

Date of Approval: **October 13, 2022**

PIA ID Number: **7279**

SYSTEM DESCRIPTION

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

Qualified Intermediary (QI), Withholding Foreign P, QI System

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?

FATCA Qualified Intermediary/Withholding Foreign Partnership/Withholding Foreign Trust (QI/WP/WT) Application and Account Management, QI System, #4299

What is the approval date of the most recent PCLIA?

11/8/2019

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.

Sustaining Operations (SO) ESC

Current ELC (Enterprise Life Cycle) Milestones:

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

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

Yes

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 Qualified Intermediary (QI), Withholding Foreign Partnership (WP) and Withholding Foreign Trust (WT) Application and Account Management System (hereafter referred to as QI/WP/WT system), is a secure web-based platform. The system allows external users to: apply to become a QI, WP, or WT; renew, certify, or terminate an existing QI, WP, or WT agreement; and manage their QI, WP, or WT information online. The system also allows IRS users to view, edit, and manage the data in the QI/WP/WT system. Authorized IRS users can: Monitor QI, WP, and WT submissions; View and manage QI, WP or WT applications, renewals, and certifications; Conduct status overrides; Extend due dates; Search QI, WP, and WT entities; and Review information for customer service purposes.

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?

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
Phone Numbers
E-mail Address

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:

Agency Sensitive Information Information which if improperly used or disclosed could adversely affect the ability of the agency to accomplish its mission.

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)

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 purpose of the system is to enable entities to enter into an agreement with IRS to become a Qualified Intermediary (QI), Withholding Foreign Partnership (WP) or Withholding Foreign Trust (WT), and renew or terminate its existing QI, WP, or WT agreement with IRS. The system also allows the entity to update its account information. The new functionality includes the ability of a QI, WP, or WT, or Consolidated Compliance Group (CCG) entity to conduct a certification. An entity will be able to request to become a CCG under the Consolidated Compliance Program, update a CCG, or request to terminate a CCG. Authorized IRS Users will access the system to review and manage the QI/WP/WT account information, applications, renewals, and notices of termination, input paper applications submitted via form 14345, manage EINs, and send specific messages to QI, WP, or WTs regarding their account. The application and renewal questions, including the required uploaded files, are based on form 14345 and contain only the necessary information for IRS to make a determination regarding whether or not the entity is qualified to become a QI, WP, or WT, or maintain QI, WP, or WT status. Form SS-4 is required because once approved, the entity will be issued an Employer Identification Number (EIN) to use for QI, WP, or WT reporting. Form SS-4 is required to obtain that EIN. Form 2848 is only required if the entity is designating a Power of Attorney for its QI, WP, or WT account. This follows the IRS policy on designation of a power of attorney. The PII information collected regarding the

Responsible Party and Contact Person is used to notify the entity of status or other changes to its account, or correspond with the entity regarding their QI, WP, or WT account. All file uploads for certification will be available to the IRS analyst to review for the certifications or CCG information and allows the IRS analyst the means to select the proper course of action for an entity. An external user may upload or delete a file. All file uploads are not available for viewing by the QI, WP, or WT.

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

The entity provides the SBU/PII regarding the Responsible Party and Contact Person through the FATCA-QI system. To ensure accuracy and completeness, the FATCA-QI System performs required field and format validation on the Responsible Party and Contact Person information when saved. The entity cannot submit their application, renewal, certification, or request for CCG if the information submitted is not complete. The Responsible Party or Contact Person can edit this contact information as needed from its home page. The entity is responsible for keeping this information up to date. The FATCA-QI System does not make any determination pertaining to an individual's rights, benefits, and/or privileges.

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 42.017 International Enforcement Program Information Files

IRS 42.021 Compliance Programs and Projects 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?

No

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

No

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?

Yes

Please identify the form number and name:

Form Number: SS-4

Form Name: Application for Employer Identification Number

Form Number: 2848

Form Name: Power of Attorney and Declaration of Representative

Form Number: 14345

Form Name: Application for Qualified Intermediary, Withholding

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

No

DISSEMINATION OF PII

Does this system disseminate SBU/PII?

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?

Yes

Was an electronic risk assessment (e-RA) conducted on the system/application?

Yes

When was the e-RA completed?

1/23/2020

What was the approved level of authentication?

Level 1: Little or no confidence in the asserted identity's validity.

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?

Instructions will be included on screen for required information. There will also be a corresponding User Guide providing detailed information. Some fields are required, and some fields are optional. If the entity is not able to provide the required information, they cannot complete the application, renewal, or certification process.

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

Yes

Describe the mechanism by which individuals indicate their consent choice(s):

If the entity does not provide the required information, they cannot complete the application, renewal, or certification process. Optional fields are at the discretion of the entity.

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

- Regulation 1.1471-4(c)(7) states that Qualified Intermediary (QI) is an eligible person that enters into a QI Agreement with the IRS pursuant to Rev. Proc. 2000-12, 2000-4 I.R.B. 387, and that acts as a QI under such Agreement. Generally, under the QI Agreement, the QI /Withholding Foreign Partnership (WP), Withholding Foreign Trust (WT) agrees to assume certain documentation and withholding responsibilities in exchange for simplified information reporting for its foreign account holders and the ability not to disclose proprietary account holder information to a withholding agent that may be a competitor. - If an entity does not complete the online questions as required or is missing pertinent information; the application, renewal or certification is set or returned to the entity as "incomplete". The online application is designed to go no further if required fields are missing; the entity will not be able to submit. The online certification is designed to go no further if required fields are missing; the entity will not be able to submit. - There is no hierarchy of appeals - There is a policy of not accepting "stale" information, so the entity must provide current data - If the entity wishes to have the IRS reconsider their application; the analyst will forward through their management chain. The online certification is designed to go no further if required fields are missing; the entity will not be able to submit.

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: Administrator

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

If the entity has a FATCA Registration account, several fields will be populated into the FATCA-QI system database. The entity will only be able to access this data once the entity has verified that the user (Responsible Party and/or Contact Person) are authorized. This may be done as part of the FATCA-QI account creation process. To access the system, the entity must have established a FATCA-QI online account. All other data will be input by that entity. For users that are applying to become a QI, WP, or WT, once their application is reviewed and approved, an IRS employee will assign an EIN, which the entity can view from within their online account. Note that requesting and processing the EIN is done manually outside of the FATCA-QI system. IRS will utilize the Business Entitlement Access Request System (BEARS) to determine which IRS employees need access to FATCA-QI system data through the employee interface and reports via Business Objects to perform their job duties.

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.

NARA Job Number: DAA-0058-2020-0003: Delete data 15 years after the QI/WP/WT has been terminated or has withdrawn as a participating QI/ WP/WT.

SA&A OR ASCA

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

Yes

What date was it completed?

1/3/2022

Describe the system's audit trail.

The QI Auditable events will be stored in FATCA database before being written to log file. Access to log files will be restricted via folder permissions to an admin group and the Electronic File Transfer Utility (EFTU) utility. Audit logs are generated every 6 hours.

EFTU will transfer log to the Security Audit and Analysis System (SAAS) for review. Audit events will be stored in the database for up to 7 years. Audit logs will be kept in a local archive folder for at least 7 days.

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 System Test Plan is available to all QI/WP/WT system stakeholders and the final approved version is stored in a repository. "System Test Plan For Foreign Account Tax Compliance Act (FATCA) Qualified Intermediary/Withholding Foreign Partnership/Withholding Foreign Trust (QI/WP/WT) Application and Periodic Certification, Release 6.3.4, PLN_STP_QI/WP/WT_FY19_V1.0_07/12/2019."

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?

Regression testing, to include applicable privacy requirements, is being performed on the impacted Registered User Portal (RUP) and Admin Console.

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: Under 100,000

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?

No