

# Section 7 - Automated Non Master File

## 1 Nature of Changes

| Description                              | Page No. |
|--|----------|
| ANMF access                              | 7-1      |
| Large dollar account change              | 7-1      |
| New IRM Reference for Account Specialist | 7-2      |

## 2 Background

The processing of Non Master File accounts has existed for several years. At one time the processing of NMF accounts consisted of manually posting account activity onto a Unit Ledger Card. This process was changed in 1991 with the introduction of the Automated Non Master File (ANMF) system.

The ANMF data base contains all open, closed and archived Non Master File (NMF) accounts processed at the Cincinnati Submission Processing Campus. Unlike the Master File, where all assessments for the same tax period are posted to one account, a NMF account is established for each assessment. Therefore, the NMF taxpayer may have several accounts for the same tax period (IRC 6201).

Accessing data on the ANMF database for research purposes is accomplished by submitting an OL5081.

There are six basic conditions which require NMF processing:

- (1) **Large Dollar Accounts** - Accounts which have balances too large for the Master File to process.  
**Note:** Effective January 1, 2010, IMF will allow accounts that are less than \$1 Billion to post.
- (2) **Overflow Accounts** - Accounts which have an excessive amount of transactions for the Master File to systemically process.
- (3) **New Legislation** - Accounts which require immediate tax law implementation, but time does not permit for extensive modifications to the Master File.
- (4) **Immediate Legal Assessments** - Accounts which require immediate (24 hours) legal assessments when the Master File would be too slow to post the assessments.
- (5) **Reversal of Erroneous Abatements** - Accounts which require reversal of erroneous abatements when the statute for assessment (ASED) has expired.
- (6) **Child Support Cases** - Child Support cases where collections of payments have been ordered by state courts but have fallen into arrears.

As of January 2011, there are approximately 18,000 open NMF accounts nationwide.

## 3 All NMF Notices now have Toll-Free Numbers

In keeping with our commitment to IRS' Mission statement, all NMF Notices include 1-888-829-7434 as a Toll Free Number for taxpayers to inquire about their notice. Upon dialing the Toll Free Number, the call is directed to the appropriate campus based on the taxpayer's area code.

## 4 Account Specialist

The NMF Account Specialist provides technical assistance on complex Non-Master File issues and individual accounts and performs similar work as that found in the majority of non-supervisory positions assigned to the unit. Complete details are available in IRM 3.17.46.

## 5 NMF Customer Service Representative (CSR)

There are Customer Service Representatives (CSR) at each campus designated to respond to NMF taxpayers calling the Toll Free Number. CSRs access the ANMF system to review the taxpayer's account and reply accordingly. Procedures in handling NMF accounts are incorporated into the Customer Service IRM 21.

## 6 User Friendly Transcript

A "Taxpayer Friendly" transcript can be requested on NMF. This transcript should be sent to the taxpayer in lieu of a hand written tax account. (For more details see IRM 3.17.46.13.2).

## 7 Pocket Vest Guide

Pocket Vest Guide Document 10978 is available through your local SID Site. It contains a MF to NMF Conversion chart, Pending Transcription Identification Codes, frequently used Toll Free Numbers, Abstracts, Doc Codes, MFTs, True Tax Class and other information.

## 8 Business Operating Division (BOD) Codes and Client Codes

In October 2000, the ANMF database was updated with the respective BOD Codes (BODC) from the Master File accounts as indicated below. Originators are responsible for annotating the BODC on all documentation for processing to NMF.

| MF  | BOD  | BODC | MF   | BOD  | BODC |
|-----|--|------|------|--|------|
| IMF | Wage & Investment  | WI   | BMF  | Large & Mid-Sized Business<br>(T/C 150 is > \$10,000,000.00) | LM   |
| BMF | Small Business & Self Employed<br>(T/C 150 is < \$10,000,000.00) | SB   | EPMF | Tax Exempt & Government Entities                             | TE   |

Each Business Operating Division is responsible for assigning the BODC to the taxpayer's account. The purpose of these codes is to further categorize the taxpayer's account within the BOD.

## 9 Child Support



## 10 Transaction Codes

| NMF TC | MF TC Code | D/C | Remarks                    |
|--------|------------|-----|----------------------------|
|        | 011        |     | EIN, SSN Change            |
|        | 013        |     | Name Change                |
|        | 014        |     | Address Change             |
|        | 015        |     | Location and/or Zip Change |

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| <b>NMF TC</b> | <b>MF TC Code</b>  | <b>D/C</b> | <b>Remarks</b>   |
|---------------|--------------------|------------|--|
| X-ref         | field only on ANMF |            |  |
|               | 030                | D          | Spouse SSN Change  |
|               | 150                |            | Loc Code Change  |
|               | 150                |            | Tax Assessment Return                                    |
|               | 150                |            | Entity Created by TC 150                                 |
|               | 160                | D          | Manually Computed Delinquency Penalty                    |
|               | 161                | C          | Abate Delinquency Penalty                                |
|               | 170                | D          | ES Tax Penalty   |
|               | 171                | C          | Abate ES Tax Penalty                                     |
|               | 180                | D          | Deposit Penalty (FTD)                                    |
|               | 181                | C          | Abate Deposit Penalty (FTD)                              |
| 340           | 190                | D          | Manually Assessed Interest - Transferred in (See TC 370) |
| 341           | 191                | C          | Abate Assessed Interest - Transferred in                 |
|               | 200                | D          | Identification Number Penalty                            |
|               | 201                | C          | Abate TC 200   |
|               | 234                | D          | Manual Daily Delinquency Penalty                         |
|               | 235                | C          | Abate TC 234/238   |
| 234           | 238*               | D          | Generated Daily Delinquency Penalty                      |
| 235           | 239*               | C          | Abate Daily Delinquency Penalty                          |
|               | 240                | D          | Miscellaneous Penalty                                    |
|               | 241                | C          | Abate Miscellaneous Penalty                              |
|               | 246*               | D          | Form 1065 – Missing Information                          |
|               | 270                | D          | Failure to Pay Tax Penalty (Manual)                      |
|               | 271                | C          | Abate FTP Tax Penalty (Manual)                           |
|               | 276*               | D          | FTP Tax Penalty  |
|               | 277*               | C          | Abate FTP Tax Penalty                                    |
|               | 280                | D          | Bad Check Penalty (manually assessed)                    |
|               | 281                | C          | Bad Check Penalty (Manually abated)                      |
|               | 286*               | D          | Bad Check Penalty (Systemically assessed)                |
|               | 287*               | C          | Bad Check Penalty (Systemically abated)                  |
|               | 290                | D          | Additional Tax Assessment                                |
|               | 291                | C          | Abate Prior Tax Assessment                               |
|               | 294*               | D          | Adjusts TC 295 or 305                                    |
|               | 295*               | C          | Tax Decrease with int. Date                              |
|               | 298*               | D          | Additional Assess with Int. Date                         |
| 291           | 299*               | C          | Abate Prior Tax with Int. Date                           |
|               | 300                | D          | Examination Tax Assessment                               |
|               | 301                | C          | Abate Prior Tax Assessment                               |
| 300           | 304*               | D          | Examination Adjust TC 305 or 295                         |
| 301           | 305*               | C          | Exam tax decrease with Int. Date                         |
| 300           | 308*               | D          | Additional Tax Assess with Int. Date                     |
| 301           | 309*               | C          | Abate TC 308   |
|               | 310                | D          | Penalty - Failure to Report Income from Tips             |
|               | 311                | C          | Abate TC 310   |
|               | 320                | D          | Fraud Penalty  |
|               | 321                | C          | Abate Fraud Penalty                                      |
| 340           | 336*               | D          | Interest Assessment                                      |
| 341           | 337*               | C          | Abate Assessment Interest                                |
|               | 340                | D          | Restrict Interest Assessment                             |
|               | 341                | C          | Restricted Interest Abatement                            |
|               | 350                | D          | Negligence Penalty                                       |
|               | 351                | C          | Abate Negligence Penalty                                 |
|               | 360                | D          | Fees and Collection Costs                                |
|               | 361                | C          | Abate Fees and Collection Costs                          |
| N/A           | 370                | D          | Account Transfer-in (shows on MF only)                   |
| 607           | 380*               | D          | Overpayment cleared manually under \$1.00                |
|               | 388*               | C          | Statue Expiration Clearance to Zero Balance and Removal  |
| 609           | 389                | C          | Reversal of Statute Expiration                           |
|               | 400                | C          | Account Transfer-out                                     |
| 608           | 402                | D          | Account Re-Transferred-in                                |
|               | 430                | C          | Estimated Tax Declaration                                |
|               | 470                |            | TP Claim Pending   |
|               | 471                |            | Reversal of TP Claim Pending                             |
|               | 472                |            | Reversal of Taxpayer Claim Pending                       |

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| NMF TC | MF TC Code | D/C | Remarks   |
|--------|------------|-----|---|
|        | 480        |     | Offer-in Compromise Pending                         |
|        | 481        |     | Offer-in Compromise Rejected                        |
|        | 482        |     | Offer-in Compromise Withdrawn                       |
|        | 483        |     | Correction of TC 480                                |
|        | 500        |     | Military Deferment                                  |
|        | 502        |     | TC 500 Error Correction                             |
|        | 520        |     | IRS Litigation                                      |
|        | 521        |     | Reverse IRS Litigation                              |
|        | 522        |     | TC 520 Error Correction                             |
|        | 524        |     | Collateral Pending                                  |
|        | 525        |     | Reverse TC 524                                      |
|        | 531        |     | Reverse TC 530                                      |
|        | 532        |     | Correction of TC530 Processed in Error              |
| 530    | 534*       | C   | Expired Balance Write-off                           |
| 531    | 535*       | D   | Reversal of TC 534                                  |
| 531    | 537*       |     | Reversal of Uncollectible Status                    |
|        | 550        |     | Collection Statute Extension                        |
|        | 582        |     | Indicates Federal Tax Lien Filed                    |
|        | 583        |     | Reverses TC 582                                     |
|        | 606        | C   | Small Debit Cleared                                 |
|        | 607        | D   | Small Debit Cleared                                 |
|        | 608        | C   | Collection Statute Expiration cleared               |
|        | 609        | D   | Reverse CSED cleared                                |
|        | 610        | C   | Payment received with return                        |
|        | 611        | D   | Check Returned Unpaid by Bank                       |
|        | 612        | D   | Reverse Payment with return                         |
|        | 640        | C   | Advanced Payment                                    |
|        | 641        | D   | Designated Advanced Payment Returned Unpaid by Bank |
|        | 642        | D   | Advanced Payment Error                              |
|        | 650        | C   | FTD Credit  |
|        | 651        | D   | Federal Tax Deposit (FTD) Returned Unpaid by Bank   |
|        | 652        | D   | Error FTD Credit                                    |
|        | 661        | D   | Estimated Tax Payment Returned Unpaid by Bank       |
|        | 662        | D   | Error on Estimated Payment                          |
|        | 670        | C   | Subsequent Payment                                  |
|        | 671        | D   | Subsequent Payment Returned Unpaid by Bank          |
| 670    | 678*       | C   | Credit for Treasury Bond                            |
| 672    | 679*       | D   | Reversed TC 678                                     |
|        | 680        | C   | Designated Interest Payment                         |
|        | 681        | D   | Designated Interest Payment Returned Unpaid by Bank |
|        | 682        | D   | Correction of 680 Processed in Error                |
|        | 690        | C   | Designated Penalty Payment                          |
|        | 691        | D   | Designated Penalty Payment Returned Unpaid by Bank  |
|        | 692        | D   | TC 690 Error Correction                             |
|        | 694        | C   | Designated Payment of Fees and<br>Collection Costs  |
|        | 695        | D   | Reverses TC 694                                     |
|        | 700        | C   | Credit Applied                                      |
| 702    | 701*       | D   | Reverse TC 706                                      |
|        | 702        | D   | TC 700 Error Correction                             |
| 700    | 706*       | C   | Overpayment Applied From Another Tax Module         |
|        | 710        | C   | Credit Elect Overpayment Applied                    |
|        | 712        | D   | TC 710 or 716 Error Correction                      |
|        | 716        | C   | Credit Elect Overpayment Applied                    |
| 841    | 720*       | C   | Refund Payment                                      |
| 843    | 721*       | D   | Bad Check Refund Repayment                          |
| 843    | 722*       | D   | TC 720 Error Correction                             |
|        | 730        | C   | Overpayment Credit Interest Applied                 |
| 730    | 736*       | C   | Interest Overpayment Applied                        |
|        | 740        | C   | Undelivered Refund Check Deposited                  |
|        | 742        | D   | Correction of TC 740 Processed in Error             |
| 700    | 756*       | C   | Overpayment Interest from IMF                       |
|        | 760        | C   | Substantiated Payment                               |

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| NMF TC | MF TC Code | D/C | Remarks  |
|--------|------------|-----|--|
|        | 762        | D   | Correction of TC 760 Processed in Error                      |
|        | 764        | C   | Earned Income Credit   |
|        | 765        | D   | Earned Income Credit Reversal                                |
|        | 766        | C   | Refundable Credit Allowance                                  |
|        | 767        | D   | Reverses TC 768  |
| 764    | 768*       | C   | Earned Income Credit   |
|        | 770        | C   | Interest Due Taxpayer  |
|        | 771        | D   | TC 770 or 776 Int. Reversal                                  |
|        | 772        | D   | TC 770 or 776 Error Correction                               |
| 770    | 776*       | C   | Interest Due on Overpayment                                  |
|        | 777        | D   | Reversal Interest Due Taxpayer                               |
|        | 780        |     | Master File Account Compromise                               |
|        | 781        |     | Defaulted Account Compromise                                 |
|        | 782        |     | TC 780 Error Correction                                      |
| 700    | 790*       | C   | Manual Overpayment from IMF                                  |
| 820    | 792*       | D   | TC 790 or 796 Error Correction                               |
| 700    | 796*       | C   | Overpayment Credit from IMF                                  |
|        | 800        | C   | Credit for Withheld Taxes and Excess FICA                    |
| 802    | 807        | D   | Withholding Credits Reversed                                 |
|        | 820        | D   | Credit Transferred   |
| 822    | 821*       | C   | Reverses TC 826  |
|        | 822        | C   | Reverses TC 820  |
| 820    | 824*       | D   | CR Transfer Releases 130 Frz                                 |
| 820    | 826*       | D   | Overpayment Transferred                                      |
|        | 830        | D   | Credit Elect Transferred                                     |
|        | 832        | C   | TC 830 or 836 Correction                                     |
| 830    | 836*       | D   | Credit Elect Transferred                                     |
|        | 840        | D   | Refund Prior to Settlement                                   |
|        | 841        | C   | Cancelled Refund Deposited                                   |
|        | 842        | C   | Refund Deletion  |
| 840    | 843        | D   | Check Cancellation Reversal (TC 841) Returned Unpaid by Bank |
|        | 850        | D   | Overpayment Int. Transferred                                 |
|        | 851        | C   | Reverse TC 856   |
|        | 852        | C   | Correction of TC 850   |
| 850    | 856*       | D   | Overpayment Int. Transferred                                 |
|        | 860*       | D   | Reverses An Erroneous Abatement after ASED has expired       |
|        | 862        | C   | Reverses TC 860  |
| 850    | 876*       | D   | Overpayment Int. Transfer to BMF                             |
| 820    | 890*       | D   | Overpayment Cr. Transfer to BMF                              |
| 822    | 892*       | C   | TC 890 or 896 Error Correction                               |
| 820    | 896*       | D   | Overpayment Credit Offset                                    |
| 822    | 897*       | C   | DMF Offset Reversal  |
|        | 912        |     | Reverses TC 914  |
|        | 914        |     | Active Intell. Investigation (a module)                      |

Listed are the transaction codes used within the ANMF system. Almost all of the transaction codes used on the Master File are applicable on the Non Master File. However, there are some distinct differences. (D = Debit, C = Credit, \* = Transaction codes must be converted for NMF processing)

**This Page for User Notes**