
A. SYSTEM DESCRIPTION

1. Enter the full name and acronym for the system, project, application and/or database. Notice Delivery System, NDS

2. Is this a new system? No

2a. If **no**, is there a PIA for this system? Yes

If **yes**, enter the full name, acronym, PIA ID Number and milestone of the most recent PIA.

Notice Delivery System, NDS, 546, MS4b

Next, enter the **date** of the most recent PIA. 9/27/2013

Indicate which of the following changes occurred to require this update (check all that apply).

- No Addition of PII
- No Conversions
- No Anonymous to Non-Anonymous
- No Significant System Management Changes
- No Significant Merging with Another System
- No New Access by IRS employees or Members of the Public
- No Addition of Commercial Data / Sources
- No New Interagency Use
- No Internal Flow or Collection

Were there other system changes not listed above? Yes

If yes, explain what changes were made. The changes are prospective. The application is being ported from an AIX to an RHEL operating system and its production and test hardware is being replaced with x86 platforms in 2017. There are no functionality changes being made nor changes to the PII/SBU data received, used, maintained or exchanged

3. Check the current ELC (Enterprise Life Cycle) Milestones (select all that apply)

- No Vision & Strategy/Milestone 0
- No Project Initiation/Milestone 1
- No Domain Architecture/Milestone 2
- No Preliminary Design/Milestone 3
- No Detailed Design/Milestone 4A
- No System Development/Milestone 4B
- No System Deployment/Milestone 5
- Yes Operations & Maintenance (i.e., system is currently operational)

4. Is this a Federal Information Security Management Act (FISMA) reportable system? Yes

A.1 General Business Purpose

5. What is the general business purpose of this system? Provide a clear, concise description of the system, application or database, the reason for the system, and the benefits to the IRS to use the information, and how the information will be used.

NDS is an Internal Revenue Service (IRS) application/system within its Wage and Investment (W&I) Division, which provides efficient, automated mail piece processing. It handles taxpayer notice production, including volume postal discounts and print site operational requirements for monitoring and ensuring piece-level control and timely mailing. NDS controls taxpayer notice print and distribution processing within the Correspondence Production Services (CPS) print sites. It also provides information required for physical mail acceptance and delivery status reporting by the United States Postal Service (USPS) through data exchanges.

B. PII DETAIL

6. Does the system use, collect, receive, display, store, maintain, or disseminate IR Code 6103 taxpayer information; or any type of Sensitive but Unclassified (SBU) or Personally Identifiable Information (PII)? Yes

6a. If **yes**, does the system use, collect, receive, display, store, maintain, or disseminate Social Security Numbers (SSN s) or tax identification numbers (i.e. last 4 digits, etc.)? Yes

If **yes**, check who the SSN (or tax identification number) is collected on.

Yes On Primary Yes On Spouse Yes On Dependent

If **yes**, check all types SSN s (or tax identification numbers) that apply to this system:

Yes Social Security Number (SSN)
Yes Employer Identification Number (EIN)
Yes Individual Taxpayer Identification Number (ITIN)
Yes Taxpayer Identification Number for Pending U.S. Adoptions (ATIN)
Yes Practitioner Tax Identification Number (PTIN)

Describe the planned mitigation strategy and forecasted implementation date to mitigate or eliminate the use of SSN s (or tax identification numbers).

SSN/TIN/EIN's will be used as long as the Treasury Department requires them for taxpayer identification.

6b. Does this system contain other (non-SSN) PII that it uses, collects, receives, displays, stores, maintains, or disseminates? (i.e. Names, addresses, etc.) Yes

If **yes**, specify the information.

<u>Selected</u>	<u>PII Element</u>	<u>On Primary</u>	<u>On Spouse</u>	<u>On Dependent</u>
Yes	Name	Yes	No	No
Yes	Mailing address	No	No	No
No	Phone Numbers	No	No	No
No	E-mail Address	No	No	No
No	Date of Birth	No	No	No
No	Place of Birth	No	No	No
No	SEID	No	No	No

No	Mother's Maiden Name	No	No	No
No	Protection Personal Identification Numbers (IP PIN)	No	No	No
No	Internet Protocol Address (IP Address)	No	No	No
No	Criminal History	No	No	No
No	Medical Information	No	No	No
No	Certificate or License Numbers	No	No	No
No	Vehicle Identifiers	No	No	No
No	Passport Number	No	No	No
No	Alien (A-) Number	No	No	No
No	Financial Account Numbers	No	No	No
No	Photographic Identifiers	No	No	No
No	Biometric Identifiers	No	No	No
No	Employment (HR) Information	No	No	No
Yes	Tax Account Information	Yes	No	No

6c. Does this system contain SBU information that is not PII, it uses, collects, receives, displays, stores, maintains, or disseminates? No

6d. Are there other types of SBU/PII used in the system? No

6e. Cite the authority for collecting SBU/PII (including SSN if relevant)

Yes PII for federal tax administration is generally Internal Revenue Code Sections 6001, 6011, 6012e(a)

Yes SSN for tax returns and return information is Internal Revenue Code Section 6109

Yes SSN for personnel administration (IRS Employees) is 5 USC & Executive Order 9397

Yes PII for personnel administration is 5 USC

No PII about individuals for Bank Secrecy Act compliance 31 USC

No Information by CI for certain money laundering cases may be 18 USC

6f. Has the authority been verified with the system owner? Yes

B.1 BUSINESS NEEDS AND ACCURACY

7. Explain the detailed business needs and uses for the SBU/PII, and how the SBU/PII is limited only to that which is relevant and necessary to meet the mission requirements of the system. If SSNs (or tax identification numbers) are used, explicitly explain why use of SSNs meets this criteria. Be specific.

To specifically identify taxpayers to whom correspondence is sent. This allows NDS to indicate to other IRS systems that the taxpayer has had a correspondence transaction (e.g., has had a specific piece of correspondence mailed, delivered or returned.) This system uses alternative identifiers (such as assigned mail piece number or the certified mail number) to track the mail outside of IRS. PII (including SSN/TIN/EIN) is not shared outside of the agency.

8. How is the SBU/PII verified for accuracy, timeliness, and completeness? Explain how steps are taken to ensure that all information maintained by the system that is used by IRS to make any adverse determination about an individual's rights, benefits, and/or privileges is

maintained with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual in the determination

Accuracy, timeliness and completeness of each data element of the PII is the responsibility of the supplying system which provides the data. CPS cannot alter the information and, aside from automated syntax checks, does not review it for accuracy.

C. PRIVACY ACT AND SYSTEM OF RECORDS

9. Are 10 or more records containing SBU/PII maintained, stored, and/or transmitted by or through this system? Yes

9a. If **yes**, are records in the system retrieved by any personal identifier (e.g., name, SSN, Photograph, IP Address) for an individual? Yes

If **yes**, is there a System of Records Notice(s) or SORNs that addresses the PII records in this system? Yes

If **yes**, enter the SORN number(s) and the complete the name of the SORN.

<u>SORNS Number</u>	<u>SORNS Name</u>
00.001	Correspondence Files and Correspondence Control Fi
24.030	CADE Individual Master File
24.046	CADE Business Master File
34.037	IRS Audit Trail and Security Records System
26.019	Taxpayer Delinquent Accounts (TDA) Files
26.020	Taxpayer Delinquency Investigation (TDI) Files
22.061	Individual Return Master File (IRMF)

If **yes**, does the System of Records Notice(s) (SORN) published in the Federal Register adequately describe the records as required by the Privacy Act? Yes

D. RESPONSIBLE PARTIES

10. Identify the individuals for the following system roles. ## Redacted Information For Official Use Only

E. INCOMING PII INTERFACES

11. Does the system receive SBU/PII from other system or agencies? Yes

11a. If **yes**, does the system receive SBU/PII from IRS files and databases? Yes

If **yes**, enter the files and databases.

<u>System Name</u>	<u>Current PIA?</u>	<u>PIA Approval Date</u>	<u>SA & A?</u>	<u>Authorization Date</u>
Automated Collection System (ACS)	Yes	12/18/2015	No	
Automated Lien System-ENTITY (ALS)	Yes	11/12/2013	No	
Alaska Permanent Fund Dividend Levy Program (APFD)	Yes	04/09/2015	No	
Federal Payment Levy Program	Yes	04/18/2014	No	
State Income Tax Levy Program	Yes	07/02/2014	No	
Automated Substitute for Returns (ASFR) System	Yes	01/29/2014	No	
Individual Master File	Yes	05/02/2014	No	
Adoption Taxpayer Identification Number (ATIN)	Yes	08/11/2015	No	
Automated Under Reporter	Yes	07/12/2013	No	
Information Return Master File	Yes	03/12/2014	No	
Information Returns Processing	Yes	03/12/2014	No	
Integrated Data Retrieval System	Yes	08/03/2014	No	
Employee Plans/Exempt Organizations Determination System	Yes	02/25/2014	No	
Inventory Delivery System	Yes	01/15/2014	No	
Integrated Financial System	Yes	09/10/2014	No	
Individual Taxpayer Identification Number Real-Time System	Yes	02/17/2015	No	
Modernized E-File	Yes	02/23/2016	No	
Payer Master File	Yes	03/12/2014	No	
Tax Professional Preparer TIN System	Yes	02/20/2015	No	
Report Generation Software	Yes	02/16/2015	No	
e-Services, Release 3.0, Version 1.0	Yes	11/03/2015	No	
U.S. Residency Certification	Yes	03/09/2016	No	
Business Master File	Yes	04/24/2014	No	
Web Currency & Banking Retrieval System	Yes	03/16/2016	No	
Information Reporting and Document Matching	Yes	02/19/2016	No	
1099 Pro (1099)	No	02/19/2016	No	
Modified EP/EO Determination System (MEDS)	Yes	02/21/2014	No	
Department of the Treasury	No	02/21/2014	No	
Automated 6020b (6020b)	Yes	07/21/2015	No	

11b. Does the system receive SBU/PII from other federal agency or agencies? No

11c. Does the system receive SBU/PII from State or local agency (-ies)? No

11d. Does the system receive SBU/PII from other sources? No

11e. Does the system receive SBU/PII from **Taxpayer** forms? No

11f. Does the system receive SBU/PII from **Employee** forms (such as the I-9)? No

F. PII SENT TO EXTERNAL ORGANIZATIONS

12. Does this system disseminate SBU/PII? Yes

12a. Does this system disseminate SBU/PII to other IRS Systems? Yes

If **yes**, identify the full name and acronym of the IRS system(s) that receive SBU/PII from this system.

<u>System Name</u>	<u>Current PIA?</u>	<u>PIA Approval Date</u>	<u>SA & A?</u>	<u>Authorization Date</u>
Automated Substitute for Return (ASFR)	Yes	01/29/2014	No	
Automated Underreporter (AUR)	Yes	07/12/2013	No	
Inventory Delivery System (IDS)	Yes	01/15/2014	No	
Integrated Collection System (ICS)	Yes	07/31/2013	No	
Standard IDRS Access Tier 2 (SIA Tier 2)	Yes	08/03/2014	No	
Control D WebAccess (CTDWA)	No	08/03/2014	No	
Integrated Enterprise Portal (IEP)	No	08/03/2014	No	
eServices	Yes	11/03/2015	No	
Compliance Data Warehouse (CDW)	Yes	12/13/2012	No	
Report Generation Software (RGS)	Yes	02/16/2015	No	
Automated Lien System-ENTITY (ALS)	Yes	11/12/2013	No	

Identify the authority and for what purpose? The dissemination of PII information is authorized under 5 USC 301 and 26 USC 7801. It is used to identify taxpayers and provide data and correspondence copies to other IRS systems on the status of mailings to the taxpayers and the USPS delivery results of those mailings.

12b . Does this system disseminate SBU/PII to other Federal agencies? No

12c. Does this system disseminate SBU/PII to State and local agencies? No

12d. Does this system disseminate SBU/PII to IRS or Treasury contractors? No

12e. Does this system disseminate SBU/PII to other Sources? No

G. PRIVACY SENSITIVE TECHNOLOGY

13. Does this system use social media channels? No

14. Does this system use privacy-sensitive technologies such as mobile, cloud, global position system (GPS), biometrics, RFID, etc.? No
15. Does the system use cloud computing? No
16. Does this system/application interact with the public? No

H. INDIVIDUAL NOTICE AND CONSENT

17. Was/is notice provided to the individual prior to collection of information? No

17b. If **no**, why not? If information is not collected directly from an individual, please discuss the factors considered in deciding to collect information from third party sources.
The information within NDS comes from various IRS Systems and forms. Those systems and forms provide the Privacy Act Notice to individuals. NDS does not directly provide individuals the opportunity to decline from providing information and/or from consenting to particular uses of the information. Notice, consent and due process are provided via the IRS systems and their related tax forms instructions, and pursuant to 5 USC.

18. Do individuals have the opportunity to decline from providing information and/or from consenting to particular uses of the information? No

18b. If no, why not? The information within NDS comes from various IRS Systems and forms. Those systems and forms provide the Privacy Act Notice to individuals. NDS does not directly provide individuals the opportunity to decline from providing information and/or from consenting to particular uses of the information. Notice, consent and due process are provided via the IRS systems and their related tax forms instructions, and pursuant to 5 USC. Published System of Records Notice in the Federal Register.

19. How does the system or business process ensure due process regarding information access, correction and redress?

The information within NDS comes from various IRS Systems and forms. Those systems and forms provide the Privacy Act Notice to individuals. NDS does not directly provide individuals the opportunity to decline from providing information and/or from consenting to particular uses of the information. Notice, consent and due process are provided via the IRS systems and their related tax forms instructions, and pursuant to 5 USC.

I. INFORMATION PROTECTION

20. Identify the owner and operator of the system (could be IRS owned and Operated; IRS owned, contractor operated; contractor owned and operated)

IRS Owned and Operated

21. The following people have access to the system with the specified rights:

IRS Employees? Yes

IRS Employees?	Yes/No	Access Level(Read Only/Read Write/Administrator)
Users	Yes	Read-Only
Managers	Yes	Read-Only
Sys. Administrators	Yes	Administrator
Developers	Yes	Read-Only

Contractor Employees? No

21a. How is access to SBU/PII determined and by whom? Only authorized users within the Correspondence Production Services branch can access the information. CPS management determines the level of access to the system needed for controls and data. Specific employees are authorized through user profiles and OL5081 approval by the manager.

21b. If computer matching occurs, can the business owner certify that it meets requirements of IRM 11.3.39 Disclosure of Official Information, Computer Matching & Privacy Protection Act ?
N/A

I.1 RECORDS RETENTION SCHEDULE

22. Are these records covered under the General Records Schedule (GRS), or have a National Archives and Records Administration (NARA) archivist approved a Record Control Schedule (RCS) for the retention and destruction of official agency records stored in this system? Yes

22a. If **yes**, how long are the records required to be held under the corresponding RCS and how are they disposed of? In your response, please include the complete IRM number 1.15.XX and specific item number and title.

Retention is in accord with Job No. N1-58-11-6 for the Notice Delivery System, published in IRS Document 12990 under Records Control Schedule (RCS) 29 for Submissions Processing Campuses, item 39: A. Inputs. Delete/Destroy when no longer needed for business. B. System Data. Delete IRS notices sent via mail to taxpayers 10 days after mail date; Delete Certified Mail Data 12 years after processing year. C. Outputs. Nonrecord, no disposition approval necessary. D. System Documentation. Delete/Destroy when superseded or 5 years after system is terminated, whichever is sooner.

I.2 SA&A OR ECM-R

23. Has the system been through SA&A (Security Assessment and Authorization) or ECM-R (Enterprise Continuous Monitoring Reauthorization)? Yes

23a. If **yes**, what date was it completed? 11/10/2015

23.1 Describe in detail the system s audit trail. The system provides audit logs and reports on auditable events with appropriate user data as well as security audit automatic responses. However, the system does not allow for any user additions, deletions or modifications of the PII data.

J. PRIVACY TESTING

24. Does the system require a System Test Plan? Yes

24b. If **yes**, Is the test plan in process or completed: Completed

24.3 If **completed/ or in process**, describe what testing and validation activities have been conducted or are in progress to verify and validate that the applicable Privacy Requirements (listed in header) have been met?

Management regularly reviews approved OL5081s for continued need to access. Management also reviews access logs for inappropriate accesses and user events. A risk assessment (e.g., SA&A) has been conducted on the system to ensure that appropriate security controls have been identified and implemented to protect against known risks to the confidentiality, integrity and availability of the PII.

24b.1. If **completed**, where are the test results stored (or documentation that validation has occurred confirming that requirements have been met)? Results are stored on TFIMS.

24b.2. If **completed**, were all the Privacy Requirements successfully tested? Yes

24.2 If **completed**, are there any residual system privacy, civil liberties, and/or security risks identified that need to be resolved? No

K. SBU Data Use

25. Does this system use, or plan to use SBU Data in Testing? No

L. NUMBER AND CATEGORY OF PII RECORDS

26. Identify the number of individual records in the system for each category:

26a. IRS Employees:	<u>No</u>
26b. Contractors:	<u>No</u>
26c. Members of the Public:	<u>More than 1,000,000</u>
26d. Other:	<u>No</u>

M. CIVIL LIBERTIES

27. Does the system maintain any information describing how any individual exercises their rights guaranteed by the First Amendment? No

28. Is the system information used to conduct data-mining as defined in the *Implementing the 9/11 Commission Recommendations Act of 2007, Public Law 110-53, Section 804*? No

29. Will this system have the capability to identify, locate, and monitor individuals or groups of people? No

N. ACCOUNTING OF DISCLOSURES

30. Does the system include or require disclosure of tax or employee information to anyone other than IRS employees in the performance of their duties, or to the person to whom the information pertains or to a 3rd party pursuant to a Power of Attorney, tax or Privacy Act consent? No

End of Report
