
A. SYSTEM DESCRIPTION

1. Enter the full name and acronym for the system, project, application and/or database. Bankruptcy Refund Turnover - Chapter 7 Standardized Form Pilot, n/a

2. Is this a new system? Yes

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

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

4. Is this a Federal Information Security Management Act (FISMA) reportable system? No

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.

Employees in the Centralized Insolvency Operation (CIO) currently receive refund turnover requests from Chapter 7 bankruptcy trustees in two different manners. Some requests are mailed to the unit through regular mail (US Postal Service), while others are sent via eFax, which delivers the information to an Outlook mailbox address. In an effort to standardize the way in which Chapter 7 refund turnover requests are delivered to the Service, Technology Solutions plans to test the receipt of a standardized form that will be sent to an Outlook mailbox established specifically for this pilot. During the pilot, a vendor named Financial Software Solutions LLC (dba TrusteSolutions) will be sending trustee turnover requests for their client trustees to a designated IRS Outlook mailbox using SecureZip encrypted email with password protection. The PII taxpayer and trustee information will be attached to the email on an Excel spreadsheet that serves as a standardized form, which can be "read" by the Automated Insolvency System (AIS) that processes trustee turnovers, after updated programming changes can be made. Receiving the data in this electronic format is the first step in being able to automate the upload of the information directly to the AIS database, eliminating the need for costly and time-consuming manual input of trustee turnover requests. We were advised by the ELC office that our project did not need to go through the ELC process. They said that we are not creating a new system. We are just changing a transmission method of receiving information from "unsecure" to "secure," so we would not need ELC review. We will be using the existing IRS email system for this transmission.

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 No 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)
No	Taxpayer Identification Number for Pending U.S. Adoptions (ATIN)
No	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).

The collection of PII and SSN information is needed to be able to comply with turning over qualifying tax refunds to US Bankruptcy Trustees in lieu of generating the refunds to the taxpayers who are in bankruptcy. The information is needed to evaluate the request, including verification of current Integrated Data Retrieval System tax account information and preparation of the required forms to generate a manual refund to be issued to the trustee.

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	Yes	No
Yes	Mailing address	No	No	No
Yes	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	Yes	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? Yes

If **yes**, describe the other types of SBU/PII that are applicable to this system. Bankruptcy Case Numbers; Bankruptcy Trustee Name, Address, and Phone; Attorney Name, Address, and Phone; Estimated Refund Amount; Filing Status.

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
No	SSN for personnel administration (IRS Employees) is 5 USC & Executive Order 9397
No	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.

The collection of PII and SSN information is needed to be able to comply with turning over qualifying tax refunds to US Bankruptcy Trustees in lieu of generating the refunds to the taxpayers who are in bankruptcy. The information is needed to evaluate the request, including verification of current Integrated Data Retrieval System tax account information and preparation of the required forms to generate a manual refund to be issued to the trustee.

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

Each submission will contain no more than 25 turnover requests from one trustee and it will be accompanied by a certification form that requires the trustee to certify that he or she will disperse the refund proceeds according to current law. CIO employees will perform a cursory review to verify that the forms are completed in their entirety. Forms that are incomplete will be sent back to TrusteSolutions via SecureZip encrypted email for perfection.

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>
<u>Treas/IRS 26.019</u>	<u>Taxpayer Delinquent Accounts Files</u>

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. ## 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? 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? Yes

<u>Organization Name</u>	<u>Transmission method</u>	<u>ISA/MOU</u>
<u>Financial Software Solutions LLC</u>	<u>email with SecureZip encrypted attachment</u>	<u>No</u>

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? 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.

In Chapter 7 bankruptcy cases, trustees have the right to request pre-petition tax refunds be sent to the trustees in lieu of the taxpayers, because the pre-petition refunds are the property of the bankruptcy estate and do not belong to the taxpayer.

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? Because the pre-petition refunds are the property of the bankruptcy estate and do not belong to the taxpayer.

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

CIO employees respond to "due process" concerns from taxpayers on a case by case basis in the normal course of their business operations.

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

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

Contractor Employees? No

<u>Contractor Employees?</u>	<u>Yes/No</u>	<u>Access Level</u>	<u>Background Invest. Level</u>
Contractor Users			
Contractor Managers			
Contractor Sys. Admin.			
Contractor Developers			

21a. How is access to SBU/PII determined and by whom? This pilot is a test, so access to the mailbox will be limited to less than five employees in the CIO. The CIO department manager will determine which employees will have access to the mailbox, in addition to the Collection Policy Analyst, Senior Tax Analysts from Technology Solutions, and the CIO Technical Advisor who are all part of the pilot project team.

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 ? Not Applicable

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.

All records housed in the Outlook mailbox will be erased or purged from the system in accordance with approved retention periods. AIS is the official repository for data and documents and has National Archives approval to affect data disposition. Any records generated and maintained by the system will be managed according to requirements under Internal Revenue Manual (IRM) 1.15.1 and 1.15.6, and will be destroyed using IRS IRM 1.15.35, Item 35, and as coordinated with the IRS Records and Information Management Program and IRS Records Officer.

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)? In-process

23a. If **yes**, what date was it completed?

23b. If **in process**, when is the anticipated date of the SA&A or ECM-R completion? 1/31/2017

23.1 Describe in detail the system s audit trail. We are utilizing an existing IRS email system that has its own audit trail procedures. The emails will be retained for a two-year period based on current records retention requirements.

J. PRIVACY TESTING

24. Does the system require a System Test Plan? No

24c. If **no**, please explain why. We will be using an existing system and IT-approved encryption technology that does not require new testing.

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: Not Applicable
26b. Contractors: Not Applicable
26c. Members of the Public: Under 100,000
26d. Other: Yes

If **other**, identify the category of records and the number of corresponding records (to the nearest 10,000).

Bankruptcy trustees - approximately 100; Attorneys - approximately 100

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
