Washington State Department of Social & Health Services

Transforming lives

Employee / Contractor Awareness
IRS Safeguard Training Certification

I acknowledge receipt of training / information regarding security procedures specific to accessing, viewing, securely storing and using confidential Federal tax return information (FTI). Further, I understand and accept that:

1. FTI is sensitive information, classified as confidential by the Internal Revenue Code (IRC). It is unlawful to access, view, use or disclose FTI for any other purpose than intended in accordance with established federal laws, policy and procedures.
2. I understand that IRC section 6103 imposes strict confidentiality requirements on current and former officer, employees, agents and contractors who have or had access to Federal tax returns or return information.
3. I understand the criminal and/or civil penalties which may be pursued even after termination of employment, specifically:
   - Under the terms of IRC section 7213, willful unauthorized disclosure of a tax return or return information is punishable as a felony by a fine in any amount not exceeding $5,000, or imprisonment of not more than 5 years, or both, together with the costs of prosecution.
   - Under the terms of IRC section 7213A, willful unauthorized inspection of a tax return or return information is punishable by a fine of up to $1,000, or imprisonment of not more than 1 year, or both, together with the costs of prosecution.
   - Under the terms of IRC section 7431, a taxpayer may bring a civil action for damages against an officer or employee who has inspected or disclosed, knowingly or by reason of negligence, such taxpayer's tax return or return information in violation of any provision of IRC section 6103.
4. I acknowledge and understand that violation of these requirements of confidentiality could result in disciplinary action, including termination of employment.
5. I have taken the DSHS Information Security Awareness Training and gone through the IRS Safeguards Security Awareness Video for Human Service Agencies.
6. I am aware of the incident response policy and procedures I am required to follow for any incident involving potential loss, breach, misuse or unauthorized access of FTI.
7. I understand that upon discovering a possible improper inspection or disclosure of FTI, including breaches and security incidents, I must follow the proper incident reporting requirements, as stated in the Incident Response Plan, to ensure the IRS Office of Safeguards and the Treasury Inspector General for Tax Administration (TIGTA) are notified of a possible issue involving FTI.

By signing below, I certify that I understand and recognize my responsibility to protect and safeguard FTI from unauthorized use and disclosure.

SIGNATURE DATE	OFFICE
PRINT YOUR NAME HERE	PRINT YOUR TITLE HERE
YOUR SUPERVISOR OR DESIGNATED TRAINER'S SIGNATURE	DATE