

**MAP 9
LOCATING RETURNS**

9.1 INTRODUCTION

9.2 DOCUMENT LOCATOR NUMBER (DLN)

9.3 REQUESTING STATE TAX RETURNS AND PRIOR AUDIT REPORT

Rev. 7/17

9.1 INTRODUCTION

This section discusses methods and information needed to request state tax returns and prior audit reports.

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**9.2 DOCUMENT
LOCATOR NUMBER
(DLN)**

The Document Locator Number (DLN) is a unique number assigned to a state tax return. Sometimes, the DLN includes a letter at the end, called DLN suffix, which represents electronically filed returns. The DLN shown on BETS (Business Entity Tax System), PASS (Professional Audit Support System), and TI (Taxpayer Information System) are different.

BETS

The DLN found on BETS is a 13-digit number, comprised of the following:

Digits 1-2 are the source input code

(30= EFT payments, 40= regular payments, 50= paper returns,
52= ELF return)

Digits 3-4 are the process year

Digit 5 is a filler (zero)

For C corporation and S corporation returns

There is no **zero** filler in that position on Partnership returns.
Partnership returns have a six-digit DLN block series number.

Digits 6-10 are the DLN block series

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Digit 11 is a placeholder for a possible suffix if needed later

Digits 12-13 are the item/sequence number

Example: 5097016741007

50 = source input document was a paper return

97 = process year

0 = filler

16741 = DLN block series

0 = placeholder

07 = item number

PASS

The DLN found on PASS is twelve spaces (only ten digits are visible), comprised of the following:

Digits 1-2 are the process year

Digit 3 is a filler (zero)

Digits 4-8 are the DLN block series

Digits 9-10 are the item/sequence number

Digits 11-12 are spaces used as a placeholder for a possible suffix if needed later

Example DLN: 9701674107

97 = process year

0 = filler

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16741 = DLN block series

07 = item number

TI

Digits 1-2 are the return process year

Digits 3-8 are the DLN block series or type

Digits 9-10 are the item/sequence number

Digit 11 is for block suffix

Digit 12 is for item suffix assigned only if there is a duplicate return within a block

Example DLN: 9701674107

97 = process year

016741 = DLN block series

07 = item number

DLN Suffix

The relevant DLN suffixes are:

E – e-Filed using personal software by a taxpayer or tax practitioner

M – IPACS (Image Processing and Cashiering System)

T – Telefile

W – CalFile using FTB website

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9.3 REQUESTING STATE TAX RETURNS AND PRIOR AUDIT REPORTS	<p>Always search the Taxpayer Folder Application (TPF) for state returns and PASS for prior audit reports. If the returns and prior audit reports are not available in TPF or PASS, refer to FTB General Procedures Manual (GPM) 0630 for instruction to submit a Search Request to the Data Storage Section (DSS).</p> <p style="text-align: right;">Rev. 7/17</p>
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