



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

Table with 2 columns: Deduction, Deduction Amount. Rows include 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.

Very truly yours,

CONTACT NAME
BUREAU OF OFFICE AUDIT