

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-058-07-9	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/17/07	
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Internal Revenue Service			
3 MINOR SUBDIVISION Wage and Investment Division, Filing Compliance Withholding Compliance System (WHCS)			
4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor Brenda Johnson	5 TELEPHONE NUMBER (202) 283-9291 (404) 338-7171	DATE 5/11/07	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 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>4</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 5/9/2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Daniel W. Bennett IRS Records Officer		TITLE IRS Records Officer National Office, OS:A:RE:SC Washington, DC 20224
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Update to IRM 1.15.29 Records Control Schedule for Service Center Operations, Item 85 (5) Withholding Compliance System (WHCS) See attached. Future IRS Updates: * Add WHCS to Alphabetical Listing at end of Schedule * Add Form 9045 (Withholding Compliance Referral) to Alphabetical and Forms Listings	9 GRS OR SUPERSEDED JOB CITATION NC1-058-84-1, Item 85 NC1-058-85-7, Item 85 N1-058-88-3, Item 85(5)(c)	10 ACTION TAKEN (NARA USE ONLY)

At 9/13/07 copies sent to Agency, namer, NR

Withholding Compliance (WHC) Program
(superseded the Questionable W-4 Program)

The WHC Program uses Form W-2 information to identify taxpayers with potential income tax under-withholding problems that could result in tax compliance problems.

1 A. Withholding Compliance System (WHCS)

Description:

WHCS is a database application designed to provide a means to monitor and control information related to the WHC Program case inventory.

Background:

IRS eliminated its Questionable W-4 (QW4) Program to address concerns raised by a GAO audit. New regulations took effect April 14, 2005. As a result, the QW4 Program and the Compliance Questionable W-4 Case Control System (CQW4) have been superseded/retired by the Withholding Compliance (WHC) Program and the new DB2-based Withholding Compliance System (WHCS).

The WHC Program uses the WHCS database to house its inventory of identified underwithheld taxpayers and to reflect actions on those cases. Existing IRS data such as wages and withholdings from Forms W-2 wage statements and the Individual Master Files are subjected to business rules analyses and imported into WHCS based on prescribed case creation process criteria. The program changes do not require any new collection of information since these sources of information are already available to the IRS.

The WHC Program eliminates the requirement that employers send copies of questionable Forms W-4, Employee's Withholding Allowance Certificates, to the IRS. Forms W-4 are subject to review by the IRS. The primary collection, maintenance, and disposition of these are in the context of agency business functions other than the WHC Program.

Through the WHC Program, the IRS has developed a process to use information already contained in its

records to more effectively identify workers with withholding compliance problems. For the most part, where a serious under-withholding problem is found to exist for a particular employee, the IRS will notify the employer to withhold federal income tax from that employee at an IRS-determined rate.

A. Inputs:

1. Inputs from various electronic IRS sources including, W-2 file information received from SSA, the IMF (Individual Master Files), the NAP (National Account Profile), the CREF/FOF (Cross-Reference Entity File/Fact of Filing) , case majors and the PMF (Payer Master File).

Disposition: Recordkeeping copies of this data are appropriately scheduled under other authorities for NAP, CREF/FOF, various Case Management Systems, and IMF.

2. Correspondence with taxpayers and employers. Responses to systemically-generated IRS "lock-in" letters and requested follow-up actions. For employees (taxpayers) this means the process by which they can provide additional information to the IRS for purposes of determining the correct marital status and the appropriate number of withholding allowances. For employers this includes follow-up actions based on whether or not the employee still works for them.

a. Responses from employees. Received in writing, fax, or telephone, summarized, and manually recorded into Desktop Integration (IRM 1.15.35, Item 30).

Disposition: Temporary. Destroy documentation of employee response after input and verification into DI.

b. Responses from employers. Written responses required if the employee no longer works for them. Arranged by SSN of employee.

Disposition: Temporary. Cut off after calendar year. Destroy 3 years after cutoff.

3. WHC referrals for lock-ins and civil penalty assessments.

a. Lock-in referrals. Form 9045 (Withholding Compliance Referral) and related documentation.

Disposition: Temporary. Maintain hard copies of referrals (including printed copies of all electronically received referrals) in a centralized location on site. Maintain separate files for lock-ins, rejections, and penalty assertions. File each category of form by calendar year, thereunder in TIN order. Cut off at the end of the calendar year in which the referral is closed. Destroy three years after cutoff.

b. Civil penalty assessment referrals. These records are filed in the *Miscellaneous Civil Penalty Assessment File* and are scheduled under IRS IRM 1.15.29, Item 371.

B. System Data:

The WHCS case records consist of data relating to employee wages, exemptions, withholdings, system-generated letters, taxpayer compliance information and master file action codes, as well as employer data. Also included are legacy Compliance Questionable W-4 Case Control System (CQW4) database files from the superseded Questionable W-4 Program.

1. WHCS Data (October 2005-Present). Maintains data relating to taxpayer wages, exemptions, withholdings, and taxpayer compliance information.

Disposition: Temporary. Delete 3 years after lock-in is released or 10 years after lock-in date, whichever is earlier.

2. CQW4 Data. Old Questionable W-4 Program data files for processing years 2001 thru 2005.

Disposition: Temporary. Maintain 5 years (until January 2010) then delete (affect a one-time purge).

C. Outputs:

1. Reports. Weekly reports including the Referral Disposition Report, Receipt Report, and Case Action Report, as well as other routine reporting requirements.

Disposition: Temporary. Destroy when superseded, obsolete or no longer needed, whichever is later.

2. Taxpayer Case Listings. Outcome 3 Listings, AW2 Listings, and other special queries necessary to work and resolve cases, and for review purposes. Outcome 3 cases meet case creation criteria but require manual review by employees before any further case actions are taken. These cases are sent to the WHC program site on a weekly paper listing. Additional Forms W-2 (AW2) received after the initial case creation for a given tax year which have not been loaded into WHCS are sent to the WHC program site on an annual listing for input into WHCS and subsequent processing. Special queries are typically requested to identify trends and/or TINs for review purposes.

Disposition: Temporary. Destroy when superseded, obsolete or no longer needed, whichever is later.

D. System Documentation:

Codebooks, records layout, user guide, and other related materials.

Disposition: Temporary. Delete/destroy when superseded or 5 years after the system is terminated, whichever is later.