

IRM PROCEDURAL UPDATE

DATE: 10/21/2024

NUMBER: ts-21-1024-1054

SUBJECT: Updated Supplemental Form 94xx Handling Instructions

AFFECTED IRM(s)/SUBSECTION(s): 21.7.2.7.6.6

CHANGE(s):

IRM 21.7.2.7.6.6(7) Revised step list to add an additional required verification item.

(7) All other Form 94XX processing guidelines and requirements also apply to supplemental Forms 94XX filed in the manner discussed in (1) through (4) above:

1. Review the supplemental Form 94XX for completeness and processability (e.g., for a Form 941-X claim, see (2) and (3) in IRM 21.7.2.4.5.6.2, *Form 941-X Tax Decrease — Claim*).
2. **In addition**, review the explanation section of any supplemental Form 94XX **received on or after October 17, 2024** (when webpage instructions were changed) for the presence of the following **required** statement:
"This Form 941-X does not contain an increase in the aggregate amount of ERC claimed on any Forms 941-X filed prior to January 31, 2024, or claimed on behalf of any clients listed on Schedule R, attached to any Form 941-X filed before January 31, 2024. Further, this Form 941-X does not include a claim for ERC for clients not previously listed on Schedule R attached to Forms 941-X filed prior to January 31, 2024."
If the statement is not present or is not entered in the precise manner described above, reject the supplemental Form 94XX (see Step 5 below).
3. **In addition**, review the supplemental Form 94XX for the presence of a Schedule R. If no Schedule R is attached, reject the supplemental Form 94XX (see Step 5 below).
4. **In addition**, compare the beginning tax figures reported in Column 2 of the supplemental Form 94XX to the corresponding figures currently recorded on TXMOD or BMFOLR. If the figures entered on the supplemental Form 94XX do not match IRS records, reject the supplemental Form 94XX (see Step 5 below).
5. Perfect or reject unprocessable supplemental Forms 94XX as appropriate.

Note: If rejecting an unprocessable supplemental Form 94XX, add a case note to each related Form 94XX case the supplemental Form 94XX was intended to replace as follows: "Unprocessable supplemental Form 94XX rejected." Link the related cases to the case for the rejected supplemental

Form 94XX but do not close any of the related Form 94XX cases which remain open.

Reminder: If there are no open Form 94XX cases (or duplicate filing condition cases) and a -A or E- freeze was set in association with the supplemental Form 94XX, the freeze must be released via a TC 290 .00 or TC 971 cc 002 transaction as appropriate.

6. Review for account conditions that require special handling (i.e., open CAT-A or AIMS status, RICS/RIVO/IDT, etc.) which must be addressed prior to taking further action on the supplemental Form 94XX. Suspend, route, or otherwise address the account condition encountered as appropriate.