

1234567890

<<ORGANIZATION NAME>>

<<ATTN>>

<<ADDRESS1>>

<<ADDRESS2>>

<<CITY>>, <<STATE>> <<ZIP>> -<<ZIP4>>

<<date>>

Dear Employer:

I am writing to ask you to take part in an important survey that can benefit you and millions of other employers.

We hear from employers that preparing and filing employment tax returns is time consuming and expensive. This survey will allow the IRS to learn more about those costs.

Your answers will help us update our estimates of the amount of time and money organizations spend preparing their employment tax return and wage statements each year. We use this information to analyze how to reduce taxpayer burden. Let me assure you that all information you provide will be used only for research and aggregate reporting and will not be used for any non-statistical or non-research purpose such as enforcement.

Participation is voluntary. You are not required to join in the study. However, the feedback you provide about your organization's employment tax return experience will help the IRS understand which areas of employment tax compliance are time-consuming and/or costly. The IRS needs to hear from organizations like yours so that it can identify ways to reduce burden for all organizations. This survey is part of a larger effort the IRS undertakes to measure federal tax compliance burden for all taxpaying populations, including individuals, businesses, and other entities.

To see the official IRS announcement regarding this survey, please visit the following URL on the IRS website: www.irs.gov/uac/2013-Employment-Tax-Burden-Survey.

I hope you will decide to participate in this survey, which is being conducted by Westat on behalf of the IRS. Together we have an opportunity to advance our understanding of taxpayer burden. Thank you.

Sincerely,



Rosemary D. Marcuss

Director

Office of Research, Analysis, and Statistics