

**MEMO# 914**

January 9, 1989

# **IRS REVENUE PROCEDURE FOR PRODUCING CERTAIN SUBSTITUTE FEDERAL TAX FORMS**

- 1 - January 9, 1989 TO: TAX MEMBERS NO. 4-89 OPERATIONS MEMBERS NO. 6-89 UNIT INVESTMENT TRUST MEMBERS NO. 4-89 CLOSED-END FUND MEMBERS NO. 5-89 TRANSFER AGENT SHAREHOLDER ADVISORY COMMITTEE NO. 4-89 ACCOUNTING/TREASURERS COMMITTEE NO. 5-89 RE: IRS REVENUE PROCEDURE FOR PRODUCING CERTAIN SUBSTITUTE FEDERAL TAX FORMS \_\_\_\_\_ The attached IRS Revenue Procedure sets forth the requirements for preparing substitutes for many federal tax forms. Guidance on the requirements for those forms not covered by this Revenue Procedure, which are listed on page 17, has been given in prior Revenue Procedures. (See Institute Memoranda to Tax Members No. 1-89, Operations Members No. 2-89, Unit Investment Trust Members No. 1-89, Closed-End Fund Members No. 2-89, Transfer Agent Shareholder Advisory Committee No. 1-89 and Accounting/Treasurers Committee No. 2-89, dated January 6, 1989; Pension Members No. 1-89; Tax Members No. 3-89, Operations Members No. 4-89, Unit Investment Trust Members No. 3-89, Closed-End Fund Members No. 4-89, Transfer Agent Shareholder Advisory Committee No. 3-89 and Accounting/Treasurers Committee No. 4-89, dated January 6, 1989; Tax Members No. 38-88, Unit Investment Trust Members No. 45-88, Closed-End Fund Members No. 36-88, Operations Members No. 22-88 and Transfer Agent Shareholder Advisory Committee No. 17-88, dated July 13, 1988; Tax Members No. 33-88, Operations Members No. 19-88, Unit Investment Trust Members No. 40-88, Transfer Agent Shareholder Advisory Committee No. 13-88 and Accounting/Treasurer Advisory Committee No. 23-88, dated June 20, 1988). (See also Institute Memorandum to Tax Members No. 48-88, Unit Investment Trust Members No. 53-88, Closed-End Fund Members No. 45-88, Operations Members No. 28-88 and Transfer Agent Shareholder Advisory Committee No. 22-88, dated August 19, 1988, for certain specific rules for Forms 941 and 941E.) - 2 - One feature of this Revenue Procedure is the Name Control Job Aid For Individual Taxpayers, on page 31, which provides the Internal Revenue Service's method for determining the first four alpha characters of a person's last name. We will keep you informed of developments. Keith D. Lawson Assistant General Counsel Attachment