



**DEPARTMENT OF THE TREASURY**  
**WASHINGTON, D.C. 20220**

**INSPECTOR GENERAL**  
**for TAX**  
**ADMINISTRATION**

Confirmation Letter

OMB NO. XXXX Expires MM/DD/YY

Month Day, Year

Person to Contact: xx. xxxx xxxxxx

Telephone Number (Not Toll Free):

(xxx) xxx-xxxx

Taxpayer Identifying Name: John Q. Public

Taxpayer Identifying Number: 012-34-5678

Taxpayer  
1234 Main Avenue  
Metropolis, USA 01234

Dear Taxpayer,

The Treasury Department is conducting an independent review of the Internal Revenue Service's (IRS) records to determine whether the IRS is complying with certain provisions contained in the Internal Revenue Code. The Treasury Inspector General for Tax Administration (TIGTA), which is part of the Department of Treasury but independent of the IRS, is charged with conducting these independent reviews of the IRS.

We would appreciate your help in verifying the accuracy of the IRS records by answering the questions listed below. Your response is voluntary and there are no penalties for not replying. This letter is NOT a review of your tax records or a request for payment.

The information that you provide may be furnished to the IRS. However, the law prohibits us from providing information concerning your tax account to third parties (other than the IRS) without your written permission.

We are currently reviewing procedures related to the record of returns not filed. As of the date of this letter, the IRS records show the following return(s) for your account have not been filed:

Type of Return	Period Ending
_____	_____
_____	_____

Please provide the following information if you filed any of the tax returns listed above.

Date and location of filing: Please show the date of filing and the name of the IRS employee receiving the return, if available, and location of the IRS office where filed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Payment information: If you made a payment when you filed the return, please show:

1. Amount of payment. \_\_\_\_\_
2. IRS receipt number. If you were given one, please include the name of the IRS employee receiving payment and the address of the IRS office.

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3. IRS endorsement on back of personal check and 13 digit number on front. If you paid by money order, please provide the date and place of purchase, and serial number.

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Name and identifying number: Show the name and number used if your return was not filed under the name or taxpayer identifying number shown above.

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To help assure our independent review of the IRS, please reply only to the Department of Treasury (or TIGTA) using the enclosed postage-paid envelope. Please do not forward this letter to the IRS. If you have any questions, please call the individual shown at the top of this letter. We would appreciate your reply within 20 days. Thank you for your cooperation.

Sincerely,

Michael R. Phillips  
Deputy Inspector General for Audit

Enclosures: Postage-paid Envelope

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## Privacy Act and Paperwork Reduction Act Notice

The Budget and Accounting Procedures Act of 1950 authorizes the Department of Treasury to request this information for the purposes stated in the letter. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid Office of Management and Budget control number. The estimated average time to comply with this letter is fifteen minutes. If you have any comments concerning the accuracy of this time estimate or suggestions for making this letter simpler, please write to either the:

Treasury Inspector General for Tax Administration  
Office of Audit  
1125 15<sup>th</sup> Street, N.W., Suite 700A  
Washington, D.C. 20005

Or

Office of Management and Budget  
Paperwork Reduction Project (1591-XXXX)  
Washington, D.C. 20503

Do not send your reply to this letter to either of these addresses.