



Date:

Taxpayer ID number:

Form:

Tax periods ended:

Contact telephone number:

Contact fax number:

Contact hours:

Person to contact:

We're auditing your Form , and need a response from you

Dear Taxpayer:

We're auditing your federal income tax return and need additional information to support the items checked below that you claimed on your return.

- Filing Status and Exemptions
- Head of Household
- Exemptions
- Adjustments to Income
- Alimony Paid
- Moving Expense
-
-
-
-
- Schedule A - Itemized Deduction
- Medical & Dental Expense
- Interest You Paid
- Gifts to Charity
- Casualty & Theft Losses
- Unreimbursed Employee Expense
- Other Miscellaneous Deduction
- Schedule C - Gross Receipts
- Schedule C - Expenses
-
- Tax Credits
- Foreign Tax Credit
- Earned Income Credit
- Child Care Credit
- Education Credit
- Adoption Credit
- Credit for the Elderly
- Pension Tax on Early Distributions
- Premium Tax Credit
-

What you need to do

- Please see the enclosed explanation of the documentation you need to provide.
- Send the documentation to us within 30 days from the date of this letter.

- o Send clean, readable copies of your supporting records and/or information (includes receipts, canceled checks, etc.). Include a copy of this letter. (Don't send us original documents, unless we specifically ask for it.)
- o Complete and return any enclosed questionnaires.
- o If you reply by mail, send to the address shown at the top of this letter. Keep a copy of the letter and any information you send to us.
- o If you reply by fax, use the number listed at the top of this letter. Include your social security number on each page.

If you have questions about this letter or need additional time to gather your documents, call us at the number listed at the top of this letter. We enclosed Publication 3498-A, *The Examination Process (Audits by Mail)*, that explains your responsibilities and rights during the audit process.

We'll review the information you send us and take one of the following actions:

1. We will make no changes to the tax you reported on your return, if the information you send fully addresses our questions. You will receive a letter stating we accept your return as filed, and you won't need to take any further action.
2. We will send you a letter with an examination report explaining the proposed changes to your tax and the actions you need to take, if the information doesn't fully address our questions.

If you don't reply

We will disallow the questioned items and send you a letter and examination report showing our proposed changes to your tax.

Please provide a telephone number, including area code, and the best time for us to reach you if we need more information.

Telephone number: () _____ - _____ Hours: _____

Thank you for your cooperation.

Sincerely,

Operations Manager, Examination

Enclosures:

- Copy of this letter
- Publication 3498-A
- Envelope

- Questionnaires
- Form 886-A, *Explanation of Items*
- Form 14950, *Premium Tax Credit Verification*
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FOIA Request