Subject: Correspondence to the Tax Division

Effective January 12, 2015, Caroline D. Ciraolo 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. Ciraolo
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. Ciraolo. 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. Ciraolo
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Chief Counsel Notice CC-2014-006, Correspondence to the Tax Division (June 17, 2014), is superseded.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)