

IRM PROCEDURAL UPDATE

DATE: 07/11/2024

NUMBER: ts-21-0724-0834

SUBJECT: BMF Form 94X Series

AFFECTED IRM(s)/SUBSECTION(s): 21.2.3

CHANGE(s):

IRM 21.2.3.1.3 Added an entry for providing top quality service.

(1) The IRS mission is to provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all. The IRS will not tolerate discriminatory treatment of taxpayers by its employees in any programs or activities supported by the IRS. No taxpayer should be subject to discrimination in educational programs or activities based on sex, race, color, national origin, disability, reprisal, religion, or age. If a taxpayer believes they have been discriminated against on the basis of sex, race, color, national origin (including limited English proficiency), disability, reprisal, religion, or age, the taxpayer can do one of the following:

- Email the IRS at edi.civil.rights.division@irs.gov.
- Complete Form 14652, Civil Rights Complaint. The form has instructions for submitting by mail and by email.
- Write to: Internal Revenue Service, Office of Equity, Diversity and Inclusion, CRU, 1111 Constitution Ave., NW, Room 2413, Washington, DC 20224.

(2) Providing top quality service to taxpayers also includes:

- a. Protecting taxpayer data and personally identifiable information (PII), such as federal tax return and employment information, from unauthorized disclosure regardless of the format the data is provided.
- b. Advising, explaining, and protecting taxpayer rights, as applicable, during your contact with taxpayers; see IRM 21.1.3.1.7, Overview.
- c. Referring taxpayers to the Taxpayer Advocate Service (TAS) in appropriate circumstances, as described in IRM 21.1.3.18, Taxpayer Advocate Service (TAS) Guidelines.

(3) The Taxpayer Bill of Rights (TBOR) lists rights already existing in the tax code. The TBOR are ten, fundamental rights stated in simple language. Employees are responsible for being familiar with, and acting in accord with, taxpayer rights. See IRC 7803(a)(3), Execution of Duties in Accord with Taxpayer Rights. For

additional information about the TBOR, see <https://www.irs.gov/taxpayer-bill-of-rights>.

(4) Accounts Management assistors using TDS are responsible for processing transcript requests in accordance with the policies and procedures contained within this IRM.

(5) The Program Manager is responsible for ensuring this IRM is kept current and timely submitted for publishing. There is also the responsibility to collaborate with Learning & Education to revise the TDS ITM training course and to work with the SERP staff on changes to the TDS web page.

(6) The Director of Accounts Management has overall responsibility for the policy related to this IRM.

(7) Additional information is found in IRM 1.1.13.7.3, Accounts Management (AM), and in IRM 21.1.1, Accounts Management and Compliance Services Overview.

IRM 21.2.3.2.1 Corrected the date when the new Form 94X Series transcripts are available and removed language related to postal mail delivery for them as it no longer applies.

(1) The tax return transcript contains significant data transcribed from the original return. Some reasons for requesting this transcript include:

- Meet documentation requirements for loans, grants, etc.
- Meet documentation requirements for social services.
- Respond to a notice from the IRS.
- File an amended return.
- Obtain financing for a mortgage.
- Obtain a lien release.

(2) The information displayed on the tax return transcript contains, but is not limited to:

- Type of return filed.
- Filing status.
- Tax shown on return.
- Adjusted gross income.
- Mortgage interest.
- Real estate tax deduction.
- Taxable income.
- Number of exemptions.
- Federal income tax withheld.
- Earned income credit.
- Self-employment income and tax.

- Tax due per return.
- Refund per return.
- Refundable credits.
- Total income.
- Business expenses.
- Wages paid.
- Designee's Personal Identification Number (DPIN), Preparer's Tax Identification Number (PTIN).

(3) TDS is programmed to display only four dependents. Taxpayers with more than four dependents may believe the preparer did not include all dependents on the return. Before referring the taxpayer back to the preparer, verify the actual dependents submitted on the return.

(4) Tax return transcripts will not show amendments or adjustments made to the account after the original return has posted. If adjustments have been made, offer to provide the record of account, see IRM 21.2.3.2.3, Record of Account. There is an exception for BMF; see paragraph 7.

(5) In some cases, the IRS may change the taxpayer's reported figures on the originally filed return due to input errors, incomplete or missing information, or computational errors. The tax return transcript will show both:

- The taxpayer's original figures, labeled "per return," and,
- The figures as corrected by the IRS, labeled "per computer."

(6) BMF transcripts include the following forms:

- Form 1065, U.S. Return of Partnership Income.
- Form 1120, U.S. Corporation Income Tax Return.
- Form 1120-H, U.S. Income Tax Return for Homeowners Associations.
- Form 1120-L, U.S. Life Insurance Company Income Tax Return.
- Form 1120-S, U.S. Income Tax Return for an S Corporation.

(7) Beginning September 29, 2024, TDS offers business taxpayers five new tax return transcripts made possible through Inflation Reduction Act funding. These transcripts are available to Business Tax Account users also on September 29, 2024. These transcripts provide tax return information from the original return in addition to adjustments from amended returns. The transcripts are masked. The new transcripts are available for the following forms:

- Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return.
- Form 941, Employer's QUARTERLY Federal Tax Return.
- Form 943, Employer's Annual Tax Return for Agricultural Employees.
- Form 944, Employer's ANNUAL Federal Tax Return.
- Form 945, Annual Return of Withheld Federal Income Tax.

(8) On September 29, 2024, the new Form 94X Series transcripts will be available in Spanish. Also translated to Spanish will be the Form 1040 for Individual taxpayers. Additional languages will be pursued in FY2025, all due to Inflation Reduction Act funding. The reason only specific transcripts are being translated is because they are housed on the modernized TDS application and not on the current TDS application, referred to as legacy TDS. Legacy TDS cannot support languages other than English. Legacy TDS is transitioning to the modernized TDS during calendar years 2024 and 2025. Once fully transitioned, funding will determine what other transcripts will be translated.

IRM 21.2.3.5 Added the need for authentication.

(1) This section provides direction when ordering transcripts for taxpayers.

(2) It is the assistor's responsibility to complete each of the following tasks when fulfilling transcript requests:

- Conduct full authentication to verify identity and authorization to receive federal tax information. This protects the taxpayer's privacy and security of their federal tax information.
- Identify the purpose for the transcript.
- Identify what type of transcript is needed.
- Determine if TDS can be used to fulfill the request, or if an internal IDRS transcript is needed to provide the information.
- Identify any account issues on IDRS or AMS prohibiting the issuance of a transcript.
- Determine the delivery method.
- Process the transcript request.
- Advise the taxpayer of the delivery timeframe.
- Update AMS history as required.
- Complete contact closure.