



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

TO ALL STAFF HAVING ACCESS TO FEDERAL TAX INFORMATION

As an authorized user of the Internal Revenue Service (IRS) Match Inquiry System, I understand the information obtained from the system may be used only for official state approved business. The Beneficiary Earnings Exchange Records (BEER) match with the Social Security Administration is also federal tax data and subject to the same restrictions and penalties as the tax data received from the IRS.

I understand my user ID and password is to be used only by me. Under no circumstances will I reveal or allow use of my password by another person.

I understand printed IRS reports must be stored in a locked container or room that any material considered federal tax information must be destroyed according to specified methods identified in Employees' Manual 1-C, Maintaining Security of IRS Data.

I understand that if I fail to follow any of these standards, I may be subject to disciplinary action and/or prosecution. Unauthorized disclosure of federal tax information can result in a felony conviction punishable by a fine up to \$5,000 and/or imprisonment up to 5 years, as well as civil penalties. Also, unauthorized inspection of federal tax information can result in a misdemeanor penalty of up to \$1,000 and/or 1 year imprisonment, as well as civil penalties.

I understand and agree to follow the security procedures stated in this agreement.

Signature	Printed Name	Date