

## 637 Registration Inspection Letters

### Form 637 Inspection Letters

Letter #	Revised date	Title, Description and Use	Preparer
		Prepared by 637 Coordinator	
L 3681	February 2008	<b>20 Day Letter</b> Letter will be sent to persons who are attempting to register under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter notifies them that if they have not heard from someone within 20 days regarding their registration application, to call the name and phone number of the person in the letter.	6RG
L 3682	April 2004	<b>Additional Information Request</b> Letter will be sent to persons who are attempting to register under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter notifies applicant that there was missing information on their 637 application that needs to be submitted before registration can be approved.	CEO/6RG
L 3683	OBSOLETE 11-12-09 replaced by L3696	<b>Deficiencies Found</b> Letter This letter is sent to persons who are registered under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter notifies registrant that there were deficiencies found during a recent 637 review.	RA/6RG
L 3684	February 2008	<b>Denial of Registration - Contested</b> Letter will be sent to persons who are attempting to register under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter notifies applicant that they are being denied a registration and the reasons for denial. Letter is issued after the National 637 Coordinator has reviewed the applicants case file and appeals letter.	637 Reg Grp Mgr
L 3685	April 2004	<b>Denial of Registration - Uncontested</b> Letter will be sent to persons who are attempting to register under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter notifies applicant that they are being denied a registration and the reasons for denial. Letter informs applicant that if they would like to appeal the decision, they must send their position in writing within 10 days from the date of this letter.	637 Reg Grp Mgr
L 3686	April 2004	<b>Follow-up Compliance Review</b> This letter is sent to persons who are registered under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter schedules an appointment of a compliance review to determine if registrant still qualifies for the registration that they currently have.	RA
L 3687	January 2012	<b>Follow-up Correspondence Review</b> This letter is sent to persons who hold a valid 637 registration under Internal Revenue Code Sections 4101, 4222, or 4682. Letter requests information to be mailed so a determination can be made if the registrant still qualifies for the registration that they currently have.	6RG
L 3688	April 2004	<b>Initial Compliance Review</b> This letter is sent to persons who are attempting to register under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter schedules an appointment of the initial compliance review to determine if applicant qualifies for the registration for which they have applied.	RA
L 3689	August 2012	<b>Letter of Registration</b> This letter is sent to persons who have qualified for registration under Internal Revenue Code sections 4101, 4222, or 4682. Letter informs registrant of their approved registration number and the activities for which the registration allows the registrant to engage.	Field GM/637 Reg GM
L 3690	April 2004	<b>Letter of Revocation - Contested</b> This letter is sent to persons who are registered under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter notifies registrant that their registration is being revoked and the reasons for the revocation. Letter is issued	637 Reg GM

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		after the National 637 Coordinator has reviewed the registrants case file and appeals letter.	
<b>L 3691</b>	<b>September 2012</b>	<b>Letter of Revocation - Uncontested</b> Letter will be sent to persons who are registered under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter notifies registrant that their registration is being revoked and the reasons for the revocation. Letter informs registrant that if they would like to appeal the decision, they must send their position in writing within 10 days from the date of this letter.	<b>637 Reg GM</b>
<b>L 3692</b>	<b>April 2004</b>	<b>Letter of Suspension - Uncontested</b> Letter will be sent to persons who are registered under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter notifies registrant that their registration is being suspended and the reasons for the suspension. Letter informs registrant that if they would like to appeal the decision, they must send their position in writing within 10 days from the date of this letter.	<b>637 Reg GM</b>
<b>L 3693</b>	<b>April 2004</b>	<b>Letter of Suspension - Contested</b> Letter will be sent to persons who are registered under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter notifies registrant that their registration is being suspended and the reasons for the suspension. Letter is issued after the national 637 Coordinator has reviewed the registrants case file and appeals letter.	<b>637 Reg GM</b>
<b>L 3694</b>	<b>April 2004</b>	<b>Supplier Notification of Revocation</b> Letter will be sent to suppliers of persons who were registered under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter notifies suppliers that the registrant named in letter registration has been revoked and no further tax-free sales should be made to this entity, and that continuation of tax-free sales to this entity will result in the suppliers being liable for the federal excise tax on these sales.	<b>RA/6RG</b>
<b>L 3695</b>	<b>April 2004</b>	<b>Notice of Intent to Revoke Registration</b> Letter will be sent to persons who are registered under Internal Revenue Code 4101, 4222, or Notice 88-30. Letter notifies registrant that if they have not supplied information previously requested within 10 days of the date of this letter that their registration will be revoked.	<b>637 Reg GM</b>
<b>L 3696</b>	<b>August 2012</b>	<b>Summary of Compliance Review</b> Letter will be sent to persons who are registered under Internal Revenue Code sections 4101, 4222, or 4682. Letter notifies registrant of the results of their recent Form 637 compliance review.	<b>RA/Field GM</b>

**RA is a field RA/FCA; 6RG=637 Registration Group; CEO: Centralized Excise Operations (Campus)**

**..last updated 10/22/2012**