

**Office of Earnings and International Operations
Division of Earnings and Business Services**

Unable to Locate Film Referral Sheet

Complete the following information and forward to the Earnings Operations Expert for processing:

Technician Name: _____;

Unit: _____ Today's Date: _____

Employer Identification Number: _____;

Type of Film: _____;

Tax Year: _____;

Microfilm Reference Number: _____ or

Earnings Control Number: _____;

Date of each attempt: _____, _____ and _____

RULE: DEBS should only complete the UTL Film Referral Sheet after three unsuccessful attempts to locate microfilm in the Film Library.