

L&I, Office of Information Technology Procedure

Name:	Federal Tax Information Fax Handling for UC Benefits Procedure
Effective Date:	December 2016
Category:	Security
Version:	1.2

1. Scope:

This procedure applies to all Department of Labor & Industry (L&I) employees and business partners within the Unemployment Compensation Benefits Policy (UCBEN) Bureau (hereinafter referred to collectively as "UCBEN User") who handle Federal Tax Information (FTI) as part of their normal job duties.

2. Procedure:

The procedure is implemented by the UC Benefits, Benefit Accuracy Measurement Unit and Federal Programs Units under the authority of Internal Revenue Service (IRS) [Publication 1075](#). These procedures outline the controls used by L&I UCBEN to protect FTI data sent or received via fax transmissions.

A. Procedure to send faxes containing FTI

Step	Responsibility	Action
1.	UCBEN User	Coordinate with recipient: <ul style="list-style-type: none"> • The redaction of FTI, e.g. use last four instead of full SSN • Use secure email communications
2.	UCBEN User	Prepare a cover sheet on fax transmissions that explicitly provides guidance to the recipient, which includes: <ul style="list-style-type: none"> • A notification of the sensitivity of the data and the need for protection • A notice to unintended recipients to telephone the sender—collect, if necessary—to report the disclosure and confirm destruction of the information
3.	UCBEN User	Notify recipient either via phone or email of an incoming fax transmission
4.	UCBEN User	Use only designated Fax equipment <ul style="list-style-type: none"> • Fax machines must not be network connected • Fax machines must be located in secured workspace • Fax machines must have predefined/verified numbers of frequent recipients of FTI

L&I, Office of Information Technology Procedure

5. UC BEN User Confirm with recipient the successful transmission of the fax and the destruction of the information

B. Procedure to receive faxes containing FTI

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	UC BEN Management	Publish only the fax number for designated FTI Fax machines that are: <ul style="list-style-type: none"> • Not network connected • Located in a secured workspace Monitored by trusted users who have completed the IRS FTI training
2.	UC BEN User	Coordinate with sender the date/time of the expected fax transmission
3.	UC BEN User	Use only designated FTI fax machines in secured workspaces
4.	UC BEN User	Confirm with sender the successful transmission of the fax and the destruction of the information

3. References:

- [L&I Policy Definitions Document](#)
- [SEC-008 - Incident Response Policy](#)
- [Security Incident Reporting for Internal Revenue Service](#)
- [Security Incident Reporting for Social Security Administration](#)
- [Security Breach Checklist](#)
- [OA ITP-SEC024](#) IT Security Incident Reporting Policy
- [IRS Publication 1075](#)

4. Version Control:

<u>Version</u>	<u>Date</u>	<u>Purpose</u>
1.1	10/2016	Base Document
1.2	12/2016	Format and Content Revision