

FISCAL YEARS 2016 AND 2017 PERSONAL INCOME AND PERSONAL SCHOOL DISTRICT TAX COLLECTIONS APPLICATION

I. Instructions

The Internal Revenue Service (“IRS”) has agreed to allow the Ohio Attorney General (“Attorney General”) to forward federal tax information (“FTI”) to collection vendors so long as the amount of vendors used for this purposes is significantly reduced from the amounts used in prior fiscal years. Further, the IRS has stated that the Attorney General may use only vendors that can demonstrate the highest level of compliance with IRS Publication 1075 (“Pub 1075”). The IRS has cautioned that vendors who do not maintain a sophisticated computer system and operation will not be able to meet this standard.

The Attorney General will make its selection of the Fiscal Years 2016 and 2017 personal income tax (“PIT”) and personal school district tax (“PSD”) collection vendors on the basis of business need, sophistication of applicant’s computer system and operation, as well as the applicant’s understanding and compliance with the provisions of Pub 1075. In order to demonstrate sufficient sophistication, understanding, and compliance, the Attorney General is asking all applicants to submit an application to collect this information along with an Ohio Safeguard Security Report (“Ohio SSR”).

Applicants will be selected on the basis of all information in the possession of the Attorney General. This includes, but is not limited to, this application, the Ohio SSR, and previous audits by the Internal Audit Section of the Attorney General or the IRS where applicable. Applicants, particularly those who did not serve as Special Counsel or a Third Party Vendor in FY2015, may be subject to over the phone interviews or IRS-style audits of their operations.

Applicants must answer questions clearly and completely. Applicants are warned that blank answers are not acceptable. To the extent a duplicative question appears on this application and in the Ohio SSR or any other RFQ-related document, applicants are to answer both questions in both areas. Applicants should not cite to a prior response on another document. Applicants are encouraged to cite to and attach additional documentation and certain questions will require supporting documentation. Submissions must be clear and well organized, and supporting documentation must be clearly labeled to demonstrate to which response it relates.

Consistent with Section 3, paragraph D of the RFQ, the Attorney General will not reimburse any expenses incurred by applicants seeking to collect PIT or PSD accounts for Fiscal Years 2016 and 2017.

4) Has the applicant's system has ever been assessed or accredited to be in compliance with the security requirements of Pub 1075 or any similar set of standards? If so, please discuss.

5) Please document all efforts that the applicant has taken in order to comply with Pub 1075.

- a. Please include the dates of any staff trainings on Pub 1075 compliance, as well as training certificates and training materials.
- b. Please attach applicant's policy and process for reporting any unauthorized disclosures of FTI or any other confidential information held by the applicant.

6) Provide any additional information not previously requested that would demonstrate the ability and commitment to safeguarding sensitive protected data provided by the Attorney General (i.e. compliance with Ohio Revised Code Chapter 1347, HIPAA, FERPA, O/FDCPA, etc.).