

Servicewide Conditional Offer Letter 110909
IRS Conditional Offer

Department of the Treasury
Internal Revenue Service

Human Capital Office
Employment, Talent and Security
[Address or email]

<Vacancy Name>
<Vacancy>

Dear <FName> <LName>:

Congratulations! I am pleased to extend to you a conditional offer of [Type of Appointment; Full-Time Permanent, Temporary NTE], employment with the Internal Revenue Service as a (Position Title, GS XXXX, Grade XX, Step XX), with an annual salary of [Salary] under the 2011 Office of Personnel Management salary table at <http://www.opm.gov/oca/11tables/indexGS.asp> in our [List Business Unit, City and State of POD] office. This offer is conditional depending on the results of a pre-employment background check that will include fingerprinting and a tax check to insure you are fully compliant. A person is tax compliant if they have timely filed and paid their taxes and/or made arrangements to resolve tax issues, if needed.

If you decide to accept this conditional offer, you can do so by either responding to this email or contacting me at [Name and Telephone Number]. If we do not hear from you by [Date], we will rescind the job offer and remove your name from the list of eligible candidates.

If you accept this conditional job offer, an employment information packet will be provided to you on your first day. You may begin the Next Steps outlined in the additional instructions immediately. The Next Steps provide further instructions for processing your employment, which include:

- Submitting required paperwork
- Getting fingerprints taken
- Initiating a tax check

After receiving favorable results from both your fingerprint and tax check, we will send you a firm commitment letter.

Federal employees must comply with all laws and regulations and be financially responsible. Your full federal salary and travel payments are subject to garnishment if

you are delinquent on a debt (including but not limited to child support and student loans). If you have a delinquent debt, you should contact the agency where you have the debt to arrange for a payment plan as soon as possible. If you are unsure of the status of a debt, I suggest that you contact the Treasury Offset Program Call Center at 1-800-304-3107, and select the option "To find out if an offset has, or will, occur". You can find additional information at the following website:

www.fp.ed.gov/fp/attachments/activities_whatsnew/TCSTREAS449.doc.

The IRS offers an excellent working environment with opportunities for challenging assignments and career advancement. Based on the type of appointment, new employees may be eligible to participate in a variety of federal benefits programs to include health insurance, life insurance, thrift savings plan, and sick leave. You can read about the federal benefits available for eligible appointments at Benefits you can use!

http://jobs.irs.gov/ben_overview.html.

Again, congratulations on your selection for employment with the IRS. I look forward to hearing from you soon.

Sincerely,
[Name]
[Title HR Specialist]

The next step in firming up your conditional offer of employment with IRS is to complete the following forms. We will initiate the tax check and begin the pre-employment background check that will include fingerprinting.

Act now to insure we have your full legal name. When completing the following forms it is critical that you use your full legal name so that we may create your federal records in compliance with Homeland Security Presidential Directive 12 (HSPD-12) and to ensure that you have the necessary resources for your position on the first day.

1. Form 12333 Consent for Fingerprint Check

<http://www.jobs.irs.gov/downloads/scheduler/12333ConsentforFingerprintCheck.pdf>

2. Form 13362 Consent to Disclosure of Return Information

<http://www.jobs.irs.gov/downloads/scheduler/13362ConsenttodisclosureofReturnInfo.pdf>

3. Form 306 Declaration for Federal Employment (please sign line 17A)

http://www.opm.gov/forms/pdf_fill/of0306.pdf

4. Form I-9 Employment Eligibility Verification (documents will be verified at orientation) <http://www.uscis.gov/files/form/i-9.pdf>

5. Fair Credit Reporting Act (authorization to conduct credit check) - Form 13340 <http://www.jobs.irs.gov/downloads/scheduler/Form13340FCRA.pdf>

Please go to the following website to verify you have the documents necessary to validate the identity that you have used on your forms:

<http://www.fedidcard.gov/viewdoc.aspx?id=109>.

Please use the same forms of identification throughout this process to avoid inconsistencies in your personal information. Any inconsistencies in your personal information could result in a delay of the processing of your fingerprints and official credential (ID badge).

Once we receive these forms, you will get an email within 24 to 48 hours from the General Services Administration (GSA) about scheduling your fingerprint/credentialing appointment at a USAccess station. This correspondence will be coming from the following email address, so it is important that your computer will accept email from the following location: HSPD12Admin@identitymsp.com. (Please be sure to remove your spam blockers). If you do not receive the email notification from GSA, please contact [Name and Telephone Number] immediately on [Date]. We would appreciate your cooperation in scheduling and completing your appointment within five days of the notice from GSA.

When reporting for credentialing/fingerprinting at a USAccess credentialing station, it is critical that you print, bring along, and present the fingerprint memo to the USAccess representative. The memo is titled "USAccess Enrollment Information" and it provides guidance to USAccess representatives concerning fingerprint requirements for IRS applicants. The memo can also be found at <http://www.jobs.irs.gov/downloads/FingerprintUSAccess.pdf>

Bring this letter with you to gain entry to the site, and be prepared to be photographed in [Attire Recommend] - Professional Business Attire (Suit or shirt and tie for men and suit, blouse or sweater for women or Business Attire) for your official credential (ID badge), which you will receive after you start with the IRS.

Fax the above forms to our office at [Fax Number] Attention: [Name] by [Date].

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The IRS participates in E-Verify (Employment Verification). We will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from your Form I-9, Employment Eligibility Verification, to confirm work authorization. Any discrepancies will be shared with you so you may contact SSA and/or DHS to resolve.

Background Investigation Forms: This information will be sent in a separate email in the form of an e-QIP initiation. It will include instructions for completing the background investigation form.

Reminder as a federal employee-- You must be a U.S. citizen and for males born after December 31, 1959, you must have registered with Selective Services System. You may find information with regards to your registration at <http://www.sss.gov/Default.htm>.

A note before continuing.....

We realize some people may feel overwhelmed by the number of tasks to complete. However, if you follow the instructions step-by-step, the process will be smooth. Remember to keep a copy for your records of all documents that you send to the IRS or bring with you to orientation.

The following forms must be completed and mailed to [Name and Address] or fax to [Name and Fax Number]:

A. All new employees are required to complete the following forms:

Employee Withholding Allowance Certificate - Form W-4
<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

State Withholding - <http://www.statew4.com/content/taxforms.php>

Direct Deposit Sign-Up Form - Standard Form 1199
<http://www.jobs.irs.gov/downloads/scheduler/DirectDepSF1199A.pdf>

Ethnicity and Race Identification - Standard Form 181
http://www.opm.gov/forms/pdf_fill/sf181.pdf

Self-Identification of Handicap - Standard Form 256
http://www.opm.gov/forms/pdf_fill/sf256.pdf

Prohibited Activities - Form 12894
<http://www.jobs.irs.gov/downloads/scheduler/12894ProhibitedActivites.pdf>

Statement of Prior Federal Service - Standard Form 144 if not applicable, use N/A and return http://www.opm.gov/forms/pdf_fill/SF144.pdf

Prior Government Service - Form 12854 if not applicable, use N/A and return http://www.jobs.irs.gov/downloads/scheduler/Form12854_PriorService.pdf

Repayment of a Federal Gov't Buyout - Form 12311
http://www.jobs.irs.gov/downloads/scheduler/Form12311_Buyout.pdf

Official College Transcripts - Must be received by the Employment Office prior to entrance on duty date

B. We may require additional forms. Please look at the forms below and the brief explanation to see if you need to complete any of these forms.

Applicant Statement for Selective Service Registration - Form 13294
<http://www.jobs.irs.gov/downloads/scheduler/Form13294.pdf>

Recruitment Incentive Service Agreement – if applicable, will be sent separately.

Certification of Awareness - if applicable, will be sent separately.

Certificate of Release or Discharge from Active Duty, Member 4 Copy DD Form 214 - If applicable, must be received by the Employment Office prior to entrance on duty date.

Naturalization Papers – if not previously submitted.

If you have questions about completing these forms, or cannot access the website, please contact [Name] at [Telephone Number].

Brief Explanation of Forms

Employee Withholding Allowance Certificate (Form W-4): Federal tax withholding form.

Direct Deposit Sign-Up Form (SF 1199A): Complete this form for electronic direct deposit of your paycheck into your bank account. It does not need to be signed by your bank if you know your account and bank routing numbers. Your Social Security Number is your Payroll ID.

Ethnicity and Race Identification (SF 181): Used in part to plan for equal employment opportunity throughout the federal government.

Self-Identification of Handicap (SF 256): All new employees must complete this form, but self-identification of handicap is voluntary unless you meet one of the two exceptions detailed in the form.

Prohibited Activities (Form 12894): This form lists prohibited activities for IRS employees.

Fair Credit Reporting Act (Form 13340): A required component of your investigation for employment in a moderate or high risk position is an inquiry with a credit bureau to complete your investigation.

Request for Account History and Tax Audit (Form 2677): The IRS conducts a tax audit to ensure that new employees have complied with tax laws. The Employment Office will

complete a portion of this form. [delete if not hiring for a position which requires the tax audit]

Repayment of a Federal Government Buyout (Form 12311): Complete this form.

Official College Transcripts: Transcripts from the college you attended, if applicable.

Statement of Prior Federal Service (SF144): Complete this form if you previously worked for the federal government.

Prior Government Service (Form 12854): Complete this form if you previously worked for the federal government.

State Withholding Forms (W-4): Complete this form for the state you reside in. The website lists all W-4 withholding forms.

Applicant Statement for Selective Service Registration (Form 13294): If you are a male born after December 31, 1959, and are at least 18 years of age, you must be registered with the Selective Service System, unless you meet certain exemptions.

Recruitment Incentive Service Agreement and Certification of Awareness: A recruitment incentive is usually a payment offered to eligible individuals who are newly-appointed to eligible positions or who must relocate to accept a position in a different geographic area.

Certificate of Release or Discharge from Active Duty, Member 4 Copy (DD Form 214): Used to verify military service for benefits and retirement.

Naturalization Papers - provide a copy if not previously submitted.