



North Carolina Department of Revenue

September 22, 2009

Fuquay-Varina, NC

Dear _____ :

The North Carolina Department of Revenue has selected your 2007 and 2008 Individual Income Tax returns for examination. An appointment has been scheduled for you to provide information to verify the accuracy of these returns. You should have the records organized and grouped so the review can be handled as quickly as possible. You should bring:

- Copies of both your State and Federal tax returns and all records including W-2's, 1099 statements, bank statements, cancelled or imaged checks, and receipts that pertain to the return for years 2007 and 2008.
- Social security card and confirmation of social security number by picture identification.
- All books and records (receipts, invoices, cancelled or imaged checks, bank statements, credit card statements, etc.) to substantiate income and deductions claimed for any business.
- All records (receipts, invoices, cancelled or imaged checks, bank statements, credit card statements, etc.) to substantiate itemized deductions.
- Social Security Cards and Birth Certificates for any dependents claimed,
- Copies of IRS Audits for 2007 and 2008.
- Any other information relevant to your Federal or State returns.

Your appointment is scheduled for _____, on Thursday, _____, at our office located at 4701 Atlantic Avenue, Suite 118, Raleigh, NC. Failure to appear as scheduled will result in the disallowance of dependents and all deductions/expenses claimed for all tax schedules.

If you should have questions prior to our appointment, please feel free to call.

Thank you for your cooperation.

Sincerely,

Tax Auditor

Telephone () - _____, Fax () - _____

4701 Atlantic Avenue
P. O. Box 58787 Raleigh, NC 27658-8787
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