



F.Y.I.

from the Policy Unit

FYI-159

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SUBJECT: Updated IRS FTI Desk Aid

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSS-POLICYQUESTIONS@azdes.gov or call 602-771-8127

The Policy unit is pleased to announce the IRS Federal Tax Information (FTI) Desk Aid has been updated on the PORT. A link to this document is found on the main Desk Aid page under the Global heading [here](#).

Understanding FTI and how to protect it is required of all DCSS staff. Protecting our customers' confidential information is not only essential for providing excellent customer service and ensuring the integrity of our case management, but is also required by law.

What you need to know about FTI:

- What FTI includes and common sources for this information.
- What is not FTI.
- How to safeguard FTI in the workplace.
- How to track FTI from receipt to destruction.
- Penalties associated with unauthorized access or disclosure of FTI.

Friendly reminder: The FTI computer based training (CBT) is an annual requirement for all DCSS staff and can be found in the TraCorp Learning Platform under DCSS IRS Safeguards (DECS000156).