



Department of the Treasury  
Internal Revenue Service

Date:

Taxpayer ID number:

Form:

Tax periods ended:

Person to contact:

Employee ID number:

Contact telephone number:

Contact hours:

Contact fax number:

Dear Taxpayer:

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

- |  |  |
|--|--|
| <input type="checkbox"/> Earned Income Credit      | <input type="checkbox"/> Contributions               |
| <input type="checkbox"/> Filing Status             | <input type="checkbox"/> Casualty & Theft Losses     |
| <input type="checkbox"/> Exemptions                | <input type="checkbox"/> Moving Expense              |
| <input type="checkbox"/> Child Care Credit         | <input type="checkbox"/> Uniforms, Equipment & Tools |
| <input type="checkbox"/> Credit for the Elderly    | <input type="checkbox"/> Miscellaneous Deductions    |
| <input type="checkbox"/> Child Tax Credit          | <input type="checkbox"/> Employee Business Expense   |
| <input type="checkbox"/> Education Credit          | <input type="checkbox"/> Premium Tax Credit          |
| <input type="checkbox"/> Alimony Payments          | <input type="checkbox"/>                             |
| <input type="checkbox"/> Medical & Dental Expenses | <input type="checkbox"/>                             |
| <input type="checkbox"/> Interest Income           | <input type="checkbox"/>                             |

FOIA Request

If you are expecting a refund, it will be delayed until we receive and review the information requested above. If you don't provide the information, we will disallow the items and deny your claim.

If you have additional information to support the questionable items on your claim, please mail us clean, readable copies. These documents could include receipts, canceled checks or other explanatory material.

Please respond within 30 days from the date of this letter and include a copy of the first page of this letter with your response. You can reply by fax at the number listed in the heading of this letter or by mail using the enclosed envelope.

After we receive the information, we will review it and take one of the following actions:

1. If we agree with the information that you send us, we will allow your claim in full and release your refund.
2. If we disagree with the information, we will disallow the claim and send you a report of our findings and a detailed explanation. You can submit additional information for us to reconsider your claim.

If you have questions or need additional time to gather your documents, you can call us at the number listed at the top of this letter.

If you want us to call you, provide your telephone number, including area code, and the best time to reach you.

Home telephone number: (     ) \_\_\_\_\_ Best time to call: \_\_\_\_\_

Work telephone number: (     ) \_\_\_\_\_ Best time to call: \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

Enclosures:

Publicaton 3498-A, *The Examination Process (Audits by Mail)*

Envelope

- Questionnaires
- Form 886-H-EIC, *Documents You Need to Prove You Can Claim the Earned Income Credit on the Basis of a Qualifying Child or Children*
- Form 886-H-HOH, *Supporting Documents to Prove Head of Household Filing Status*
- Form 886-H-DEP, *Supporting Documents for Dependency Exemptions*
- Form 886-A, *Explanation of Items*
- Form 14950, *Premium Tax Credit Verification*
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