

MEMO# 5677

March 18, 1994

IRS OFFERS ASSISTANCE IN LOCATING MISSING INDIVIDUALS

March 18, 1994 TO: BROKER/DEALER ASSOCIATE MEMBERS NO. 5-94 COMPLIANCE COMMITTEE NO. 7-94 OPERATIONS MEMBERS NO. 8-94 PENSION MEMBERS NO. 7-94 SEC RULES MEMBERS NO. 15-94 TRANSFER AGENT ADVISORY COMMITTEE NO. 10-94 RE: IRS OFFERS ASSISTANCE IN LOCATING MISSING INDIVIDUALS

Attached is a copy of Internal Revenue Service (IRS) Revenue Procedure 94-22, which describes a letter forwarding service that the IRS makes available to private individuals, companies, organizations and state and local agencies who are attempting to locate missing individuals. The IRS will only forward letters that serve a "humane purpose," such as letters from a company or an organization that controls assets that may be due a taxpayer, including a retirement plan attempting to locate missing plan participants. In order to make use of this program, a requester must furnish to the IRS the social security number of the missing individual. If the IRS locates an address for a recipient, then the company's letter will be forwarded in an IRS envelope. The IRS will advise the recipient that: 1) the IRS is forwarding the letter in accordance with current policy; 2) the IRS has not divulged the recipient's address, or any other tax information, or the fact that the letter has even been forwarded; 3) the IRS has no involvement in the matter other than forwarding the letter; and 4) the decision concerning whether to respond is entirely up to the recipient. The IRS will not provide the requester with information concerning the results of its efforts. The revenue procedure sets forth separate programs for requests involving less than 50 taxpayers, for which there is no charge, and requests involving 50 or more taxpayers, the charge for which generally is \$1,750 per request, plus \$.01 per address search, and \$.50 per letter forwarded. We will keep you informed of developments. Kathy D. Ireland Associate Counsel - Pension Attachment