

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
		JOB NUMBER <b>N1-058-09-44</b>		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED <b>7/1/09</b>		
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY		
2 MAJOR SUBDIVISION Internal Revenue Service		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		
3 MINOR SUBDIVISION Wage and Investment, Electronic Payment and Federal Tax Deposit Section				
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Tamara D James William S Parman		5 TELEPHONE 202-435-6337 202-283-3681 202-283-0693	DATE <b>9-18-09</b>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
5 AGENCY CERTIFICATION  I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>3</u> pages(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 15px; background-color: black;"></div> <span>is not required,</span> <div style="border: 1px solid black; width: 40px; height: 15px; background-color: black;"></div> <span>is attached, or</span> <div style="border: 1px solid black; width: 40px; height: 15px; background-color: black;"></div> <span>has been requested</span> </div>				
DATE <b>7/1/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Daniel W Bennett <b>IRS Records Officer</b>		TITLE IRS Records Officer National Office, OS A RE SC Washington, DC 20224	
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	<p><b>RCS 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB)</b></p> <p><b>Future Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>Adds new Item 59 for the Federal Tax Deposit Request (FTDRQ) Application</b></li> </ul> <p><b>Item 59 Federal Tax Deposit Request (FTDRQ) Application Sub-Items</b></p> <ul style="list-style-type: none"> <li>• <b>a. Inputs b. Outputs c. Data d. Systems Documentation</b></li> </ul> <p><b>RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)</b></p> <p><b>a.) Add new pointer to Item 59 in RCS 1.15.19</b></p> <p>The records are owned by the Wage and Investment, Electronic Payment and Federal Tax Deposit Section and processed by the Martinsburg Computing Center (ECC-MTB) and Memphis Computing Center (MCC).</p> <p><i>See the attached</i></p>			

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**Background:**

*Taxpayers are provided with two ways to pay their Federal Taxes, one way is to pay via electronic funds transfer (ERTPS), and the second way is to use IRS Form 8109, Federal Tax Deposit Coupon to make the deposits at an authorized financial institution*

**FTD Coupon Books**

*(1) Business taxpayers with depository taxes during a calendar year exceeding \$200,000 are required to use Electronic Federal Tax Payment System (EFTPS) beginning in the second succeeding calendar year. Use of EFTPS is required in following years even if annual depository taxes falls below \$200,000. For more information on EFTPS, see IRM 3 17 277. Taxpayers not required to use EFTPS may make Federal Tax Deposit (FTDs) using FTD coupons. Taxpayers making FTDs using FTD coupons must do so through an authorized Treasury Tax and Loan (TT&L) depository or Financial Agent. Financial Management Service (FMS) provides the FRB and authorized TT&L depositories procedures necessary to ensure compliance with Treasury regulations. These procedures are published in the Treasury Financial Manual (TFM)*

**FTD Coupons**

*(1) Depository banks send FTD coupons (Form 8109) directly to the SPC with a Form 2284, Advice of Credit (AOC). Depositories forward the AOC data electronically to the FRB. Banks requesting AOCs for the first time require prior authorization from the appropriate FRB before the request can be processed by the IRS.*

*(2) Form 8109 can be obtained automatically through AUTOGEN, (refer to IRM 3 5 17 3 2). Blank Forms 8109-B can be obtained from Taxpayer Assistance Centers (walk-in sites), and the Area Office/Territory Office. Tax preparers can send a written request on their letterhead to the Area Distribution Centers. In an extreme emergency the SPC Inter Agency Coordinator may supply them.*

*(3) When use of EFTPS is not required, FTD coupons (Form 8109 and Form 8109-B) may be used when making deposits on certain taxes.*

*The Federal Tax Deposit Request (FTDRQ) function as a pipeline that manages perfection operations for information captured from paper FTD coupons received in IRS campuses, and passes this information to the Business Master File (BMF) for posting to taxpayer accounts. Data is received on Unisys 6800 via bulk file transfer from Tier 2 systems at the service centers. After batch processing on the Unisys data is transmitted to the master file system for updating taxpayer accounts. Transmission of the files is documented in the SCMC Service Level Agreement (SLA). Note: The Integrated Submission & Remittance Processing (ISRP) is the primary data entry and paper remittance processing system for the front end of the IRSC pipeline.*

*FTDRQ: This command code is used to input a request for additional FTD's. The format and command code are generated by CC FTDRQR or FTDRQI. CC FTDRQ produces a tape record that is used by the vendor to produce the taxpayer's FTD's.*

NEW

IRM  
1 15 19,  
Item 59

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*FTDRQI Generates a blank request format for accounts not on IDRS This command code is used to request the CC FTDRQ input screen in order to input coupon requests for taxpayers previously not found on any of the three databases This command code is not to be used until the required research on the account has been done This command code is not to be used for Non-Master-File (NMF) requests for coupons, these should be referred to the Entity Area—their use of CC BNCHG to generate a TC000 record will automatically create an FTD coupon request.*

*FTDRQR. Requests FTD a coupon booklet, if the account is on the Integrated Data Retrieval System (IDRS) This command code is used to request the CC FTDRQR format Upon input of the command code and the TIN, a search will be made to determine if name and address data is present on IDRS If name and address data is available, the screen format will appear with the input TIN, Fiscal Year Month, and name and address displayed on the proper input fields*

**Federal Tax Deposit Request (FTDRQ) Application**

**Description:**

The Federal Tax Deposit Request (FTDRQ) Application is functionally related to Federal Tax Deposit (FTD) Transactions It is an application designed to provide Federal Tax Deposit Coupons for making Federal Tax Deposits This Application consists of Integrated Document Retrieval System (IDRS) Command Codes FTDRQ and FTD21 This system is associated with Integrated Data Retrieval System (IDRS) processing

**A. Inputs:**

The Federal Tax Deposit Request (FTDRQ) Application receives inputs from the Integrated Data Retrieval System (IDRS), Business Master File On-Line (BMFOL) also known as National Account Profile (NAP) Inputs to FTDRQ are fully automated No inputs by paper are accepted

*Disposition: TEMPORARY Delete/destroy any cached input files and data immediately following validation of receipt by the system*

**B. System Data:**

Contents of the Federal Tax Deposit Request (FTDRQ) Application include, but are not limited to the following Command Code FTDRQ, Edited EIN, Number of Federal Tax Deposit Booklets Ordered, Date Booklets Last Ordered, Date Month, Vendor Address Change, Primary Name, Doing Business As (DBA) Name, Care-Of Information, Foreign Street Address, Domestic Street Address, Foreign Zip Code, City/State/Zip Code, MCC Zip Code, Foreign Country Code, Origin Code of Data Extraction, and Remarks

*Disposition TEMPORARY Delete/destroy any cached input files and data immediately following copying to vendor tape and validation*

GRS 20

