

Confidential Data Need and Use Request

Instructions: This form is to be completed and sent to the Disclosure Officer whenever access to Federal tax or other State Agency data is required to perform your official duties. Make a copy for your file and send the original form to the Disclosure Officer. The Internal Revenue Service requires that all users of federal data access that data for the purpose of administering a tax. In order for Treasury to meet this requirement, each individual requesting access must identify the federal data extracts to be used. This is in addition to completing Treasury Form 4081 for Data Warehouse access to each specific database. If the confidential data is received through an exchange agreement with another State Department, it is necessary to document the need and use. Each database whether PC-based or on the mainframe must be identified below. Include the extension of the file if it is not on the data warehouse or mainframe systems. Examples: TREAS, BMF, federal individual data, etc.

PART 1: REQUEST INFORMATION		
Employee Name		Telephone Number
Title/Classification		E-mail Address
Project Name		Anticipated Project Start Date
Scope and Purpose of Project (attach additional sheet(s) if necessary)		
Data Sources Compare to Mainframe <input type="checkbox"/> Yes <input type="checkbox"/> No Date Warehouse <input type="checkbox"/> Yes <input type="checkbox"/> No Other Source, explain _____ _____		
1. Name of Database Being Requested		2. Name of Database Being Requested
3. Name of Database Being Requested		4. Name of Database Being Requested
5. Name of Database Being Requested		6. Name of Database Being Requested
Employee Signature		Date
Administrator Signature		Date

Send this form to: Disclosure Officer, Michigan Department of Treasury, Office of Privacy and Security, Disclosure Unit, 430 W. Allegan Street, Lansing, MI 48922.

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 Fax: 517-636-5340
 E-mail: Treas_Disclosure@michigan.gov