
DCSE Policy & Procedures Unit
Policy Update
PPU 10-08-006
DATE August 19, 2010
SUBJECT: Federal Tax Information

**Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 771-8127.**

The IV-D PARTNERS should send POLICY inquiries directly to DCSE-POLICYQUESTIONS@azdes.gov

This PPU is being sent to remind staff that Federal Tax Information (FTI) is confidential. IRS regulations require that this information be provided in a secure manner. When corresponding electronically with the NCP regarding FTI always use encrypted secure email. Fax transmissions are generally not secure and must not be used for correspondence regarding FTI to either internal or to external customers.

Staff are urged to view this information directly on OPPM and not create a separate personal file. Click on the link <http://dcsepc>. You will find this Policy Update in Policy Updates 2010.