



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

JAY B. RISING
STATE TREASURER

1/13/2004

Department of
Office of
[Address]
P.O. Box
Lansing, MI 48909

Re: Questionnaire to Receive Confidential Michigan Treasury Tax Return Information

Dear Mr./Ms.:

This letter responds to your recent request for access to confidential Treasury tax return information to administer statutory requirements imposed upon your department.

For further consideration, please provide a full explanation of the following items.

1. Explain the need for and intended use of Michigan tax return information.
2. Identify the specific tax information needed.
3. Identify the divisions and/or units that will use Treasury tax return information.
4. Cite the statutory provisions under which you plan to use the information.
5. Identify all computer systems in your agency or in another agency's or contractor's computer system that will receive Treasury tax return information.
6. Will Treasury tax return information be shared in any way with another division within your department or with another agency, vendor, contractor, etc.?
7. Identify all employees in your agency or any other agency, public or private, that will have access to Michigan Department of Treasury tax information in any media. You may use form 4092 posted on the Treasury internet web site at: http://michigan.gov/documents/4092_100863_7.pdf.
8. If the department grants your division access to Michigan tax return information, do you or any employee, vendor or contractor who may come in contact with Michigan tax return information prepare tax returns or have a financial or personal interest in a business activity that pays taxes to the State of Michigan?
9. If Michigan return information is stored in your computer systems, will it be commingled with your data? If so, how will it be identified or separated from your data?
10. In the event the department of Treasury agrees to grant your department access to tax return information, the department will require a departmental interagency agreement between your agency and the Bureau of Revenue as well as an addendum to this agreement to identify your division's specific use of Michigan tax return information.

The following is a copy of the basic agreement that state departments are expected to enter into before any tax return information is released. This agreement summarizes computer security if Michigan tax return information will be stored in a computer system. Please keep in mind that depending on the extent of the use of Michigan tax return information, not all conditions discussed in this security memorandum may apply.

If you have any questions, please contact me at 517.373-1933

Sincerely,

Elizabeth M. Chaney
Disclosure Officer