



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

SMALL BUSINESS/SELF-EMPLOYED DIVISION

Date: 09-23-2024

Control Number: SBSE-04-0924-0059
Expiration Date: 09-23-2026
Affected IRM(s): 4.24.18

MEMORANDUM FOR: Excise Case Selection Employees

FROM: Daniel R. Lauer, Director, Examination Headquarters **Daniel R. Lauer**
Lauer Digitally signed by Daniel R. Lauer
Date: 2024.09.23
16:20:00 -04'00'

SUBJECT: Interim Guidance for Rerouting Unpaid Claims to Workload Selection and Delivery for Screening

This memorandum provides guidance to Excise Case Selection (ECS) for routing of unpaid claims cases from Centralized Specialty Tax Operation (CSTO) in Cincinnati Campus to Excise Case Selection – Workload Selection and Delivery (ECS-WSD) for additional screening to determine if the claims should be delivered to Excise Field Examination.

Purpose: The purpose of this memorandum is to ensure that unpaid claims are included as part of the overall ECS inventory selection process.

Background/Source(s) of Authority: Currently unpaid claims, both electronic and paper, received in CSTO are deemed priority work as defined in IRM 4.24.8.8 (5), *Unpaid Claims – Introduction*. Therefore, Classification Teams in CSTO refer them for examination unless decision is made to pay the claim. CSTO refers, on average, 100 claim cases a year to Excise Field Exam.

Procedural Change: Claim cases meeting selection criteria will be electronically transmitted by the CSTO Claims Classification Teams to ECS-WSD. Employees in ECS-WSD will screen the claim and evaluate it against available inventory and workplan priorities to determine if the claim warrants referral to Excise Field Exam. ECS-WSD employees will take one of two actions:

- If it is determined that a claim should be referred for examination, it will be transmitted to the CSTO Case Building Team to assign to the appropriate field group.
- If it is determined that a claim should not be referred for examination, it will be returned to the respective Classification Team in CSTO to be paid using normal processing procedures.

Once this interim guidance takes effect, the procedural change will become part of IRM 4.24.18.10.7 creating a new section.

Effect on Other Documents: This guidance will be incorporated into IRM 4.24.18 by

09/23/2026.

Effective Date: 09/23//2024

Contact: For additional information or any questions regarding this memorandum, you may contact Michael Boccarossa, Program Manager – Excise Case Selection or Louis Bartolomeo, Group Manager – Excise Case Selection in charge of Workload Selection and Delivery.

Distribution:
IRS.gov (<https://www.irs.gov>)

Attachment: IRM 4.24.18 Revisions

SBSE-04-0924-0059 Attachment – IRM 4.24.18

The following changes are hereby effective 09/23/2024 for IRM 4.24.18.10, Source of Anomalies and Leads

4.24.18.10.7 (MM-DD-YYYY)

Claims

- (1) Unpaid claims selected by CSTO for additional review will be routed to the WSD group mailbox: *SBSE Excise WSD.
- (2) Claims received in WSD should be processed within five business days, when possible.
- (3) WSD will apply additional classification criteria to ensure the unpaid claim should be selected for Field Exam or be paid. See IRM 4.24.18.12, Classification, for more information.
- (4) For claims that are selected for Field Exam, WSD will take the following actions:
 - Claims will be sent to the Excise AIMS/ERCS team in CSTO to establish AIMS\ERCS controls and continue with normal processing procedures. See 4.24.18.13, Processing Leads Selected for Compliance Action, for more information.
 - WSD will notify the respective CSTO Classification Team claim was selected for Field Exam.
Note: Subject line of the email should state “Claim Selected” to inform CSTO Classification Team that claim will not be returned.
- (5) For claims that will not be selected and are to be paid, WSD will take the following actions:
 - Claims will be sent back to the respective CSTO Classification Team for processing. See 4.24.22.4.6.2, Excise Tax Claim Routing, for additional information on processing claims in CSTO.
Note: Subject line of the email should state “Claim Not Selected” to inform CSTO that the claim should be processed.