

U.S. TREASURY DEPARTMENT



No.

INTERNAL REVENUE SERVICE

C. R. 12G-20

MANUAL SUPPLEMENT

June 10, 1965

Redesignation of Service Centers

Section 1. Purpose

This Supplement redesignates the titles of the Service Centers so that the public will more clearly understand the regional scope of these offices.

Section 2. Redesignation of Service Centers

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

Internal Revenue Service Center
Central Region, Cincinnati, Ohio

Internal Revenue Service Center
Mid-Atlantic Region, Philadelphia, Pennsylvania

Internal Revenue Service Center
Midwest Region, Kansas City, Missouri

Internal Revenue Service Center
North-Atlantic Region, Lawrence, Massachusetts

Internal Revenue Service Center
Southeast Region, Chamblee, Georgia

Internal Revenue Service Center
Southwest Region, Austin, Texas

Internal Revenue Service Center
Western Region, Ogden, Utah

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

Director, Internal Revenue Service Center, Mid-Atlantic Region, Philadelphia, Pennsylvania

.03 The titles designated in Section 2.01, together with mailing addresses, shall be used in furnishing mailing instructions to taxpayers concerning returns and other documents.

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

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

Midwest Service Center

Section 3. Building Signs

Where building signs are used, they should continue in the following manner:

U. S. Treasury Department
Internal Revenue Service Center

Section 4. Letterheads, Forms, Seals, Etc.

.01 Existing stocks of letterheads, forms, and other similar materials are to be used until stocks are exhausted. The printing of letterheads to replenish stocks shall be in the following manner:

U. S. Treasury Department
Internal Revenue Service Center
Southeast Region
4800 Buford Highway
Chamblee, Georgia 30005

*See 30 F.R. 4585
7-7-65*

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

Section 5. Abbreviations for Service Centers

.01 The Standard abbreviations for the Service Centers will be as follows:

<u>Region</u>	<u>Abbreviation</u>
Central	CSC
Mid-Atlantic	MASC
Midwest	MWSC
North-Atlantic	NASC
Southeast	SESC
Southwest	SWSC
Western	WSC

.02 When abbreviations are used with other designations which indicate the office involved, such as SC- Memorandums, Circulars and Delegation Orders, a shortened abbreviation should be used in the following manner:

SC-SW-Memorandum No.

Section 6. Pen-and-Ink Change

In 1236.2:(2), last line, delete "DAL" and insert "SW" in its place.

Section 7. Effect on Other Documents

This amends IRM 1119.17:(2), IRM 1119.5, and Exhibit 1119-1. Manual Supplements 11G-32, dated February 20, 1964 and 12G-14, dated March 13, 1964, are superseded.



Commissioner