

**MEMO# 1410**

September 25, 1989

## **IRS REVENUE PROCEDURE FOR FILING VARIOUS FORMS ON 8 INCH MAGNETIC DISKETTE**

- 1 - September 25, 1989 TO: TAX MEMBERS NO. 31-89 UNIT INVESTMENT TRUST MEMBERS NO. 46-89 CLOSED-END FUND MEMBERS NO. 41-89 OPERATIONS MEMBERS NO. 27-89 TRANSFER AGENT SHAREHOLDER ADVISORY COMMITTEE NO. 22-89 RE: IRS REVENUE PROCEDURE FOR FILING VARIOUS FORMS ON 8 INCH MAGNETIC DISKETTE

Attached is IRS Revenue Procedure 89-44, which sets forth requirements and conditions for filing Forms 1098, 1099, 5498 and W-2G for tax year 1989 information returns on 8 inch magnetic diskette. The Revenue Procedure setting forth requirements and conditions for filing these Forms on magnetic tape, 5-1/4 inch magnetic diskette and 3-1/2 inch magnetic diskette was released earlier this year. (See Institute Memorandum to Tax Members No. 28-89, Unit Investment Trust Members No. 42-89, Closed-End Fund Members No. 33-89, Operations Members No. 24-89 and Transfer Agent Shareholder Advisory Committee No. 20-89, dated August 2, 1989). Section 2 of Part A (at pages 13 and 14) lists changes that must be made to 1988 computer programs before the programs may be used to generate 1989 returns. Among the many changes are those to the Form 1099-DIV. The IRS advises that the Revenue Procedure be carefully reviewed in its entirety, however, to ensure proper reporting. The IRS' procedures for matching names and taxpayer identification numbers (TINs) are discussed in Section 11 of Part A (at pages 20 and 21). Chart 1 provides guidelines for social security numbers; Chart 2 provides guidelines for employer identification numbers. Paragraph .02 of Section 11 provides that the IRS validates a social security number by using the "Name Control" of the surname of the individual who has been assigned this number. - 2 - The requirements for the "Name Control" field are set forth in Section 6 of Part B (at page 37). Payors are encouraged to use "every effort" to develop the correct Name Control, especially where the name that corresponds to the TIN is not included in the first or second payee name lines. To further assist in developing the proper Name Control, the Revenue Procedure gives several examples illustrating how its requirements should be applied. We will keep you informed of developments. Keith D. Lawson Assistant General Counsel Attachment