031
Marietta	GA	MT	300
Melbourne	FL	ML	329
Memphis	TN	ME	375, 381
Meridian	MS	MD	393
Mesa	AZ	MZ	852
Metairie	LA	MI	700
Miami	FL	MF	330-332
Milwaukee	WI	MW	532
Minneapolis	MN	MS	554
Missoula	MT	MM	598
Mobile	AL	MO	366
Modesto	CA	MC	953
Monroe	LA	MB	712

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Exhibit 3.41.269-4 (Cont. 7) (01-01-2016)
Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes

Major City	State Code	Major City Code	ZIP Code
Montgomery	AL	MG	361
Muskegon	MI	MK	494
Naperville	IL	NP	605
Nashua	NH	NS	030
Nashville	TN	NA	372
Newark	NJ	NK	071
New Bedford	MA	ND	027
New Brunswick	NJ	NB	089
New Haven	CT	NH	065
New Orleans	LA	NO	701
Newport News	VA	NN	236
Newton	MA	NE	024
New York	NY	NY	100-102
Niagara Falls	NY	NF	143
Norfolk	VA	NV	235
Norman	OK	NR	730
North Charleston	SC	NC	294
North Hollywood	CA	NW	916
North Las Vegas	NV	NT	890
North Little Rock	AR	NL	721
Oakland	CA	OA	946
Oak Park	IL	OP	603
Oceanside	CA	OE	920
Ogden	UT	OG	842, 844
Oklahoma City	OK	OC	731
Olympia	WA	OL	985
Omaha	NE	OM	681
Orlando	FL	OR	328
Oshkosh	WI	OK	549
Overland Park	KS	OV	662
Owensboro	KY	OW	423

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Exhibit 3.41.269-4 (Cont. 8) (01-01-2016)
Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes

Major City	State Code	Major City Code	ZIP Code
Oxnard	CA	OX	930
Palo Alto	CA	PQ	943
Parkersburg	WV	PK	261
Parma	OH	PZ	441
Pasadena	CA	PD	910, 911
Paterson	NJ	PN	075
Pembroke Pines	FL	PP	330
Pensacola	FL	PE	325
Peoria	AZ	PY	853
Peoria	IL	PL	616
Petersburg	VA	PG	238
Philadelphia	PA	PH	190-192
Phoenix	AZ	PX	850
Pine Bluff	AR	PB	716
Pittsburgh	PA	PI	151, 152
Pocatello	ID	PC	832
Port Arthur	TX	PA	776
Portland	ME	PT	041
Portland	OR	PO	972
Portsmouth	NH	PS	038
Portsmouth	VA	PM	237
Providence	RI	PR	029
Provo	UT	PV	846
Pueblo	CO	PU	810
Punta Gorda	FL	PJ	339
Quincy	MA	QU	021, 022
Racine	WI	RA	534
Raleigh	NC	RL	276
Reading	PA	RD	196
Reno	NV	RE	895
Richmond	VA	RI	231, 232

Exhibit 3.41.269-4   Internal Revenue Manual   Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-4 (Cont. 9) (01-01-2016)
Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes

Major City	State Code	Major City Code	ZIP Code
Riverside	CA	RS	925
Roanoke	VA	RO	240
Rochester	NY	RC	146
Rock Hill	SC	RH	297
Rockford	IL	RF	611
Sacramento	CA	SC	942, 958
Saginaw	MI	SG	486
Salem	OR	XR	973
Salinas	CA	YL	939
Salt Lake City	UT	XU	841
San Antonio	TX	SO	782
San Bernardino	CA	SR	924
San Diego	CA	SD	921
San Francisco	CA	SF	941
San Jose	CA	SJ	951
San Juan	PR	XJ	009
Santa Ana	CA	SA	927
Santa Barbara	CA	SZ	931
Santa Fe	NM	YF	875
Sarasota	FL	XS	342
Savannah	GA	GS	314
Schenectady	NY	SK	120, 123
Scottsdale	AZ	YS	852
Scranton	PA	XC	185
Seattle	WA	SE	981
Shawnee Mission	KS	SM	662
Sheboygan	WI	XB	530
Shreveport	LA	SH	711
Silver Spring	MD	SS	209
Sioux City	IA	SX	511
Sioux Falls	SD	IQ	571

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Exhibit 3.41.269-4 (Cont. 10) (01-01-2016)
Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes

Major City	State Code	Major City Code	ZIP Code
South Bend	IN	SB	466
Spartanburg	SC	SQ	293
Spokane	WA	SW	992
Springfield	IL	XL	627
Springfield	MA	XA	011
Springfield	MO	XO	657, 658
Springfield	OH	XH	455
Stamford	CT	ST	069
Staten Island	NY	SI	103
St Joseph	MO	XM	645
St Louis	MO	SL	631
St Paul	MN	SU	551
St Petersburg	FL	SP	337
Sterling Heights	MI	YH	483
Stockton	CA	SN	952
Syracuse	NY	SY	132
Tacoma	WA	TC	984
Tallahassee	FL	TL	323
Tampa	FL	TA	336
Tempe	AZ	TE	852
Terre Haute	IN	TH	478
Titusville	FL	TT	327
Toledo	OH	TO	436
Torrance	CA	TN	905
Topeka	KS	TP	666
Trenton	NJ	TR	086
Tucson	AZ	TU	857
Tulsa	OK	TS	741
Tuscaloosa	AL	TB	354
Utica	NY	UT	135
Van Nuys	CA	VN	913, 914

Exhibit 3.41.269-4   Internal Revenue Manual   Cat. No. 34927C (11-25-2024)
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Exhibit 3.41.269-4 (Cont. 11) (01-01-2016)
Alphabetical Listing of Major Cities with Major City Codes and ZIP Codes

Major City	State Code	Major City Code	ZIP Code
Vancouver	WA	VA	986
Virginia Beach	VA	VB	234
Waco	TX	WX	767
Warren	MI	WR	480
Warren	OH	WO	444
Warwick	RI	WW	028
Washington	DC	DC	200, 202-205, 569
Waterbury	CT	WT	067
Waterloo	IA	WL	507
West Allis	WI	WA	532
West Valley City	UT	WC	841
West Palm Beach	FL	WP	334
Westminster	CO	WD	800, 802
Wheeling	WV	WH	260
White Plains	NY	WJ	106
Wichita	KS	WK	672
Wichita Falls	TX	WF	763
Wilkes-Barre	PA	WB	187
Williamsport	PA	WM	177
Wilmington	DE	WI	198
Wilmington	NC	WN	284
Winston-Salem	NC	WS	271
Winter Haven	FL	WG	338
Worcester	MA	WE	016
Yonkers	NY	YK	107
York	PA	YR	173, 174
Youngstown	OH	YO	445

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Exhibit 3.41.269-5   (01-01-2025)
Street Abbreviations (Required)

The following abbreviations **MUST** be used, however; **it isn't necessary to abbreviate any word if it is correctly recognized by the scanner.** This requirement applies only if the word is manually entered. These are the only abbreviations honored by the United States Postal Service.

WORD	ABBREVIATION
Air Force Base	AFB
Apartment	APT
Avenue	AVE
Boulevard	BLVD
Building	BLDG
Circle	CIR
Court	CT
Department	DEPT
Drive	DR
East, Ea *Caution:* When used as a direction.	E
Floor	FL
Fort	FT
Highway	HWY
Highway Contract	HC
Lane	LN
North, No., No *Caution:* When used as a direction.	N
Northeast, N.E. *Caution:* When used as a direction.	NE
Northwest, N.W. *Caution:* When used as a direction.	NW
One-half (all fractions space before and after the number)	1/2
Parkway	PKWY
Place	PL

Exhibit 3.41.269-5   Internal Revenue Manual   Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-5 (Cont. 1) (01-01-2025)
Street Abbreviations (Required)

WORD	ABBREVIATION
Plaza	PLZ
Post Office Box, PO Box, P.O. Box, P.O. Drawer, POB, PO	PO BOX
Private Mailbox	PMB
Route, Rte., RT	RTE
Road	RD
Room	RM
R.D, RFD, R.F.D., RR, Rural Delivery	RR
Rural Route	RR
South, So., So *Caution:* When used as a direction.	S
Southeast, S.E. *Caution:* When used as a direction.	SE
Southwest, S.W. *Caution:* When used as a direction.	SW
Space	SPC
Square	SQ
Street(s)	ST(S)
Suite	STE
Terrace, Terr	TER
West, We *Caution:* When used as a direction.	W

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Exhibit 3.41.269-6   (01-01-2016)
Street Abbreviations (Optional)

The following abbreviations **MAY BE** used. These are abbreviations honored by the United States Postal Service.

WORD	ABBREVIATION
Alley	ALY
Annex	ANX
Arcade	ARC
Basement	BSMT
Bayou	BYU
Beach	BCH
Bend	BND
Bluff	BLF
Bottom	BTM
Branch	BR
Bridge	BRG
Brook	BRK
Burg	BG
Bypass	BYP
Camp	CP
Canyon	CYN
Cape	CPE
Causeway	CSWY
Center	CTR
Cliffs	CLFS
Club	CLB
Common	CMN
Corner	COR
Corners	CORS
Course	CRSE
Cove	CV
Creek	CRK
Crescent	CRES

Exhibit 3.41.269-6   *Internal Revenue Manual*   Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-6 (Cont. 1) (01-01-2016)
Street Abbreviations (Optional)

WORD	ABBREVIATION
Crest	CRST
Crossing	XING
Crossroad	XRD
Curve	CURV
Dale	DL
Dam	DM
Divide	DV
Estate, Estates	EST, ESTS
Expressway	EXPY
Extension	EXT
Falls	FLS
Ferry	FRY
Field	FLD
Fields	FLDS
Flats	FLTS
Ford	FRD
Forest	FRST
Forge	FRG
Fork	FRK
Forks	FRKS
Freeway	FWY
Front	FRNT
Gardens	GDNS
Gateway	GTWY
Glen	GLN
Green	GRN
Grove	GRV
Hangar	HNGR
Harbor	HBR
Haven	HVN
Heights	HTS

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Exhibit 3.41.269-6 (Cont. 2) (01-01-2016)
Street Abbreviations (Optional)

WORD	ABBREVIATION
Hill	HL
Hills	HLS
Hollow	HOLW
Inlet	INLT
Island	IS
Islands	ISS
Junction	JCT
Key	KY
Knolls	KNLS
Lake	LK
Lakes	LKS
Landing	LNDG
Light	LGT
Loaf	LF
Locks	LCKS
Lodge	LDG
Lower	LOWR
Manor	MNR
Meadows	MDWS
Mill	ML
Mills	MLS
Mission	MSN
Mount	MT
Mountain	MTN
Neck	NCK
Orchard	ORCH
Overpass	OPAS
Penthouse	PH
Pine	PNE
Plain	PLN
Plains	PLNS

Exhibit 3.41.269-6   Internal Revenue Manual   Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-6 (Cont. 3) (01-01-2016)
Street Abbreviations (Optional)

WORD	ABBREVIATION
Point	PT
Port	PRT
Prairie	PR
Radial	RADL
Ranch	RNCH
Rapids	RPDS
Rest	RST
Ridge	RDG
River	RIV
Shoal	SHL
Shoals	SHLS
Shore	SHR
Shores	SHRS
Skyway	SKWY
Spring	SPG
Springs	SPGS
Square	SQ
Station	STA
Stravenue	STRA
Stream	STRM
Summit	SMT
Throughway	TRWY
Trace	TRCE
Track	TRAK
Trafficway	TRFY
Trail	TRL
Trailer	TRLR
Tunnel	TUNL
Turnpike	TPKE
Underpass	UPAS
Union	UN

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Exhibit 3.41.269-6 (Cont. 4) (01-01-2016)
Street Abbreviations (Optional)

WORD	ABBREVIATION
Upper	UPPR
Valley	VLY
Viaduct	VIA
View	VW
Village	VLG
Ville	VL
Vista	VIS
Wells	WLS

Exhibit 3.41.269-6 *Internal Revenue Manual* Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-7   (01-01-2016)
Standard Abbreviations (Optional)

These abbreviations **may be used** to shorten entries which are too long for entry on an Entity with the **EXCEPTION** of word used to determine name control.

WORD	ABBREVIATION
Accounting	ACCTG
Accounts	ACCTS
Administration	ADMIN
America(n)	AMER
Associates	ASSOC
Association	ASSN
Blue Cross/Blue Shield	BC BS
Brotherhood	BRTHHD
Brothers	BROS
Casualty	CASLTY
Commission	COMM
Company	CO
Comptroller	COMPT
Computer	COMP
Consolidation	CONS
Construction	CONST
Cooperative	COOP
Credit Union	CU
Data Processing	DP
Deceased	DECD
Department	DEPT
District	DIST
Division	DIV
Electrical	ELEC
Enterprises	ENT
Federal	FED
Federal Credit Union	FCU
Finance	FIN

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Internal Revenue Manual

Exhibit 3.41.269-7

Exhibit 3.41.269-7 (Cont. 1) (01-01-2016)
Standard Abbreviations (Optional)

WORD	ABBREVIATION
First National Bank	FNB
Group	GRP
Headquarters	HDQTRS
Hourly	HRLY
Human Resources	HUM RES
Human Development	HUM DEVLP
Industry(ies)	INDUST
Institute, Institution	INST
Insurance	INS
International	INT
Investment, Investors	INVEST
Limited	LTD
Management	MGMT
Manufacturing	MFG
Mental Health	MEN HLTH
Municipal	MUN
Mutual	MUTL
National	NAT
National Guard	NAT GD
Pension	PENS
Products	PROD
Railroad	RR
Realty	RLTY
Retirement	RET
Salary(ies)	SAL
Savings	SAV
Savings and Loan	SL
Service	SERV
Stevedoring	STVDG
Transportation	TRANS
Telegraph	TEL

Exhibit 3.41.269-7 Internal Revenue Manual Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-7 (Cont. 2) (01-01-2016)
Standard Abbreviations (Optional)

WORD	ABBREVIATION
Telephone	TEL
United States	US
University	UNIV
US Air Force	USAF
US Army	USA
US Coast Guard	USCG
US Marine Corp	USMC
US Navy	USN

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Exhibit 3.41.269-8   (01-01-2025)
Information Returns (IRP) Entity Fields Transcription Sheet

Two symbols are used throughout the IRP Transcription Sheets to denote certain conditions.

- ➤ Must enter field. These are used in the Screen Prompt column.
- * Skip may be used to skip to this field after releasing the Account Number Field. These are used in the Screen Prompt column and shown on the workstation template.
- **Every field on Form 1096, Annual Summary and Transmittal of U.S. Information Returns, needs to be entered and/or sight verified. In DV turn AUTO Key off to access fields. The clerk is required to sight verify and correct all incorrect information on all lines of Form 1096 as stated above. If the Name, Address, City, and State fields are missing or illegible and are available on the first detail document, enter as shown. If Form 1096, doesn't have a valid TIN and it is available on the first detail document the block must be suspended. The TIN is entered on the Form 1096 and re-scanned.**

Exception: If the Form 1096 is completed by the IRS(as annotated by correspondence code "99") don't suspend to have the TIN physically placed on the form but continue processing and enter the TIN from the first available detail document.

All Information Returns (IRP) TRANSCRIPTION SHEET: Entity Fields

OE/DV Screen Prompt	Description	Instructions
VOID Box	VOID Box	Enter "**X**" if marked or if the document is blank. **Note:** For further instructions on what documents to void, see also IRM 3.41.269.8.7.
CORRECTED Box	Corrected Box	Enter "**X**" if marked.
Tax Year	Tax Year	The tax year is a must enter field. • Enter the tax year printed/present in the upper right-hand corner of the form. • Requires two consecutive matching and valid entries to leave the field. • Enter **"00"** if an invalid tax year is present, then select "yes" when prompted to delete the UW. **Note:** The system 1) recognizes the tax year present and 2) presents the year for site verification before releasing from the field.

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Exhibit 3.41.269-8 (Cont. 1) (01-01-2025)
Information Returns (IRP) Entity Fields Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
Payer TIN - for **Form 1099 series:** • Payer's • Lender's **Form 1098 series:** • Recipient's • Lender's • Filer's **Form 5498:** Trustee's /Issuer's TIN **Form 1097-BTC:** Issuer's TIN	Payer/Filer TIN	Enter the nine-digit Payer, Trustee, Filer, Issuer Lender, or Recipient TIN. *Note:* If the TIN is missing or isn't consistent with the TIN data on Form 1096 or more or less than nine-digits, compare the filer names. If the information matches substantially, enter the TIN from the Form 1096 to all forms.
Recipient ID - for **Form 1099 series:** • Recipient's • Payee's • Borrower's • Transferor's • Debtor's **Form 1098 series:** • Payer's • Borrower's • Student's **Form 5498 series:** Participant's	Recipient ID	Enter the nine-digit Recipient, Participant, Payee ID or Bond Issuer ID. **Notes:** • If the TIN isn't present, or is more or less than nine-digits, leave the field blank. • If two or more SSNs are present in the same box, enter the top or first SSN listed.
Name 1	First Name Line	Enter the full name shown.
Name 2	Second Name Line	Enter from the lower entity portion of the document. **Notes:** • If an "**In-Care-Of**" name is present, enter "**%**", space, and enter the name(s). • If a foreign address is present, enter the street address portion in this field.

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Exhibit 3.41.269-8 (Cont. 2) (01-01-2025)
Information Returns (IRP) Entity Fields Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
➤Address	Street Address	Enter the street address from the lower entity portion of the document. **Notes:** • If **PO Box** is present, enter an asterisk (*****) and a space in the first two positions of the field, followed by the PO Box number (optional). • If the address is missing or illegible, enter "**Z**". • If a foreign address is present, enter the city, state or province, and postal code in this field.
➤City	City	Enter the name of the city. **Notes:** • If a Major City Code (MCC) applies, enter the MCC for the listed city (optional). • If the city is missing or illegible, enter "**ZZZ**". • If a foreign address is present, enter the complete country name in this field.
State	State Code	Enter the two-character code for the state listed in the lower entity portion of the document. **Notes:** • If a MCC is entered in the City field, this field is bypassed. • If a foreign address is present, enter a period (**.**) in the first position of this field.
ZIP	ZIP Code	Enter the ZIP Code. If missing, press **<Enter>** to bypass this field.
Account Number	Account Number Box	Enter up to 30 alpha/numeric characters from the Account number box. If illegible, leave blank. *Note:* Omit special characters, leading zeroes, and descriptive words, such as **SSN** or **Savings Bonds**.
2nd TIN Not.	2nd TIN Not. Box	Enter "**X**", if marked.

Exhibit 3.41.269-8   Internal Revenue Manual   Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-9   (01-01-2024)
Form 1096, Annual Summary and Transmittal of U.S. Information Returns, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
Name Ctrl	Name Control	Never enter name control.
Name 1	Payer Name	Enter the full name(s) shown. ***Note:*** If the name is missing or illegible and it is present on the first detail document, enter as shown. If not present press **<Enter>** to bypass the Name field.
Name 2	Second Name Line	Enter the second name line if present.
➤Address	Street Address	Enter the street address shown. If missing, illegible, or foreign, enter "**Z**". ***Note:*** If the address is missing or illegible and it is present on the first detail document, enter as shown.
➤City	City	Enter the name of the city. If missing, illegible, or foreign, enter "**ZZZ**". ***Note:*** If the city is missing or illegible and it is present on the detail document, enter as shown.
State	State Code	Enter the two-character code for the state shown. ***Note:*** If the state is missing or illegible and it is present on the first detail document, enter as shown. Press **<Enter>** to bypass the State field. Never enter a period in this field for Form 1096. If a Major City Code is entered in the City field, this field is bypassed.
ZIP	ZIP Code	Enter the ZIP Code. ***Reminder:*** If the ZIP Code is missing or illegible and it is present on the first detail document, enter as shown. Press **<Enter>** to generate generic ZIP Code.

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Exhibit 3.41.269-9 (Cont. 1) (01-01-2024)
Form 1096, Annual Summary and Transmittal of U.S. Information Returns, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions	
➤(1) EIN	Box 1 ***Note:*** Proper format for EIN is XX-XXXXXXX.	If the detail documents have been submitted with a different EIN and the remaining entity information is the same, the EIN on the detail documents should be physically entered on the Form 1096 unless otherwise edited. Enter the nine-digit EIN in box 1. • If the EIN is missing, is more or less than nine-digits and is present on the first detail document, suspend the block. The EIN is physically entered on the Form 1096 and re-scanned, except for Service prepared forms. Press **<Enter>** to bypass the EIN field. • If the entry is in SSN format, then enter the data in box 2.	
(2) SSN	Box 2 ***Note:*** Proper format for SSN is XXX-XX-XXXX.	Enter the nine-digit SSN from box 2 if an EIN isn't present. • If the SSN is missing, is more or less than nine-digits, and is present on the first detail document, suspend the block. The SSN will be entered on the Form 1096 and re-scanned, except for IRS prepared forms. • If the entry is in EIN format, then enter the data in box 1. • Otherwise, enter **"999999999"** in the (1) EIN field.	
	Delinquent Return Indicator	Enter the code, if present, from the first "**For Official Use Only**" box. **Notes:**	# # # # # # # # #

Exhibit 3.41.269-9   Internal Revenue Manual   Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-9 (Cont. 2) (01-01-2024)
Form 1096, Annual Summary and Transmittal of U.S. Information Returns, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
Delinq. Return Date	Delinquent Return Date	Enter the date from the IRS received date stamp, if present. a. If the boxes are blank, enter the date from the IRS received date stamp in MMDDYY format. See the valid dates below. b. If multiple conflicting received dates are present or the received date stamp is circled out, leave blank. c. If the received date stamp is illegible, enter the signature date. If the signature date is illegible, missing, or timely, leave blank. **123125.** *Exception:* Form 1096 transmitting Form 1099-NEC the valid through **123125.** Form 1096 transmitting Form 5498 has a valid date **123125** If the "**X**" is missing and a valid Delinquent Date is present in the Delinquent Return Date field, enter an "**X**". If the received date isn't valid remove the "**X**" from the Delinquent Indicator field.
Corr Ind	Correspondence Indicator	Enter only the two-digit code "**99**" from the last two "**For Official Use Only**" boxes. DON'T enter any other codes present. If the boxes are blank, press **<Enter>**.
Submission Type *Note:* For OE Paper entry.	Detail Document Type	Enter a document type from the menu in the middle of the Form 1096 template.

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Exhibit 3.41.269-10   (01-01-2024)
Form 1097-BTC, Bond Tax Credit, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
Issuer of bond	Issuer of bond or its agent filing current year Form 1097-BTC Bottom left side	Enter "**X**" if the box is marked.
An entity or a person received	An entity or a person that received a current year Form 1097-BTC Bottom left side	Enter "**X**" if the box is marked.
[1]* Total	Box 1$	Enter the dollar amount from box 1.
[2a] Code	Box 2a	Enter the code from box 2a. Valid codes are A, C, O or blank.
[2b] Unique Identifier	Box 2b	Enter Unique Identifier present in box 2b.
[3] Bond type	Box 3	Enter the Bond type present from box 3. Valid entries are 101, 199 or blank.
[5a] January	Box 5a$	Enter the dollar amount from box 5a.
[5b] February	Box 5b$	Enter the dollar amount from box 5b.
[5c] March	Box 5c$	Enter the dollar amount from box 5c.
[5d] April	Box 5d$	Enter the dollar amount from box 5d.
[5e] May	Box 5e$	Enter the dollar amount from box 5e.
[5f] June	Box 5f$	Enter the dollar amount from box 5f.
[5g] July	Box 5g$	Enter the dollar amount from box 5g.
[5h] August	Box 5h$	Enter the dollar amount from box 5h.
[5i] September	Box 5i$	Enter the dollar amount from box 5i.
[5j] October	Box 5j$	Enter the dollar amount from box 5j.
[5k] November	Box 5k$	Enter the dollar amount from box 5k.
[5l] December	Box 5l$	Enter the dollar amount from box 5l.
[6] Comments	Box 6	Enter the information if present from box 6.

Exhibit 3.41.269-10   Internal Revenue Manual   Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-11   (01-01-2023)
Form 1098, Mortgage Interest Statement, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Mortgage interest received	Box 1$	Enter the dollar amount from box 1.
[2] Outstanding mortgage principal	Box 2$	Enter the dollar amount from box 2.
[3] Mortgage origination date	Box 3	Enter the date from box 3 if present in MMDDYY format. Leave blank if no date is present or a complete date cannot be determined.
[4] Refund of overpaid interest	Box 4$	Enter the dollar amount from box 4.
[5] Mortgage insurance premium	Box 5$	Enter the dollar amount from box 5.
[6] Points paid	Box 6$	Enter the dollar amount from box 6.
[7] Address of property verification	Box 7	Enter "**X**" if the box is marked.
[8] Address or description of property	Box 8	Enter information if present from box 8.
[9] Number of mortgaged properties	Box 9	Enter information if present from box 9.
[10] Other	Box 10	Enter information if present from box 10.
[11] Mortgage acquisition date	Box 11	Enter the date from box 11 if present in MMDDYY format. Leave blank if no date is present or a complete date cannot be determined.

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Exhibit 3.41.269-12   (01-01-2024)
Form 1098-C, Contributions of Motor Vehicles, Boats, and Airplanes, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Date of contribution	Box 1	Enter the date if present from box 1 in MMDDYY format. Leave blank if no date is present or a complete date cannot be determined.
[2a] Odometer mileage	Box 2a	Enter the information if present from box 2a.
[2b] Year	Box 2b	Enter the information from box 2b in YYYY format.
[2c] Make	Box 2c	Enter information if present from box 2c. ***Note:*** Don't enter numeric or special characters.
[2d] Model	Box 2d	Enter the alphanumeric information if present from box 2d. ***Note:*** Don't enter special characters.
[3] Vehicle or other ID num	Box 3	Enter the information if present from box 3.
[4a] Arm's length transaction checkbox	Box 4a	Enter "**X**" if the box is marked.
[4b] Date of sale	Box 4b	Enter the date if present from box 4b in MMDDYY format.
[4c] Gross proceeds from sale	Box 4c$	Enter the dollar amount from box 4c.
[5a] Not transferred for money checkbox	Box 5a	Enter "**X**" if the box is marked.
[5b] Transferred to needy individual	Box 5b	Enter "**X**" if the box is marked.
[5c] Detail description	Box 5c	Enter the information if present from box 5c.
[6a] Provide goods in exchange	Box 6a	Enter "**X**" if the box is marked **Yes.**
[6a] Provide goods in exchanged	Box 6a	Enter "**X**" if the box is marked **No.**
[6b] Value of goods	Box 6b$	Enter the dollar amount from box 6b.
[6c] Describe goods and services	Box 6c	Enter the description from box 6c.
[6c] Intangible religious	Box 6c	Enter "**X**" if the box is marked.
[7] May not claim deduction	Box 7	Enter "**X**" if the box is marked.

Exhibit 3.41.269-12   Internal Revenue Manual   Cat. No. 34927C (11-25-2024)

Exhibit 3.41.269-13   (01-01-2023)
Form 1098-E, Student Loan Interest Statement, Data Field Transcription

OE/DV Screen Prompt	Description	Instructions
[1]* Student Loan Interest Received	Box 1$	Enter the dollar amount from box 1.
[2] Check if Box 1 does NOT include loan origination fees and/or capitalized interest, and the loan was made before September 1, 2004.	Box 2	Enter "**X**" if the box is marked.

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Exhibit 3.41.269-14   (01-01-2024)
Form 1098-F, Fines, Penalties, and Other Amounts, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Total amount required	Box 1$	Enter the dollar amount from box 1.
[2] Amount paid for violation	Box 2$	Enter the dollar amount from box 2.
[3] Restitution amount	Box 3$	Enter the dollar amount from box 3.
[4] Compliance amount	Box 4$	Enter the dollar amount from box 4.
[5] Date of order	Box 5	Enter the date if present from box 5 in MMDDYY format. Leave blank if no date is present or a complete date cannot be determined.
[6] Court or entity	Box 6	Enter the information from box 6.
[7] Case number	Box 7	Enter the information from box 7.
[8] Case name or parties to suit	Box 8	Enter the information from box 8.
[9] Code	Box 9	Enter the code present in box 9 up to five characters. **Note:** Valid characters are: A,B,C,D or E.

Exhibit 3.41.269-15   (01-01-2024)
Form 1098-Q, Qualifying Longevity Annuity Contract Information, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1a]* Annuity amount on start	Box 1a$	Enter the amount from box 1a.
[1b] Annuity start date	Box 1b	Enter the date if present in box 1b in MMDDYY format. Leave blank if no date is present or a complete date cannot be determined.
[2] Start date may be accelerated checkbox	Box 2	Enter "**X**" if the box is marked.
[3] Total premiums	Box 3$	Enter the dollar amount from box 3.
[4] FMV of QLAC	Box 4$	Enter the dollar amount from box 4.
[5a] January	Box 5a$	Enter the dollar amount from box 5a.
[5a] January	Box 5a-dd	Enter the information if present from box 5a-dd. Valid entry is 1-31.
[5b] February	Box 5b$	Enter the dollar amount from box 5b.
[5b] February	Box 5b-dd	Enter the information if present from box 5b-dd. Valid entry is 1-29.
[5c] March	Box 5c$	Enter the dollar amount from box 5c.
[5c] March	Box 5c-dd	Enter the information if present from box 5c-dd. Valid entry is 1-31.
[5d] April	Box 5d$	Enter the dollar amount from box 5d.
[5d] April	Box 5d-dd	Enter the information from box 5d-dd if present. Valid entry is 1-30.
[5e] May	Box 5e$	Enter the dollar amount from box 5e.
[5e] May	Box 5e-dd	Enter the information if present from box 5e-dd. Valid entry is 1-31.
[5f] June	Box 5f$	Enter the dollar amount from box 5f.
[5f] June	Box 5f-dd	Enter the information if present from box 5f-dd. Valid entry is 1-30.
[5g] July	Box 5g$	Enter the dollar amount from box 5g.
[5g] July	Box 5g-dd	Enter the information if present from box 5g-dd. Valid entry is 1-31.
[5h] August	Box 5h$	Enter the dollar amount from box 5h.
[5h] August	Box 5h-dd	Enter the information if present from box 5h-dd. Valid entry is 1-31.
[5i] September	Box 5i$	Enter the dollar amount from box 5i.

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Exhibit 3.41.269-15 (Cont. 1) (01-01-2024)
Form 1098-Q, Qualifying Longevity Annuity Contract Information, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[5i] September	Box 5i-dd	Enter the information if present from box 5i-dd. Valid entry is 1-30.
[5j] October	Box 5j$	Enter the dollar amount from box 5j.
[5j] October	Box 5j-dd	Enter the information if present from box 5j-dd. Valid entry is 1-31.
[5k] November	Box 5k$	Enter the dollar amount from box 5k.
[5k] November	Box 5k-dd	Enter the information if present from box 5k-dd. Valid entry is 1-30.
[5l] December	Box 5l$	Enter the dollar amount from box 5l.
[5l] December	Box 5l-dd	Enter the information if present from box 5l-dd. Valid entry is 1-31.

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Exhibit 3.41.269-16   (01-01-2023)
Form 1098-T, Tuition Statement, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Rec'd for qual. tuition	Box 1$	Enter the dollar amount from box 1.
TIN Checkbox	Student's TIN Checkbox Right of box 3	Enter "**X**" if the box is marked.
[4] Adjustments made for prior year	Box 4$	Enter the dollar amount from box 4.
[5] Scholarships or grants	Box 5$	Enter the dollar amount from box 5.
[6] Adjust. to scholarships	Box 6$	Enter the dollar amount from box 6.
[7] Check Box 1 include yypy	Box 7	Enter "**X**" if the box is marked. ***Note:*** yypy = current processing year.
[8] Check if at least half-time student	Box 8	Enter "**X**" if the box is marked.
[9] Check if a graduate student	Box 9	Enter "**X**" if the box is marked.
[10] Ins. contract reimb./refund	Box 10$	Enter the dollar amount from box 10.

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Exhibit 3.41.269-17   (01-01-2023)

Form 1099-A, Acquisition or Abandonment of Secured Property, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1] Date of lender's acquisition	Box 1	Enter the date if present from box 1 in MMDDYY format. Leave blank if no date is present.
[2] Balance of Principal	Box 2$	Enter the dollar amount from box 2.
[4]* Fair Market Value	Box 4$	Enter the dollar amount from box 4.
[5] Check if borrower was personally liable for repayment of the debt	Box 5	Enter "**X**" if the box is marked.
[6] Description of property	Box 6	Enter the description from box 6.

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Exhibit 3.41.269-18   (01-01-2024)
Form 1099-B, Proceeds From Broker and Barter Exchange Transactions, Data Field Transcription Sheet

OE / DV Screen Prompt	Description	Instructions
Applicable chbx on Form 8949	Above Box 1a	Enter the information. Valid characters are: A, B, D, E, X or blank.
[1a]* Description	Box 1a	Enter the description from box 1a.
[1b] Date acquired	Box 1b	Enter the date from box 1b in MMDDYY format. Leave blank if no date is present. **Notes:** • If MMDD is present without YY, use the current tax year being processed as YY. • If MMYY is present without DD, use the last day of the month. • If only YY is present leave the field blank. • If two dates are present, enter the earliest date.
[1c] Date sold	Box 1c	Enter the date from box 1c in MMDDYY format. **Notes:** • If MMDD is present without YY, use the current tax year being processed as YY. • If MMYY is present without DD, use the last day of the month. • If only YY is present or the YY isn't the current year being processed, leave the field blank. • If two dates are present, enter the earliest date for YY for the current year being processed.
[1d] Proceeds	Box 1d$	Enter the dollar amount from box 1d. *Note:* Positive or negative money amounts valid.
[1e] Cost or other basis	Box 1e$	Enter the dollar amount from box 1e.
[1f] Accrued market disc	Box 1f$	Enter the dollar amount from box 1f.
[1g] Wash sale disallowed	Box 1g$	Enter the dollar amount from box 1g. *Note:* Positive or negative money amounts valid.
[2] Short term	Short-term Box 2 Type of gain or loss	Enter "**X**" if the box is marked.

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Exhibit 3.41.269-18 (Cont. 1) (01-01-2024)
Form 1099-B, Proceeds From Broker and Barter Exchange Transactions, Data Field Transcription Sheet

OE / DV Screen Prompt	Description	Instructions
[2] Long term	Long-term Box 2 Type of gain or loss	Enter "**X**" if the box is marked.
[2] Ordinary	Ordinary Box 2	Enter "**X**" if the box is marked.
[3] Proceeds from Collectibles	Collectible Box 3 Check if proceeds from	Enter "**X**" if the box is marked.
[3] QOF	QOF Box 3 Check if proceeds from	Enter "**X**" if the box is marked.
[4] Federal income tax withheld	Box 4$	Enter the dollar amount from box 4.
[5] Noncovered security	Box 5	Enter "**X**" if the box is marked.
[6] Gross proceeds	Box 6 (Upper Box)	Enter "**X**" if the box is marked.
[6] Net proceeds	Box 6 (Lower Box)	Enter "**X**" if the box is marked.
[7] Check if loss	Box 7	Enter "**X**" if the box is marked.
[8] Profit or (loss) yyty	Box 8$	Enter the dollar amount from box 8. ***Note:*** Positive or negative money amounts valid and yyty = current year being processed.
[9] Unreal. profit or (loss) yyty-1	Box 9$	Enter the dollar amount from box 9. ***Note:*** Positive or negative money amounts valid and yyty = current year being processed.
CUSIP No.	lower left-hand box	Enter the CUSIP number present on the lower left-hand box.
FATCA filing	FATCA filing requirement checkbox	Enter "**X**" if the box is marked.
[10] Unreal. Profit or (loss) yyty	Box 10$	Enter the dollar amount from box 10. ***Note:*** Positive or negative money amounts valid and yyty = current year being processed.

Exhibit 3.41.269-18 (Cont. 2) (01-01-2024)
Form 1099-B, Proceeds From Broker and Barter Exchange Transactions, Data Field Transcription Sheet

OE / DV Screen Prompt	Description	Instructions
[11] Aggr. profit or (loss)	Box 11$	Enter the dollar amount from box 11. ***Note:*** Positive or negative money amounts valid.
[12] Basis reported to IRS	Box 12	Enter "**X**" if the box is marked.
[13] Bartering	Box 13$	Enter the dollar amount from box 13.
[14] State name	Box 14	Enter the information from box 14.
[15] State ID no.	Box 15	Enter the information from box 15.
[16] State tax withheld	Box 16$	Enter the dollar amount from box 16.

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Exhibit 3.41.269-19   (01-01-2023)
Form 1099-C, Cancellation of Debt, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1] Date of identifiable event	Box 1	Enter the date from box 1 in MMDDYY format. **Notes:** • If MMDD is present without YY, use the current year being processed as YY. • If MMYY is present without DD, use the last day of the month. • If only YY is present or YY isn't the current year, **change** the date to the current processing year. • If two dates are present, enter the earliest for the current year being processed. • If no date is present and cannot be determined from any attachment, use the current date (previous weekday).
[2]* Amount of debt discharged	Box 2$	Enter the dollar amount from box 2.
[3] Interest in box 2	Box 3$	Enter the dollar amount from box 3.
[4] Debt description	Box 4	Enter the description from box 4.
[5] Check if the debtor was personally liable for repayment of the debt	Box 5	Enter "**X**" if the box is marked.
[6] Identifiable event code	Box 6	Enter the alpha character present in box 6. Valid characters are A-H or blank.
[7] Fair market value of prop.	Box 7$	Enter the dollar amount from box 7.

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Exhibit 3.41.269-20   (01-01-2023)
Form 1099-CAP, Changes in Corporate Control and Capital Structure, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Date of sale or exchange	Box 1	Enter the date from the box in MMDDYY format.
[2] Aggregate amount rec'd	Box 2$	Enter the dollar amount from box 2.
[3] No. of shares	Box 3	Enter the information from box 3.
[4] Classes of stock	Box 4	Enter the information from box 4.

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Exhibit 3.41.269-21   (01-01-2023)
Form 1099-DIV, Dividends and Distributions, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1a]* Total ord. dividends	Box 1a$	Enter the dollar amount from box 1a.
[1b] Qualified dividends	Box 1b$	Enter the dollar amount from box 1b.
[2a] Total capital gain dist.	Box 2a$	Enter the dollar amount from box 2a. *Note:* Positive or negative money amounts valid.
[2b] Unrecap. Sec 1250 gain	Box 2b$	Enter the dollar amount from box 2b.
[2c] Section 1202 gain	Box 2c$	Enter the dollar amount from box 2c.
[2d] Collectibles (28%) gain	Box 2d$	Enter the dollar amount from box 2d.
[2e] Section 897 ord. dividends	Box 2e$	Enter the dollar amount from box 2e.
[2f] Section 897 capital gain	Box 2f$	Enter the dollar amount from box 2f.
[3] Nondividend distributions	Box 3$	Enter the dollar amount from box 3.
[4] Federal income tax	Box 4$	Enter the dollar amount from box 4.
[5] Section 199A	Box 5$	Enter the dollar amount from box 5.
[6] Investment expenses	Box 6$	Enter the dollar amount from box 6.
[7] Foreign tax paid	Box 7$	Enter the dollar amount from box 7.
[8] Foreign country or US	Box 8	Enter the information from box 8.
[9] Cash	Box 9$	Enter the dollar amount from box 9.
[10] Noncash	Box 10$	Enter the dollar amount from box 10.
[11] FATCA filing	Box 11	Enter "**X**" if the box is marked.
[12] Exempt-int dividends	Box 12$	Enter the dollar amount from box 12.
[13] Specified ... dividends	Box 13$	Enter the dollar amount from box 13.
[14] State	Box 14	Enter the information from box 14.
[15] State ID no.	Box 15	Enter the information from box 15.
[16] State tax withheld	Box 16$	Enter the dollar amount from box 16.

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Exhibit 3.41.269-22 (01-01-2023)
Form 1099-G, Certain Government Payments, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1] Unempl. Compens	Box 1$	Enter the dollar amount from box 1.
[2] State Local Income Tax	Box 2$	Enter the dollar amount from box 2.
[3] Box 2 Tax Year	Box 3	Enter the year from box 3 in YY format.
[4] Fed. Tax Withheld	Box 4$	Enter the dollar amount from box 4.
[5] RTAA Payments	Box 5$	Enter the dollar amount from box 5.
[6] Taxable Grants	Box 6$	Enter the dollar amount from box 6.
[7]* Agricultural Payments	Box 7$	Enter the dollar amount from box 7.
[8] Box 2 Applies to Business	Box 8	Enter "**X**" if the box is marked.
[9] Market Gain	Box 9$	Enter the dollar amount from box 9.
[10a] State	Box 10a	Enter the information from box 10a.
[10b] State ID no.	Box 10b	Enter the information from box 10b.
[11] State tax withheld	Box 11$	Enter the dollar amount from box 11.

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Exhibit 3.41.269-23   (01-01-2024)
Form 1099-INT, Interest Income, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
Payer's RTN	Above Box 1	Enter the information. Must start with 01-12 or 21-32.
[1]* Interest Income	Box 1$	Enter the dollar amount from box 1.
[2] Early Withdr Penalty	Box 2$	Enter the dollar amount from box 2.
[3] Interest on Svgs Bond	Box 3$	Enter the dollar amount from box 3.
[4] Federal Income Tax Withheld	Box 4$	Enter the dollar amount from box 4.
[5] Investment Expenses	Box 5$	Enter the dollar amount from box 5.
[6] Foreign Tax Paid	Box 6$	Enter the dollar amount from box 6.
[7] Foreign or US Possession	Box 7	Enter the information from box 7.
[8] Tax-exempt Interest	Box 8$	Enter the dollar amount from box 8.
[9] Specified Bond Interest	Box 9$	Enter the dollar amount from box 9.
[10] Market disc.	Box 10$	Enter the dollar amount from box 10.
[11] Bond premium	Box 11$	Enter the dollar amount from box 11.
FATCA filing	FATCA filing requirement checkbox	Enter "**X**" if the box is marked.
[12] Bond Premium on Treasury Obligations	Box 12$	Enter the dollar amount from box 12.
[13] Bond premium on tax-exempt	Box 13$	Enter the dollar amount from box 13.
[14] CUSIP No	Box 14	Enter the alpha/numeric information from box 14.
[15] State	Box 15	Enter the information from box 15.
[16] State ID no.	Box 16	Enter the information from box 16.
[17] State tax withheld	Box 17$	Enter the dollar amount from box 17.

Exhibit 3.41.269-24   (01-01-2025)
Form 1099-K, Payment Card and Third Party Network Transactions, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
PSE's Name	Lower left hand box	Enter the information if present.
PSE's telephone	Lower left hand box	Enter the information if present.
Check box if FILER is PSE	Check to indicate if FILER checkboxes (PSE) or (EPF)	Enter "**X**" if the PSE box is marked.
Check box if FILER is EPF	Check to indicate FILER checkboxes (PSE) or (EPF)	Enter "**X**" if the EPF box is marked.
Payment Card	Check to indicate transactions reported checkboxes	Enter "**X**" if Payment card box is marked.
Third Party Network	Check to indicate transactions reported checkboxes	Enter "**X**" if Third party network box is marked.
[1a]* Gross amount	Box 1a$	Enter the dollar amount from box 1a.
[1b] Card not present	Box 1b$	Enter the dollar amount from box 1b.
[2] Merchant category code	Box 2	Enter the three or four-digit code from box 2.
[3] Number of payment transactions	Box 3	Enter the number from box 3.
[4] Fed Tax Withheld	Box 4$	Enter the dollar amount from box 4.
[5a] January	Box 5a$	Enter the dollar amount from box 5a.
[5b] February	Box 5b$	Enter the dollar amount from box 5b.
[5c] March	Box 5c$	Enter the dollar amount from box 5c.
[5d] April	Box 5d$	Enter the dollar amount from box 5d.
[5e] May	Box 5e$	Enter the dollar amount from box 5e.
[5f] June	Box 5f$	Enter the dollar amount from box 5f.
[5g] July	Box 5g$	Enter the dollar amount from box 5g.
[5h] August	Box 5h$	Enter the dollar amount from box 5h.
[5i] September	Box 5i$	Enter the dollar amount from box 5i.
[5j] October	Box 5j$	Enter the dollar amount from box 5j.
[5k] November	Box 5k$	Enter the dollar amount from box 5k.
[5l] December	Box 5l$	Enter the dollar amount from box 5l.
[6] State	Box 6	Enter the information from box 6.
[7] State ID no.	Box 7	Enter the information from box 7.
[8] State tax withheld	Box 8$	Enter the dollar amount from box 8.

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Exhibit 3.41.269-25   (01-01-2025)
Form 1099-LS, Reportable Life Insurance Sale, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Amount paid to payment recipient	Box 1$	Enter the dollar amount from box 1.
[2] Date of sale	Box 2	Enter the date from box 2 in MMDDYY format.
Issuer's name	Below Box 2	Enter the contact name if present up to 75 alpha, numeric, and special characters. Abbreviate if possible, to enter as much data as possible.
Acquirer's name	Acquirer's Information Box	Enter the information if present up to 75 alpha, numeric, and special characters. Abbreviate if possible, to enter as much data as possible.
Acquirer's address	Acquirer's Information Box	Enter the information if present. Abbreviate if possible, to enter as much data as possible. **Note:** If address isn't present enter "**Z**".
Acquirer's city	Acquirer's Information Box	Enter the information if present. **Note:** If city isn't present enter "**ZZZ**".
Acquirer's state	Acquirer's Information Box	Enter the information if present. **Note:** If foreign enter the province.
Acquirer's country	Acquirer's Information Box	Enter the information if present.
Acquirer's ZIP Code	Acquirer's Information Box	Enter the information if present. **Note:** If foreign enter the foreign postal code.
Acquirer's telephone	Acquirer's Information Box	Enter the information if present.

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Exhibit 3.41.269-26   (01-01-2025)
Form 1099-LTC, Long-Term Care and Accelerated Death Benefits, Data Field Transaction Sheets

OE/DV Screen Prompt	Description	Instructions
[1]* Gross long-term care benefits	Box 1$	Enter the dollar amount from box 1.
[2] Accelerated death benefits	Box 2$	Enter the dollar amount from box 2.
[3] Check if Per diem	Box 3	Enter "**X**" if the box is marked.
[3] Check it Reimbursed amount	Box 3	Enter "**X**" if the box is marked.
INSURED'S TIN	Right of box 3	Enter the information if present.
INSURED'S name	Below box 3	Enter the information if present.
Street address	Below INSURED'S name box	Enter the information if present. ***Note:*** If address isn't present enter **"Z"**.
City	Below Street address box	Enter the information if present. ***Note:*** If city isn't present enter **"ZZZ"**.
State	Below Street address box	Enter the information if present. ***Note:*** If foreign enter the province.
ZIP	Below Street address box	Enter the information if present. ***Note:*** If foreign enter the foreign postal code.
[4] Qualified contract (optional)	Box 4	Enter "**X**" if the box is marked.
[5] Check if applicable Chronically ill	Box 5	Enter "**X**" if the Chronically ill box is marked. If more than one box is marked or you can't determine which box is correct, leave all boxes blank.
[5] Check if applicable Terminally ill	Box 5	Enter "**X**" if the Terminally ill box is marked. If more than one box is marked or you can't determine which box is correct, leave all boxes blank.
Date certified	Right of box 5	Enter the date in MMDDYY format.

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Exhibit 3.41.269-27   (01-01-2023)
Form 1099-MISC, Miscellaneous Information, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1] Rents	Box 1$	Enter the dollar amount from box 1.
[2] Royalties	Box 2$	Enter the dollar amount from box 2.
[3] Other Inc.	Box 3$	Enter the dollar amount from box 3.
[4] Federal Inc. Tax Withheld	Box 4$	Enter the dollar amount from box 4.
[5] Fishing Boat Proceeds	Box 5$	Enter the dollar amount from box 5.
[6] Medical Payments	Box 6$	Enter the dollar amount from box 6.
[7]* Direct Sales of $5000 For Resale	Box 7	Enter "**X**" if the box is marked.
[8] Substitute Payments	Box 8$	Enter the dollar amount from box 8.
[9] Crop Insurance Proceeds	Box 9$	Enter the dollar amount from box 9.
[10] Gross Proceeds Paid To An Attorney	Box 10$	Enter the dollar amount from box 10.
[11] Fish purchased for resale	Box 11$	Enter the dollar amount from box 11.
[12] Section 409A Deferrals	Box 12$	Enter the dollar amount from box 12.
[13] FATCA filing	Box 13	Enter "**X**" if the box is marked.
[14] Excess Golden Parachute Payments	Box 14$	Enter the dollar amount from box 14.
[15] Nonqualified Deferred Compensation	Box 15$	Enter the dollar amount from box 15.
[16] State tax wthld	Box 16$	Enter the dollar amount from box 16.
[17] State/Pay no.	Box 17	Enter the information from box 17.
[18] State income	Box 18$	Enter the dollar amount from box 18.

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Exhibit 3.41.269-28   (01-01-2023)
Form 1099-NEC, Nonemployee Compensation, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Nonemployee Compensation	Box 1$	Enter the dollar amount from box 1.
[2] Direct sales $5000 or more	Box 2	Enter **"X"** if the box is marked.
[4] Federal Income Tax Withheld	Box 4$	Enter the dollar amount from box 4.
[5] State tax wthld	Box 5$	Enter the dollar amount from box 5.
[6] State/Pay no.	Box 6	Enter the information from box 6.
[7] State income	Box 7$	Enter the information from box 7.

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Exhibit 3.41.269-29   (01-01-2023)
Form 1099-OID, Original Issue Discount, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Orig. Disc. For The Year	Box 1$	Enter the dollar amount from box 1.
[2] Other Periodic Interest	Box 2$	Enter the dollar amount from box 2.
[3] Withdrawal Penalty	Box 3$	Enter the dollar amount from box 3.
[4] Fed. Income Tax Withheld	Box 4$	Enter the dollar amount from box 4.
[5] Market Discount	Box 5$	Enter the dollar amount from box 5.
[6] Acquisition premium	Box 6$	Enter the dollar amount from box 6.
[7] Description	Box 7	Enter the description from box 7.
[8] Original Issue Discount on U.S. Treas. Obligations	Box 8$	Enter the dollar amount from box 8.
FATCA filing	FATCA filing requirement checkbox	Enter "**X**" if the box is marked.
[9] Investment Expenses	Box 9$	Enter the dollar amount from box 9.
[10] Bond Premium	Box 10$	Enter the dollar amount from box 10. *Note:* Positive or negative money amounts valid.
[11] Tax-Exempt OID	Box 11$	Enter the dollar amount from box 11.
[12] State	Box 12	Enter the information from box 12.
[13] State ID no.	Box 13	Enter the information from box 13.
[14] State tax withheld	Box 14$	Enter the dollar amount from box 14.

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Exhibit 3.41.269-30   (01-01-2023)
Form 1099-PATR, Taxable Distributions Received From Cooperatives, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1] Patronage Dividends	Box 1$	Enter the dollar amount from box 1.
[2] Nonpatronage Distributions	Box 2$	Enter the dollar amount from box 2.
[3] Per-Unit Retain Allocation	Box 3$	Enter the dollar amount from box 3.
[4] Fed. Income Tax Withheld	Box 4$	Enter the dollar amount from box 4.
[5]* Redeemed Nonqualified Notices	Box 5$	Enter the dollar amount from box 5.
[6] Section 199A(g) Deduct	Box 6$	Enter the dollar amount from box 6.
[7] Qual. Paymnt. Sec. 199A(b)(7)	Box 7$	Enter the dollar amount from box 7.
[8] Sec 199A(a) Qual. Items	Box 8$	Enter the dollar amount from box 8.
[9] Sec 199A(a) SSTB Items	Box 9$	Enter the dollar amount from box 9.
[10] Investment Credit	Box 10$	Enter the dollar amount from box 10.
[11] Work Oppor. Credit	Box 11$	Enter the dollar amount from box 11.
[12] Other Cred and Deduct.	Box 12$	Enter the dollar amount from box 12.
[13] Specified Coop	Box 13	Enter "**X**" if the box is marked.

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Exhibit 3.41.269-31   (01-01-2023)
Form 1099-Q, Payments From Qualified Education Programs (Under Section 529 and 530), Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Gross Distribution	Box 1$	Enter the dollar amount from box 1.
[2] Earnings	Box 2$	Enter the dollar amount from box 2.
[3] Basis	Box 3$	Enter the dollar amount from box 3.
[4] Trustee-to-trustee rollover	Box 4	Enter "**X**" if the box is marked.
[5] Check one: Private State Coverdell ESA	Box 5	Enter "**X**" for the box that is marked. If more than one box is marked or you cannot determine which box is correct, leave all boxes blank.
[6] Check if the recipient is not the designated beneficiary	Box 6	Enter "**X**" if the box is marked.

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Exhibit 3.41.269-32   (01-01-2024)
Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit Sharing Plans, IRAs, Insurance Contracts, etc., Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1] Gross Distribution	Box 1$	Enter the dollar amount from box 1.
[2a] Taxable Amount	Box 2a$	Enter the dollar amount from box 2a.
[2b] Taxable Amount Not Deter-mined	Box 2b (Left Box)	Enter "**X**" if the box is marked.
[2b] Total Distribution	Box 2b (Right Box)	Enter "**X**" if the box is marked.
[3] Capital Gain	Box 3$	Enter the dollar amount from box 3.
[4]* Federal Income Tax	Box 4$	Enter the dollar amount from box 4.
[5] Employee Contributions	Box 5$	Enter the dollar amount from box 5.
[6] Net Unreal.	Box 6$	Enter the dollar amount from box 6.
[7a] Distribution Code(s)	Box 7 (Left Box)	Enter the code(s) from box 7. *Note:* The valid codes are 1 through 9, A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, R, S, T, U, W, and blank.
[7b] IRA/SEP	Box 7 (Right Box) IRA/ SEP/ SIMPLE	Enter "**X**" if the box is marked.
[8] Other Amount	Box 8a$ Left Box	Enter the dollar amount from box 8.
[8] Other %	Box 8b Right Box	Enter the information from box 8 if present.
[9a] Your percent.	Box 9a	Enter the information from box 9a if present.
[9b] Total empl cont	Box 9b$	Enter the dollar amount from box 9b.
[10] Amount Allocable to IRR	Box 10$	Enter the dollar amount from box 10.
[11] 1st Year of Roth Contrib.	Box 11	Enter the year from box 11 in YY format.
[12] FATCA filing	Box 12	Enter "**X**" if box is marked.

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Exhibit 3.41.269-32 (Cont. 1) (01-01-2024)
Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit Sharing Plans, IRAs, Insurance Contracts, etc., Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[13] Date of Payment	Box 13	Enter the date in MMDDYY format. **Notes:** • If MMDD is present but YY is missing, use the current year being processed. • If MMYY is present but DD is missing, use the last day of the month. • If only the YY is present or the YY is other than the current year being processed leave the field blank. • If two dates are present, enter the earliest date. • If the date cannot be determined from the entry leave the field blank.
[14] State tax wthld	Box 14$	Enter the dollar amount from box 14.
[15] State/Pay no.	Box 15	Enter the information from box 15.
[16] State distr	Box 16$	Enter the dollar amount from box 16.
[17] Local tax withheld	Box 17$	Enter the dollar amount from box 17.
[18] Name of locality	Box 18	Enter the information from box 18.
[19] Local distr	Box 19$	Enter the dollar amount from box 19.

Exhibit 3.41.269-33   (01-01-2023)
Form 1099-S, Proceeds From Real Estate Transactions, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1] Date of Closing	Box 1	Enter the date from box 1 in MMDDYY format. **Notes:** • If MMDD is present but YY is missing, use the current year being processed. • If MMYY is present but DD is missing, use the last day of the month. • If only the YY is present or the YY is other than the current year being processed leave the field blank. • If two dates are present, enter the earliest date.
[2]* Gross Proceeds	Box 2$	Enter the dollar amount from box 2.
[3] Address or Legal Description	Box 3	Enter the description from box 3.
[4] Transferor Rec'd Property	Box 4	Enter "**X**" if the box is marked.
[5] Foreign Person	Box 5	Enter "**X**" if the box is marked.
[6] Buyer's Part Of Real Estate Tax	Box 6$	Enter the dollar amount from box 6.

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Exhibit 3.41.269-34   (01-01-2023)
Form 1099-SA, Distributions From an HSA, Archer, or Medicare Advantage MSA, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* ➤Gross distribution	Box 1$	Enter the dollar amount from box 1.
[2] ➤Earnings on excess cont.	Box 2$	Enter the dollar amount from box 2.
[3] Distribution code	Box 3	Enter the number(s) from box 3. ***Note:*** 4 and 6 cannot be used together.
[4] ➤FMV on date of death	Box 4$	Enter the dollar amount from box 4.
[5] HSA	Box 5 HSA	Enter **"X"** if box is marked.
[5] Archer MSA	Box 5 Archer MSA	Enter **"X"** if box is marked.
[5] MA MSA	Box 5 MA MSA	Enter **"X"** if box is marked.

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Exhibit 3.41.269-35   (01-01-2025)
Form 1099-SB, Seller's Investment in Life Insurance Contract, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* ➤Investment in contract	Box 1$	Enter the dollar amount from box 1.
[2] ➤Surrender amount	Box 2$	Enter the dollar amount from box 2.
Issuer's name	Below Box 2	Enter the contact name if present up to 75 alpha, numeric, and special characters. Abbreviate if possible, to enter as much data as possible.
Issuer's address	Below Box 2	Enter the information if present. **Note:** If address isn't present enter **"Z"**.
Issuer's city	Below Box 2	Enter the information if present. **Note:** If city isn't present enter **"ZZZ"**.
Issuer's state	Below Box 2	Enter the information if present. **Note:** If foreign enter province.
Issuer's country	Below Box 2	Enter the information if present.
Issuer's ZIP	Below Box 2	Enter the information if present. **Note:** If foreign enter foreign postal code.
Issuer's telephone	Below Box 2	Enter the information if present.

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Exhibit 3.41.269-36   (01-01-2024)
Form 3921, Exercise of an Incentive Stock Option Under Section 422(b), Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Date option granted	Box 1	Enter the date from box 1 in MMDDYY format.
[2] Date option exercised	Box 2	Enter the date from box 2 in MMDDYY format.
[3] ➤Exercised price / share	Box 3$	Enter the dollar amount from box 3.
[4] ➤Fair market value / share	Box 4$	Enter the dollar amount from box 4.
[5] No. of shares transferred	Box 5	Enter the information from box. 5
[6] If other than TRANSFEROR, name	Box 6	Enter the information from box 6. *Note:* Enter as many characters as possible up to 75.
[6] TRANSFEROR street address	Box 6	Enter the information from box 6. *Note:* Enter as many characters as possible up to 35
[6] TRANSFEROR city	Box 6	Enter the information from box 6.
[6] TRANSFEROR state	Box 6	Enter the information from box 6.
[6] TRNASFEROR country	Box 6	Enter the information from box 6.
[6] TRANSFEROR Tin	Box 6	Enter the information from box 6.

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Exhibit 3.41.269-37   (01-01-2023)
Form 3922, Transfer of Stock Acquired Through an Employee Stock Purchase Plan Under Section 423(c), Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Date option granted	Box 1	Enter the date from box 1 in MMDDYY format.
[2] Date option exercised	Box 2	Enter the date from box 2 in MMDDYY format.
[3] Fair market value on grant date	Box 3$	Enter the dollar amount from box 3.
[4] Fair market value on exercise date	Box 4$	Enter the dollar amount from box 4.
[5] Exercise price / share	Box 5$	Enter the dollar amount from box 5.
[6] No. of shares transferred	Box 6	Enter the information from box 6.
[7] Date title transferred	Box 7	Enter the date from box 7 in MMDDYY format.
[8] Excise price if date shown in box 1	Box 8$	Enter the dollar amount from box 8.

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Exhibit 3.41.269-38   (01-01-2025)
Form 5498, IRA Contribution Information, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* IRA contributions	Box 1$	Enter the dollar amount from box 1.
[2] Rollover contributions	Box 2$	Enter the dollar amount from box 2.
[3] Roth conv. amount	Box 3$	Enter the dollar amount from box 3.
[4] Recharacterized contributions	Box 4$	Enter the dollar amount from box 4.
[5] Fair market value	Box 5$	Enter the dollar amount from box 5.
[6] Life insurance cost in box 1	Box 6$	Enter the dollar amount from box 6.
[7] Check for IRA SEP SIMPLE Roth IRA	Box 7	Enter "**X**" in any of the four boxes if marked. *Note:* Needs to be sight verified by operator.
[8] SEP Contributions	Box 8$	Enter the dollar amount from box 8. *Caution:* Amount must be positive.
[9] SIMPLE Contributions	Box 9$	Enter the dollar amount from box 9. *Caution:* Amount must be positive.
[10] Roth IRA Contributions	Box 10$	Enter the dollar amount from box 10.
[11] Check if RMD for yypy	Box 11	Enter "**X**" if the box is marked. *Note:* yypy = current processing year.
[12a] RMD date	Box 12a	Enter the date from box 12a.
[12b] RMD amount	Box 12b$	Enter the dollar amount from box 12b.
[13a] Postponed contribution	Box 13a$	Enter the dollar amount from box 13a.
[13b] Year	Box 13b	Enter the year from box 13b in YY format.
[13c] Code	Box 13c	Enter the code from box 13c. Prompted to sight verify - 1st two positions must be "**PL**" or "**EO,**" followed by six numerics or "**FD, PO, or SC**" followed by blanks. Remove invalid entries.
[14a] Repayments	Box 14a$	Enter the dollar amount from box 14a.

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Exhibit 3.41.269-38 (Cont. 1) (01-01-2025)
Form 5498, IRA Contribution Information, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[14b] Code	Box 14b	Enter the two-character alpha code from box 14b. ***Note:*** The valid entries are QR, DD, BA, or blank.
[15a] FMV of certain specified assets	Box 15a$	Enter the dollar amount from box 15a.
[15b] Code(s)	Box 15b	Enter the code from box 15b. ***Note:*** Remove one character if two matching characters appear in the field. ***Example:*** Change an entry of "BB" to "B".

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Exhibit 3.41.269-39　(01-01-2023)
Form 5498-ESA, Coverdell ESA Contribution Information, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Coverdell ESA contributions	Box 1$	Enter the dollar amount from box 1.
[2] Rollover contributions	Box 2$	Enter the dollar amount from box 2.

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Exhibit 3.41.269-40   (01-01-2023)
Form 5498-SA, HSA, Archer MSA, or Medicare Advantage MSA Information, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Empl Archer MSA contributions	Box 1$	Enter the dollar amount from box 1.
[2] Total contributions	Box 2$	Enter the dollar amount from box 2.
[3] Total HSA or Archer contributions	Box 3$	Enter the dollar amount from box 3.
[4] Rollover contributions	Box 4$	Enter the dollar amount from box 4.
[5] Fair market value	Box 5$	Enter the dollar amount from box 5.
[6] HSA	Box 6 HSA Archer MSA MA MSA	Enter **"X"** if box is marked.

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Exhibit 3.41.269-41   (01-01-2024)
Form W-2G, Certain Gambling Winnings, Data Field Transcription Sheet

OE/DV Screen Prompt	Description	Instructions
[1]* Reportable winnings	Box 1$	Enter the dollar amount from box 1.
[2] Date won	Box 2	Enter the date from box 2 in MMDDYY format.
[3] Type of wager	Box 3	Enter the information from box 3. Valid characters are 1-9 or blank.
[4] Federal income tax withheld	Box 4$	Enter the dollar amount from box 4.
[5] Transaction	Box 5	Enter the information from box 5.
[6] Race	Box 6	Enter the information from box 6.
[7] Winnings from identical wagers	Box 7$	Enter the dollar amount from box 7.
[8] Cashier	Box 8	Enter the information from box 8.
[9] Winner's taxpayer ID num.	Box 9	Enter the information from box 9.
[10] Window	Box 10	Enter the information from box 10.
[11] First identification	Box 11	Enter the information from box 11.
[12] Second identification	Box 12	Enter the information from box 12.
[13] State/Payer's ID num	Box 13	Enter the information from box 13.
[14] State winnings	Box 14	Enter the dollar amount from box 14.
[15] State income tax withheld	Box 15	Enter the dollar amount from box 15.
[16] Local winnings	Box 16	Enter the dollar amount from box 16.
[17] Local income tax withheld	Box 17	Enter the dollar amount from box 17.
[18] Name of locality	Box 18	Enter the information from box 18.

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Exhibit 3.41.269-42   (01-01-2024)
Valid Characters

Note: **No other characters are to be entered even if they appear on the form.**

OE/DV Screen Prompt	Valid Characters
Payer/Payee First Name Line	1. Alphas (**A through Z**) 2. Numerics (**0 through 9**) 3. Hyphen (**-**) 4. Blank/Space 5. Ampersand (**&**) 6. Maximum 75 characters
Payer/Payee Second Name Line	1. Alphas (**A through Z**) 2. Numerics (**0 through 9**) 3. Hyphen (**-**) 4. Blank/Space 5. Ampersand (**&**) 6. Percent sign (**%**) 7. Maximum 75 characters
Address Line	1. Alphas (**A through Z**) 2. Numerics (**0 through 9**) 3. Hyphen (**-**) 4. If blank, enter "**Z**" 5. Slash (**/**) 6. Asterisk (*****) only valid in first position for PO Box 7. Space 8. Maximum 35 characters
City Line	1. Alphas (**A through Z**) 2. If blank, enter "**ZZZ**" 3. Space *Note:* Space for all special characters in the city/state line with exception of an apostrophe. Never enter two consecutive spaces and leave no space for the apostrophe. 4. Maximum 22 characters
State Line	1. Alphas (**A through Z**) 2. Period (**.**) in the first position for foreign address only *Note:* Never enter a foreign address for the payer 3. Blank/Space 4. Maximum 2 characters
ZIP Code	1. Numerics (**0-9**) 2. Space 3. Maximum five numerics or nine numerics *Reminder:* The ZIP Code must be consistent with the ZIP tables list in Exhibit 1, 2, 3, and 4.

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Exhibit 3.41.269-42 (Cont. 1) (01-01-2024)
Valid Characters

OE/DV Screen Prompt	Valid Characters
Account Number	1. Alphas (**A-Z**) 2. Numerics (**0-9**) 3. Blank/Space 4. Maximum 30 characters
2nd TIN Notification	1. Alpha "**X**" 2. Blank

Exhibit 3.41.269-43   (03-02-2017)
Unit Production Log Input Batch/Block Tracking System (BBTS)

SCRIPS Report Number	Report Name	Applicable Function/Program Number	Use for BBTS Input of Receipts (Yes or No)	Use for BBTS Input of Production Records (Yes or No)
IPS0083	Work Station Operator Statistics Program and Function Summary Report	460-44340, 470-44340, 480-44340	Yes	Yes
IPS01119	Run Balance Report	450-44340	No	Yes
IPS01119	Run Balance Report	500-44340	No	Yes
IPS06440	Throughput Statis-tics Report	450-44340	Yes (minus the previous days Data records Deleted)	No

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