



**Treasury
Inspector
General for
Tax
Administration**

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INTERNAL CONTROLS ARE IN PLACE TO ENSURE THAT DEPOSITS ARE SAFELY DELIVERED BY SUBMISSION PROCESSING SITE EMPLOYEES, BUT SOME DOCUMENTATION COULD BE IMPROVED

WHAT TIGTA FOUND

During our inspection, TIGTA identified no problems with the delivery of the deposits; however, one deposit was delivered by an employee who was not listed as authorized in the Courier Contingency Plan at the time of the delivery. TIGTA also found that one site was not using the current Courier Daily Checklist and capturing all the necessary information.

READ THE FULL REPORT

To view the report, including the scope, methodology, and full IRS response, go to:

<http://www.treasury.gov/tigta/iereports/2014reports/2014ier002fr.pdf>

Inspections and Evaluations

Highlights

Highlights of Report Number: 2014-IE-R002 to the Internal Revenue Service Commissioner for the Wage and Investment Division.

WHY TIGTA DID THIS STUDY

IRS Submission Processing site employees delivered more than 1.6 million payments totaling almost \$5 billion from October 2011 through May 2013. This project was initiated to determine whether internal controls are in place to ensure that deposits are safely delivered to depositories when they must be delivered by Submission Processing site employees.

WHAT TIGTA RECOMMENDED

TIGTA recommended that the Director, Submission Processing, Wage and Investment Division, require the employees who prepare the Courier Daily Checklist to check the Courier Contingency Plan, if the courier is a Submission Processing site employee, to determine whether the courier is authorized to deliver the deposit. In addition, the Director, Submission Processing, Wage and Investment Division, should ensure that employees use the current version of the Checklist, properly record all required information on the Checklist, and provide explanations for untimely deposits on the Courier Incident Log.

In their response to the report, IRS officials agreed to the recommendations. Management plans to review the Courier Contingency Plan at each site to ensure that the list of employees authorized to deliver deposits is accurate and remind Courier Daily Checklist preparers to be sure that depositing employees are in the Plan. They also plan to ensure that employees at all sites use the current version of the Courier daily Checklist, are trained to properly complete it, and fully explain untimely deposits in the Courier Incident Log.