

Treasury Documentation

Subject: Tax Audit and Collection System (TACS)
Database Passwords, Usage

For: All Treasury Employees Using
TACS Database Passwords

Also See: FT-03007

Identification	ET-03045 Policy
Effective Date	2-1-2009
Replaces	ET-03045 (2-1-1998)

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Inquiry and updating of the Tax Audit and Collection System (TACS) database files are controlled by the use of passwords. This practice maintains the security of taxpayer information and prevents unauthorized use or alteration of sensitive data files.

Each user of the database must have access rights and a unique password to identify the user, which designates the types of transactions he or she is authorized to perform. On the TACS database, the password is entered automatically from the assigned user code. Most users only have one password and will not need to know what it is because the TACS system remembers it for them. This makes the protection of the user's global password even more important.

Some users who perform multiple jobs have two passwords, one for each function. In this case, users must know both of their passwords. To switch between functions, these users must type in the "ZAP" command and a password bar will appear.

The user must still be diligent not to divulge his or her TACS passwords to any other person.

All requests to add or change a TACS password or to change a user's level of authorization for use of the TACS database must be initiated by an Executive, Division Administrator, Assistant Administrator, or Manager and signed by the Executive or Division Administrator. Requests should be submitted to the Security Administrator, Customer Contact Division, on form 1797 TACS (TACS, TACSNEW, TACS02) ACCESS REQUEST. (Refer to Form Instruction FT-03007.)

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