

Date of Approval: 02/19/2025
Questionnaire Number: 1916

Basic Information/Executive Summary

What is the name of your project (system, database, pilot, product, survey, social media site, etc.)?

E-Trak Nonresident Filing (NRF)

Acronym:

E-Trak NRF

Business Unit

Large Business and International

Preparer

For Official Use Only

Subject Matter Expert

For Official Use Only

Program Manager

For Official Use Only

Designated Executive Representative

For Official Use Only

Executive Sponsor

For Official Use Only

Executive Summary: Provide a clear and concise description of your project and how it will allow the IRS to achieve its mission.

Currently there is no automated way to verify the withholding amounts for the 1042-S filed with a 1040NR or 1120-F to prevent erroneous refunds for non-residents. There is also no automated way to compare against Form 1042 and Forms 1042S submitted to the IRS by withholding agents. ETRAK-NRF will allow for document matching and credit verification using Form 1042-S data. This system is a research tool, which receives files of filed copies of F1042 and F1042-S, to research and ensure income and withholding reported on these forms as filed. Refund claims on the Form 1040NR and Form 1120-F tax returns will be verified by matching the recipients and withholding agent copies of the Form 1042-S withholding documents. Form 1042 liabilities will be matched against the Form 1042-S documents submitted by the Withholding Agents.

Personally Identifiable Information (PII)

Will this project use, collect, receive, display, store, maintain, or disseminate any type of Sensitive but Unclassified (SBU), Personally Identifiable Information (PII), or Federal Tax Information (FTI)?

Yes

Please explain in detail how this project uses sensitive data from inception to destruction (data lifecycle).

Personally Identifiable Information (PII) is used to determine accurate submission of tax data and validate refund claims. Records come in via Electronic File Transfer Utility (EFTU) and are loaded onto the E-Trak Nonresident Filing (NRF) system. The records remain on the system for a period of 4 years. At the end of the 4 years, E-Trak NRF purges those records. The records are deleted.

Please select all types of Sensitive but Unclassified data (SBU)/Personally Identifiable Information (PII)/Federal Tax Information (FTI) that this project uses.

Address

Document Locator Number (DLN)

Employer Identification Number

Federal Tax Information (FTI)

Financial Account Number

Global Intermediary Identification Number (GIIN)

Individual Taxpayer Identification Number (ITIN)

Name

Other

Social Security Number (including masked or last four digits)

Tax ID Number

Please explain the other type(s) of PII that this project uses.

Recipient's Date of Birth

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

PII for federal tax administration - generally IRC Sections 6001 6011 or 6012

SSN for tax returns and return information - IRC section 6109

Product Information (Questions)

1 Is this PCLIA a result of the Inflation Reduction Act (IRA)?

No

2 What type of project is this (system, project, application, database, pilot/proof of concept/prototype, power platform/visualization tool)?

System

3 What Tier designation has been applied to your system?

3

4 Is this a new system?

No

4.1 Is there a previous Privacy and Civil Liberties Impact Assessment (PCLIA) for this project?

Yes

4.11 What is the previous PCLIA number?

8258

4.12 What is the previous PCLIA title (system name)?

E-Trak Nonresident Filing (NRF)

4.2 You have indicated this is not a new system; explain what has or will change and why. (Expiring PCLIA, changes to the PII or use of the PII, etc.)

The change is to document the audit trail in SPLUNK per FISMA25 Annual Security Controls Assessment (ASCA).

5 Is this system considered a child system/application to another (parent) system?

No

6 Indicate what OneSDLC State is the system in (Allocation, Readiness, Execution) or indicate if you go through Information Technology's (IT) Technical Insertion Process and what stage you have progressed to.

Execution

7 Is this a change resulting from the OneSDLC process?

No

8 Please provide the full name and acronym of the governance board or Executive Steering Committee (ESC) this system reports to.

Application Development (AD) Compliance

9 If the system is on the As-Built-Architecture (ABA), what is the ABA ID number of the system? If this PCLIA covers multiple applications shown on the ABA, please indicate the ABA ID number(s) for each application covered separated by a comma. If the system is not in the ABA, then contact the ABA (<https://ea.web.irs.gov/aba/index.html>) for assistance.

211512

10 If this system discloses any PII to any third party outside the IRS, does the system have a process in place to account for such disclosures in compliance with IRC 6103(p)(3)(A) or Subsection c of the Privacy Act?

No

10.1 You have indicated that you do not have an "accounting of disclosures" process in place; please indicate a projected completion date or explain the steps taken to develop your accounting of disclosures process. Note: The Office of Disclosure should be contacted to develop this system's accounting of disclosures process.

Not Applicable

11 Does your project/system involve any use of artificial intelligence (AI), including virtual assistant, chat bot, and robotic process automation, as defined in Executive Order 13960 and 14110?

No

12 Does this system use cloud computing?

No

13 Does this system/application interact with the public?

No

14 Describe the business process allowing an individual to access or correct their information. (Due Process)

This system merely loads filed forms (F1042 and F1042-S). This is not a processing system. No changes are made to any submitted data within E-Trak NRF. Taxpayers are provided due process during processing. If any anomalies are detected during analysis of E-Trak NRF data, projects within the Business Operating Divisions (BODS) have procedures for notifying taxpayers to file amended forms. These are then processed through established procedures/systems within Taxpayer Services.

15 Is this system owned and/or operated by a contractor?

No

16 Identify what role(s) the IRS and/or the contractor(s) performs; indicate what access level (to this system's PII data) each role is entitled to. (Include details about completion status and level of access of the contractor's background investigation was approved for.)

IRS employees and managers have read and write access, which is granted through the Business Requirement Access Request (BEARS) approval process. Developers have read and write access. System Administrators have Administrator access.

17 The Privacy Act of 1974 (5 USC § 552a(e)(3)) requires each agency that maintains a system of records, to inform each individual requested to supply information about himself or herself. Please provide the Privacy Act Statement presented by your system or indicate a Privacy Act Statement is not used and individuals are not given the opportunity to consent to the collection of their PII.

We are collecting your personal information to facilitate access to internal IRS systems or applications and allow IRS to track use of its information technology resources as authorized by 5 U.S.C. 301. The information may consist of Name, Username, UserID, Password, PIV Credentials, SEID Number, and Device ID. We may disclose this information in accordance with the applicable Routine Uses published in the Treasury/IRS 34.047 IRS Audit Trail and Security System and Treasury .015 General Information Technology Access Account Records System of Records Notices. Providing your personal information is voluntary and necessary to access IRS internal systems and applications. By giving us your information, you consent to its use for this purpose. If you choose not to provide your information your access may be denied.

18 How many records in the system are attributable to IRS Employees? Enter "Under 50,000", "50,000 to 100,000", "More than 100,000" or "Not Applicable".

Not Applicable

19 How many records in the system are attributable to contractors? Enter "Under 5,000", "5,000 to 10,000", "More than 10,000" or "Not Applicable".

Not Applicable

20 How many records in the system are attributable to members of the public? Enter "Under 100,000", "100,000 to 1,000,000", "More than 1,000,000" or "Not applicable".

More than 1,000,000

21 Identify any "other" records categories not attributable to the categories listed above; identify the category and the number of corresponding records, to the nearest 10,000; if no other categories exist, enter "Not Applicable".

Not Applicable

22 How is access to SBU/PII determined and by whom?

The BEARS system is used to enable access. Data access is granted by local management, Large Business and International (LB&I) Point of Contact (POC),

and System Administrator on a need-to-know basis. Specific roles/permissions (Read, Write, Administrator) are determined by the LB&I POC and established by the System Administrator, prior to the user being allowed access. User privileges and user roles determine the types of data that each user has access to. Management monitors system access and removes permissions when individuals no longer require access. Users are assigned to specific modules of the application and specific roles within the modules and accounts follow the principle of least privilege which provide them the least amount of access to PII/SBU data that is required to perform their business function after receiving appropriate approval.

23 Is there a data dictionary on file for this system? Note: Selecting "Yes" indicates an upload to the Attachment Section is required.

Yes

24 Explain any privacy and civil liberties risks related to privacy controls.

There are no risks to privacy and civil liberties.

25 Please upload all privacy risk finding documents identified for the system (Audit trail, RAFT, POA&M, Breach Plan, etc.); click "yes" to confirm upload(s) are complete.

Yes

26 Describe this system's audit trail in detail. Provide supporting documents.

The E-TRAK NRF application generates an Enterprise Security Audit Trail (ESAT) file that is placed on the NRF Database Server in the archive folder. The file (via EFTU) is retrieved and placed on the SPLUNK Server.

27 Does this system use or plan to use SBU data in a non-production environment?

No

Interfaces

Interface Type

IRS Systems, file, or database

Agency Name

Chapter Three Withholding Database (CTW)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Electronic File Transfer Utility (EFTU)

Interface Type

Forms

Agency Name

1042

Incoming/Outgoing
Incoming (Receiving)
Transfer Method
Electronic File Transfer Utility (EFTU)

Interface Type
IRS Systems, file, or database
Agency Name
Business Master File (BMF)
Incoming/Outgoing
Incoming (Receiving)
Transfer Method
Electronic File Transfer Utility (EFTU)

Interface Type
Forms
Agency Name
1042-S
Incoming/Outgoing
Incoming (Receiving)
Transfer Method
Electronic File Transfer Utility (EFTU)

Systems of Records Notices (SORNs)

SORN Number & Name
IRS 24.046 - Customer Account Data Engine Business Master File
Describe the IRS use and relevance of this SORN.
IRS is required to have a published Privacy Act system of records in the Federal Register. The records in this system will be used to administer the laws and policies for compliance with tax obligations.

Records Retention

What is the Record Schedule System?
Record Control Schedule (RCS)
What is the retention series title?
19 Enterprise Computing Center - Martinsburg (ECC-MTB)
What is the GRS/RCS Item Number?
RCS 19, item 90

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item.

Streaming Data Monitoring Tool (SDMT). SDMT (Splunk) receives security and activity event logs from the eAuthentication System via syslog input.

What is the disposition schedule?

AUTHORIZED DISPOSITION Delete/Destroy after 7 years. Maintain online for 2.5 years. Maintain near line for an additional 4.5 years, then delete.

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

020-Intermediary records

What is the GRS/RCS Item Number?

GRS 5.2 Item 020

What type of Records is this for?

Both (Paper and Electronic)

Please provide a brief description of the chosen GRS or RCS item.

Records that meet the following conditions: ☐ They exist for the sole purpose of creating a subsequent record and ☐ They are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making.

What is the disposition schedule?

Temporary. Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later. Current year, plus 3 prior years for both F1042-S and F1042.

Data Locations

What type of site is this?

System

What is the name of the System?

Splunk

What is the sensitivity of the System?

Federal Tax Information (FTI)

Please provide a brief description of the System.

Splunk is a system where audit logs are received and stored.

What are the incoming connections to this System?

The FTI information is transferred to Splunk. The E-Trak NRF system generates an Enterprise Security Audit Trails (ESAT) file that is placed on the database server and Splunk retrieves the ESAT files from the database server.

What type of site is this?

System

What is the name of the System?

E-Trak NRF

What is the sensitivity of the System?

Sensitive But Unclassified (SBU)

What is the URL of the item, if applicable?

<https://etrak3.web.irs.gov/etrak-nrf/login.request.do>

Please provide a brief description of the System.

This is a research tool for Forms 1042-S and Forms 1042.

What are the incoming connections to this System?

E-Trak NRF receives EFTU delivery of Form 1042 Federal Tax Information (FTI) from BMF and Form 1042-S FTI from CTW Database.

What are the outgoing connections from this System?

The FTI information is transferred to Splunk. The E-Trak NRF system generates an Enterprise Security Audit Trails (ESAT) file that is placed on the database server and Splunk retrieves the ESAT files from the database server.