

# Complete and Submit Access MOU to TAX

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## Process

[IRMS LOCALITY ACCESS ADMINISTRATIVE ACTIVITIES](#)

## Effective Date

08/16/2005

## Purpose

The Complete and Submit Access MOU (Memorandum of Understanding) to TAX task provides instructions for completing the MOU form required for access to information in IRMS. The Local Commissioner of Revenue/Director of Finance and Local Treasurer must submit an MOU form to TAX to request access to information in IRMS annually. The Special Notes and Procedure will assist you in the process of completing the MOU form.

## Special Notes

- **Memorandum of Understanding** - a signed agreement between two or more parties stating the conditions under which a party may have access to information or data and the specific information or data that may be provided to that party. In the case of a locality, the parties involved would be TAX and a Local Commissioner of Revenue/Director of Finance and/or a Local Treasurer.
- The Memorandum of Understanding form is sent to each locality along with the yearly packet of information from TAX.

## Procedure

### Responsibility

Locality Representative

### Steps

1. Receive the annual information packet from TAX.
2. Retrieve the MOU form from the packet.  
**NOTE:** You should receive a packet for each the Commissioner/Director and the Treasurer. Be sure to deliver the correct form to the correct party.
3. Deliver the MOU form to the Commissioner/Director or the Treasurer.

### Responsibility

Local Commissioner of Revenue/Director of Finance

### Steps

1. Receive your MOU form.
2. Determine the access to request based on your business need.

3. Review your previous access requests and make any changes in request on this MOU.
4. Complete and sign the MOU form.
5. Verify that all information is correct and complete.
6. Fax the completed MOU to TAX at the Fax number on the MOU.  
**NOTE:** Once received at TAX your MOU will be reviewed. Upon approval your access will be granted or changed and you will be notified.

### **Responsibility**

Local Treasurer

### **Steps**

1. Receive your MOU form.
2. Determine the access to request based on your business need.
3. Complete and sign the MOU form.
4. Verify that all information is correct and complete.
5. Fax the completed MOU to TAX at the Fax number on the MOU.  
**NOTE:** Once received at TAX your MOU will be reviewed. Upon approval your access will be granted and you will be notified.

### **Published Date**

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