

State of Michigan Agency Employee Confidentiality Agreement

The Revenue Act, Public Act 122 of 1941, MCL 205.28(1)(f) and the City Income Tax Act, P.A. 284 of 1964, MCL 141.674(1), make tax information acquired from the Michigan Department of Treasury confidential. The Acts hold that any state employee, authorized representative, or former employee who has access to Michigan tax returns and Michigan tax return information is subject to the same restrictions as Michigan Department of Treasury employees. All unauthorized disclosures of information are subject to criminal and civil penalties under the Michigan Revenue Act and City Income Tax Act. Penalties can include fines, imprisonment, and dismissal from state employment.

INSTRUCTIONS. Read this entire form before you sign it. After you and your witness sign and date this form, keep a copy for your records and send the original to the address listed below.

Employee Information			
Last Name	First Name	Middle Initial	State Employee Identification Number
Telephone Number	State of Michigan Department	Bureau	Division

Michigan Department of Treasury tax returns or return information made available to you, including information marked "Official Use Only," shall not be divulged to any person except as is necessary to perform official duties. MCL 205.28(1)(f) provides that you may not willfully browse returns or information contained in a return. Browsing is defined as examining a return or return information without authorization and without a need to know the information to perform official duties.

Tax returns and tax return information may only be used for the purpose outlined in the Inter-Agency Agreement and/or the addendum to the Inter-Agency Agreement established between the Michigan Department of Treasury and the agency listed above (Department/Division).

Access to Treasury information, both in paper and electronic form, is allowed on a need-to-know basis to perform your agency's official duties. Before you disclose returns or return information to other employees in your agency, they must be authorized by the Michigan Department of Treasury to receive the information to perform their official duties.

Penalty. Violating confidentiality laws is a felony, with penalties as described:

Agency Discipline

Absence of criminal prosecution does not prevent your agency from pursuing internal sanctions for unauthorized accessing, browsing, or disclosing state or federal tax returns or tax return information.

Michigan Penalties

MCL 205.28(1)(f) provides that you may not willfully disclose or browse any Michigan tax return or information contained in a return. Browsing is defined as examining a return or return information acquired without authorization and without a **need to know** the information to perform official duties. Violators are guilty of a **felony** and subject to **fines of \$5,000 or imprisonment for five years, or both**. State employees will be discharged from state service upon conviction.

Any person who violates any other provision of the Revenue Act, MCL 205.1, et seq., or any statute administered under the Revenue Act, will be guilty of a misdemeanor and **fined \$1,000 or imprisonment for one year, or both, MCL 205.27(4)**.

City Penalties

MCL 141.674(2) provides that any person divulging confidential City Tax information is guilty of a misdemeanor and subject to a fine not exceeding \$500 or imprisonment for a period not exceeding 90 days, or both, for each offense.

Federal Penalties

If you willfully disclose federal tax returns or tax return information to a third party, you are guilty of a felony with a **fine of \$5,000 or imprisonment for five years, or both, plus prosecution costs** according to the Internal Revenue Code (IRC) §7213.

In addition, inspecting, browsing or looking at a federal tax return or tax return information without authorization is a felony violation of IRC §7213A, subjecting the violator to a **\$1,000 fine or imprisonment for one year, or both, plus prosecution costs**. Taxpayers affected by violations of §7213A must be notified by the government and may bring a civil action against the federal government and the violator within two years of the violation. Civil damages are the **greater of \$1,000 or actual damages** incurred by the taxpayer, **plus the cost associated with bringing the action**, 26 USC 7431.

Employee Certification		
<i>By signing this Agreement, I certify that I have read the above confidentiality provisions and understand that failure to comply is a felony.</i>		
Employee Name (Print)	Employee Signature	Date
Required Witness Name (Print)	Required Witness Signature	Date

Submit your form to the following address:
Michigan Department of Treasury
Office of Privacy and Security/ Disclosure Unit
430 W. Allegan Street
Lansing, MI 48922

Questions, contact the Office of Privacy and Security:
Telephone: 517-636-4239
Fax: 517-636-5340
E-mail: Treas_Disclosure@michigan.gov

ID mail your completed form to the following address:
Michigan Department of Treasury
Office of Privacy and Security
Operations Center - Disclosure Unit