



DIVISION OF TAXATION

Special Audit Department

Serving Member Communities throughout the State of Ohio since 1967

MUNICIPAL INCOME TAX AUDIT NOTICE

Letter No. _____
_____, 2017

TAXPAYER NAME
STREET ADDRESS
CITY, ST ZIP

INCOME CODE

Dear City of Amherst Taxpayer:

Through an agreement with the City of Amherst as authorized by Internal Revenue Code Section 6103(d), the Central Collection Agency (CCA) has obtained federal income tax information indicating you have received income which may be subject to Amherst's income tax. Because our review of income tax records provided by Amherst did not indicate an active Amherst tax account for you, you are required to submit the following information to the attention of the CCA tax auditor listed below.

Please submit the following information:

- 1. This audit notice with the reverse side completed** (also complete for your spouse, if applicable)
- 2. Copies of your 2010 through 2015 Federal Income Tax Returns** (also include your spouse's return if married filing separate)
- 3. Copies of your 2010 through 2015 Federal W-2 and 1099 forms**

Please return the above information using the envelope enclosed with this audit notice.

All correspondence regarding this audit notice must be directed only to the CCA auditor indicated below. The City of Amherst does not have access to IRS information and will not be able to assist you with detailed questions related to this audit notice.

Please provide the requested information in writing within thirty (30) days to CCA. Please contact the CCA auditor listed below with any questions related to this notice.

Sincerely,

Auditor Name, Income Tax Auditor
CCA Special Audit Department
216.664.2070 xExt
Email@city.cleveland.oh.us