

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



December 18, 2012

EBLAST

TO: IV-D DIRECTORS

SUBJECT: FRANCHISE TAX BOARD (FTB) DESIGNEE LIST – ANNUAL UPDATE

The purpose of this E-Blast is to request an annual update to the Department of Child Support Services (DCSS) and the Local Child Support Agencies (LCSA) FTB designee list. This list enables FTB to release copies of confidential state income tax return information to authorized individuals designated by the LCSA Directors.

DCSS and FTB have entered into an agreement to provide state income taxpayer information to LCSAs for the purposes of establishing and enforcing outstanding child support obligations.

The FTB Designee List must contain the following information:

- Designee: (Primary and Secondary designee only)
  - First and Last Name
  - LCSA County:
    - Name of Division, Organizational and Unit Name
- Mailing Address:
- Mail Stop Code: (if applicable)
- Telephone Number: (XXX) XXX-XXXX, Extension Number
- E-mail address:

Please submit the FTB Designee List Information via email to the DCSS Information Security Office (ISO) at [info.security@dcss.ca.gov](mailto:info.security@dcss.ca.gov) by January 31, 2013. DCSS ISO will compile and maintain an authorized list of designees and submit the list to FTB.

As a reminder, the LCSAs should understand the confidential nature of the taxpayer information and take every precaution to protect individual rights of privacy as expressed in the California Family code Section(s) 17506, 17212 and the Revenue and Taxation Code Section 19542. Please follow the DCSS Information Security Manual for the proper handling, disclosure and destruction of the state income tax or child support information.

Should any FTB designee's employment status change (retirement, transfer, etc.), please notify DCSS ISO, Mary Maestas-Sandoval at (916) 464-5422 or send an email to [info.security@dcss.ca.gov](mailto:info.security@dcss.ca.gov) immediately. DCSS ISO will notify FTB in writing to update and/or change the designee list.

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If you have any questions or concerns regarding updating the FTB Designee List, please contact Mary Maestas-Sandoval at (916) 464-5422 or you may reach me at (916) 464-5774.

Sincerely,

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JUDY RAMOS  
Interim Information Security Officer  
Technology Services Division