

Economist Procedures

- Case Assigned by Branch II Chief
- Read Submission
- Formulate Due Diligence Questions
- Send Due Diligence Questions to Team Leader
- Attend Meetings
- Analyze Submission and Due Diligence Material
- Perform Economic/Financial Analysis
- Submit Results of Analysis to Team Leader, Team Leader's Branch Chief & Branch II Chief

Economic Reports

- Create a Record of Analysis for Negotiation
- Contain Information that Allows Replication of Analysis
- Concise Memorandums Explaining Analysis & Critique of Taxpayer's Submission
- Delineate Screening Criteria
- Include Table for Comparables Accept/Reject
- Include Table of Comparables
- Indicate Count, Median and Interquartile Ranges
- Include AIA Unadjusted and Adjusted Results