



STATE OF DELAWARE DIVISION OF REVENUE 820 N FRENCH STREET P.O. BOX 8755 WILMINGTON, DE 19899-8755

February 20, 2014

FIRST LAST FIRST LAST STREET ADDRESS NEWARK, DE 19711

RE: Tax Year 2013

Dear Taxpayer,

Additional information is needed for the processing of your State of Delaware Personal Income Tax Return.

In order to facilitate this process, please provide copies of all receipts and cancelled checks to substantiate deductions taken on the form(s) for the categories checked below:

## FEDERAL FORM 2106

Deduction	<u>Deduction Amount</u>
 Vehicle expense	
 Parking fees, tolls and transportation	
 Travel Expenses while away from home	
 Business Expenses not included above	
Meals and entertainment	

Please provide a response within twenty (20) days or thirty (30) days if you reside outside the United States. Failure to respond to this correspondence with the requested information may result in a disallowance of expenses and/or deductions taken on your 2013 tax year return. Please mail your response to this letter in the self-addressed envelope enclosed or you may fax your response to (302) XXX-XXXX. You may also email your documentation to me at FIRST.LAST@state.ded.us. If you need further clarification you may contact me at (302) XXX-XXXX.

Very truly yours,

CONTACT NAME BUREAU OF OFFICE AUDIT

CC: XXXX-XX\XXXXXX