

## Collins David

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**From:** Thacker Kathleen M  
**Sent:** Friday, April 17, 2020 8:40 AM  
**To:** Barnard Christina; Blevins Aaron; Humphries Barbara G; Keaton Angela M; Lucas Camella S; May Rachel S; Robards Jeffery L; Rose Denyse; Schilling Mpa Mark S; Brown Alonzo L; Collins David; Jaramillo Beatriz E; Jeffery Paula H; MacDonald Jennifer J  
**Subject:** FW: Date Stamp Process Flows (Designing & Creating)  
**Attachments:** Process Flow for Designing and Creating a Date Stamp in Adobe v.Apr2020.pdf  
  
**Sensitivity:** Confidential  
  
**Categories:** Personal - Date Stamp Suggestion

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**From:** Barnes Mary <Mary.Barnes@irs.gov>  
**Sent:** Thursday, April 16, 2020 4:39 PM  
**To:** Anderson Lisa C <Lisa.Anderson@irs.gov>; Crouse Teresa D <Teresa.D.Crouse@irs.gov>; Haub Paula K <Paula.Haub@irs.gov>; McCormack Paula T <Paula.McCormack@irs.gov>; Strickland Phillip K <Phillip.Strickland@irs.gov>; Thacker Kathleen M <Kathleen.M.Thacker@irs.gov>; Toney Marilyn <Marilyn.Toney@irs.gov>; Wells Michael <Michael.Wells@irs.gov>; Williams Erma <erma.williams@irs.gov>  
**Subject:** FW: Date Stamp Process Flows (Designing & Creating)  
**Sensitivity:** Confidential

Managers,

A question came up today about date stamps. The attachment provides instructions on creating a date stamp or employees can follow the IRM and write the information on the tax return.

### 5.1.11.6 (02-28-2020)

#### Secured Returns

- (1) Advise the taxpayer that all tax, penalty, and interest is immediately due when a delinquent return is secured. Exception: The taxpayer is in bankruptcy and the secured returns are for pre-petition periods.
- (2) If a taxpayer advises you he/she is in bankruptcy, check IDRS prior to submitting the return(s) to make sure a TC 520 cc XX has been input. If a delinquent balance due return(s) is secured and there is no TC 520 cc XX, contact Centralized Insolvency by telephone so they can determine if a freeze code is necessary before sending the return to the campus for processing. Close the Del Ret module on ICS using the appropriate submenu option for Bankruptcy. Send a copy of all balance due returns to Insolvency. See [IRM 5.9.3.9, Revenue Officers and Insolvency](#).
- (3) Date-stamp all delinquent returns secured in Collection with an official "Received" date stamp.

**Note:** If an official "received" date stamp is not available, then write the following on the face of the tax return in the upper margin on the left side: "Received," the date received, your signature and title.

Mary Barnes  
Program Manager  
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# Step 1: Process Flow for Designing a Date Stamp in PowerPoint

Open "MS PowerPoint"



Select "Blank Document"

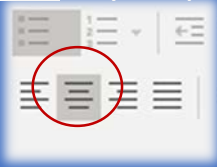
Change Layout to "Blank" under "Home" tab



Insert "Text Box" under "Insert" tab



Format the text box to be "centered" under "Home" tab. Change font to your preference.



Type info as follows:  
Internal Revenue Service  
R E C E I V E D  
SBSE – FIELD COLLECTION  
"\_\_\_\_\_"  
"Area – Territory"  
"Group #" / (TSIGN is optional)  
City, STATE and Zip Code

Adjust the text box to rid of unnecessary space on the outer



Right-click the text box and select "Save as picture"



Choose to save to desktop or other preferred folder



Change file type to "JPEG"

File name: Picture1.jpg  
Save as type: JPEG File Interchange Format (\*.jpg)

Title file as: Your BU (SBSE) POD (DG) GRP # (GRP 35) and "date stamp"

File name: Picture1.jpg  
Save as type: JPEG File Interchange Format (\*.jpg)

Click "Save"



# Step 1: Process Flow for Designing a Date Stamp in PowerPoint

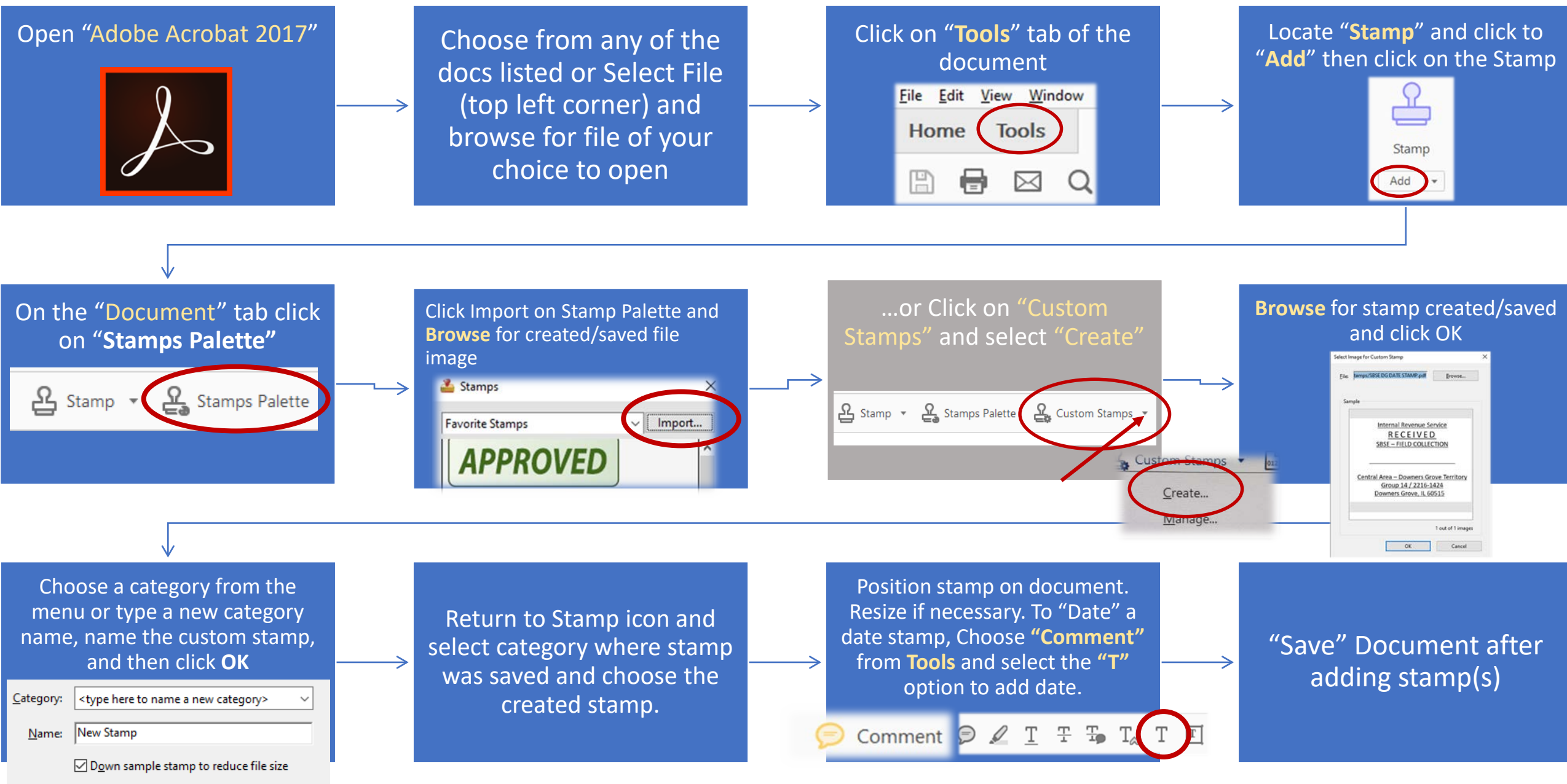
Results should appear as image below



**Note:** Design of stamp can also be created in MS Word, but will require additional step to copy/paste into MS PowerPoint or Paint.

**Note:** Use same process for designing other stamps such as TC 599/69, TC 599/71, TC 599/63, etc.

# Step 2: Process Flow for Creating a Date Stamp in Adobe



## Step 2: Process Flow for Creating a Date Stamp in Adobe

Results should appear as image below



**\*Note:** Use same process for completing other stamps such as TC 599/69, TC 599/71, TC 599/63, etc.