

Date of Approval: **September 26, 2022**

PIA ID Number: **7264**

SYSTEM DESCRIPTION

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

RPA Tip Agreement Year End Annual Report, Robotics Process Automation

Is this a new system?

Yes

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

Internal Management Domain (IMD) Governance Board

Current ELC (Enterprise Life Cycle) Milestones:

Domain Architecture/Milestone 2

System Development/Milestone 4B

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 IRS RPA (Robotics Process Automation) Program is creating a tool using UiPath to automate manual process steps in the SBSE (Small Business Self Employed) Tip Agreement Year End Annual Report process. The Form 14439 Employee Data Report is received by the SBSE office via approved email, CD, or Flash Drive and contains information about each employee's reported tips. The user will (an approved IRS employee) of the attended automation will store the Form in the appropriate location on their workstation and initiate the process. The tool will scan / process the Form14439 file to update the EIN to a two digit-dash- six-digit format if it is not that way already. The tool will then translate the state field to the appropriate two-character abbreviation. The tool will remove all dashes from the SSN columns as well and then will sort 'Outlet', 'Occupation', and 'Shift Worked' columns in alphabetical order. The tool will update the dates in all other sheets based on the date included in the agreement information tab on the Appendix A file. The tool will consolidate all Occupations into one sheet. The duplicates will be grouped together, and the erroneous

entries will be left for the examiner to sort / correct at the bottom of the sheet. After that is complete, the tool will average out the tip rates in a new sheet. The tool will save the updated spreadsheet to the user's workstation and the user continues their manual process steps. The tool does not retain any of the PII that was processed.

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:

Law enforcement and intelligence purposes

Employer 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

Employment Information

Tax Account Information

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

No

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 business needs SBU/PII data as they are required data to verify Taxpayer has to be in compliance with their Tip Agreement. The SBU/PII collected in this system is used in the Internal Revenue Service (IRS) tax administration initiatives and strategies to: identify individuals who are reporting Tip income, determine whether or not their employees have reported the appropriate amount of Tips, and validate errors on Tip Agreement reporting.

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

The SBU/PII will go through security checks and verification systems that are in place within IRS to verify that no duplicate refund is issued and if one is identified, perform duties to reclaim that refund. Accuracy - Form 14438 matches the Appendix A, which is part of the process being automated. Completeness - the Form 14438 has to be completed with all the required information (Name, SSN, Y/N in participation field), W2 Tips have to be completed.

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 24.046 Customer Account Data Engine Business Master File

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: Form 14439

Form Name: Employee Data Report

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?

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?

Letters 4571-C, 4571-G, and 4571-T are sent, so that the Taxpayer knows they must submit the Form 14439

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):

The individual is required to send the Form 14439, or they are compromising their Tip Agreement and their Gaming Industry Tip Compliance Agreement (GITCA) could be terminated or expire. Without their Tip Agreement, they can go through an Employer Tip Audit which would put all employees through an Audit.

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

This system is only a data verification tool that uses predefined business rules to ensure Tip Agreement data given on Form 14439 matches the information on Appendix A. The Employer who submitted Form 14439 can review, make changes, and resend their information prior to the IRS Employee submitting to downstream systems.

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 Only

Managers: Read Only

System Administrators: Read Only

Developers: Administrator

IRS Contractor Employees

Contractor Users: Administrator

Contractor Developers: Administrator

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

The tool itself does not contain PII nor does it disseminate data. PII data within the Tip Agreement process are sent using guidelines outlined in Letter 4571. Approved SBSE employees are granted access as necessary for their work responsibilities.

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?

No

You must work with the IRS Records and Information Management (RIM) Program Office to address records retention requirements before you dispose of any records in this system.

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.

This Bot will comply with Enterprise Security Audit Trail (ESAT) requirements. Audit logs will be generated in Extensible Markup Language (XML) format and contain no PII.

PRIVACY TESTING

Does the system require a System Test Plan?

Yes

Is the test plan completed?

No

When is the test plan scheduled for completion?

10/13/2022

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?

A System Test Plan and other Enterprise Lifecycle (ELC) artifacts are currently being worked with IT. The bot does not store or give access to PII and will only work with the access that already exists on the user's workstation.

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