Summary of Taxpayer Contact

Taxpayer's Name	Taxpayer's ID #

In order to determine the appropriate resolution of your case, we need to calculate/verify your ability to pay the tax delinquencies, and ensure that you remain in current compliance with applicable filing and paying requirements. To assist us in doing so, please provide the following information/documents by the date required:

Information/Documents required	Date Required
1) Plan to Pay	
2) Submit a signed and dated 940 return for 2010 and 2011 with me	
3) Submit signed and dated 1120 returns for 2009 and 2010 with me	
4) Provide: Trust Fund Financial Documents for: October, November and December 2009, October, November and December 2010, and every month in 2011 Bank statements 4 cancelled checks per month Bank signature cards The most current profit and loss statement Schedule a trust fund interview with me	4/23/2012
5) Proof of Monthly federal tax deposits	Every month

*** Remember all returns need to be filed with me until this case is resolved.**

<u>*Missed deadlines may result in levy action, seizure, summons issuance, and filing of missing returns by the IRS.</u>

Notification of consequences of failure to meet the above deadlines: Failure to meet the above deadlines by the specified date(s) may require the IRS to take certain actions, such as issuing a summons, issuing a Notice of Levy, or other actions as specified below.
Missed deadlines will result in the IRS filing the delinquent return.

Revenue Officer Name and Employee Identification Number	Date	Telephone / Fax Number
71002	3/22/2012	

Office Address

10225 DRIVE, Suite 200 WESTMINSTER, CO 80021-2708

Form 9297 (Rev. 5-2009) **Department of the Treasury -- Internal Revenue Service**