

Collins David

From: Queen Rebecca L
Sent: Saturday, April 3, 2021 11:58 AM
To: Collins David
Subject: FW: Digital Date Stamp Tool (updated instructions and new features)
Attachments: ReceivedDateStamp.pdf; StampInstructions.docx; TC599-CC063-6020b-Unagreed.pdf; TC599-CC064-6020b-Agreed.pdf; TC599-CC069-Taxable.pdf; TC599-CC071-Non-Taxable.pdf; Possible-Duplicate.pdf; Process-as-Original.pdf

Categories: Personal - Date Stamp Suggestion

Revenue Officer Rebecca Queen
Employee ID#: 1000842786
[New address as of 03/15/2021](#)
Internal Revenue Service
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Work hours: Monday thru Thursday 7:00am -5:30pm Eastern

From: Krogh Patricia L <patricia.krogh@irs.gov>
Sent: Tuesday, March 30, 2021 2:59 PM
To: Baker Nicole <Nicole.Baker@irs.gov>; Bond Anita <Anita.Bond@irs.gov>; Brent Cheryl T <Cheryl.Brent@irs.gov>; Carter Betty M <betty.carter@irs.gov>; Freeman Susan D <Susan.D.Freeman@irs.gov>; Hawkins Selina <selina.hawkins@irs.gov>; Helms Eric M <Eric.M.Helms@irs.gov>; Lopez Jennifer J <Jennifer.J.Lopez@irs.gov>; Pliler Susan L <Susan.L.Pliler@irs.gov>; Queen Rebecca L <Rebecca.L.Queen@irs.gov>; Richardson Mindy <Mindy.A.Richardson@irs.gov>
Subject: FW: Digital Date Stamp Tool (updated instructions and new features)

From: Carter Johnette G <johnette.carter@irs.gov>
Sent: Tuesday, March 30, 2021 12:34 PM
To: Green Felecia V <felecia.green@irs.gov>; Krogh Patricia L <patricia.krogh@irs.gov>
Cc: Carter Johnette G <johnette.carter@irs.gov>
Subject: FW: Digital Date Stamp Tool (updated instructions and new features)

I am sure you have seen this but wanted to share something from Gulf States-



Johnna G Carter

Office of Fraud Enforcement
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912-337-7223
Coverage area: AL, AR, GA, LA, MS, OK

Need a case consultation? <https://srs.web.irs.gov/>

From: Cabello Francisco J <Francisco.J.Cabello@irs.gov>

Sent: Tuesday, March 30, 2021 12:23 PM

To: Wheelless Diane <Diane.Wheelless@irs.gov>; Dillon Patrick <Patrick.Dillon@irs.gov>; Fell Lucas <Lucas.Fell@irs.gov>; Thompson Derrick <Derrick.Thompson@irs.gov>; Weaver Kelly J <Kelly.J.Weaver@irs.gov>; Emmons Stacy A <Stacy.A.Emmons@irs.gov>; Damato Elisa <Elisa.Damato@irs.gov>; Feliciano Luz E <Luz.E.Feliciano@irs.gov>; Murray Shane <Shane.Murray@irs.gov>; Harris Kim S (Advisory Estate Tax) <Kim.S.Harris@irs.gov>; Cabello Francisco J <Francisco.J.Cabello@irs.gov>; Norris Ldetra V <Ldetra.V.Norris@irs.gov>; Hunt Jackson Shanitra L <Shanitra.L.HuntJackson@irs.gov>; Saffold Maribel <Maribel.Saffold@irs.gov>; Brooks Billie J <Billie.J.Brooks@irs.gov>; Boyd Hilari N <Hilari.N.Boyd@irs.gov>; Brenner Gwendolyn M <Gwendolyn.M.Brenner@irs.gov>; Minjarez Lori <Lori.L.Minjarez@irs.gov>; Carter Johnette G <johnette.carter@irs.gov>; Marlow Jason W <Jason.W.Marlow@irs.gov>

Subject: Digital Date Stamp Tool (updated instructions and new features)

Hi Team!

I forgot to share this during our last meeting since I had to take emergency leave right after.

I wanted to share this tool that I and a team put together. It has been a great resource, especially during this time we're all working from home.

For those of you I shared it with during prior classes we were in together, this is the updated version in case you don't have it.

Enjoy!

Francisco J. Cabello

Revenue Officer
SB/SE Collections
RO# 2503-3534

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Team,

Attached to this email you will find the updated instructions for the Digital Stamp Tool and new versions of the related stamp files.

It includes a few nice upgrades including the current date auto-populating on the date stamp and a few other static stamps.

As before, please open the StampInstructions.docx and follow the steps **EXACTLY**.

These instructions have been updated to work with the current version of Acrobat (DC 2020). But, as per the instructions, it should work exactly the same for later versions in the future. Simply replace the version number at any step it applies.

Please redistribute this update to your teams and anyone that had it previously so all are aware and for consistency.

Enjoy!

- ***The Digital Stamp Team (Dan Matzke, Francisco J. Cabello, Erica Jimenez)***

Sincerely,

Francisco J. Cabello

Revenue Officer
SB/SE Collections
RO# 2503-3534

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INTERNAL REVENUE SERVICE
SB/SE COMPLIANCE FIELD
RECEIVED

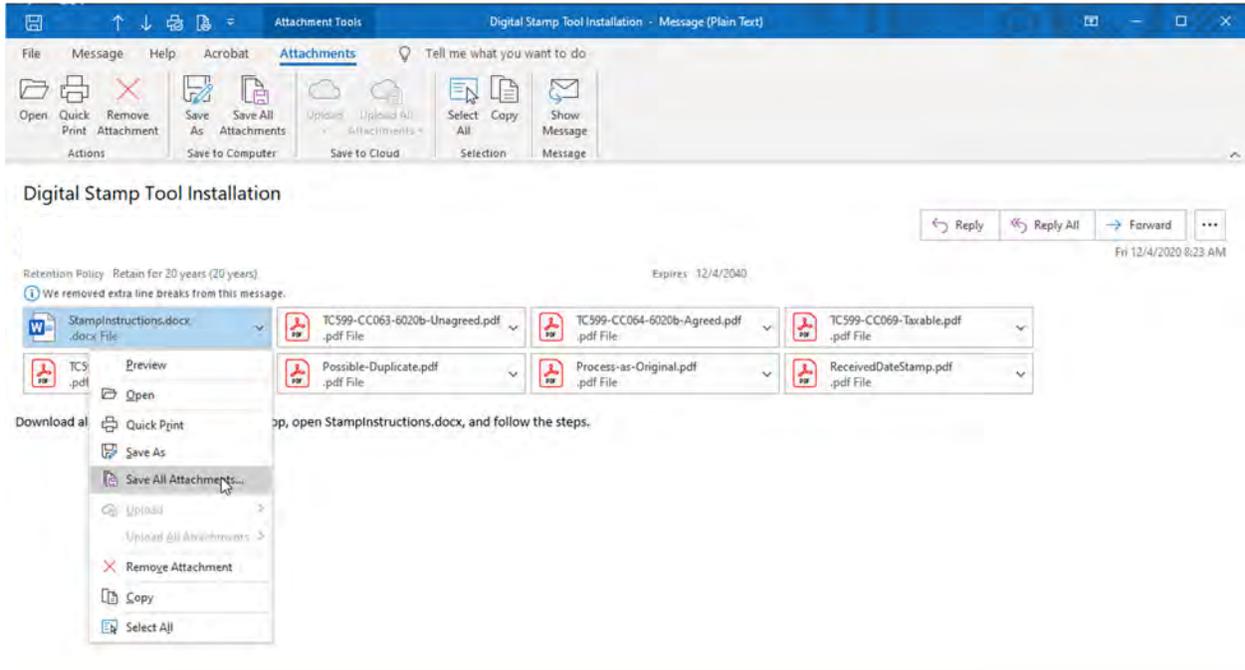
GULF STATES AREA
HOUSTON, TX
COLLECTION GROUP XX

Digital Date Stamp Creation Job Aid

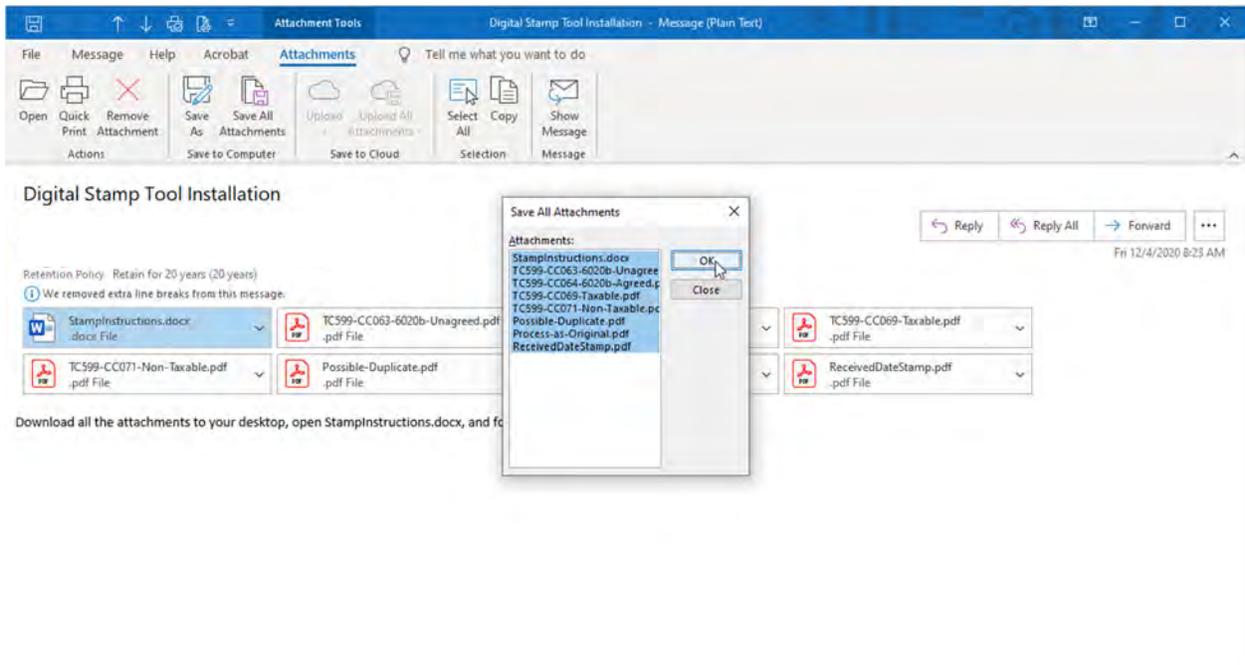
***** PLEASE FOLLOW THE STEPS BELOW EXACTLY AND IN ORDER TO ENSURE PROPER CREATION OF THE STAMPS! *****

1 – Keep these instructions open while you follow the steps. Or print them if you have a printer available.

2 – Download the seven attached PDFs in the email to your desktop. (To do this: **Right-click** on one of the attachments in the email, select “Save All Attachments”.

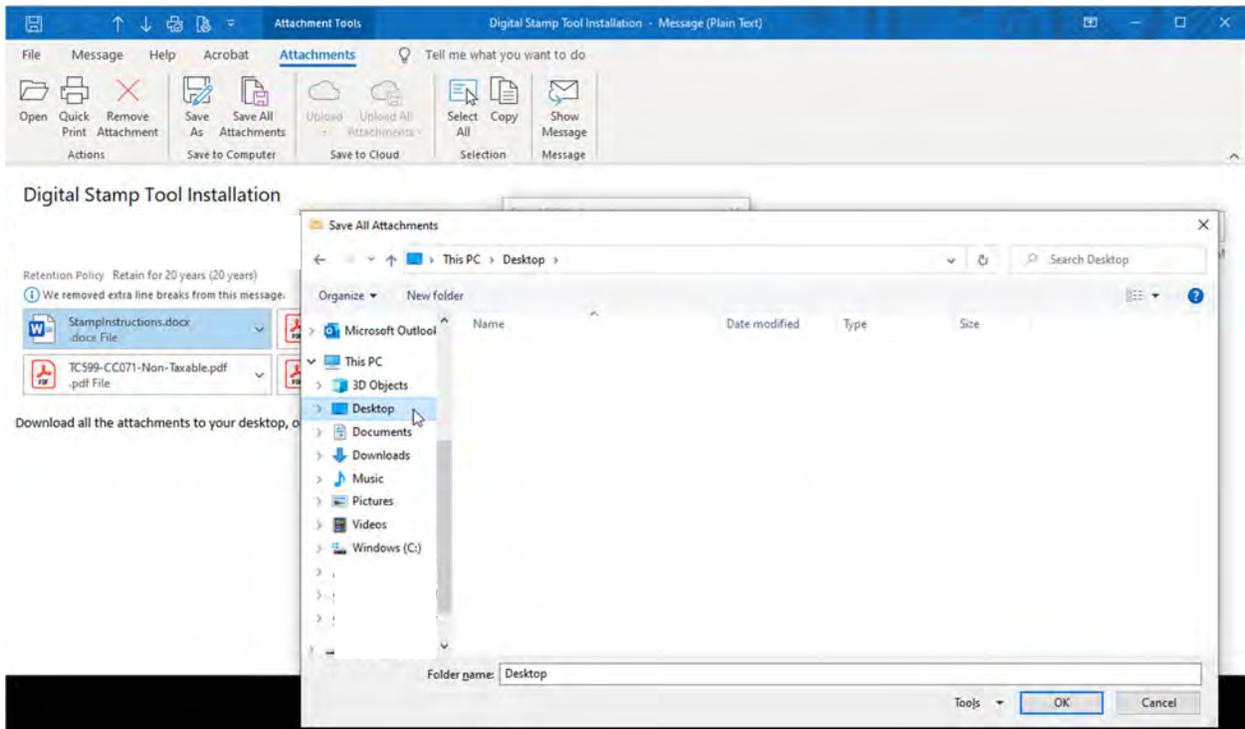


3 – Click “OK” on the following screen listing all the attachments that are being downloaded.

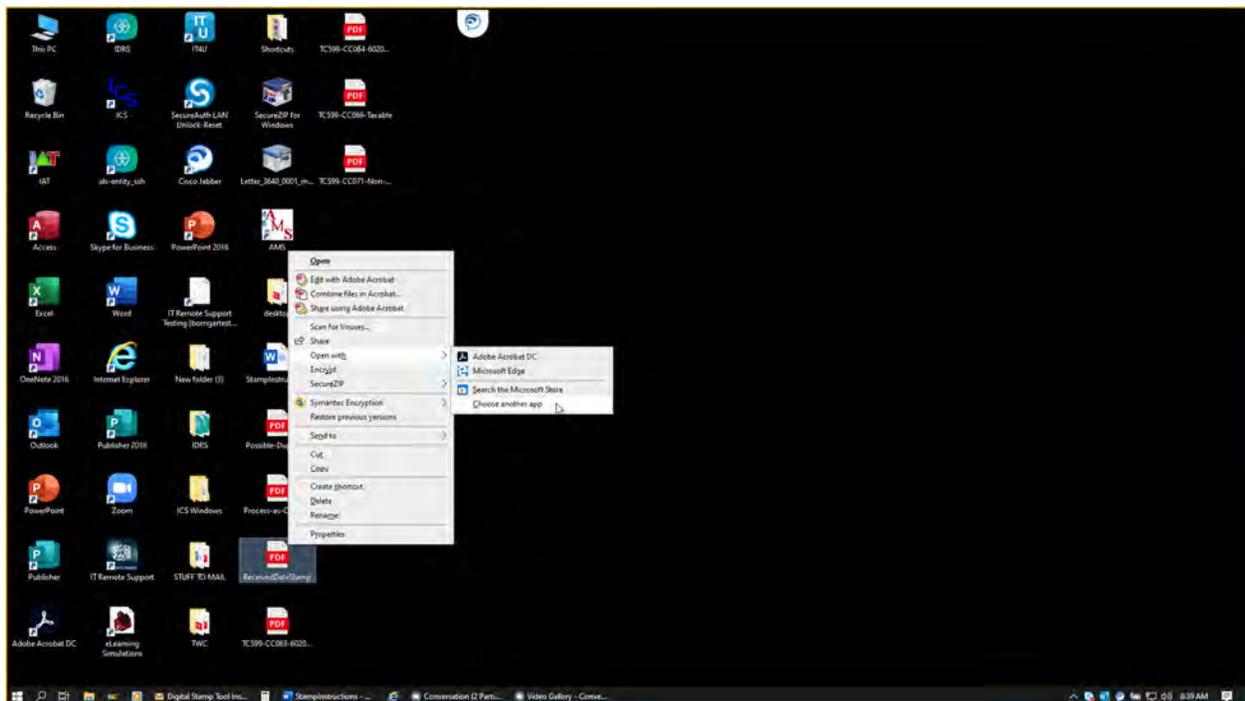


Digital Date Stamp Creation Job Aid

4 – Click on “Desktop” on the left pane.

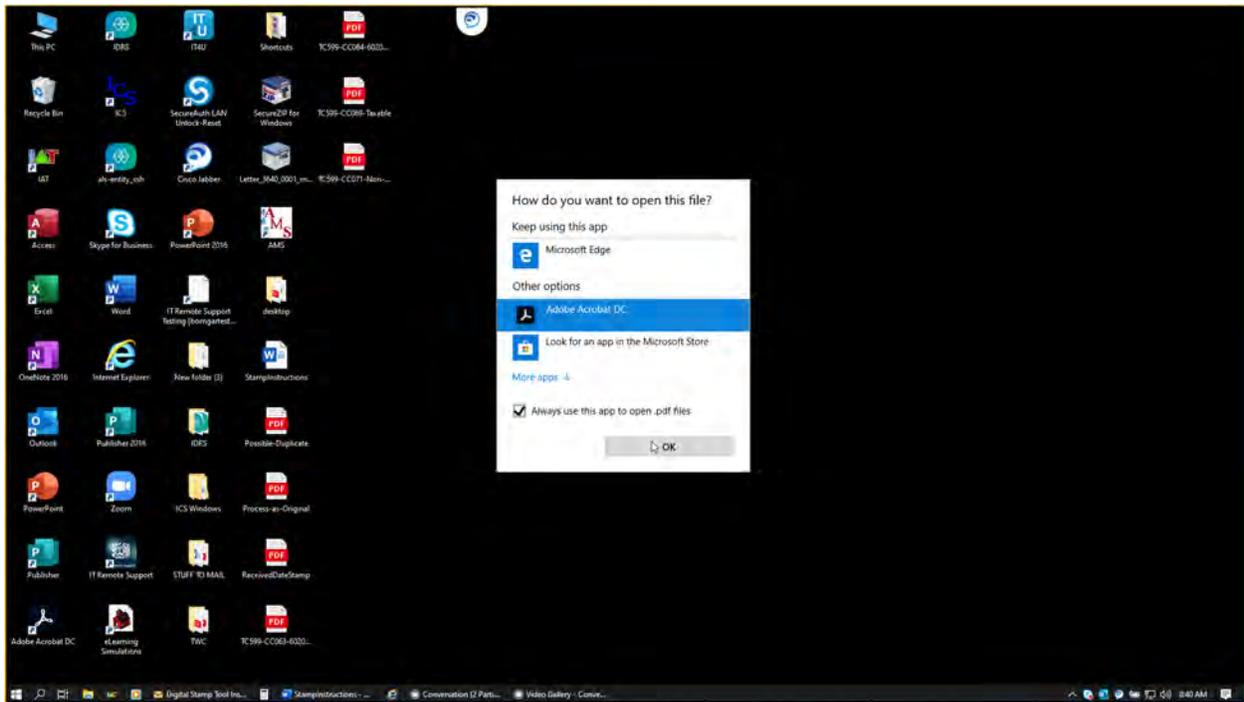


5 – Minimize all windows that you have open. Right-click the ReceivedDateStamp.pdf you just saved to your Desktop. Select “Open with”, and select “Choose another app”.

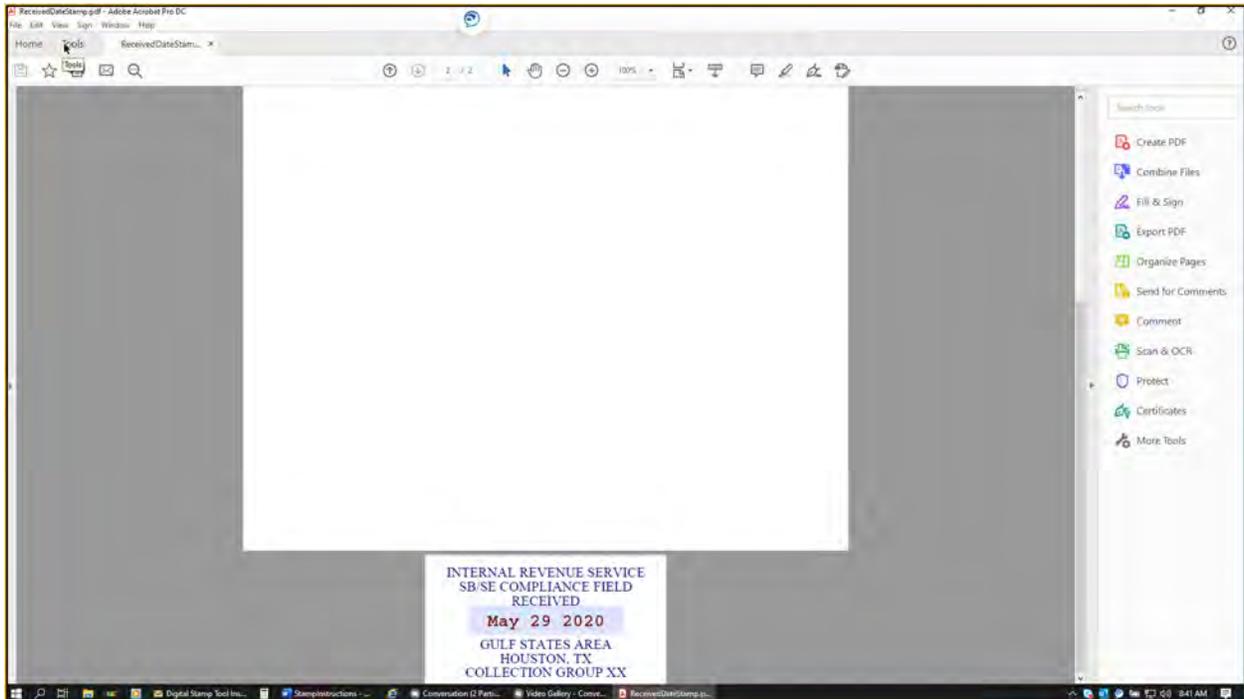


Digital Date Stamp Creation Job Aid

6 – Click on “Adobe Acrobat DC” (or whatever is the newest version of Acrobat which is currently installed) **not Acrobat Reader or Microsoft Edge**. Click the check box that says “Always use this app to open .pdf files”. Then, Click OK).

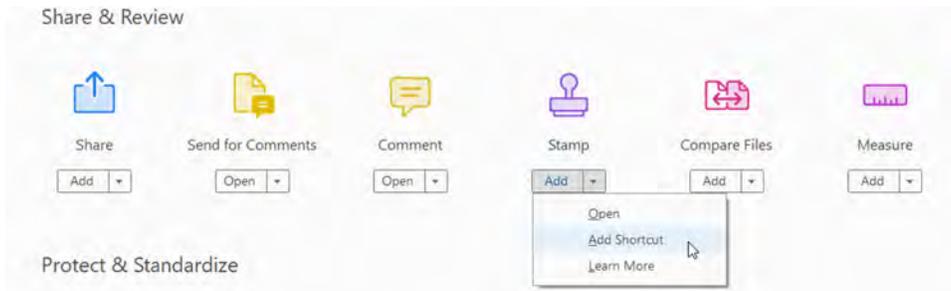
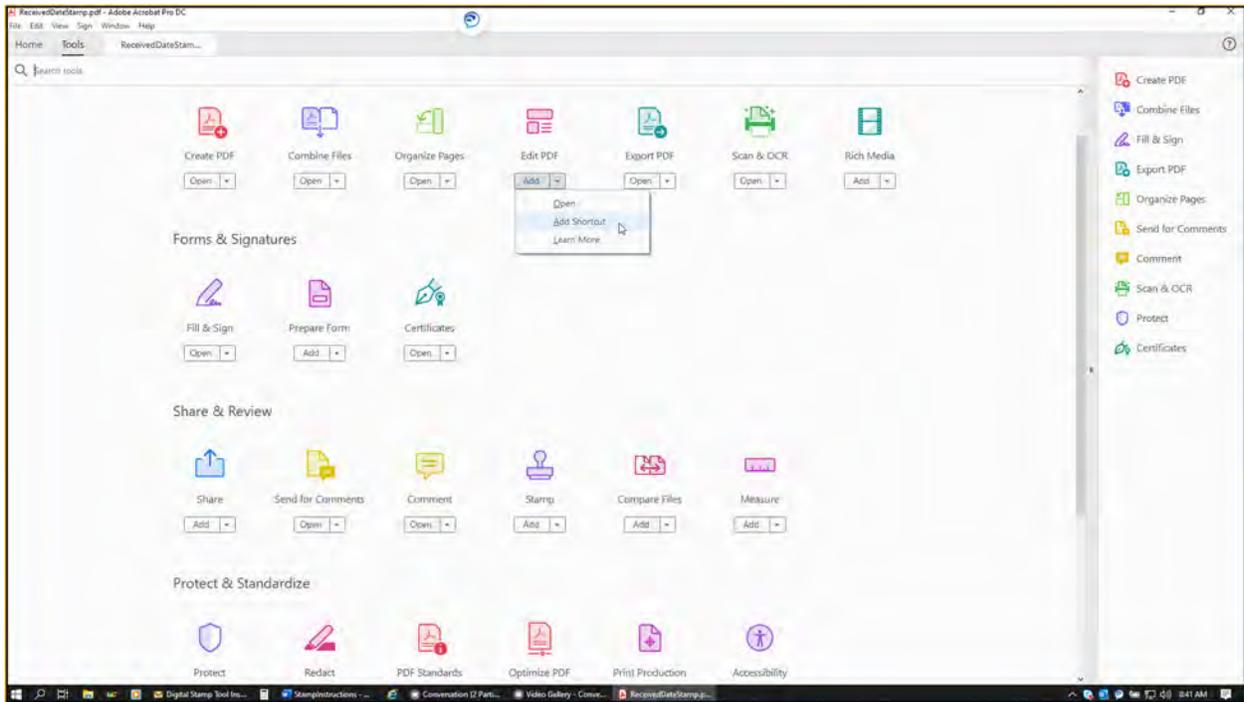


7 – Scroll down to the second page showing the stamp template. Go to the “Tools” tab on the top left.



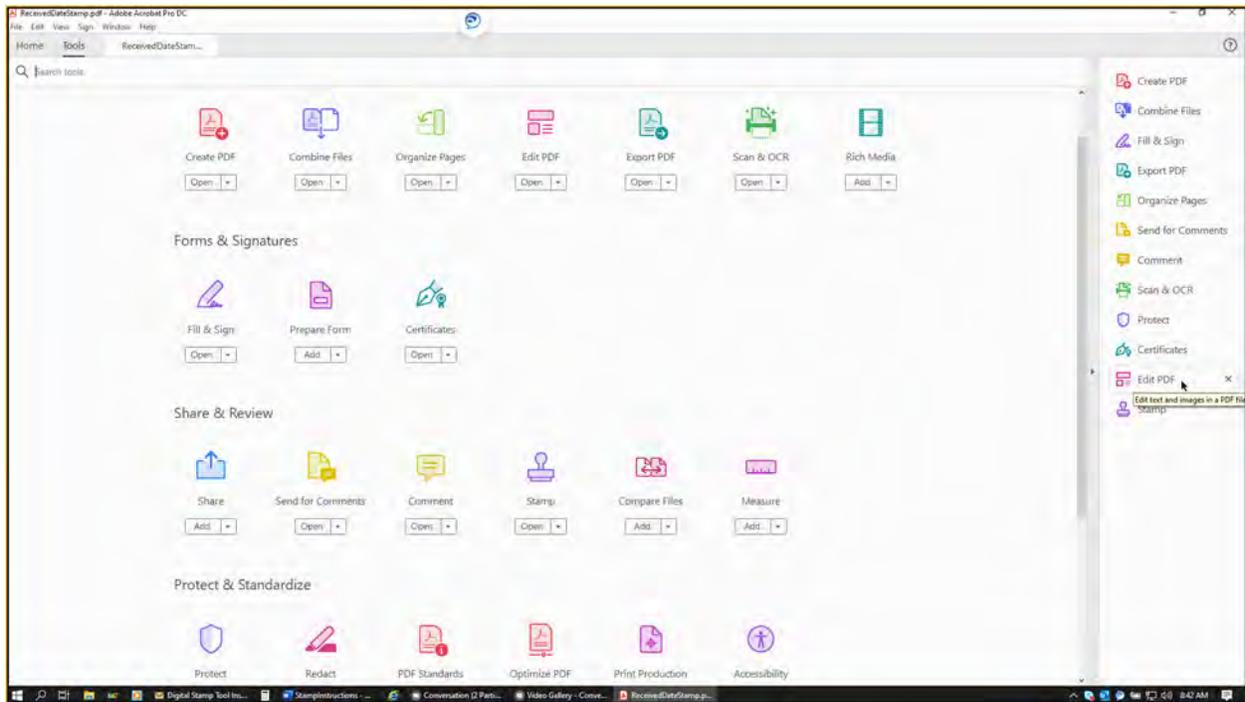
Digital Date Stamp Creation Job Aid

8 – Scroll down and find the “Edit PDF” and “Stamp” buttons. If you have not previously added these tools, the word “Add” should appear under each. Click on “Add” for each. (If the word “Open” appears instead, skip this step.)



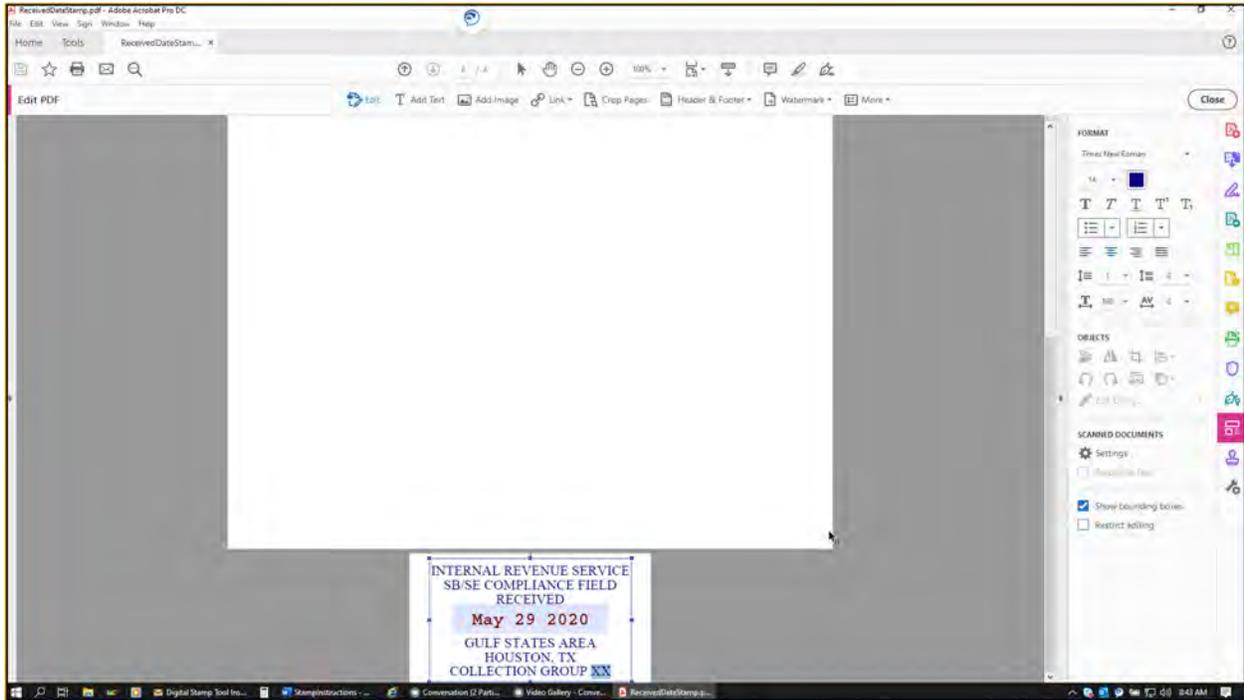
Digital Date Stamp Creation Job Aid

9 – Click on the new “Edit PDF” tool you just created on the tools menu on the right side.



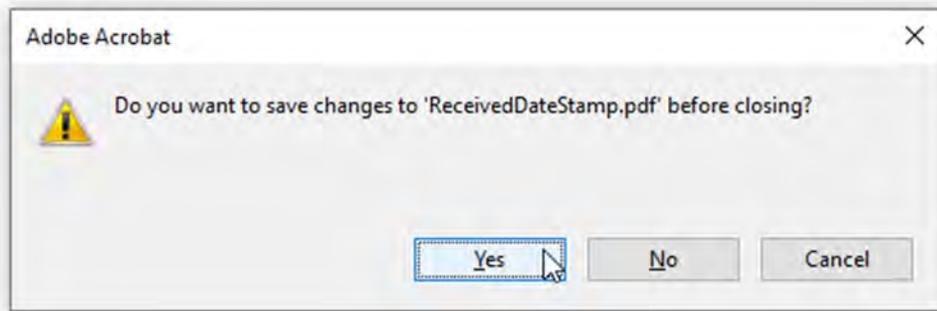
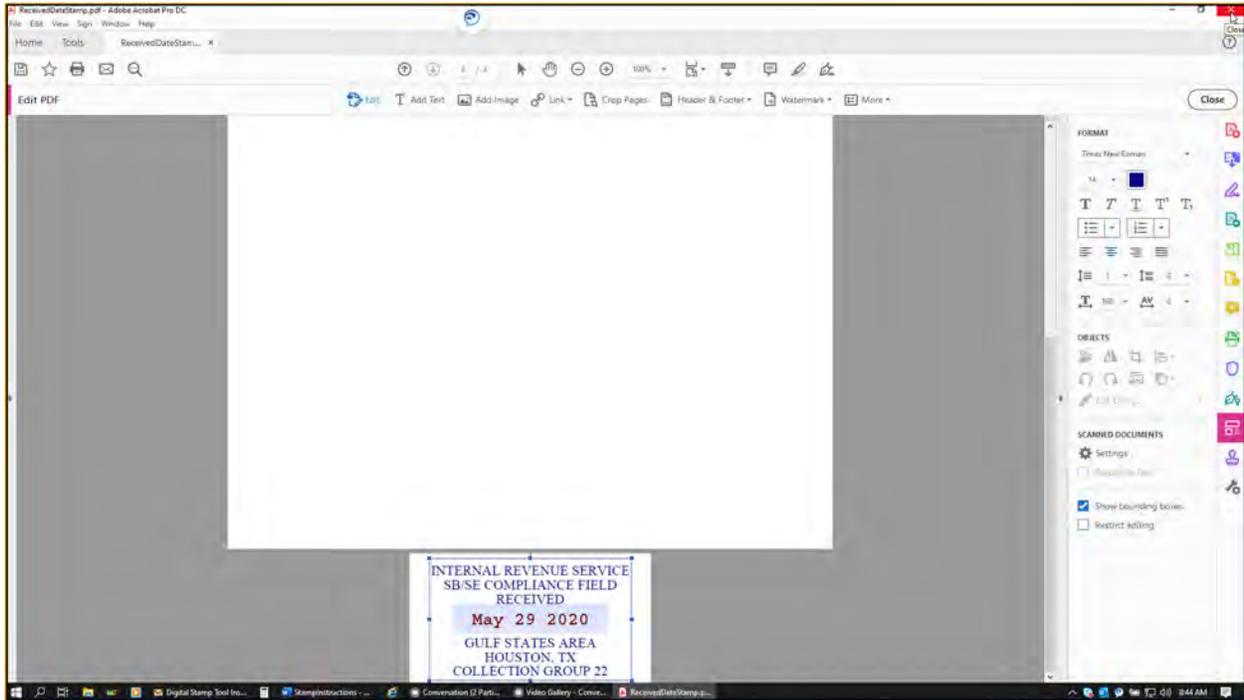
Digital Date Stamp Creation Job Aid

10 – Highlight the information that needs to be updated (such as group number and city). And, update your information accordingly.



Digital Date Stamp Creation Job Aid

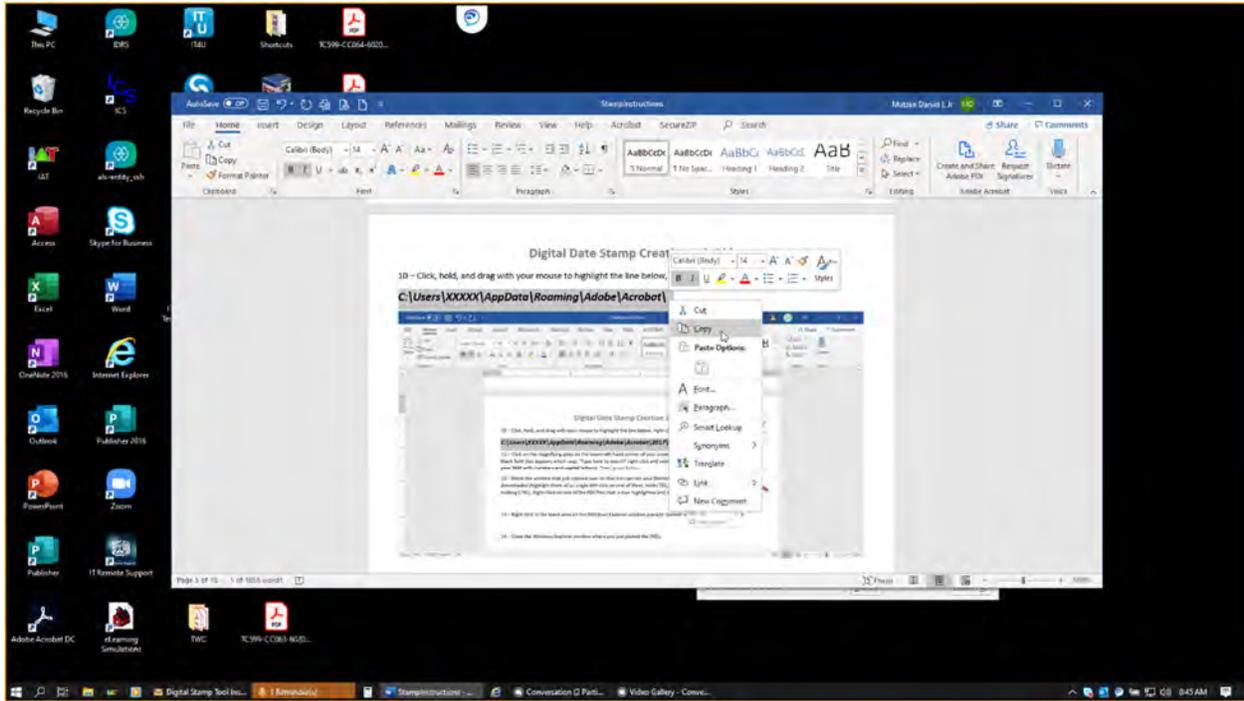
11 – Exit adobe completely by clicking the “x” on the top-right of the window. And, make sure to click “Yes” to save changes. **Do not skip this step!**



Digital Date Stamp Creation Job Aid

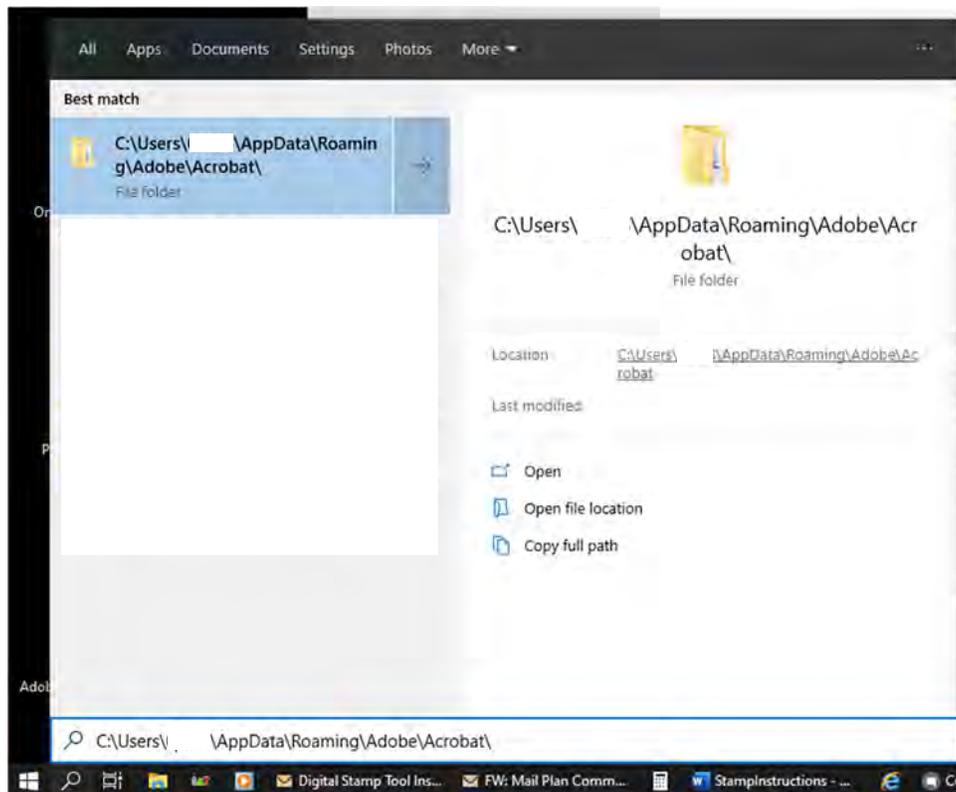
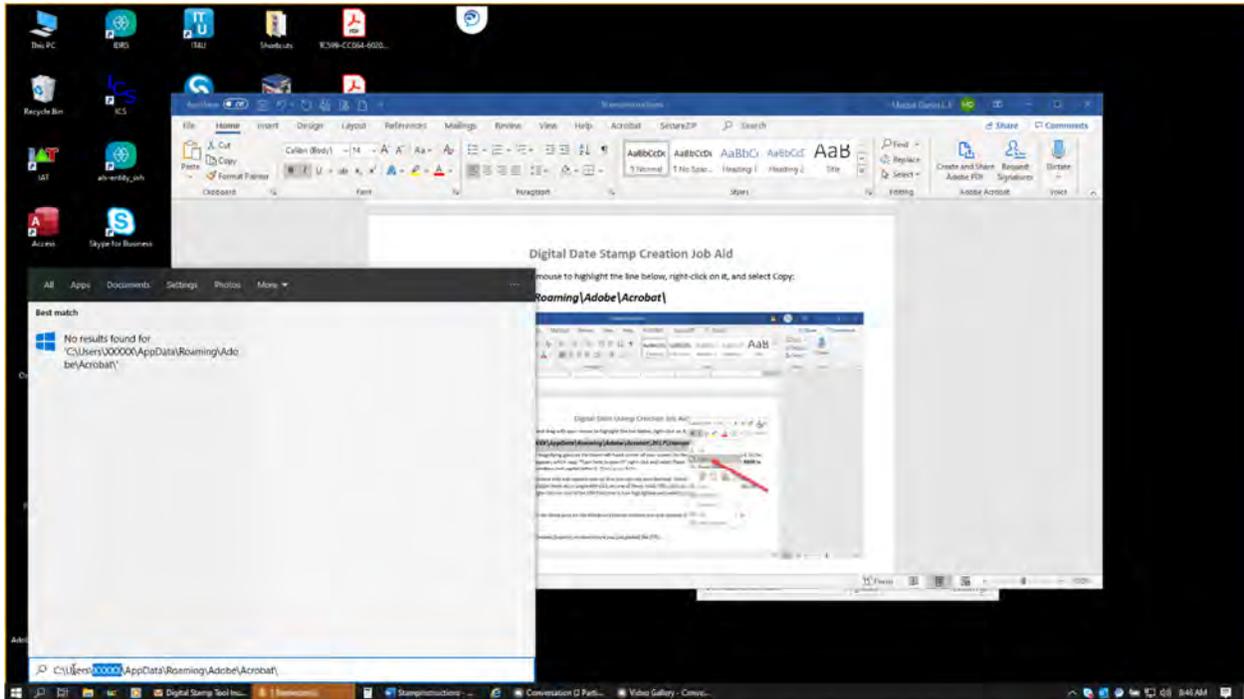
12 – Click, hold, and drag with your mouse to highlight the line of text below, right-click on it, and select Copy:

C:\Users\XXXXX\AppData\Roaming\Adobe\Acrobat



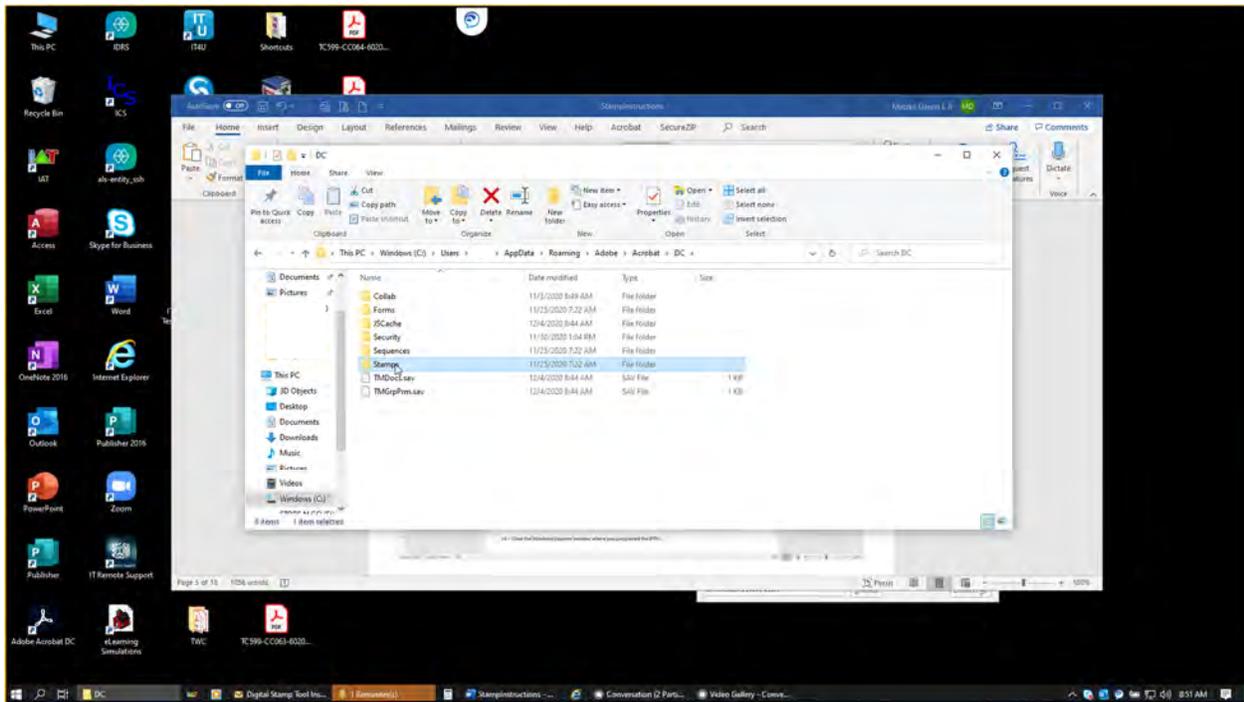
Digital Date Stamp Creation Job Aid

13 – Click on the magnifying glass on the lower-left-hand corner of your screen (to the right of the Windows icon). In the blank field that appears which says, “Type here to search” right-click and select Paste. (NOTE: You must highlight the XXXXX in order to change this to *your* SEID). Then, press Enter.

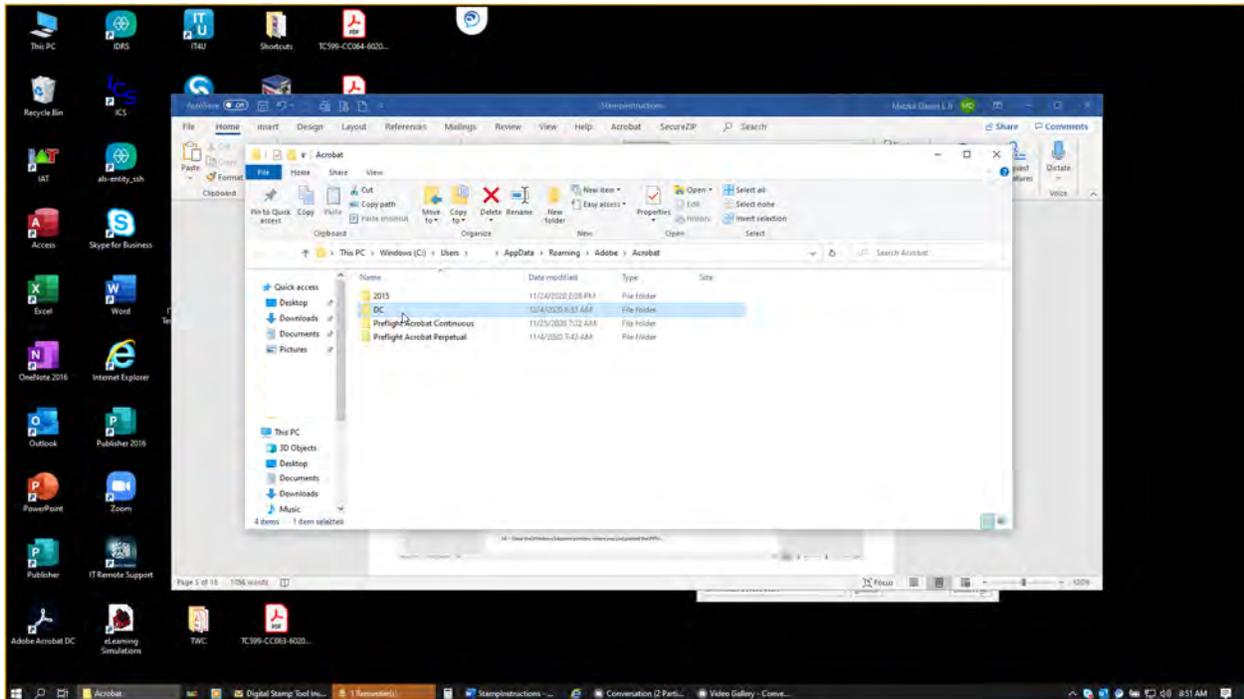


Digital Date Stamp Creation Job Aid

14 – On the Windows Explorer window that opens, double-click on the “DC” folder (or whatever is the newest version of Acrobat which is currently installed).

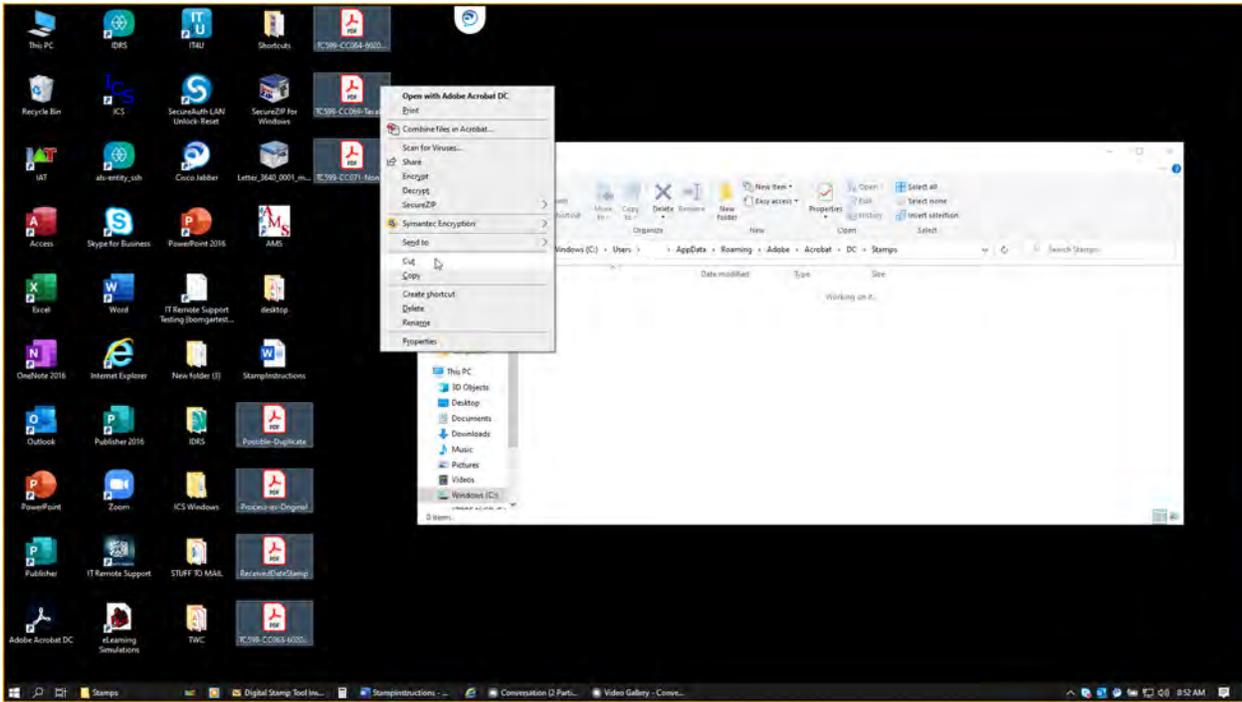


15 – Then, double-click on the “Stamps” folder.

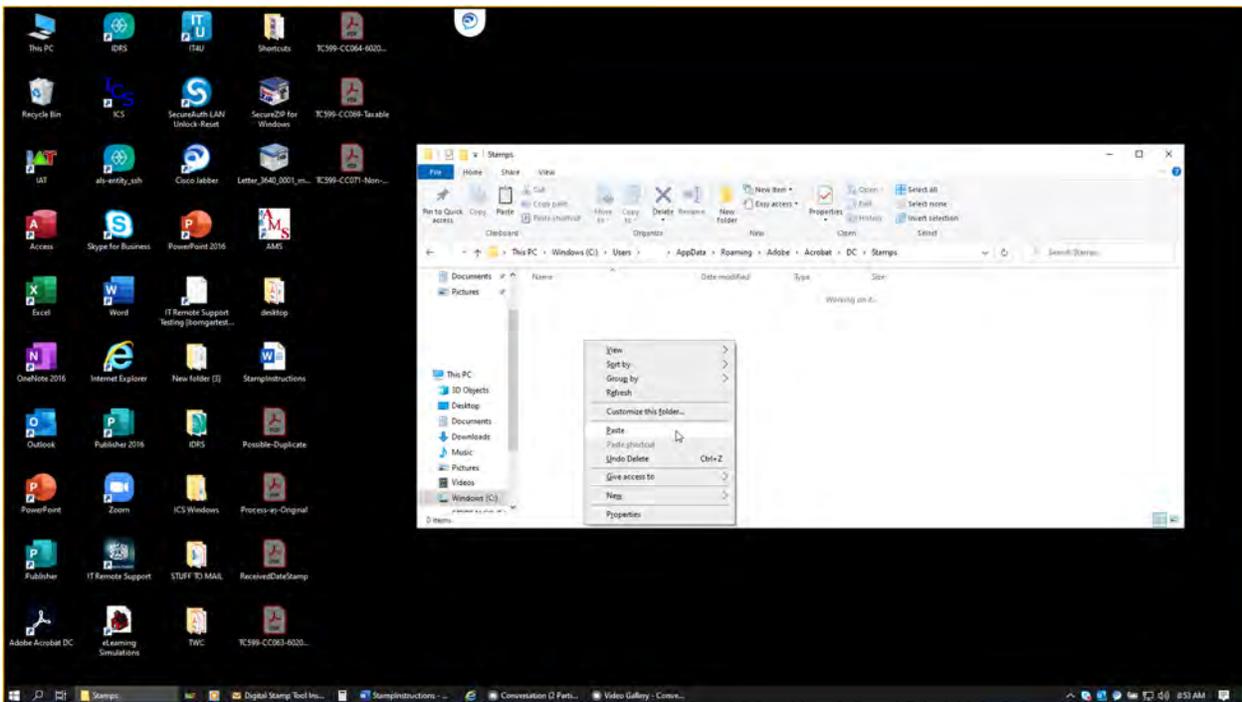


Digital Date Stamp Creation Job Aid

16 – Move the window over so that you can see your Desktop. Select all seven of the PDFs that you downloaded (highlight them all or single-left-click on one of them, hold CTRL, click on each of the other six while still holding CTRL). Right-click on one of the PDF files that is now highlighted and select “Cut”.

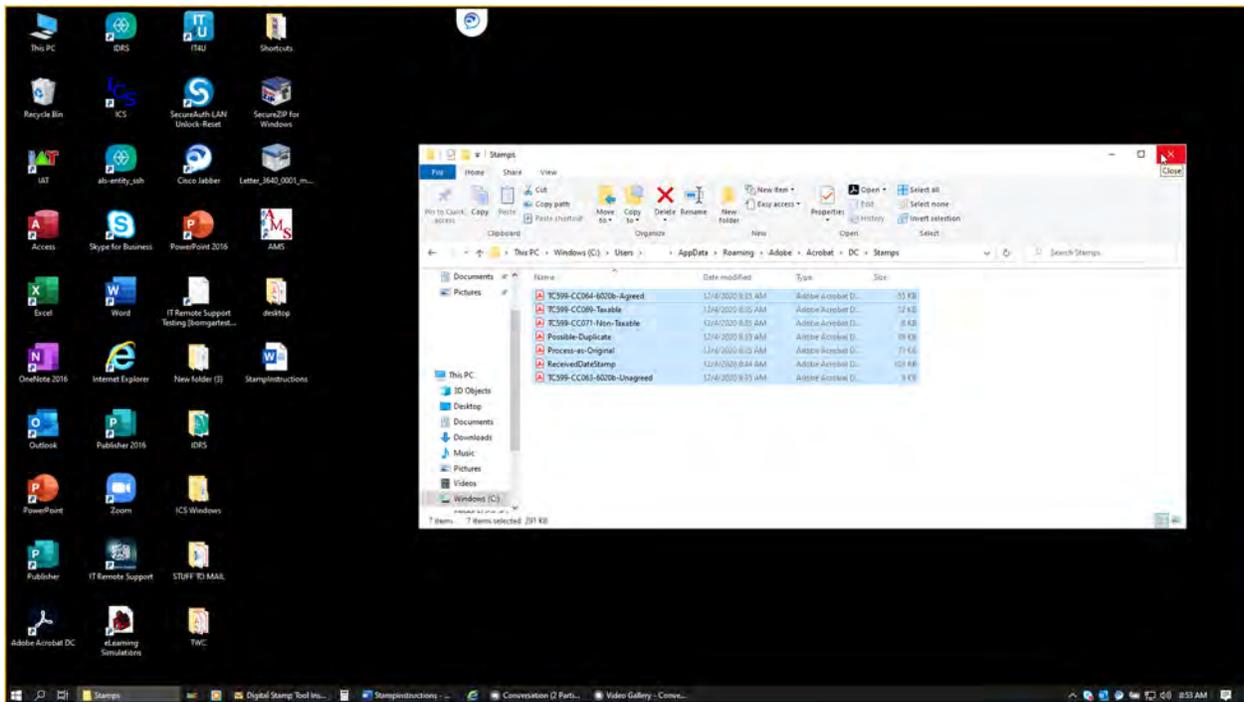


17 – Right-click in the blank area on the Windows Explorer window you just opened on Step 14, and select Paste.



Digital Date Stamp Creation Job Aid

18 – Close the Windows Explorer window where you just pasted the PDFs. **Do not skip this step!**

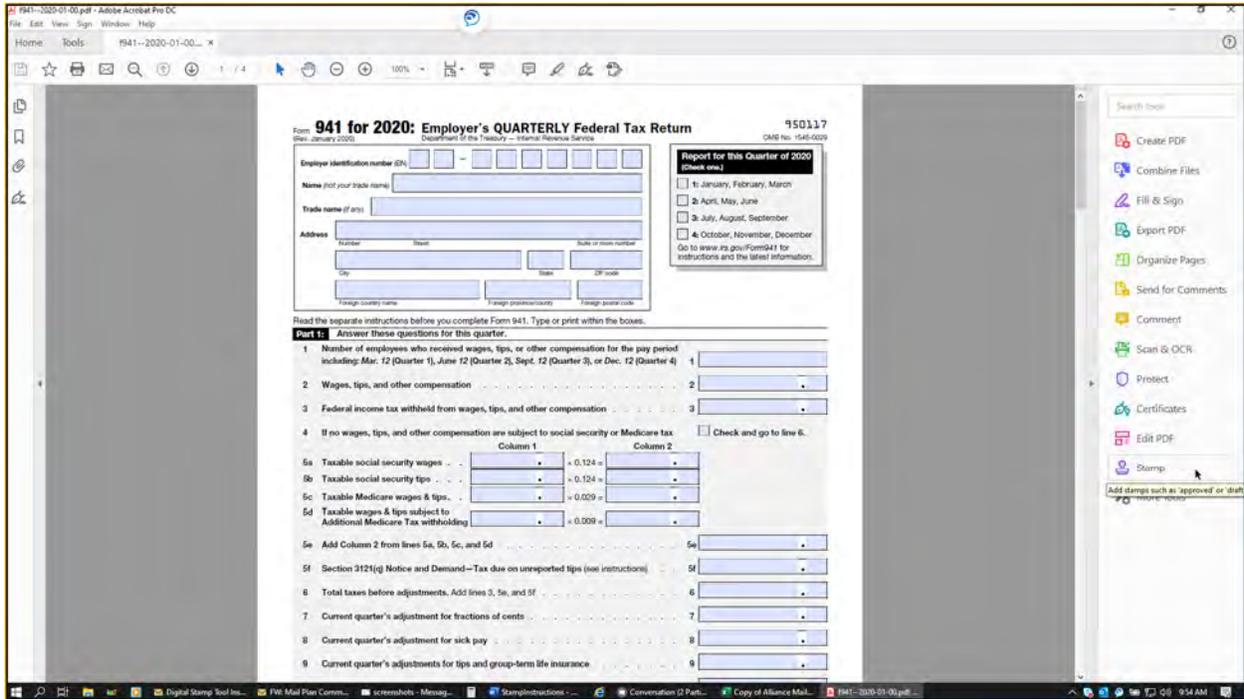


Congratulations! You have now created your IRS stamps, and these will now be usable for all future documents. (NOTE: You do not need to repeat the steps above again if the stamps function properly after testing them with the steps below.)

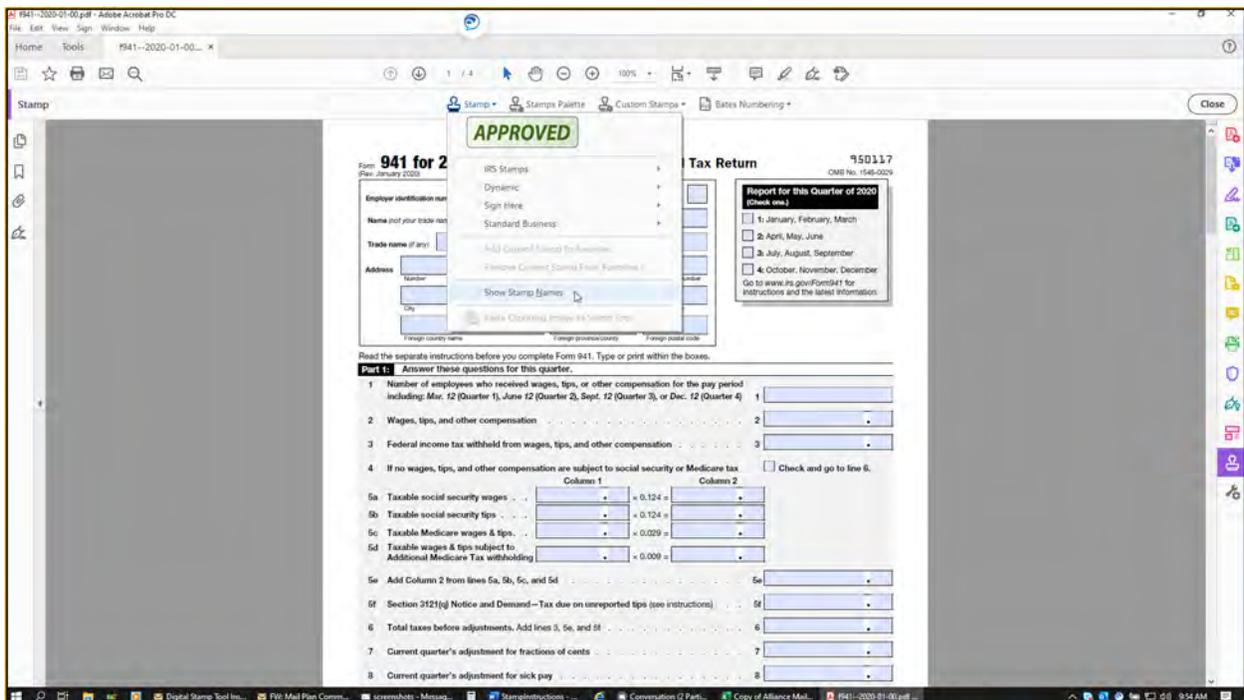
Digital Date Stamp Creation Job Aid

To use the Received Date Stamp:

1 – Open any other PDF document you would like to stamp. Scroll down on the “Tools” menu on the right-hand side. Find the new “Stamp” tool and click on it. (If you don’t see the “Stamp” tool here, repeat Step 8 above.)

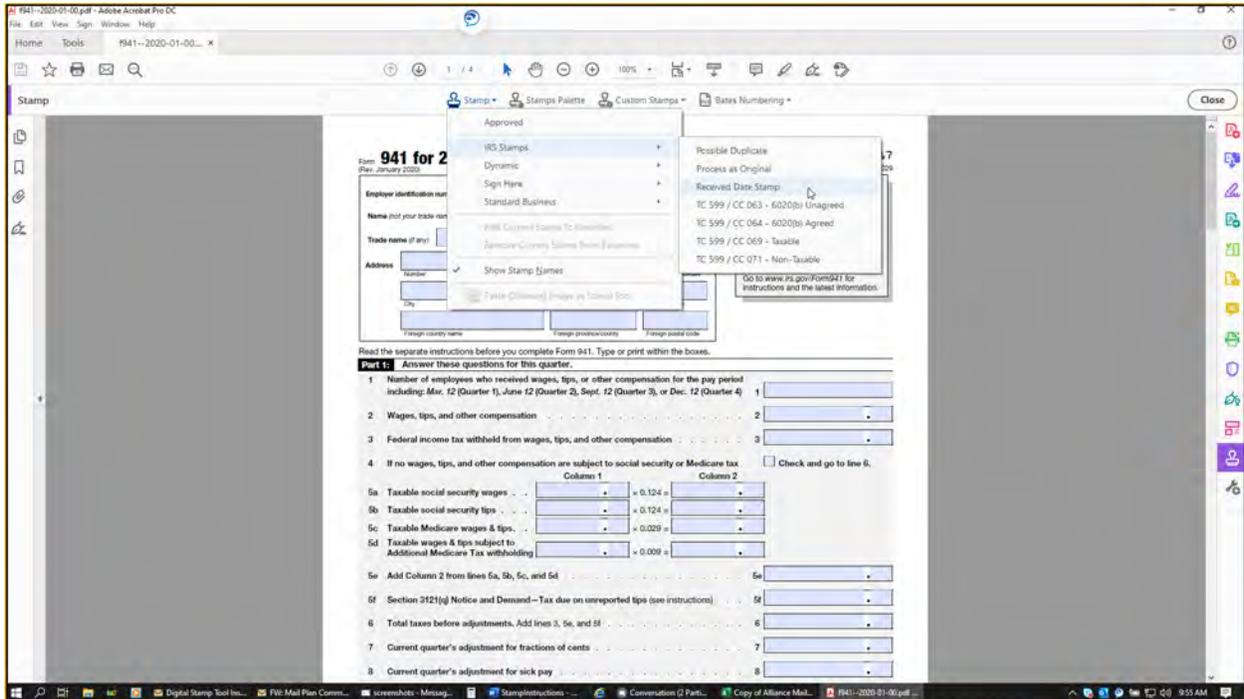


2 – Open the “Stamp” menu by clicking on “Stamp” at the top center. There should be a checkmark next to “Show Stamp Names”. If there is not a checkmark there, click on “Show Stamp Names”. Reopen the “Stamp” menu to confirm that the check mark now appears.



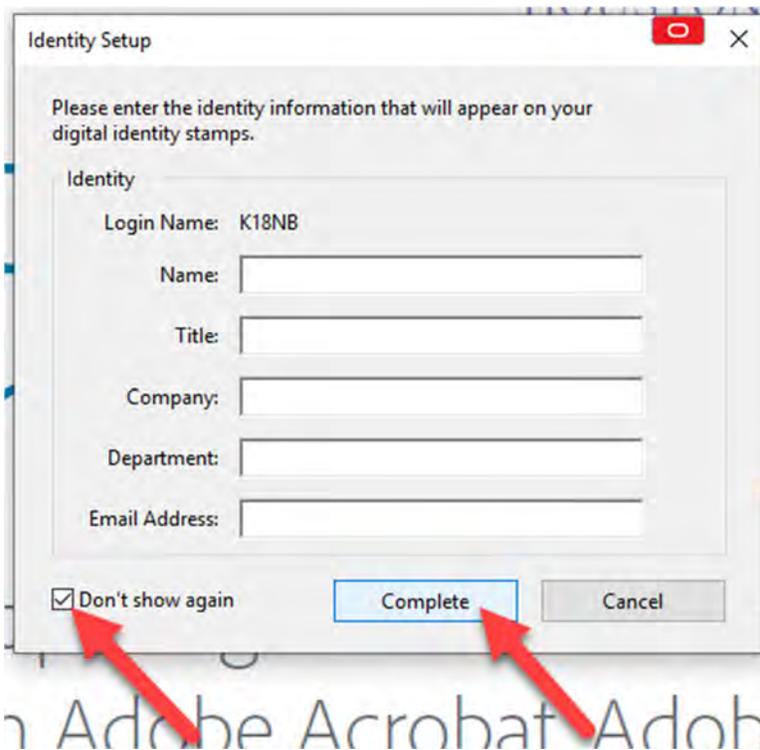
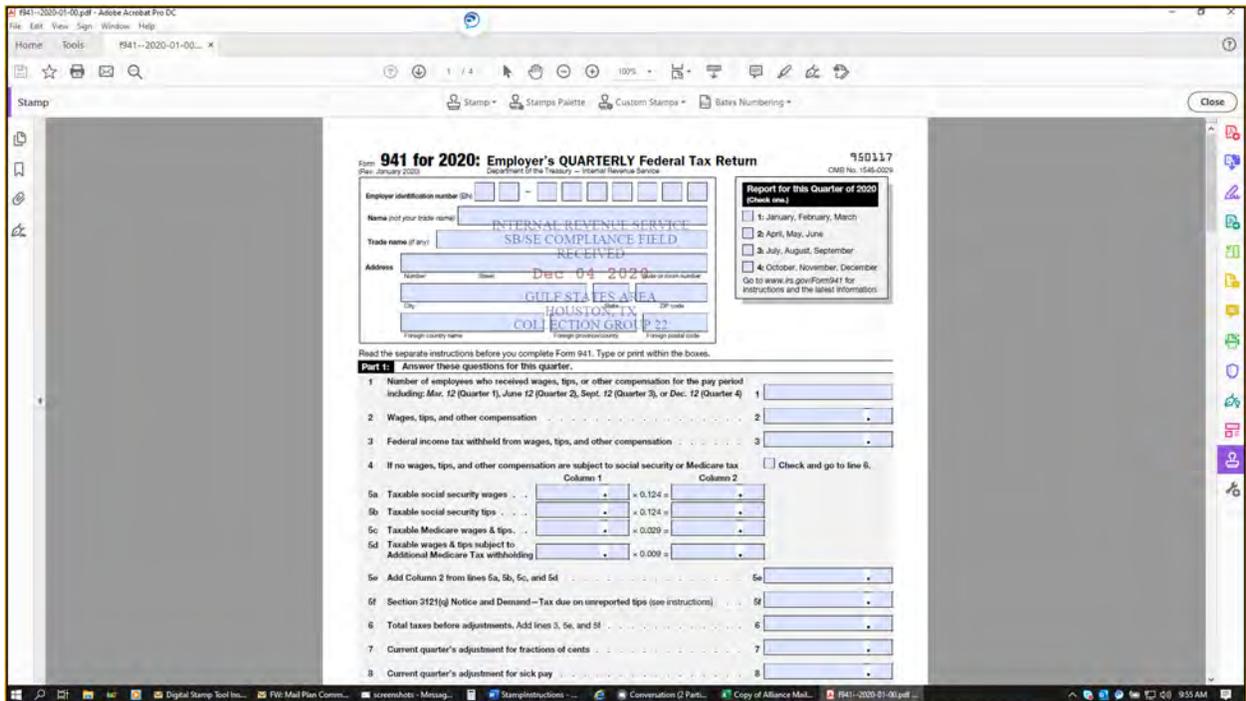
Digital Date Stamp Creation Job Aid

3 - Click on “Stamp” at the top center again. Select “IRS Stamps”, then select “Received Date Stamp”. (Note: Make sure that you see the “IRS Stamps” menu and that you see seven stamps. If not, you missed a step and you need to start over on the prior section of instructions.)



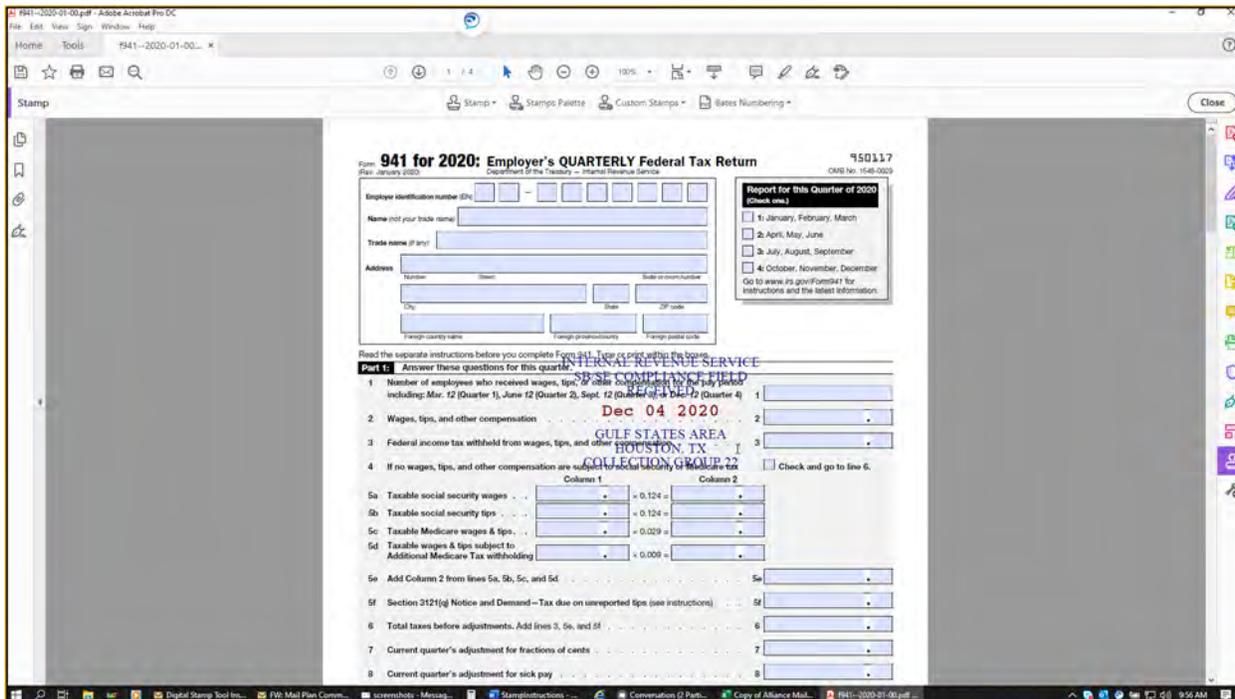
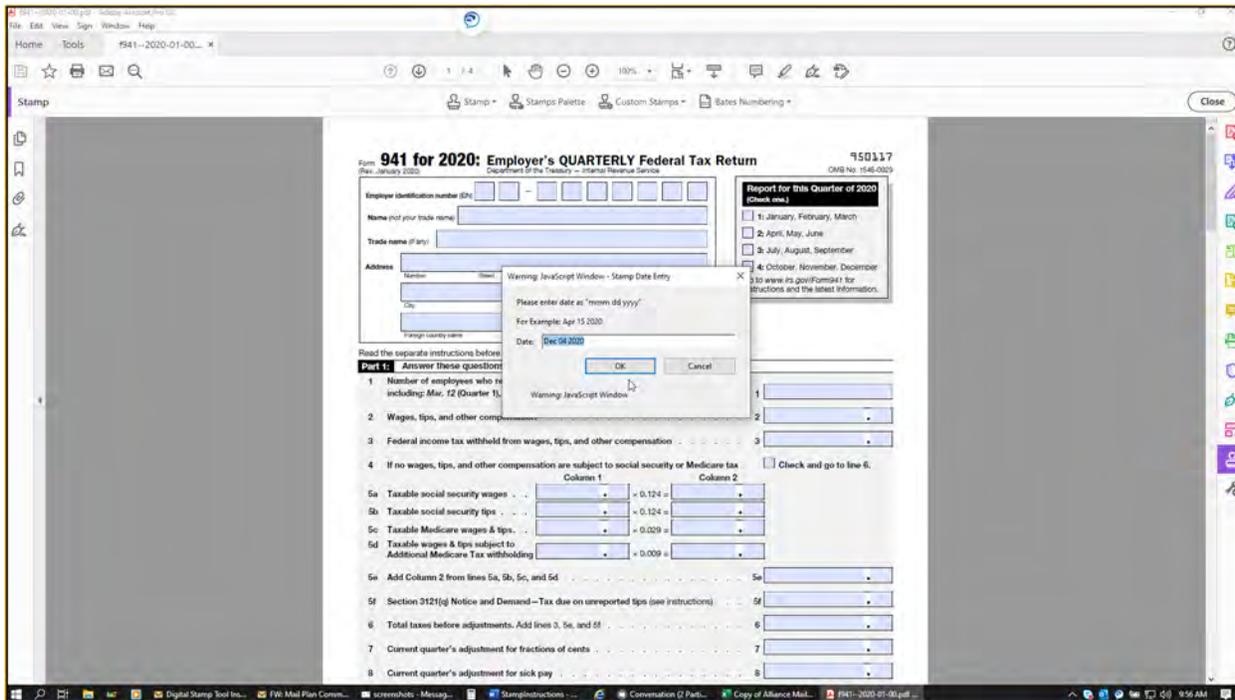
Digital Date Stamp Creation Job Aid

4 – The transparent stamp should now be hovering over the text. Move the stamp where you want it, and click your mouse to place it. (If a dialogue box like the one on the second screenshot below appears asking for your identifying information, check the box next to “Don’t show again” in the bottom-left area of that box and click “Complete”.)



Digital Date Stamp Creation Job Aid

5 – A pop-up box will appear and ask you for the date. Click “OK” if the default date is correct. Or, edit the date to whatever you need using the specific format shown (mmm dd yyyy; i.e. Apr 15 2020).



Digital Date Stamp Creation Job Aid

6 – In order to resize the stamp, click on the text of the stamp again. Then, use your mouse to click and drag on the squares at the corners.

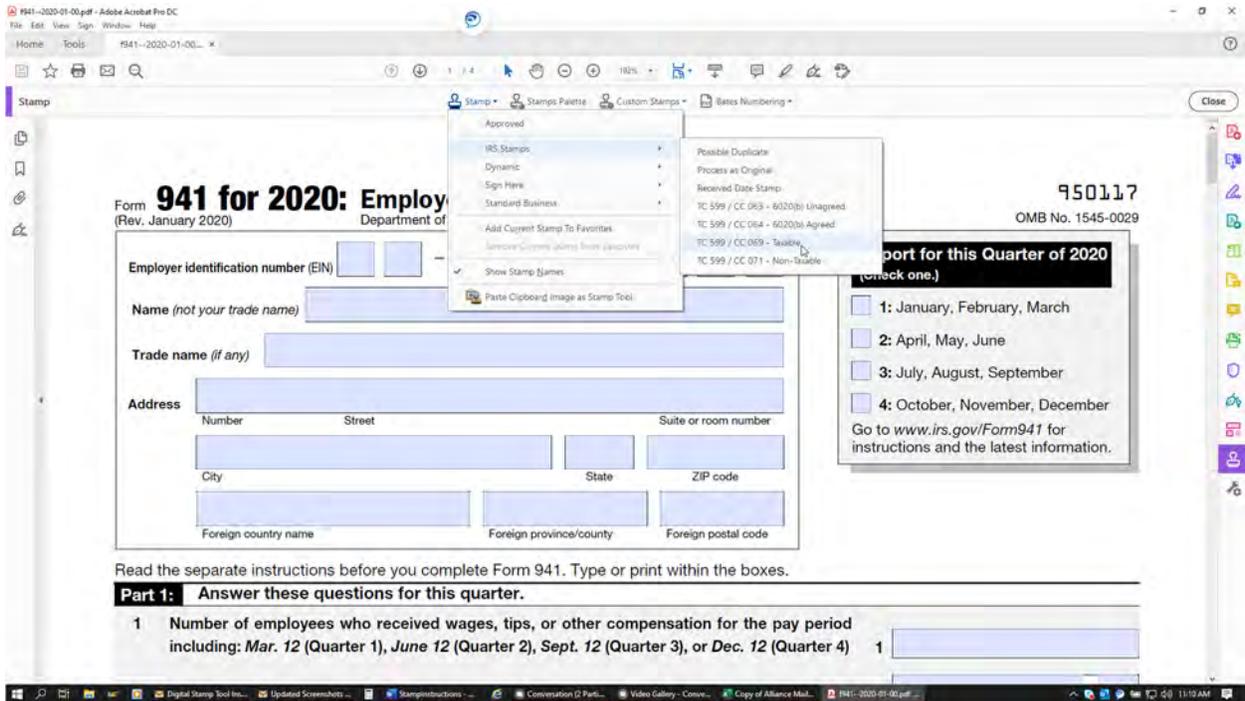
7 – If you would like to rotate the stamp, click on the text of the stamp again. Use your mouse to click and drag on the circle on the top center in order to rotate the stamp into the appropriate orientation that would best fit the area where you want to use the stamp.

Congratulations! You have placed your “Received Date Stamp”.

Digital Date Stamp Creation Job Aid

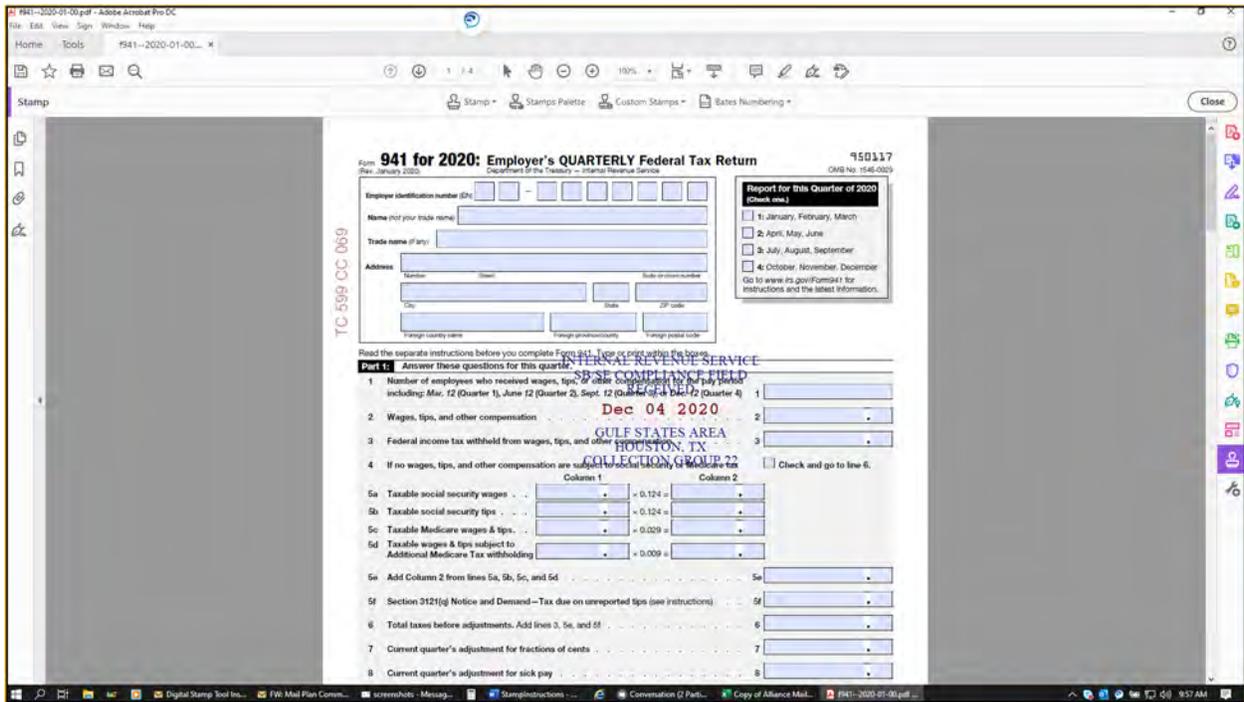
To use the TC 599 / CC XXX stamps:

1 – Click on “Stamp” in the top center, then select “IRS Stamps”, then choose the appropriate TC 599 / CC XXX stamp.



Digital Date Stamp Creation Job Aid

2 – The transparent stamp should now be hovering over the text. Move the stamp where you want it, and click your mouse to place it. You can also resize it as on Step 6 on the prior section.



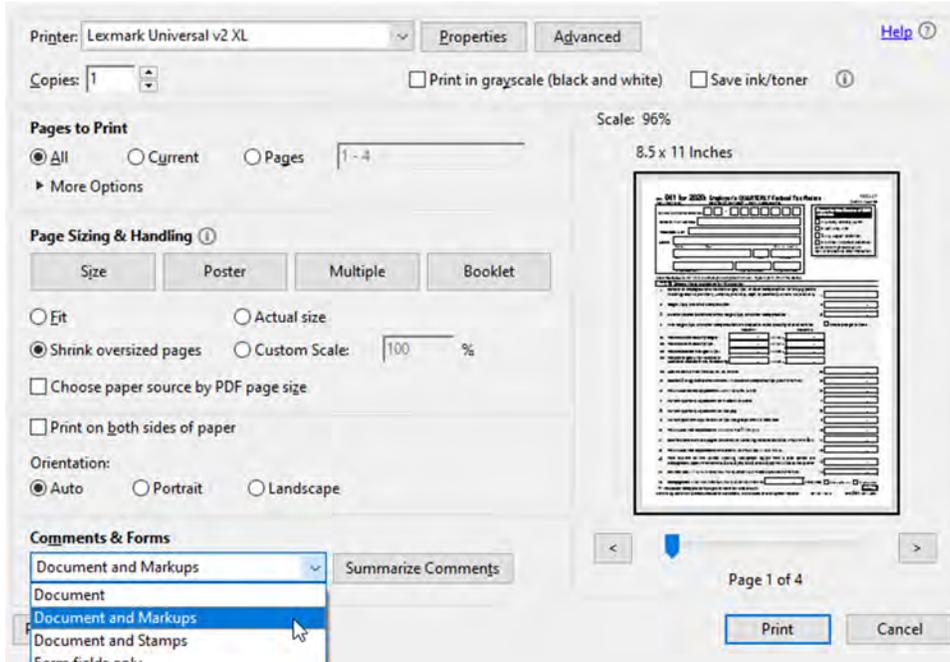
Congratulations! You have placed your "TC 599 / CC XXX Stamp".

The following instructions will cover a possible change that needs to be made on the printing dialogue box the first time you try to print a document with a stamp.

Digital Date Stamp Creation Job Aid

When printing a stamped document for the first time:

1 – After stamping a document for the first time, you must make sure that you did not inadvertently change a setting in the print dialogue box. Under “Comments & Forms”, the drop-down menu must have “Documents and Markups” selected. If this option is not selected, the stamps will not appear on your printed document. Once you have confirmed this, continue to print as usual.



Congratulations! You have now used all the stamps successfully.