Internal Revenue Service
Small Business and Self-Employed
1301 Clay Street
Suite 990 South Tower
Oakland CA 94612

Department of the Treasury

Date:
March 13, 2013
Taxpayer Identification Number:
XXX-XX-XXXX
Tax Year:
201012
Form Number:
1040
Person to Contact:
IRS Contact Name
Employee Identification Number:
XXXXXXX
Contact Telephone Number:
(XXX) XXX-XXXX
Fax Number:
(XXX) XXX-XXXX

FIRST M LAST
STREET ADDRESS
RANCHO CORDOVA CA 95742

CONFIRMATION

Dear FIRST M LAST:

This letter is provided to confirm an appointment to examine your federal income tax return for the year(s) shown above.

Place: STREET ADDRESS
RANCHO CORDOVA CA 95742

Date: April 11, 2013

Time: 9:30 AM

WHAT TO EXPECT AT THE EXAMINATION

The examination is scheduled to last approximately 4-6 hours. During the examination, I will review the items requested in the Information Document Request previously sent to you. It is important that you bring all the items listed on the Information Document Request to the appointment. My goal is to complete your examination at the initial meeting. However, depending on the results of this initial meeting and the supporting items you provide, I may ask you to provide additional items and/or schedule a follow-up meeting. At the completion of the examination, you may owe additional tax, be due a refund, or there may be no change to your return.

A video presentation, "Your Guide to an IRS Audit", is available at http://www.irsvideos.gov/audit. The video explains the examination process and will assist you in preparing for your audit.

WHO MAY COME TO THE EXAMINATION

If you filed a joint return, you and/or your spouse may attend. You may also have someone represent you at the examination. If you will not attend with your representative, you must provide a completed Form 2848, *Power of Attorney*, or Form 8821, *Tax Information Authorization*, by the start of the examination. You can obtain these forms from our office, from our web site, www.irs.gov, or by calling (800) 829-3676.

WHAT WILL HAPPEN IF YOU DO NOT KEEP THE APPOINTMENT

If you do not keep your appointment or provide the requested records, we will issue an examination report showing additional tax due. Therefore, it is to your advantage to keep your appointment and provide the records. If you are uncertain about the records needed or the examination process, please do not hesitate to call the phone number listed above.

Sincerely,

IRS Contact Name
Examining Officer
XXXXXXX

Enclosures:
FORM 4564

Form **4564** (Rev. September 2006)	Department of the Treasury - Internal Revenue Service **Information Document Request**	Request Number 0001

To: *(Name of Taxpayer and Company Division or Branch)*	Subject	
FIRST M LAST	FORM 1040 201012 EXAMINATION	
	SAIN number	Submitted to: FIRST M LAST
Please return Part 2 with listed documents to requester identified below	Dates of Previous Requests (mmddyyyy)	

Description of documents requested
Tax Period(s): 201012

For the first appointment scheduled for April 11, 2013, please provide the following items. Unless specified otherwise, items requested pertain to tax year ended December 2010 tax year.

1. Copies of the 2009, 2010, and 2011 1040 tax returns for Agent's retention.

2. Summary sheet or other statements that was used to prepare the tax return.

3. Schedule A Employee business Expenses
Provide the following:
   - Statement or log book showing the purpose, place, and total miles for business trips.
   - Appointment book or calendar showing appointments and scheduled business travel.
   - Cancelled checks, bills, or receipts to verify expenses claimed on the return. Organize all receipts in order from Jan 1 to Dec 31, in the same categories shown on the tax return.

4. Schedule C1 Gross Receipts
   - All business and personal bank statements for the period of December 31, 2009 through January 1, 2011. All bank statements include Paypal and/or Ebay accounts, CD/money markets, brokerage, barter, and any/all accounts held outside of the United States.
   - Have **ALL** receipts or invoices given to customers for services rendered available for review/sample.

5. Schedule C2 Car and Truck
Provide the following:
   - If standard mileage rate taken, provide mileage log for total miles driven for the year. If a log was not taken, provide a maintenance receipt in the beginning and ending of the year to see total miles driven within the year for the business vehicle.
   - If actual expense provide all invoices, receipts, and cancelled checks for the expenses incurred for this expense.

Note: Additional records may be requested as the examination progresses.

Information due by 04/11/2013 At next appointment [X] Mail in [ ]

From:	Name and Title of Requester	Employee ID number	Date (mmddyyyy)
	IRS Contact Name, Revenue Agent	0790273	03/13/2013
	Office Location: 1301 Clay Street Suite 990 South Tower Oakland, CA 94612		Phone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX

Department of the Treasury
Internal Revenue Service

FIRST M LAST
STREET ADDRESS
RANCHO CORDOVA CA 95742

We wanted to ensure that you and your spouse receive this notice, so we've sent a copy to each of you. Each copy contains the same information related to your joint account. Any amount you owe or balance due shown should be paid only once. We will issue any refund shown only once.