



Personal Tax Division  
Attn: Manual Review Unit  
P.O. Box 182847  
Columbus, OH 43218-2847  
Telephone: 800-282-1780  
Fax: 206-202-5703  
TTY/TDD: 1-800-750-0750  
[tax.ohio.gov](http://tax.ohio.gov)

May 6, 2014

LAST, FIRST & LAST, FIRST  
STREET ADDRESS  
MOUNT PLEASANT SC 29466

RE: 2013 Ohio Individual Income Tax Return  
SSN/ITIN: XXX-XX-XXXX & XXX-XX-XXXX  
Batch Number: XXXXXXXXXX

Dear Taxpayer:

Your 2013 Ohio individual income tax return is currently under review. To support the return as filed, please provide copies of **all** of the following documents:

1. A copy of all your **employer issued** 2013 W-2(s), W-2G(s), 1099(s) and/or Schedule K-1 form(s). Please note that software generated wage statements and/or copies of IRS Wage & Income statements are **not** acceptable forms to support Ohio income tax withholding claimed on your Ohio income tax return.
2. A copy of your filed 2013 federal income tax return pages 1 and 2.
3. A copy of all other supporting documentation (including worksheets, if applicable) used in the preparation of your 2013 Ohio Income tax return for any deduction(s) and/or credit(s) taken.
4. A copy of this notice.

Please fax or mail this information to us within 30 days from the date of this letter. Allow at least 30 days once we receive the above documentation for review of your return to be completed. Once the above documentation has been reviewed, we will either accept the amount(s) claimed on your return and consider this review closed or adjust the amount(s) and issue a notice reflecting the change(s).

Please note that failure to provide **all** of the above information to us within 30 days from the date of this letter may result in a reduced refund or a billing notice being issued.

Thank you for your cooperation.

Personal & School District Income Tax Division