

Letter Number: 3164 A (DO)

Letter Date:

Social Security Number or
Employer Identification Number:

For Assistance You May Call Us At:

Person to Contact:

Employee Identification Number:

Dear

We are attempting to collect an unpaid employment tax from the following business.

BUSINESS NAME:

We have made previous attempts to resolve this liability with the business, however the balance is still unpaid. We are now trying to determine who may be personally responsible for some portion of the tax. Preliminary information shows that you may have some responsibility. We encourage you to contact us if you have any information that would help to quickly determine your personal liability.

As part of this determination process, we sometimes talk with other persons when we need to obtain or verify information. We are writing to tell you that we may contact other persons.

If we do contact other persons we will generally need to tell them limited information, such as your name. The law prohibits us from disclosing any more information than is necessary to obtain or verify the information we are seeking. Our need to contact other persons may continue as long as there is activity on this matter.

If you have any questions regarding this letter or wish to request a list of contacts, please do not hesitate to contact us at the telephone number listed above.

Sincerely,