

IRM PROCEDURAL UPDATE

DATE: 08/22/2024

NUMBER: ts-03-0824-0936

SUBJECT: Added "Save"

AFFECTED IRM(s)/SUBSECTION(s): 3.12.8

CHANGE(s):

IRM 3.12.8.7.3(7), (9) - Added "Save" as an option to select.

(7) **"View Error Details"** page allows a tax examiner to view the details of the submission:

- a. The recipient Document Locator Number (DLN) will display in the upper left corner. Use the DLN to retrieve the SCRIPS image of the return.
- b. All payment and edit fields will display. Checkboxes for all fields in error are automatically selected to determine the point of error. The checkbox will display before the individual box number that coincides with the Form 1099-series return that is being corrected.

Exception: Form 1099-QA is not included in IRRP processing.

- c. The original value received from IRIS will populate in both the "Field in Error" and the "Field Correction" fields. This allows the tax examiner to leave the field uncorrected, if necessary, by not changing the value in the "Field Correction" textbox.

Note: If the tax examiner selects checkboxes for other fields, they are able to view the value for that field.

- d. Fields in error will have a "Field Correction" textbox where tax examiners can enter corrections. Select "Save" or "Next" when all corrections have been made. If all fields were corrected, then the message "Corrections Successful" will display. If unsuccessful, the message "You have left uncorrected fields" will display.

Note: The "Next" button will display if more forms in the submission need correction. On the last form, this button will change to "Save".

Note: Fields in Error will display a textbox under the original value and a corrected value can be entered, if necessary. If the field does not need correction, leave the textbox unchanged. These fields will have their

checkbox checked by default to view the error and you will not be able to uncheck to minimize the field. **Fields Not in Error** will also display to allow users to view and correct a value not identified as potentially containing an error. The field will provide a textbox under the original value and a corrected value can be entered, if necessary. If you see that the field does not need correction, leave the textbox unchanged. These fields will have their checkbox unchecked by default but the field can be viewed.

- e. Forms can be flagged for fraud if the submission exhibits signs of fraudulent information. If the form in error has an indication that the record may contain possible instances of fraud, then select the "Flag Form for Fraud" checkbox. Selecting this checkbox will display a message to verify this action.
- f. If the tax examiner needs to refer to prior forms they completed, select the "Previous Form" button. This button, however, is disabled on the first form of the submission. Select "Save" or "Next" to perform validations on fields completed and continue.
- g. Use the "Exit" link to leave the "View Error Details" page and return to the "Correct Submission" page. Selecting this link will bring up a modal making sure you want to continue to the Correct Submission page.

(8) **"Quality Reviewer"**: A manager will assign a subset of submissions that require quality review. If the quality reviewer finds an error, they can make updates to fields previously corrected by the tax examiner. Follow the steps below.

- a. The **"Daily Inventory Report of Corrections"** is the first page that displays after entering the portal. Here a quality reviewer can view corrected submissions and select a submission for review.
- b. A table with filters will display. The reviewer can filter the table by "Tax Examiner SEID", "Quality Reviewer SEID", and "Review Status".
- c. The table will display a "#", "Submission ID", "Tax Examiner SEID", "Form Count", "Error Count", "Quality Reviewer SEID", and "Review Status". The table is sorted by "Review Status" "Complete", "Assigned" or "Not Assigned" then alphabetically by tax examiner SEID.
- d. **Submission Selection Checkbox**: This selection allows the reviewer to choose a subset of submissions that you want to perform an action on. There is no limit to the number of submissions that can be selected. In the header row, there is a select all check box that will select all the submission rows visible on the page.
- e. **Submissions ID hyperlink**: This selection allows the reviewer to view the "Review Submissions".

Note: The default will show 10 submissions per page. If there are more than 10 submissions, use the "Results Per Page" drop down list to change the number of visible rows on the table. If you select the "Results Per Page" drop down list, the options will be 10, 25, 50 or 100. If there is more than 1 page of records on the table, use the "Previous" and "Next" arrows to navigate between pages on the table. If you enter a valid page in the "Jump To" text box and select the "GO" button, you will be sent to that page.

(9) **"Review Submission"**: Follow the steps below for the role of the quality reviewer:

- a. A table will display showing a "#", "Record ID", "Corrected by (SEID)", "Review Status", "Error Count", and "Flagged for Fraud". The table will be sorted by the order the records appear in the submission.
- b. Select "Begin Review" and the "View Correction Detail" page will display the first record requiring quality review. Follow the tax examiner instructions in (7) above to view the details of the submission.
- c. Complete the review of the fields in error by verifying the correction(s) shown in the "Field Correction" textbox. The checkboxes for the fields in error will automatically be selected.

Note: If the reviewer selects checkboxes for other fields, they are able to view the value for that field.

- d. Select "Save" or "Next" to determine if review was successful or if uncorrectable fields remain. On the last form in the submission the "Next" button will change to "Save".
- e. Review all fields in the submission before selecting "Submit to Manager" and proceed to the next form for review.
- f. When review is complete, the "Review Status" will change to "Review Complete (Updated)" or "Review Complete (No Changes)" and the "Submit to Manager" button is enabled.
- g. Selecting "Submit to Manager" will result in a message stating "Your review has been successfully submitted". Select "OK" to return to the "Daily Inventory Report of Corrections" page.

Note: If the "Correction Status" of the form is "Complete", then the "Flag Form" checkbox will be enabled. Otherwise, it will be disabled. If the "Flag Form" checkbox is updated, then the "Update Status" button will be enabled. Otherwise, it will be disabled.

- h. There is no functionality in IRRP to print the "Error Detail" page. Use an alternative application to capture screen images when an error is identified and feedback is needed.

IRM 3.12.8.8.2(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. If the entries in **Boxes 2 or 4** are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud. If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information. If fraudulent activity is not suspected, select "Save" or "Next" to continue.

IRM 3.12.8.8.3(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. If the entries in **Boxes 1e, 1f, 1g, 4, or 13** are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud.
If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.
- b. If **Box 1g**, "Wash sale loss disallowed" is less than or equal to # [REDACTED] # then review the SCRIPS image and verify input.
- c. Verify the entry in the **Box 2** checkboxes by reviewing the SCRIPS image: Enter "1" if "Short-term gain or loss" is checked, "2" if the "Long-term gain or loss" is checked, and "3" if the "Ordinary" is checked.
If no box or multiple boxes are checked, Box 2 should be blank.
- d. Verify the entry in the **Box 3** checkboxes by reviewing the SCRIPS image. Enter "1" if "Collectibles" is checked, "2" if "QOF" is checked, or "3" if both boxes are checked.
If no box is checked, Box 3 should be blank.
- e. If **Box 4**, Federal income tax withheld, does not equal the sum of **Box 1d, Box 1e, Box 1g, Box 8, and Box 9**, then review the SCRIPS image and verify input.

Note: If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.

- f. Verify the entry in the **Box 6** checkboxes by reviewing the SCRIPS image: Enter "1" if "Gross proceeds" is checked, or "2" if "Net proceeds" is checked.
If neither box or both boxes are checked and you cannot determine taxpayer intent, Box 6 should be blank.
- g. If **Box 8**, "Profit or (loss) realized in 2023 on closed contracts", is less than or equal to # [REDACTED] # then review the SCRIPS image and verify input.
- h. If **Box 11**, "Aggregate profit or (loss) on contracts", is less than or equal to # [REDACTED] # then review the SCRIPS image and verify input.

IRM 3.12.8.8.4(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. The "Date of sale or exchange" in **Box 1** must be entered in the **YYYYMMDD** format. Review the SCRIPS image.
If the date is entered incorrectly, change the year to equal the **current tax year processed** (processing year minus one).

Enter the day of "01" to the YYYYMM present if a valid MM and YYYY appear with no DD.

- b. If the entry in **Box 2**, "Aggregate amount rec'd" is greater than or equal to # [REDACTED] # is correct, review the SCRIPS image for signs of fraud. If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information. If fraudulent activity is not suspected, select "Save" or "Next" to continue.
- c. The entry in **Box 4**, "Classes of stock exchanged", must consist of alpha and numeric entries and is valid for up to 12 characters. Review the SCRIPS image and correct Box 4 using this format.

IRM 3.12.8.8.5(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. The "Date of identifiable event" year in **Box 1** must equal the tax year for the Form 1099-C filing in YYTYMMDD format. Review the SCRIPS image. If the event date year does not equal the tax year then enter the tax year in YYTYMMDD format.
- b. If the entries in **Boxes 1, 2, 3, or 7** are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud. If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information. If fraudulent activity is not suspected, select "Save" or "Next" to continue.

IRM 3.12.8.8.6(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. If the entries in **Boxes 8, 9, 10, 11, 12, or 13** are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud. If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information. If fraudulent activity is not suspected, select "Save" or "Next" to continue.

IRM 3.12.8.8.7(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. Review the SCRIPS image to determine the checkbox entry found under the filers data on the upper left corner of Form 1099-K. Enter a "1" if the "Payment settlement entity (PSE)" checkbox is marked or a "2" if the "Electronic Payment Facilitator EPF)/Other third party" checkbox is marked.
- b. Review the SCRIPS image to determine the checkbox entry found under the filers data on the upper left corner of Form 1099-K. Enter a "1" if the "Payment card" checkbox is marked or a "2" if the "Third party network" checkbox is marked.
- c. If the entries in **Boxes 1a, 1b, 4, 5a, 5b, 5c, 5d, 5e, 5f, 5g, 5h, 5i, 5j, 5k, 5l**, are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud.
If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.

IRM 3.12.8.8(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. If the entry in **Box 1** is greater than or equal to # [REDACTED] # and it is correct, review the SCRIPS image for signs of fraud.
If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.

IRM 3.12.8.8.10(3) - Added "Save" as an option to select. Added a Note with steps to take if fraudulent activity is not suspected.

(3) Correction Procedures:

- a. If the entries in **Boxes 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 14, or 15** are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud.
If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.
- b. If the entry in **Box 1** is more than # [REDACTED] # then the # [REDACTED] # . If missing, then review the SCRIPS image and verify accuracy of input.

Note: If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.

- c. Review **Box 4** for withholding inconsistencies involving money fields due to fraudulent federal income tax withholding or validation errors between money fields present on the SCRIPS image. Verify accuracy of input. If withholding is # [REDACTED] # see Exhibit 3.12.8-9, Signs of Fraud for more information.

Note: If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information. If fraudulent activity is not suspected, select "Save" or "Next" to continue.

IRM 3.12.8.8.11(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. If the entries in **Boxes 1 or 4** are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud.
If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.
- b. Review **Box 4** for withholding inconsistencies involving money fields due to fraudulent federal income tax withholding or validation errors between money fields present on the SCRIPS image. Verify accuracy of input. If withholding is # [REDACTED] #, see Exhibit 3.12.8-9, Signs of Fraud for more information.
- c. If the entry in **Box 1** is more than # [REDACTED] # then # [REDACTED] #. If missing, then review the SCRIPS image and verify accuracy of input.

Note: If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information. If fraudulent activity is not suspected, select "Save" or "Next" to continue.

IRM 3.12.8.8.12(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. If the entries in **Boxes 1, 2, 3, 4, 5, 6, 8, 9, 10, or 11** are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud.
If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.
- b. Review **Box 4** to determine if withholding is greater than the sum of Box 1, Box 2, and Box 8 by # [REDACTED] #. Use the SCRIPS image and verify

accuracy of input. If withholding is greater than # [REDACTED] # , see Exhibit 3.12.8-9, Signs of Fraud for more information.

If fraudulent activity is not suspected, select "Save" or "Next" to continue.

- c. If the entry in **Box 8** is less than or equal to # [REDACTED] # then review the SCRIPS image and verify accuracy of input.

IRM 3.12.8.8.13(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. If the entries in **Boxes 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12** are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud.
If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.
- b. Review **Box 4** to determine if withholding is greater than the sum of **Boxes 1, 2, 3, and 5** by # [REDACTED] # . Use the SCRIPS image and verify accuracy of input. If accurate, see Exhibit 3.12.8-9, Signs of Fraud for more information.

IRM 3.12.8.8.14(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. If the entry in **Box 1** is greater or less than the sum of Box 2 and Box 3 # [REDACTED] # review the SCRIPS image and verify input. If the entry is not, refer to Exhibit 3.12.8-9, Signs of Fraud.
- b. If the entry in **Box 2** is not greater than # [REDACTED] # , review the SCRIPS image and verify input.
- c. If the entries in **Boxes 2 and 3** are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud.
If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.
- d. Review the SCRIPS image and verify the checkbox entry in **Box 5**.
Determine if the Qualified tuition program checkbox is marked "Private", "State", or "Coverdell ESA". Enter "1" if "Private" box is checked. Enter "2" if "State" box is checked. Enter "3" if "Coverdell ESA" box is checked. Leave the box blank if no or multiple boxes are checked.

IRM 3.12.8.8.15(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. The valid format for the date in "Box 1" is **YYYYMMDD**, where YYYY=YYTY (processing year minus one). Review the SCRIPS image and verify the date. If the date is not entered correctly, enter the date in the valid format listed above.
If the year of the date is not entered incorrectly by the filer, change the year to equal the current tax year being processed (processing year minus one).
- b. If the entries in **Boxes 2 and 6** are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud.
If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.

IRM 3.12.8.8.16(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. If the entries in **Boxes 1, 2, or 4** are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud.
If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.
- b. Review the SCRIPS image and verify the checkbox entry in **Box 5**. Determine if the "HSA", "Archer MSA" or "MA MSA" box is marked. Enter "1" if the "HSA" box is checked. Enter "2" if the "Archer MSA" box is checked. Enter "3" if "MA MSA" box is checked. Leave the box blank if no or multiple boxes are checked.

IRM 3.12.8.8.17(3) - Added "Save" as an option to select.

(3) Correction Procedures:

- a. If the entries in **Boxes 1 and 2** are greater than or equal to # [REDACTED] # and they are correct, review the SCRIPS image for signs of fraud.
If the submission appears to be fraudulent select the "Flag form for fraud" checkbox. See Exhibit 3.12.8-9, Signs of Fraud, for more information.
If fraudulent activity is not suspected, select "Save" or "Next" to continue.