Date of Approval: 01/03/2025 Questionnaire Number: 1839

# **Basic Information/Executive Summary**

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

Notice Delivery System

Acronym:

**NDS** 

**Business Unit** 

**Taxpayer Services** 

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.

Notice Delivery System (NDS) is an Internal Revenue Service (IRS) application/system within its Wage and Investment (W&I) Division [Taxpayer Services], which provides efficient, automated mail piece processing. It handles taxpayer notice production, including volume postal discounts and print site operational requirements for monitoring and ensuring piece-level control and timely mailing. NDS controls taxpayer notice print and distribution processing within the Correspondence Production Services (CPS) print sites. It also provides information required for physical mail acceptance and delivery status reporting by the United States Postal Service (USPS) through data exchanges.

# **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).

The Notice Delivery System (NDS) is an IRS application developed by IBM to improve mail processing efficiency. It facilitates the printing and distribution of taxpayer notices, enabling the IRS to meet critical mailing deadlines. NDS operates at three Correspondence Production Services (CPS) sites: XXXXXXX, XX (CPSE), XXXXX, XX (CPSW), and XXXXXXXXXXX, XX (CPSC). These sites receive print notice files from the Integrated Archive Platform (IAP) systems at Enterprise Computing Centers in XXXXXXXXXXX (ECC-XXX) and XXXXXXX (ECC-XXX), which collect files from ten campuses. NDS automates the printing process, ensuring accuracy and accountability for each mail piece. NDS incorporates the USPS Return Receipt Request Automation (RRRA), allowing electronic tracking of certified and return receipt mail. This enhancement provides delivery status updates electronically, replacing manual processes. The data is securely retrieved via an IT-managed electronic lockbox and can be shared with other IRS systems as needed. Print files are generated by the Multiple Virtual Storage (MVS) Host at ECC-XXX and ECC-XXX and transferred using Network Data Mover (NDM). These files originate from IRS systems like Individual Master File (IMF), Business Master File (BMF), and others, supporting various tax processes. NDS prepares print jobs, inserting 2D barcodes, and creating IntellaCtr Data Files (IDF) for tracking. Files are staged until operators initiate the insertion process. During insertion, notices are cut, barcodes are read for stuffer instructions, and notices are inserted into envelopes. The reconciliation step verifies insertion accuracy, identifies errors, and ensures all mail pieces are accounted for before dispatch. After dispatch, all taxpayer data is deleted during cleanup, and only job-level information (e.g., file type, date, and processing details) is archived without retaining taxpayer information. This final step ensures data security and system integrity.

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

Address
Adoption Taxpayer Identification Number
Bar Codes
Centralized Authorization File (CAF)
Document Locator Number (DLN)
Employer Identification Number
Federal Tax Information (FTI)

Individual Taxpayer Identification Number (ITIN)
Name
Preparer Taxpayer Identification Number (PTIN)
QR Codes
Social Security Number (including masked or last four digits)
Standard Employee Identifier (SEID)
Tax ID Number

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)**

- 1.1 Is this PCLIA a result of the Inflation Reduction Act (IRA)?
  No
- 1.3 What type of project is this (system, project, application, database, pilot/proof of concept, power platform/visualization tool)?

  Application
- 1.35 Is there a data dictionary for this system? Yes
- 1.36 Explain in detail how PII and SBU data flow into, through and out of this system. Notice Delivery Systems receive print notice files from the Integrated Archive Platform (IAP) systems at both Enterprise Computing Center -XXXXXXXXXX (ECC-XXX) and Enterprise Computing Center- XXXXXXX (ECC-XXX). The print files used are generated and downloaded from the Multiple Virtual Storage (MVS) Host at ECC-XXX and ECC-XXX to NDS using an IP Transfer method called Network Data Mover (NDM). These are then printed, inserted and mailed. Print files are spooled for printing and are downloaded from the MVS Host to the NDS system. Each file received has characteristics such as file name, service center and cycle. The system identifies and indexes individual mail pieces, inserts a two-dimensional (2D) barcode and forms the print jobs. During this step, an IntellaCtr Data File (IDF) for tracking each mail piece is created. Until the print jobs are ready for the insertion process, they are held in the staging segment of NDS. When the operators are ready to insert the print file, the IDF is released to the Bell & Howell segment of the NDS system. Inserting consists of cutting the notices printed on wide-web paper, reading the 2-D barcode for insertion instructions of stuffers and inserting the forms into the mailing envelope. Reconciliation is the last step. Reconciliation verifies the results of the insertion process and identifies any missing or damaged mail pieces that need to be reprinted. NDS uses specific portions of the data

elements to track each notice as it proceeds through each step of the process and all other data elements are part of the printed notice. When the job has been reconciled and all mail pieces are accounted for, the job is sent to dispatch and on to cleanup, where all taxpayer information is deleted. After the job has been purged from cleanup, it is sent to an archive. The information contained about each job in the archive is job level information such as file type, received date and time, cycle, service center, job ID and processing date. No taxpayer information is retained. This is the final step of the NDS system.

1.4 Is this a new system?

No

- 1.5 Is there a Privacy and Civil Liberties Impact Assessment (PCLIA) for this system? Yes
- 1.6 What is the PCLIA number? 7916
- 1.7 What are the changes and why?

  Interconnection updates per FISMA finding.
- 1.8 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.

  210811
- 1.9 What OneSDLC State is the system in (Allocation, Readiness, Execution)? Execution
- 2.1 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? Contact Disclosure to determine if an accounting is required. Enter "Yes" or "No". If Exempt, type "Exempt".
- 2.2 Please provide the full name of and acronym of the governance board or Executive Steering Committee (ESC) this system reports to.

Media & Publications (M&P)

3.1 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?

No

3.3 Does this system use cloud computing?

No

3.6 Does this system interact with the public through a web interface?

3.7 Describe the business process allowing an individual to access or correct their information.

NDS application does not allow individuals to access or correct their information. NDS is utilized to print and mail Taxpayer notices.

4.1 Who owns and operates the system (IRS Owned and Operated, IRS Owned and Contractor Operated, Contractor Owned and Operated)?

IRS Owned and Operated

- 4.2 If a contractor owns or operates the system, does the contractor use subcontractors?
- 4.5 Identify the roles and their access level to the PII data. For contractors, indicate whether their background investigation is complete or not.

IRS Employees Users: Read Only Managers: Read Only

System Administrators: Administrator

IRS Contractor Employees - background investigation complete. Contractor System Administrators: Administrator Contractor Developers: Administrator

4.51 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

4.52 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

4.53 How many records in the system are attributable to members of the public? Enter "Under 5,000", "5,000 to 10,000", "More than 10,000" or "Not applicable".

More than 10,000

4.54 If records are attributable to a category not mentioned above in 4.51 through 4.53, please identify the category and the number of corresponding records to the nearest 10,000. If none, enter "Not Applicable".

Not Applicable

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

Only authorized users within the Correspondence Production Services branch can access the information. CPS management determines the level of access to the system needed for controls and data. Specific employees are authorized through user profiles and Business Entitlement Access Request System (BEARS) approval by the manager.

5.1 Please describe any privacy risks, civil liberties and/or security risks identified for the system that need to be resolved and what is the mitigation plan?

Not Applicable

5.11 Is there a Risk Assessment Form and Tool (RAFT) associated with this system on file with your organization or the IRS Risk Office.

No

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

# **Interfaces**

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Automated Levy Program (ALP)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Correspondence Letter System (CRX)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Automated 6020b A6020 (A6020B)

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Automated Collection System (ACS)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Automated Underreporter (AUR)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Alaska Permanent Fund Dividend Levy Program (AKPFD)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

### **Interface Type**

IRS Systems, file, or database

Agency Name

Information Reporting and Document Matching (IRDM)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Taxpayer Delinquency Investigation (TDI)

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Employee Plans Master File (EPMF)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Backup Withholding C (BWHC)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Preparer Taxpayer Identification Number (PTIN)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

### **Interface Type**

IRS Systems, file, or database

Agency Name

eServices

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Information Returns Processing (IRP)

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

### **Interface Type**

IRS Systems, file, or database

Agency Name

Federal Tax Deposit (FTD)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

Other Federal Agencies

Agency Name

United States Postal Service (USPS)

Incoming/Outgoing

Both

Transfer Method

Secure Data Transfer (SDT)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Standardized IDRS Access (SIA)

Incoming/Outgoing

Outgoing (Sending)

Transfer Method

Secure File Transfer Protocol (SFTP)

### **Interface Type**

IRS Systems, file, or database

Agency Name

Statutory Notices of Deficiency (STN)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Federal Payment Levy Program (FPLP)

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Individual Master File (IMF)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Web Currency & Banking Retrieval System (WebCBRS)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Inventory Delivery System (IDS)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

### **Interface Type**

IRS Systems, file, or database

Agency Name

Integrated Collection System (ICS)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Customer Account Data Engine (CADE 2)

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

EIN Research and Assignment System (ERAS)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Integrated Data Retrieval System (IDRS)

Incoming/Outgoing

Both

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Employee Plans Exempt Organization Determination System (EDS)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Electronic File Transfer Utility (EFTU)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Integrated Financial System (IFS)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

IRS Systems, file, or database

Agency Name

Auto Pre-assessed Installment Agreement (PAIA)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Payer Master File (PMF)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Centralized Authorization File (CAF)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Integrated Customer Communication(s) Environment (ICCE)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Identity Assurance Office (IA)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

IRS Systems, file, or database

Agency Name

Backup Withholding B (BWHB)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Taxpayer Protection Program (TPP)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Taxpayer Professional PTIN System (TPPS)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Business Master File (BMF)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

## **Interface Type**

IRS Systems, file, or database

Agency Name

State Income Tax Levy Program (SITLP)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

IRS Systems, file, or database

Agency Name

United States Residency Certification (US CERT)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Splunk

Incoming/Outgoing

Outgoing (Sending)

Transfer Method

Secured channel via HTTPS

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Tax Pro Account (TXPRO)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

IRS Integrated Enterprise Portal (IEP)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

## **Interface Type**

IRS Systems, file, or database

Agency Name

Automated Liens Systems-Entity (ALS-Entity)

Incoming/Outgoing

Both

Transfer Method

IRS Systems, file, or database

Agency Name

Individual Taxpayer Identification Number Real-Time System (ITIN-RTS)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Report Generation System (RGS)

Incoming/Outgoing

Both

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Automated Substitute for Return (ASFR)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Taxpayer Delinquent Account (TDA)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Income Vertification Express Service Automation (COVID IVES

RPA) Income Verification Express Service

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Compliance Data Warehouse (CDW)

Incoming/Outgoing

Outgoing (Sending)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Adoption Taxpayer Identification Number (ATIN)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Modified EP/EO Determination System (MEDS)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Modernized eFile (MeF)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Annual Installment Agreement (AIA)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Interface Type**

IRS Systems, file, or database

Agency Name

Secure Access Digital Identity (SADI)

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secure File Transfer Protocol (SFTP)

#### **Interface Type**

IRS Systems, file, or database

Agency Name

Electronic File Transfer Utility (EFTU)

Incoming/Outgoing

Both

Transfer Method

Secure File Transfer Protocol (SFTP)

# **Systems of Records Notices (SORNs)**

#### **SORN Number & Name**

IRS 34.037 - Audit Trail and Security Records Describe the IRS use and relevance of this SORN.

The system provides audit logs and reports on auditable events with appropriate user data as well as security audit automatic responses. However, the system does not allow for any user additions, deletions or modifications of the PII data. NDS is following the appropriate audit trail elements pursuant to current Audit Logging Security Standards.

#### **SORN Number & Name**

IRS 00.001 - Correspondence Files and Correspondence Control Files

Describe the IRS use and relevance of this SORN.

To specifically identify taxpayers to whom correspondence is sent. This allows NDS to indicate to other IRS systems that the taxpayer has had a correspondence transaction (e.g., has had a specific piece of correspondence mailed, delivered or returned.). This system uses alternative identifiers (such as assigned mail piece number or the certified mail number) to track the mail outside of IRS. PII (including SSN/TIN/EIN) is not shared outside of the agency.

# **Records Retention**

What is the Record Schedule System?

Record Control Schedule (RCS)

What is the retention series title?

29 Tax Administration - Wage and Investment (W&I) Records

What is the GRS/RCS Item Number?

39

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item. Notice Delivery System (NDS) is an IRS application within the Wage and Investment Division that provides a more efficient mail processing function.

What is the disposition schedule?

A. Inputs. Delete/Destroy when no longer needed for business. B. System Data. Delete IRS notices sent via mail to taxpayers 10 days after mail date; Delete Certified Mail Data 12 years after processing year. C. Outputs. Non-record, no disposition approval necessary. D. System Documentation. Delete/Destroy when superseded or 5 years after system is terminated, whichever is sooner.

# **Data Locations**

What type of site is this?

System

What is the name of the System?

Notice Delivery System

What is the sensitivity of the System?

Sensitive But Unclassified (SBU)

Please provide a brief description of the System.

Notice Delivery System (NDS) is an Internal Revenue Service (IRS) application/system within its Taxpayer Services (TS) Division, which provides efficient, automated mail piece processing. It handles taxpayer notice production, including volume postal discounts and print site operational requirements for monitoring and ensuring piece-level control and timely mailing. NDS controls taxpayer notice print and distribution processing within the Correspondence Production Services (CPS) print sites. It also provides information required for physical mail acceptance and delivery status reporting by the United States Postal Service (USPS) through data exchanges.

What are the incoming connections to this System?
IAP/MVS Download and EFTU
What are the outgoing connections from this System?
EFTU, CDW, LSSADR, ContolD Web, SIA, and USPS