

## L&I, Office of Information Technology Procedure

<b>Name:</b>	Granting Contractors Access to Federal Tax Information
<b>Effective Date:</b>	August 2017
<b>Category:</b>	Security
<b>Version:</b>	1.1

### 1. Scope:

This procedure applies to all Department of Labor & Industry (L&I) employees and business partners (hereinafter referred to collectively as "L&I Users").

### 2. Procedure:

The procedure is implemented by the business area staff and OIT.

A. Procedure to grant access to FTI data for contracted resources

<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
1.	Business area	Requests contracted staff
2.	OIT system owner	Determines level of access, if L&I User needs access to federal tax information (FTI)
3.	OIT system owner	Submits L&I Users (contractor) name and information to FTI system owner
4.	System owner	Submits memorandum to IRS safeguards for 45-day approval
5.	IRS safeguards	Provides written approval/deny for L&I User access
6.	System owner	Sends approval/deny letter to OIT system owner (SO)
7.	OIT system owner	If approved: submits CR & ECAB to grant approval for L&I User to access FTI data  If denied: reassigns L&I User or separates from employment

### 3. References:

[L&I Policy Definitions Document](#)

[SEC-008](#) - Incident Response Policy

[SEC-009](#) - Federal Tax Information Data Compliance Policy

[Security Incident Reporting for Internal Revenue Service](#)

[Security Incident Reporting for Social Security Administration](#)

[Security Breach Checklist](#)

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[ITP-SEC024](#) - IT Security Incident Reporting Policy

[IRS Publication 1075](#)

**4. Version Control:**

<b>Version</b>	<b>Date</b>	<b>Purpose</b>
1.0	10/2016	Base document
1.1	08/2017	Updates to document IRS requirements