A. SYSTEM DESCRIPTION

1.   Enter the full name and acronym for the system, project, application and/or database. Payment Tracers, PT

2. Is this a new system? No

> 2a. If **no**, is there a PIA for this system?   Yes
>
>> If **yes**, enter the full name, acronym, PIA ID Number and milestone of the most recent PIA.
>>
>> Payment Tracers, PT, PIAMS 1371
>>
>> Next, enter the **date** of the most recent PIA.   07/01/2015
>>
>> Indicate which of the following changes occurred to require this update (check all that apply).

No	Addition of PII
No	Conversions
No	Anonymous to Non-Anonymous
No	Significant System Management Changes
No	Significant Merging with Another System
No	New Access by IRS employees or Members of the Public
No	Addition of Commercial Data / Sources
No	New Interagency Use
Yes	Internal Flow or Collection

> Were there other system changes not listed above?   No

3. Check the current ELC (Enterprise Life Cycle) Milestones (select all that apply)

No	Vision & Strategy/Milestone 0
No	Project Initiation/Milestone 1
No	Domain Architecture/Milestone 2
No	Preliminary Design/Milestone 3
No	Detailed Design/Milestone 4A
No	System Development/Milestone 4B
No	System Deployment/Milestone 5
Yes	Operations & Maintenance (i.e., system is currently operational)

4. Is this a Federal Information Security Management Act (FISMA) reportable system?   Yes

A.1 General Business Purpose

5. What is the general business purpose of this system? Provide a clear, concise description of the system, application or database, the reason for the system, and the benefits to the IRS to use the information, and how the information will be used.

The Accounting Hardcore Payment Tracers (HCPT) unit utilizes the Payment Tracers (PT) application to create cases, research Taxpayer Identification Number (TIN) changes from the Error Resolution System. Users perform research to trace where a taxpayer's payment has been applied, if the initial trace fails PT also allows users to request records by the Document Locator Number (DLN) associated with each taxpayer submission. Records retrieved by DLN provide additional information for the HCPT user to determine where a payment has been applied.

B. PII DETAIL

6. Does the system use, collect, receive, display, store, maintain, or disseminate IR Code 6103 taxpayer information; or any type of Sensitive but Unclassified (SBU) or Personally Identifiable Information (PII)? Yes

   6a. If **yes**, does the system use, collect, receive, display, store, maintain, or disseminate Social Security Numbers (SSN s) or tax identification numbers (i.e. last 4 digits, etc.)? Yes

   If **yes**, check who the SSN (or tax identification number) is collected on.

   Yes   On Primary   No   On Spouse   No   On Dependent

   If **yes**, check all types SSN s (or tax identification numbers) that apply to this system:

   Yes   Social Security Number (SSN)
   Yes   Employer Identification Number (EIN)
   Yes   Individual Taxpayer Identification Number (ITIN)
   No   Taxpayer Identification Number for Pending U.S. Adoptions (ATIN)
   No   Practitioner Tax Identification Number (PTIN)

   Describe the planned mitigation strategy and forecasted implementation date to mitigate or eliminate the use of SSN s (or tax identification numbers).

   The Office of Management and Budget memorandum M-17-12 requires that federal agencies develop a mitigation or elimination strategy for systems that use SSNs. An exception to that requirement is when the SSN is uniquely needed to identify a user's record. This system requires the use of SSN's because no other identifier can be used to uniquely identify a taxpayer. SSNs are permissible from Internal Revenue Code (IRC) 6109, which requires individual taxpayers to include their SSNs on their income tax returns.

   6b. Does this system contain other (non-SSN) PII that it uses, collects, receives, displays, stores, maintains, or disseminates? (i.e. Names, addresses, etc.) Yes

If **yes**, specify the information.

On Primary	PII Element	On Spouse	On Dependent	Selected	PII Element
No	Name	No	No	No	
Yes	Mailing address	No	No	No	
Yes	Phone Numbers	No	No	No	
No	E-mail Address	No	No	No	
No	Date of Birth	No	No	No	
No	Place of Birth	No	No	No	
No	SEID	No	No	No	
No	Mother's Maiden Name	No	No	No	
No	Protection Personal Identification Numbers (IP PIN)	No	No	No	
No	Internet Protocol Address (IP Address)	No	No	No	
No	Criminal History	No	No	No	
No	Medical Information	No	No	No	
No	Certificate or License Numbers	No	No	No	
No	Vehicle Identifiers	No	No	No	
No	Passport Number	No	No	No	
No	Alien (A-) Number	No	No	No	
Yes	Financial Account Numbers	No	No	No	
No	Photographic Identifiers	No	No	No	
No	Biometric Identifiers	No	No	No	
No	Employment (HR) Information	No	No	No	
Yes	Tax Account Information	Yes	No	No	

6c. Does this system contain SBU information that is not PII, it uses, collects, receives, displays, stores, maintains, or disseminates?   Yes

If **yes**, select the types of SBU

Selected	SBU Name	SBU Description
Yes	Agency Sensitive Information	Information which if improperly used or disclosed could adversely affect the ability of the agency to accomplish its mission
No	Procurement sensitive data	Contract proposals, bids, etc.
No	Official Use Only (OUO) or Limited Official Use (LOU)	Information designated as OUO or LOU is information that: is exempt under one of the statutory Freedom of Information Act exemptions; is prohibited by other laws or regulations; would significantly impede the agency in carrying out a responsibility or function; or would constitute an unwarranted invasion of privacy.
No	Proprietary data	Business information that does not belong to the IRS
No	Protected Information	Information which if modified, destroyed or disclosed in an unauthorized manner could cause: loss of life, loss of property or funds by unlawful means, violation of personal privacy or civil rights, gaining of an unfair procurement advantage by contractors bidding on government contracts, or disclosure of proprietary information entrusted to the Government
No	Physical Security Information	Security information containing details of serious weaknesses and vulnerabilities associated with specific systems and facilities
No	Criminal Investigation Information	Information concerning IRS criminal investigations or the agents conducting the investigations.

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6d. Are there other types of SBU/PII used in the system?   No

6e. Cite the authority for collecting SBU/PII (including SSN if relevant)

Yes	PII for federal tax administration is generally Internal Revenue Code Sections 6001, 6011, 6012e(a)
Yes	SSN for tax returns and return information is Internal Revenue Code Section 6109
No	SSN for personnel administration (IRS Employees) is 5 USC & Executive Order 9397
No	PII for personnel administration is 5 USC
No	PII about individuals for Bank Secrecy Act compliance 31 USC
No	Information by CI for certain money laundering cases may be 18 USC

6f. Has the authority been verified with the system owner?   Yes

7. Explain the detailed business needs and uses for the SBU/PII, and how the SBU/PII is limited only to that which is relevant and necessary to meet the mission requirements of the system. If SSNs (or tax identification numbers) are used, explicitly explain why use of SSNs meets this criteria. Be specific.

Each return or document input through the Automated Data Processing system is assigned a Document Locator Number (DLN). The DLN is associated with the Taxpayer Identification Number (TIN) of the taxpayer submitting the return or document. In order to search for payment(s) the TIN is used to find the associated DLNs for the period in which the payment in question was submitted.

8. How is the SBU/PII verified for accuracy, timeliness, and completeness? Explain how steps are taken to ensure that all information maintained by the system that is used by IRS to make any adverse determination about an individual's rights, benefits, and/or privileges is maintained with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual in the determination

Payment Tracers (PT) performs field validation on data entered by the IRS employees. All other information input into the application is provided from Error Resolution Runs and Individual Master File/Business Master File systems. These systems have their own built-in processes which validate the information before it is sent to PT. In addition, PT parses and verifies the data from these systems prior to loading into PT's database to ensure accuracy and collects this data on a daily basis for all Submission Processing sites to ensure timeliness and completeness.

C. PRIVACY ACT AND SYSTEM OF RECORDS

9. Are 10 or more records containing SBU/PII maintained, stored, and/or transmitted by or through this system?   Yes

9a. If **yes**, are records in the system retrieved by any personal identifier (e.g., name, SSN, Photograph, IP Address) for an individual?   Yes

If **yes**, is there a System of Records Notice(s) or SORNs that addresses the PII records in this system?   Yes

If **yes**, enter the SORN number(s) and the complete the name of the SORN.

SORNS Number	SORNS Name
IRS 36.003	General Personnel and Payroll Records
IRS 34.037	IRS Audit Trail and Security Records System
IRS 26.019	Taxpayer Delinquent Accounts Files
IRS 24.046	Customer Account Data Engine Business Master File
IRS 24.030	Customer Account Data Engine Individual Master File
IRS 00.001	Correspondence Files and Correspondence Control Files

If **yes**, does the System of Records Notice(s) (SORN) published in the Federal Register adequately describe the records as required by the Privacy Act?   Yes

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D. RESPONSIBLE PARTIES

10. Identify the individuals for the following system roles. ## Official Use Only

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E. INCOMING PII INTERFACES

11. Does the system receive SBU/PII from other system or agencies?   Yes

   11a. If **yes**, does the system receive SBU/PII from IRS files and databases?   Yes

      If **yes**, enter the files and databases.

System Name	Current PCLIA	Approval Date	SA&A?	Authorization Date
Error Resolution System	Yes	12/18/2017	No	
Individual Master File	Yes	04/01/2018	Yes	03/06/2017
Business Master File	Yes	08/27/2018	Yes	01/29/2018

   11b. Does the system receive SBU/PII from other federal agency or agencies?   No

   11c. Does the system receive SBU/PII from State or local agencies?   No

   11d. Does the system receive SBU/PII from other sources?   No

   11e. Does the system receive SBU/PII from **Taxpayer** forms?   Yes

If **yes**, identify the forms

Form Number	Form Name
940	Employer's Annual Federal Unemployment (FUTA) Tax Return
941	Employer's Quarterly Federal Tax Return
709	United States Gift Tax Return
706	United States Estate Tax Return
943	Employer's Annual Federal Tax Return for Agricultural Employees
990	Return of Organization Exempt From Income Tax
1040	Individual Income Tax Return
1041	U.S. Income Tax Return for Estates and Trusts
1042	Annual Withholding Tax Return for U.S. Income of Foreign persons
1065	U.S. Return of Partnership Income
1120	U.S. Corporate Income Tax Return
1066	U.S. Real Estate Mortgage Investment Conduit (REMIC) Income Tax Return

11f. Does the system receive SBU/PII from **Employee** forms (such as the I-9)?   No

F. PII SENT TO EXTERNAL ORGANIZATIONS

12. Does this system disseminate SBU/PII?   Yes

12a. Does this system disseminate SBU/PII to other IRS Systems?   Yes

If **yes**, identify the full name and acronym of the IRS system(s) that receive SBU/PII from this system.

System Name	Current PCLIA	Approval Date	SA&A?	Authorization Date
IMF 701 EXEC	Yes	04/01/2018	Yes	03/06/2017
BMF 701 EXEC	Yes	08/27/2018	Yes	01/29/2018
IMF	Yes	04/01/2018	Yes	03/06/2017

Identify the authority and for what purpose?   The Authority is Title 26 tax administration. The Payment Tracers system provides all campuses with an electronic means to query and access both DLN Research, and TIN Change Research, including related reports, in order to locate disputed payments.

12b. Does this system disseminate SBU/PII to other Federal agencies?   No

12c. Does this system disseminate SBU/PII to State and local agencies?   No

12d. Does this system disseminate SBU/PII to IRS or Treasury contractors?   No

12e. Does this system disseminate SBU/PII to other Sources?   No

G. PRIVACY SENSITIVE TECHNOLOGY

13. Does this system use social media channels?   No

14. Does this system use privacy-sensitive technologies such as mobile, global position system (GPS), biometrics, RFID, etc.?   No

15. Does the system use cloud computing?   No

16. Does this system/application interact with the public?   No

H. INDIVIDUAL NOTICE AND CONSENT

17. Was/is notice provided to the individual prior to collection of information?   Yes

    17a. If **yes**, how is notice provided? Was the individual notified about the authority to collect the information, whether such is mandatory or voluntary, the purpose for which the information will be used, with whom the information may be shared, and the effects, if any, if they decide not to provide any of the requested information?
The system uses data entered from tax returns filed by taxpayers. They are notified of such collection by the Privacy Act Notice in the tax return instructions.

18. Do individuals have the opportunity to decline from providing information and/or from consenting to particular uses of the information?   No

    18b. If no, why not?   The IRS legal right to ask for information is Internal Revenue Code sections 6001, 6011, and 6012(a), and their regulations which state that you must file a return or statement with IRS for any tax you are liable for. Therefore, your response is mandatory under these sections.

19. How does the system or business process ensure due process regarding information access, correction and redress?
The system will allow affective parties the opportunity to clarify or dispute negative information that could be used against them. Due process is provided pursuant to 5 USC.

I. INFORMATION PROTECTION

20. Identify the owner and operator of the system (could be IRS owned and Operated; IRS owned, contractor operated; contractor owned and operated)

    IRS Owned and Operated

21. The following people have access to the system with the specified rights:

    IRS Employees?   Yes

IRS Employees?	Yes/No	Access Level (Read Only/Read Write/ Administrator)
Users	Yes	Read and Write
Managers	Yes	Read and Write
Sys. Administrators	Yes	Administrator
Developers	Yes	Read-Only

    Contractor Employees?   No

21a. How is access to SBU/PII determined and by whom? <u>Employees request access by submitting an Online 5081 which must be approved by their manager.</u>

21b. If computer matching occurs, can the business owner certify that it meets requirements of IRM 11.3.39 Disclosure of Official Information, Computer Matching & Privacy Protection Act?

<u>Yes</u>

I.1 RECORDS RETENTION SCHEDULE

22. Are these records covered under the General Records Schedule (GRS), or have a National Archives and Records Administration (NARA) archivist approved a Record Control Schedule (RCS) for the retention and destruction of official agency records stored in this system?   <u>Yes</u>

22a. If **yes**, how long are the records required to be held under the corresponding RCS and how are they disposed of? In your response, please include the complete IRM number 1.15.XX and specific item number and title.

<u>Payment Tracers follows the record control schedule: Record management, record control schedule for tax administration –Document 12990 under RCS 29 for Tax Administration - Wage and Investment Record: IRM 1.15.29, Exhibit 1, Number 184 – Payment Tracers (PT) Database. Hardcore Payment Tracers (HCPT) Unit staff use PT to research payments from Error Resolution (ERS) processing using taxpayer identification number (TIN) changes; control payment tracers cases; submit document locator numbers (DLN) electronically to Enterprise Computing Center- Martinsburg (ECC-MTB) for research against the Master File; view the returned ECC-MTB DLN research data; and print various reports used by the HCPT Units. (Job No. N1-58-11-2) (A) Inputs: Information is input into Payment Tracers through various processes, including ingesting data from the Error Resolution System (ERS), Master File extracts, and through manual input from IRS employees working a case. Information includes taxpayer information from Form 4446 (Payment Tracer Research Record, recordkeeping copy is scheduled under N1-58-94-4, Item 185 in this Schedule), employee user information, and comments about the case. AUTHORIZED DISPOSITION Delete when data has been entered into the master file or database and verified, or when no longer required to support reconstruction of or serve as backup to, a master file or database, whichever is later. AUTHORIZED DISPOSITION Delete/Destroy when 1 year old. (2) The system also includes Document Locator Number (DLN) research information to be used to track open cases. AUTHORIZED DISPOSITION Cut off when case is closed. Delete/Destroy when 20 years old. (C) Outputs: Payment Tracers generates ad hoc, optional reports. AUTHORIZED DISPOSITION Delete/Destroy when no longer needed for legal, audit or other operational purposes. (D) System Documentation: Owner's Manual, User Manual, Data Dictionary, Software Design Description, Software Requirements, et al. AUTHORIZED DISPOSITION Delete/Destroy when superseded or 5 years after the system is terminated, whichever is sooner. AUTHORIZED DISPOSITION Delete/Destroy when superseded or 5 years after the system is terminated, whichever is sooner.</u>

I.2 SA&A OR ECM-R

23. Has the system been through SA&A (Security Assessment and Authorization) or ECM-R (Enterprise Continuous Monitoring Reauthorization)?   Yes

    23a. If **yes**, what date was it completed?   04/01/2018

23.1 Describe in detail the system s audit trail.   The following data elements and fields are collected into the audit logs: EVENTTIMESTAMP Date, Time of event DATE of event USERID User identification in PTRACER EVENTTYPE Logon, logoff, add record, delete record, etc. EVENTID Unique Identifier VARDATA Descriptive information associated with this event SCRADDR Source (terminal) address USERTYPE IDRS User, Application User, User Administrator, System Administrator RETURNCODE Success or Failure Payment Tracers only contains taxpayer data and only adds, deletes, modifies, or researches a tax filer's record. Employee personnel and financial information cannot be added to PT's database.

J. PRIVACY TESTING

24. Does the system require a System Test Plan? Yes

    24b. If **yes**, Is the test plan in process or completed: Completed

    24.3 If **completed/ or in process,** describe what testing and validation activities have been conducted or are in progress to verify and validate that the applicable Privacy Requirements (listed in header) have been met?
        The results from the Federal Information Security Management Act (FISMA) Annual Security Control Assessment (ASCA) Testing and Results are stored in IRS document repositories.

    24b.1. If **completed**, where are the test results stored (or documentation that validation has occurred confirming that requirements have been met)?   DocIT – repository for application information – containing Computer Program Books (CPBs), application information, transmittals, development information.

    24b.2. If **completed**, were all the Privacy Requirements successfully tested?   Yes

    24.2 If **completed**, are there any residual system privacy, civil liberties, and/or security risks identified that need to be resolved? No

K. SBU Data Use

25. Does this system use, or plan to use SBU Data in Testing?   No

L. NUMBER AND CATEGORY OF PII RECORDS

26. Identify the number of individual records in the system for each category:

    26a. IRS Employees: Under 50,000
    26b. Contractors: Not Applicable
    26c. Members of the Public: Under 100,000
    26d. Other: No

M. CIVIL LIBERTIES

27. Does the system maintain any information describing how any individual exercises their rights guaranteed by the First Amendment?   No

28. Is the system information used to conduct data-mining as defined in the *Implementing the 9/11 Commission Recommendations Act of 2007, Public Law 110-53, Section 804?* No

29. Will this system have the capability to identify, locate, and monitor individuals or groups of people? No

N. ACCOUNTING OF DISCLOSURES

30. Does the system include or require disclosure of tax or employee information to anyone other than IRS employees in the performance of their duties, or to the person to whom the information pertains or to a 3rd party pursuant to a Power of Attorney, tax or Privacy Act consent? No

End of Report