IRS OFFICE OF SAFEGUARDS
DATA INCIDENT REPORT (for federal tax information only)

Contact Information		
AGENCY NAME:	AGENCY ADDRESS:	
CONTACT NAME:	PHONE #:	EMAIL ADDRESS:

Incident Information	
DATE INCIDENT *OCCURRED*:	DATE INCIDENT *DISCOVERED*:
TIME INCIDENT *OCCURRED*:	TIME INCIDENT *DISCOVERED*:
DESCRIPTION OF INCIDENT DISCOVERY:	ADDRESS WHERE INCIDENT OCCURRED:
DESCRIPTION OF INCIDENT:	
DATA INVOLVED (INCLUDE SPECIFIC ELEMENTS IF KNOWN)	# OF FTI RECORDS AFFECTED:
SPECIFIC TECHNOLOGY INVOLVED (E.G., LAPTOP, SERVER, MAINFRAME)	

Incident Response Information (Safeguards Use Only)	
REPORT DATE:	REPORT TIME: