

Best Practice

Split-State Challenge

Comply with IRS SPEC guideline that EFIN application site data must match site data in the IRS SPECTRM database, i.e. Tax-Aide site data.

Best Practice

GA1 – Best Practice

- ☐ ADS assumed responsibility to apply for all new EFINs, maintain current EFIN applications, and serve as the Responsible Official for all EFIN applications.
- ☐ Use online IRS e-Services tool to apply for new or maintain current applications.
- ☐ ADS Process Used for New Sites
 - ☐ Assign SIDN
 - ☐ Add to VMIS database (auto updates IRS SPECTRM)
 - ☐ Submit new EFIN application or transfer EFIN, if appropriate
 - ☐ Email new SIDN and EFIN to District, TCS and IRS SPEC RM
 - ☐ Update EFIN field in VMIS site record.