[**Internal Revenue Service Department of the Treasury**](https://londonmedarb.com/letter-to-irs/)

**Date:**

**Taxpayer Identification Number:**

**Tax Year:**

**Form Number:**

**Person to Contact:**

**Employee Identification Number:**

**Contact Telephone Number:**

**Fax Number:**

Dear

We have selected your federal income tax return for the year shown above for examination. We examine tax returns to verify the correctness of income, deductions, exemptions, and credits.

What You Need To Do

I have scheduled an appointment for you as shown below. If you are unable to keep this appointment, please call me at the contact number above within 10 days.

Appointment Information

Tax Year:

Place:

Room Number:

Issues To Be Reviewed During The Examination

Date: Day: Time:

Your examination will primarily be focused on the following issues: 1.

2.

3.

**Letter 2202 (Rev. 10-2010)** Catalog Number 63747W

What To Bring With You To The Examination

Attached to this letter is Form 4564, *Information Document Request,* that lists the items on your return we will examine and the supporting items you need to provide. Please bring copies of your and individual income tax returns. For additional information see the enclosed Publication 1, *Your Rights as a Taxpayer,* and Notice 609, *Privacy Act Notice.*

Why The Information Document Request Is Important

It is important that you read and fully understand the attached Information Document Request. It lists the items you should bring with you to the appointment. To ensure an efficient examination and to save you time, please organize the requested items according to the issues identified above in this letter. If you have any questions or need additional guidance, please feel free to contact me.

What To To Expect At The Examination

Generally an examination is scheduled to last approximately hours. During the examination, I will review the information you provide. My goal is to complete your examination at the initial meeting. However, depending on the results of the initial meeting and the supporting items you provide, I may ask you to provide additional information or schedule a follow-up meeting. When the examination is completed, you may owe additional tax, be due a refund, or there may be no change to your return.

A video presentation, "Your Guide to an IRS Audit", is available at http://www.irsvideos.gov/audit. The video explains the examination process and will assist you in preparing for your audit.

Who May Come To The Examination

If you filed a joint return, you and/or your spouse may attend. You may also have someone represent you at the examination. If you will not be attending with your representative, you must provide a completed Form 2848, *Power of Attorney and Declaration of Representative,* or Form 8821, *Tax Information Authorization,* before the examination. You can get these forms from our office, from our website, www.irs.gov, or by calling 1-800-829-3676.

What Will Happen If You Do Not Respond

If you do not respond to this letter, we will issue an examination report based on the information available to us, which will result in additional tax due. Therefore, it is to your advantage to keep your appointment and to provide the requested records. If you are uncertain about the records needed or the examination process, please call me.

Sincerely,

Examining Officer

Enclosures:

Form 4564

Publication 1

Notice 609

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Please bring records to support the following items reported on your tax return for .

Automobile Expenses

Energy Credit Sale or Exchange of Residence

Bad Debts

Exemptions (Child/Children, Other)

Taxes

Capital Gains and Losses Filing Status

Casualty Losses Income

Contributions Interest Expenses Credit for Child and Medical and Dental Expenses Dependent Care Expenses Miscellaneous Expenses Education Expenses Moving Expenses Employee Business Expenses Rental Income and Expenses

**Schedule C**

Books and records about your income, expenses, and deductions Workpapers used in preparing your return

Uniform, Equipment, and Tools

Savings account passbooks, brokerage statements, and other information related to foreign and domestic investments Bank statements, canceled checks, and duplicate deposit slips covering the period from to . Information on loans, repayments, and other nontaxable sources of income

All Business Expenses Gross Receipts Salaries and Wages Bad Debts Insurance Supplies

Car and Truck Expenses Interest Taxes

Commissions Legal and Professional Services Travel and Entertainment Cost of Goods Sold Rent

Depreciation Repairs

**Schedule F**

Books and records about your income, expenses, and deductions

Workpapers used in preparing your return

Savings account passbooks, brokerage statements, and other information related to foreign and domestic investments Bank statements, canceled checks, and duplicate deposit slips covering the period from to . Information on loans, repayments, and other nontaxable sources of income

All Farm Expenses Insurance Repairs and Maintenance Depreciation Inventories Supplies Purchases Feed Purchases Labor Hired Taxes

Fertilizers and Lime Machine Hire

Gross Receipts Other Farm income

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