



*Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Transitional Assistance*

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Governor

JOHN W. POLANOWICZ  
Secretary

STACEY MONAHAN  
Commissioner

**Online Guide Transmittal 2014-8  
December 18, 2014**

**To: Department of Transitional Assistance Staff**

**From:** *POS* **Anne O'Sullivan, Assistant Commissioner for Policy, Program and External Relations**

**Re: Processing Federal Tax Information (FTI) Documents**

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**Overview**

Documents containing Federal Tax Information (FTI) are sent to a secure FAX number in Central Office. Documents containing FTI that are received by TAO's must **not** be transmitted via email or facsimile machines.

If there is an appeal involving FTI due to a case closing, overpayment obligation and/or administrative disqualification hearing please forward the hearing notice to:

Department of Transitional Assistance  
Data Match Supervisor  
600 Washington Street 5<sup>th</sup> Floor  
Boston, MA 02111.

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**New BEACON  
Online Guide  
Pages**

The following page has been added to the Cross Programs section of the Online Guide:

**Topic:** Cross Programs  
**Book:** Overpayment and Recoveries  
**Chapter:** Overpayment and Recoveries  
**Page:** Processing Federal Tax Information Documents

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**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline.

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