

Department  
of the  
Treasury

Internal  
Revenue  
Service

Office of  
Chief Counsel

# Notice

CC-2015-002

January 15, 2015

**Subject:** Correspondence to the Tax Division **Cancel Date:** Effective until further notice

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Effective January 12, 2015, Caroline D. Ciralo assumed her position as the Deputy Assistant Attorney General for Policy and Planning in the Department of Justice Tax Division. She is also designated as the Tax Division's Principal Deputy Assistant Attorney General. As the Component Head of the Tax Division, all correspondence to the Tax Division should be addressed to:

The Honorable Caroline D. Ciralo  
Principal Deputy Assistant Attorney General

Please refer to Chief Counsel Notice CC-2009-009, Correspondence Addressed to the Department of Justice (February 10, 2009), for details on how correspondence should be addressed depending on whether it is sent by U.S. Mail or by a private delivery service.

Notices of appeal from adverse Tax Court decisions should also be prepared bearing the name of Caroline D. Ciralo. See CCDM Exhibit 36.4.1-5 (03-01-2013): Notices of Appeal — Tax Court. The signature block on the Notice of Appeal should appear as follows:

Caroline D. Ciralo  
Principal Deputy Assistant Attorney General  
Deputy Assistant Attorney General for Policy and Planning  
Tax Division  
United States Department of Justice  
950 Pennsylvania Avenue, N.W.  
Room 4603  
Washington, D.C. 20530  
Telephone: 202-514-6262

Chief Counsel Notice CC-2014-006, Correspondence to the Tax Division (June 17, 2014), is superseded. Please contact Richard Goldman, 202-317-5392, with any questions regarding the foregoing.

/s/ \_\_\_\_\_  
Drita Tonuzi  
Associate Chief Counsel  
(Procedure & Administration)

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Distribute to:	Tax Litigation staff	Tax Litigation staff & Support personnel
	X All Personnel	Electronic Reading Room
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