

U.S. TREASURY DEPARTMENT

INTERNAL REVENUE SERVICE



Date of issue February 20, 1964

Circular  
52-116-42**MANUAL SUPPLEMENT**Redesignation of Internal Revenue Service Regions  
and Regional Service CentersSection 1. Purpose

This Supplement implements Treasury Department Order No. 150-59, dated February 11, 1964, which redesignated the titles of Internal Revenue regions and regional service centers.

Section 2. Redesignation of Regions and Offices

.01 The titles of the Internal Revenue regions are redesignated as follows:

<u>Previous Title</u>	<u>New Title</u>
Atlanta Region	Southeast Region
Boston Region	Northeast Region
Chicago Region	Midwest Region
Cincinnati Region	Central Region
Dallas Region	Southwest Region
New York City Region	New York Region
Philadelphia Region	Mid-Atlantic Region
San Francisco Region	Western Region

.02 The titles of the offices of the Regional Commissioners of Internal Revenue are redesignated in the following manner:

Office of Regional Commissioner of Internal Revenue, Southeast Region

.03 The offices of the Regional Commissioners of Internal Revenue may be referred to in correspondence and internal management documents in the following manner:

Regional Commissioner, Southeast Region

Section 3. Redesignation of Regional Service Centers

.01 The titles of the Regional Service Centers are redesignated, according to their location, as follows:

Internal Revenue Service Center, Austin, Texas  
 Internal Revenue Service Center, Chamblee, Georgia  
 Internal Revenue Service Center, Cincinnati, Ohio  
 Internal Revenue Service Center, Kansas City, Missouri  
 Internal Revenue Service Center, Lawrence, Massachusetts  
 Internal Revenue Service Center, Ogden, Utah  
 Internal Revenue Service Center, Philadelphia, Pennsylvania

.02 The Directors of Regional Service Centers are redesignated in the following manner:

Director, Internal Revenue Service Center, Austin, Texas

.03 The titles designated in Section 3.02, together with mailing addresses, shall be used in furnishing mailing instructions to taxpayers concerning information returns and other documents.

.04 As a "short title," when not used in furnishing a mailing address, the Internal Revenue Service Centers may be referred to in correspondence, internal management documents, and for public information purposes, in the following manner:

Austin Service Center

.05 If the city location of a Service Center is changed, corresponding change will be made in its title.

#### Section 4. Building Signs

Where building signs are used, new signs should be procured for the offices of the Regional Commissioners and the existing sites of the Service Centers, in the following manner:

##### Regional Offices

U. S. Treasury Department  
Internal Revenue Service  
Central Region

##### Service Centers

U. S. Treasury Department  
Internal Revenue Service Center

#### Section 5. Letterheads, Forms, Rubber Stamps, and Seals

.01 Existing stocks of letterheads, forms, rubber stamps, and other similar materials are to be used until stocks are exhausted, but not beyond December 31, 1964. The printing of letterheads to replenish stocks and for use beginning January 1, 1965, shall be in the following manner:

##### Regional Offices

U. S. Treasury Department  
Internal Revenue Service  
Office of Regional Commissioner  
Western Region  
870 Market Street  
San Francisco, California 94102

##### Service Centers

U. S. Treasury Department  
Internal Revenue Service Center  
7 Lake Street  
Lawrence, Massachusetts 01841

.02 All existing seals of office should be used until new seals are authorized by amendment of pertinent Treasury Regulations.

#### Section 6. Effect on Other Documents

Manual Supplements 11G-26, dated January 14, 1963, and 11G-31, dated January 2, 1964, are hereby superseded.

*Mortimer M. Caplin*  
Commissioner