

Date of Approval: **April 13, 2021**

PIA ID Number: **6007**

## **SYSTEM DESCRIPTION**

*Enter the full name and acronym for the system, project, application and/or database.*

Notice Print Processing, NPP

*Is this a new system?*

No

*Is there a PCLIA for this system?*

Yes

*What is the full name, acronym and milestone of the most recent PCLIA?*

Notice Print Processing, NPP, MS4B, #3389

*What is the approval date of the most recent PCLIA?*

5/4/2018

*Changes that occurred to require this update:*

Expiring PCLIA

*Were there other system changes not listed above?*

No

*What governance board or Executive Steering Committee (ESC) does this system report to? Full name and acronym.*

NPP reports to the Corporate Data Governance Board (CP GB).

*Current ELC (Enterprise Life Cycle) Milestones:*

System Development/Milestone 4B

Operations & Maintenance (i.e. system is currently operational)

*Is this a Federal Information Security Management Act (FISMA) reportable system?*

No

## GENERAL BUSINESS PURPOSE

*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.*

The Notice Prints Processing (NPP) project encompasses the printing of notices from a variety of sources. This constitutes the primary notice to taxpayers as to the status of tax filings (balance due, and delinquencies). Notice print files are sent to various Computing Centers/Service Centers and/or National Print Sites East. These programs are an integral part of the overall IRS system because they produce taxpayer notices which are critical to accomplishing our mission.

## PII DETAILS

*Does the system use, collect, receive, display, store, maintain, or disseminate IR Code 6103 taxpayer information: or any other type of Sensitive but Unclassified (SBU) information or PII such as information about IRS employees or outside stakeholders?*

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

*What types of tax identification numbers (TIN) apply to this system?*

Social Security Number (SSN)

*List the approved Treasury uses of the SSN:*

When there is no reasonable alternative means for meeting business requirements.

*Explain why the authorized use(s) above support the new or continued use of SSNs (or tax identification numbers).*

This information must be verifiable so the Tax Examiners (TEs) can determine the accuracy of notices before they are mailed out to the taxpayer. There is no alternative to the use of the SSN. The SSN is the significant part of the data being processed. SSNs are permissible from Internal Revenue Code (IRC) 6109, which requires individual taxpayers to include their SSNs on their income tax returns.

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

There is no planned mitigation strategy to mitigate or eliminate the use of the SSNs on the system. There is no alternative to the use of the SSN. The SSN is the significant part of the data being processed. SSNs are permissible from Internal Revenue Code (IRC) 6109, which requires individual taxpayers to include their SSNs on their income tax returns.

Employer Identification Number

Other Taxpayer Identification Number

*Does this system use, collect, receive, display, store, maintain or disseminate other (non-SSN) PII (i.e. names, addresses, etc.)?*

Yes

*Specify the PII Elements:*

Name

Mailing address

Standard Employee Identifier (SEID)

Tax Account Information

*Does this system use, collect, receive, display, store, maintain, or disseminate SBU information that is not PII?*

Yes

*Specify the types of SBU from the SBU Types List:*

Official Use Only (OUO) or Limited Official Use (LOU) Information designated as OUO or LOU is information that: is exempt under one of the statutory Freedom of Information Act exemptions; is prohibited by other laws or regulations; would significantly impede the agency in carrying out a responsibility or function; or would constitute an unwarranted invasion of privacy.

Protected Information Information which if modified, destroyed or disclosed in an unauthorized manner could cause: loss of life, loss of property or funds by unlawful means, violation of personal privacy or civil rights, gaining of an unfair procurement advantage by contractors bidding on government contracts, or disclosure of proprietary information entrusted to the Government.

*Are there other types of SBU/PII used in the system?*

No

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

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

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

*Has the authority been verified with the system owner?*

Yes

## **BUSINESS NEEDS AND ACCURACY**

*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.*

The NPP system contains taxpayers' Personally Identifiable Information (PII) which it receives in the form of flat files. This information is necessary for the Tax Examiners (TEs) to perform a thorough review, update and reconcile notices before they are mailed out to the taxpayers. The PII includes all the common taxpayer information, as well as, Social Security Numbers (SSN), Individual Taxpayer Identification Numbers (ITIN), Document Locator Number (DLN), penalties, interest, payments and Entity information. Any changes made by TEs to taxpayer notice data is tracked by their Standard Employee Identification (SEID), not by name or SSN.

*How is the SBU/PII verified for accuracy, timeliness and completion?*

There are internal programming consistency checks and a record count to validate the data that is loaded into the NPP system is accurate. The data that NPP receives is from internal IRS systems which are deemed reliable and the data is validated for accuracy by the system sending the data as described in that system's PCLIA.

## **PRIVACY ACT AND SYSTEM OF RECORDS**

The Privacy Act requires Federal agencies that maintain a system of records to publish systems of records notices (SORNs) in the Federal Register for records from which information is retrieved by any personal identifier for an individual who is a US citizen or an alien lawfully admitted for permanent residence. The Privacy Act also provides for criminal penalties for intentional noncompliance.

*Does your application or this PCLIA system pertain to a group of any record from which information is retrieved by any personal identifier for an individual who is a US citizen, or an alien lawfully admitted for permanent residence? An identifier may be a symbol, voiceprint, SEID, or other personal identifier that is used to retrieve information.*

Yes

*Identify the Privacy Act SORN(s) that cover these records.*

IRS 24.030 Customer Account Data Engine Individual Master File  
IRS 24.046 Customer Account Data Engine Business Master File  
IRS 34.037 Audit Trail and Security Records  
IRS 00.001 Correspondence Files and Correspondence Control Files

## **RESPONSIBLE PARTIES**

*Identify the individuals for the following system roles:*

## Official Use Only

## **INCOMING PII INTERFACES**

*Does the system receive SBU/PII from other systems or agencies?*

Yes

*Does the system receive SBU/PII from IRS files and databases?*

Yes

*Enter the files and databases:*

System Name: Payer Master File  
Current PCLIA: Yes  
Approval Date: 5/4/2020  
SA&A: No

System Name: Backup Withholding  
Current PCLIA: Yes  
Approval Date: 5/4/2020  
SA&A: No

System Name: Dishonored Check File (IDRS:DCF)  
Current PCLIA: Yes  
Approval Date: 10/1/2018  
SA&A: No

System Name: Unidentified Remittance File (IDRS:URF)  
Current PCLIA: Yes  
Approval Date: 10/1/2018  
SA&A: No

System Name: Business Master File  
Current PCLIA: Yes  
Approval Date: 10/11/2019  
SA&A: No

System Name: Individual Master File  
Current PCLIA: Yes  
Approval Date: 3/4/2020  
SA&A: Yes  
ATO/IATO Date: 11/1/2019

System Name: Integrated Data Retrieval System  
Current PCLIA: Yes  
Approval Date: 10/1/2018  
SA&A: Yes  
ATO/IATO Date: 11/2/2019

System Name: IRP Civil Penalty (PMF:IRPCIVPEN)  
Current PCLIA: Yes  
Approval Date: 5/4/2020  
SA&A: No

System Name: 1099 Pro  
Current PCLIA: No  
SA&A: No

System Name: Automated Lien System  
Current PCLIA: Yes  
Approval Date: 10/1/2018  
SA&A: No

System Name: Federal Payment Levy Program  
Current PCLIA: Yes  
Approval Date: 3/16/2020  
SA&A: Yes  
ATO/IATO Date: 3/5/2013

System Name: Tax Delinquent Account (IDRS:TDA)  
Current PCLIA: Yes  
Approval Date: 10/1/2018  
SA&A: No

System Name: Automated Substitute for Return  
Current PCLIA: Yes  
Approval Date: 12/6/2019  
SA&A: No

System Name: Automated Collection System  
Current PCLIA: Yes  
Approval Date: 10/12/2018  
SA&A: No

System Name: Employee Plans Master File  
Current PCLIA: Yes  
Approval Date: 12/20/2018  
SA&A: No

System Name: Adoption Taxpayer Identification Number  
Current PCLIA: Yes  
Approval Date: 8/27/2018  
SA&A: No

System Name: Centralized Authorization File (IDRS:CAF)  
Current PCLIA: Yes  
Approval Date: 10/1/2018  
SA&A: No

System Name: Partnership Control System  
Current PCLIA: Yes  
Approval Date: 9/19/2018  
SA&A: No

System Name: Correspondence Letter System (IDRS:CORRESPONDEXCRX)  
Current PCLIA: Yes  
Approval Date: 10/1/2018  
SA&A: No

System Name: Statutory Notices of Deficiency (IDRS:STN)  
Current PCLIA: Yes  
Approval Date: 10/1/2018  
SA&A: No

System Name: Audit Information Management System  
Current PCLIA: Yes  
Approval Date: 9/19/2018  
SA&A: No

System Name: End of Day Processing  
Current PCLIA: Yes  
Approval Date: 10/1/2018  
SA&A: No

System Name: EIN Research & Assignment System  
Current PCLIA: Yes  
Approval Date: 10/1/2018  
SA&A: No

System Name: Registered Preparer Initiative Preparer Tax Identification Number  
Current PCLIA: Yes  
Approval Date: 2/4/2020  
SA&A: No

*Does the system receive SBU/PII from other federal agency or agencies?*

Yes

*For each federal interface, identify the organization that sends the SBU/PII, how the SBU/PII is transmitted and if there is an Inter-Agency Agreement (ISA) /Memorandum of Understanding (MOU).*

Name: Social Security Administration  
Transmission Method: Electronically  
ISA/MOU: Yes

*Does the system receive SBU/PII from State or local agency (-ies)?*

No

*Does the system receive SBU/PII from other sources?*

No

*Does the system receive SBU/PII from Taxpayer forms?*

No

*Does the system receive SBU/PII from Employee forms (e.g. the I-9)?*

No

## **DISSEMINATION OF PII**

*Does this system disseminate SBU/PII?*

Yes

*Does this system disseminate SBU/PII to other IRS Systems?*

Yes



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

System Name: Notice Conversion (NOTCON)  
Current PCLIA: Yes  
Approval Date: 10/18/1919  
SA&A: No

System Name: Notice Delivery System  
Current PCLIA: Yes  
Approval Date: 8/3/2020  
SA&A: Yes  
ATO/IATO Date: 3/5/2013

*Identify the authority.*

The system disseminates SBU/PII for tax administration purposes under IRC 6103(h)(1).

*For what purpose?*

SBU/PII is disseminated to SSA to verify their benefit administration.

*Does this system disseminate SBU/PII to other Federal agencies?*

Yes

*Identify the full names of the federal agency(s) that receive SBU/PII from this system, and if there is an Inter-Agency Agreement (ISA) / Memorandum of Understanding (MOU).*

Organization Name: Social Security Administration  
Transmission Method: Flat Files  
ISA/MOU: Yes

*Identify the authority.*

The Social Security Administration (SSA) and Internal Revenue Service (IRS) have an agreement to exchange employment tax data. The underlying Internal Revenue Code Section is IRC 6103(i).

*Identify the Routine Use in the applicable SORN (or Privacy Act exception).*

Disclosure of returns and return information may be made only as provided by 26 U.S.C. 6103. All other records may be used as described below if the IRS deems that the purpose of the disclosure is compatible with the purpose for which IRS collected the records, and no privilege is asserted.

*For what purpose?*

To maintain records of tax returns, return transactions, and authorized taxpayer representatives.

*Does this system disseminate SBU/PII to State and local agencies?*

No

*Does this system disseminate SBU/PII to IRS or Treasury contractors?*

No

*Does this system disseminate SBU/PII to other Sources?*

No

## **PRIVACY SENSITIVE TECHNOLOGY**

*Does this system use social media channels?*

No

*Does this system use privacy-sensitive technologies such as mobile, global position system (GPS), biometrics, RFID, etc.?*

No

*Does the system use cloud computing?*

No

*Does this system/application interact with the public?*

No

## **INDIVIDUAL NOTICE AND CONSENT**

*Was/is notice provided to the individual prior to collection of information?*

Yes

*How is notice provided? Was the individual notified about the authority to collect the information, whether disclosure is mandatory or voluntary, the purpose for which the information will be used, with whom the information may be shared, and the effects on the individual, if any, if they decide not to provide all or any of the requested information?*

The system uses data entered from tax returns filed by taxpayers. They are notified of such collection by the Privacy Act Notice in the tax return instructions.

*Do individuals have the opportunity to decline from providing information and/or from consenting to particular uses of the information?*

No

*Why not?*

Tax returns filed by taxpayers are the source of data input into the system. The information is received from the Master File. Information is only used to generate notice.

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

Your Rights as a Taxpayer Publication 1 outlines the baseline for 'due process' that the IRS follows.

## **INFORMATION PROTECTION**

*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

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

*IRS Employees*

Users: Read Write

Managers: Read Write

System Administrators: Read Write

*How is access to SBU/PII determined and by whom?*

The NPP system utilizes the IRS On-Line application OL-5081 application to document approvals for access. Data access is granted on a need-to-know basis. A potential user must submit a request for access via IRS OL5081 to their local management for approval consideration. Users are not permitted access without a signed 5081 form from an authorized management official. Specific permissions (Read, Write, Modify, Delete, and/or Print) are defined on the OL5081 form and set (activated) by the System Administrator prior to the user being allowed access. User privileges and user roles determine the types of data that each user has access to. Management monitors system access and removes permissions when individuals no longer require access. Users are assigned to specific modules of the application and specific roles within the modules and accounts follow the principle of least privilege which provide them the least amount of access to PII data that is required to perform their business function after receiving appropriate approval.

## RECORDS RETENTION SCHEDULE

*Are these records covered under a General Records Schedule (GRS, IRS Document 12829), or has the National Archives and Records Administration (NARA) approved a Records Control Schedule (RCS, IRS Document 12990) for the retention and destruction of official agency records stored in this system?*

Yes

*How long are the records required to be held under the corresponding GRS or RCS, and how are they disposed of? In your response, please provide the GRS or RCS chapter number, the specific item number, and records series title.*

NPP is non-recordkeeping. It is an (IAP) operational system and does not require a NARA-approved records control schedule to affect data disposition. Inputs are covered in GRS 4.3, item 010 for paper form inputs, and GRS 4.3, item 020 for electronic inputs. Within IAP, data is retained for only 4 weeks. After 4 weeks everything is deleted from the system. NPP provides a (notice) print function for other IRS electronic applications. Data retention requirements for those systems are defined in the context of those recordkeeping environments (as applicable) and documented/published in Internal Revenue Service Records Control Schedules.

## SA&A OR ASCA

*Has the system been through SA&A (Security Assessment and Authorization) or ASCA (Annual Security Control Assessment)?*

No

*Is the system secured in accordance with all applicable federal, treasury, and IRS security policy, procedures, and requirements?*

Yes

*Describe the system's audit trail.*

The system does not have audit capability. There is no audit trail. NPP is a flat file batch processing system. This system is application to application via flat files and resides on the IBM platform server. Flat files are accessed only by the application and not by employees. Server policies and safeguards prevent access by employees.

## PRIVACY TESTING

*Does the system require a System Test Plan?*

Yes

*Is the test plan completed?*

Yes

*Where are the test results stored (or documentation that validation has occurred confirming that requirements have been met)?*

The test results are stored in the Collaborative Lifecycle Management (CLM) and DocIT.

*Were all the Privacy Requirements successfully tested?*

Yes

*Are there any residual system privacy, civil liberties, and/or security risks identified that need to be resolved?*

No

*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?*

The System Acceptability Test (SAT) analysts planned, prepared, executed, and reviewed the test results to ensure that the programs perform according to the documentation. The analysts validated that the functionality met all requirements.

## SBU DATA USE

*Does this system use, or plan to use SBU Data in Testing?*

No

## NUMBER AND CATEGORY OF PII RECORDS

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

IRS Employees: Not Applicable

Contractors: Not Applicable

Members of the Public: More than 1,000,000

Other: No

## **CIVIL LIBERTIES**

*Does the system maintain any information describing how any individual exercises their rights guaranteed by the First Amendment?*

No

*Is the system information used to conduct 'data-mining' as defined in the Implementing Recommendations of the 9/11 Commission Act of 2007, Public Law 110-53, Section 804?*

No

*Will this system have the capability to identify, locate, and monitor individuals or groups of people?*

No

*Does computer matching occur?*

No

## **ACCOUNTING OF DISCLOSURES**

*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?*

Yes

*Does the system have a process in place to account for such disclosures in compliance with IRC §6103(p) (3) (A) or Subsection (c) of the Privacy Act? Contact Disclosure to determine if an accounting is required.*

Yes