#### Department of Veterans Affairs M21-1, Part X, Chapter 9

**Veterans Benefits Administration March 30, 2015**

**Washington, DC 20420**

#### Transmittal Sheet

|  |  |
| --- | --- |
| Changes Included in This Revision | The table below describes the changes included in this revision of Veterans Benefits Manual M21-1, Part X, “Matching Programs,” Chapter 9, “Income Verification Match (IVM): Basic Components” and Chapter 10, “Income Verification Match (IVM): Further Development.”  ***Notes***:   * Incoporated language from FL 13-25 and FL 13-26. * M21-1, Part X, Chapter 9 was consolidated with Part X, Chapter 10 * Deletions of entire topics from prior Part X, Chapter 9 are noted in the Transmittal Sheets (TS) for Section A. * Deletions of only blocks are contained within the TS of the Section (A, B, or C) where the cooresponding topic was located. * M21-1, Part X, Chapter 9 was broken into 3 focused sections * Section A contains a general overview of the federal tax information (FTI) Match * Section B contains Information on how to Safeguard FTI * Section C contains information on income verification matches (IVMs). * Minor editorial changes have also been made to * remove references to rescinded portions of M21-1 * update incorrect or obsolete hyperlink references * update obsolete terminology, where appropriate * reassign alphabetical designations to individual blocks and repaginate, where necessary, to account for new and/or deleted blocks within a topic * update section and topic titles to more accurately reflect their content * clarify block labels and/or block text, and * bring the documents into conformance with M21-1 standards. |

|  |  |
| --- | --- |
| **Reason(s) for the Change** | **Citation** |
| Relocated X.10.8 “Security and Restrictions on Release of Tax Data” and renamed “General Safeguard Procedures” (blocks a-e and j only) | X.9.B.1 |
| X.10.8.h “Disclosure Purposes” deleted in its entirety | n/a |
| Relocated X.10.8.a, “Required Safeguards” and made miner updates to language | X.9.B.1.a |
| Relocated X.10.8.b, “Security Briefings” and made miner updates to language. | X.9.B.1.b |
| Relocated X.10.8.c, “Penalties for Tax Information Disclosure and added “note” language. | X.9.B.1.c |
| Relocated X.10.8.d, “Taxpayer Civil Suit.” No changes to language | X.9.B.1.d |
| Relocated X.10.8.e,“Maintaining IVM files,” renamed to “Need to Know.” Updated definition of need to know and removed language regarding double lock environment. | X.9.B.1.e |
| New block, “Minimum Protection Standards.” | X.9.B.1.f |
| New block, “Transporting FTI” | X.9.B.1.g |
| New block, “Releasing Information by Fax” | X.9.B.1.h |
| New block, “Emailing FTI” | X.9.B.1.i |
| Relocated X.10.8.j, Releasing Information Over the Telephone” and edits made | X.9.B.1.j |
| New block, “Tailgating” | X.9.B.1.k |
| Relocated X.10.9 “IVM Locked File Versus Claims Folder” and renamed “Storing and Handling of FTI.” (blocks b, d-e) | X.9.B.2 |
| Deleted X.10.9.a “Federal Tax Return Information” in its entirety. | n/a |
| Deleted X.10.9.c “Due process and award letters” | n/a |
| Deleted X.10.9.g, “Handling Claims Files Containing Federal Tax Return Information” in its entirety | n/a |
| Deleted X.10.9.h, “Providing a Claims File to a Service Organization” in its entirety. | n/a |
| Combined and relocated X.9.6.e, “Establishing the IVM Folder,” X.9.6.f, “Storing Folders,” and X.10.8.f “Returning IVM Files.” Renamed “VSC FTI storage” | X.9.B.2.a |
| New block, “PMC FTI Storage” | X.9.B.2.b |
| New block, Approved VBA Systems for FTI” | X.9.B.2.c |
| New block, “Contents of the VSC FTI folders or secured Virtual VA folder” | X.9.B.2.d |
| Relocated X.10.8.b “Award Prints” | X.9.B.2.e |
| Relocated part of the language from X.10.9.d “Destroying Contents of the IVM File” and renamed “Destroying Contents of the Paper FTI File” | X.9.B.2.f |
| New block, “Destroying Scanned FTI” | X.9.B.2.g |
| Relocated part of the language from X.10.9.d “Destroying Contents of the IVM File” and renamed “Requirements for Destroying FTI” | X.9.B.2.h |
| Relocated X.10.8.e “Disposal log” and renamed “ FTI Tracking Log (VSC and PMC)” | X.9.B.2.i |
| Relocated X.10.10, “Freedom of Information Act (FOIA) Requests,” and renamed “Disclosures of FTI.” | X.9.B.3 |
| Relocated X.10.10.a, “Releasing Tax Return Information: and miner edits made | X.9.B.3.a |
| Relocated X.10.10.b, “FOIA Request for Tax Information by Someone Other than Taxpayer” | X.9.B.3.b |
| Combined and relocated X.10.8.g “Disclosure to POA” and X.10.8.i “Authorization.” New topic title is “Disclosure to POA.” | X.9.B.3.c |
| Relocated X.10.7, “Congressional Inquiries” and removed as its own topic. Relocated both topics under this Topic: (1) Topic a “Releasing Tax Information to a Member of Congress” and (2) Topic b, “Releasing Non-Tax Information.” | X.9.B.3.d-e |
| Relocated X.10.8.k, “Committee on Waivers Decisions” | X.9.B.3.f |
| Relocated X.10.5, “Limitation of Fiduciary Contact” | X.9.B.4 |
| Relocated X.10.5.a, “IRS Limits on VA” and updated the language | X.9.B.4.a |
| Relocated X.10.5.b, “Worksheets” and updated language | X.9.B.4.b |
| Relocated X.10.5.c, “Court-Appointed Guardian” | X.9.B.4.c |
| Relocated X.10.5.d, “When the Payee Is a Federal Fiduciary” | X.9.B.4.d |
| Relocated X.10.5.e, “VA Fiduciary Underreported Income” | X.9.B.4.e |
| Created a new topic “Internal Inspections Report” | X.9.B.5 |
| Relocated X.10.8.l “Inspection Security Procedures” and edited language | X.9.B.5.a |
| Relocated X.10.8.m “Inspection Reports” and renamed “Information to Include in the IIR” | X.9.B 5.b |
| Relocated X.10.8.n “Inspection Records” and renamed “IRR Retention | X.9.B.5.c |
| Relocated language regarding deficiencies from X.10.20.d, “IRS Safeguard Activity Report – Page 4” and created a new topic title, “Deficiencies.” The remainder of X.10.20.d showing the sample report was deleted. | X.9.B.5.d |
| Relocated X.10.11.c, “Where to Send Reports” and X.10.11.d “Where to Direct Questions.” Renamed “Where to Send Reports and Direct Questions” and miner edits made. | X.9.B.5.e |

|  |  |
| --- | --- |
| Rescissions | None |

|  |  |
| --- | --- |
| Authority | By Direction of the Under Secretary for Benefits |

|  |  |
| --- | --- |
| Signature | David R. McLenachen, Director  Pension and Fiduciary Service |

|  |  |
| --- | --- |
| Distribution | LOCAL REPRODUCTION AUTHORIZED |