

Alcohol and Tobacco Tax and Trade Bureau

Federal Excise Tax (FET)

Privacy Impact Assessment

Information Collected and Purpose

The Federal Excise Tax Major Application is the primary tool by which the TTB tracks individual excise tax payments from the regulated industry members. The system contains fields for the name of taxpayers, EIN, amount of payment, date of payment and tax period covered by the payment. The FET system receives regular (every workday) updates of tax returns and payment data from the US Bank via batch interface. FET only stores Personally Identifiable Information (PII) that has been included in submitted excise tax returns. For individuals with direct access to FET, TTB also collects necessary PII to authenticate users and restrict permissions. FET associates these individuals with user-created user IDs and passwords.

Information Use and Sharing

FET stores names of those individuals who have provided that information on an excise tax payment. Designated and approved TTB employees have direct access to FET, but all individuals receive different rights according to their job roles and needs.

Information Consent

For an individual's PII to be in FET, he or she must have willingly and intentionally filled out and submitted an excise tax payment.

Information Protection

TTB will take appropriate security measures to safeguard PII and other sensitive data stored in FET. TTB will apply Department of the Treasury security standards, including but not limited to routine scans and monitoring, back-up activities, and background security checks of all TTB employees and contractors.

In addition, access to FET PII will be limited according to job function. TTB will control access privileges according to least privilege.

The following access safeguards will also be implemented:

- Passwords expire after a set period
- Accounts are locked after a set period of inactivity
- Minimum length of passwords is eight characters
- Passwords must be a combination of letters and numbers and symbols
- Accounts are locked after a set number of incorrect attempts