



manual supplement

11G-66

US Treasury Department Internal Revenue Service

July 23, 1971

Designation of Service CentersSection 1. Purpose

This Supplement designates the official titles and the "short titles" for the three new service centers and redesignates the "short titles" for the seven existing centers.

Section 2. Official Titles for Service Centers

- .01 The official titles of the existing service centers remain unchanged.
- .02 Official titles for the three new service centers are designated as follows:

Internal Revenue Service Center,
North-Atlantic Region, Brookhaven, New York

Internal Revenue Service Center,
Southeast Region, Memphis, Tennessee

Internal Revenue Service Center,
Western Region, Fresno, California

- .03 The titles designated in Sections 2.01 and 2.02, together with complete mailing addresses, shall be used in furnishing mailing instructions to taxpayers. For example:

Internal Revenue Service Center
Southeast Region
3131 Democrat Road
Memphis, Tennessee 38110

- .04 The public mailing address for the Brookhaven Service Center is an exception to the rule in 2.03 above because this Center is served by a nearby village post office (Holtsville) within the Township of Brookhaven. The public mailing address for the Brookhaven Service Center is as follows:

Internal Revenue Service Center
North-Atlantic Region
1040 Waverly Avenue
Holtsville, New York 11799

- .05 Directors of service centers are designated in the following manner:

Director, Internal Revenue Service Center,
Memphis, Tennessee

- .06 If a city location of a service center is changed, corresponding change will be made in its title.

Section 3. "Short Titles" and Standard Abbreviations for Service Centers

- .01 "Short titles" for the existing service centers are redesignated, according to their locations, and "short titles" are designated, on the same basis, for the new service centers.

.02 "Short titles" and corresponding standard abbreviations for service centers are as follows:

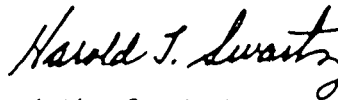
Cincinnati Service Center - CSC
Philadelphia Service Center - PSC
Kansas City Service Center - KCSC
Andover Service Center - ANSC
Brookhaven Service Center - BSC

Atlanta Service Center - ATSC
Memphis Service Center - MSC
Austin Service Center - AUSC
Ogden Service Center - OSC
Fresno Service Center - FSC

.03 The titles designated in Section 3.02 may be used in correspondence, internal management documents, and for public information purposes when a mailing address is not required.

Section 4. Effect on Other Documents

This amends IRM 1112:(2) and Exhibit 1112-1; and amends and supplements Exhibit 1112-2, IRM 1117.1; 1119.17; 1119.5; and Exhibit 1119-1. This "effect" should be noted by pen and ink beside the text and on the Exhibits cited, with a reference to this Supplement.



Acting Commissioner