



**Department of the Treasury
Internal Revenue Service**

Date:

Employer Identification Number:

Person to Contact/ID Number:

Contact Telephone Number:

Contact Fax Number:

Email Address:

Dear Sir or Madam:

We're conducting a compliance check on your organization and are contacting you to learn about your Internal Revenue Code ("Code") Section 403(b) plan to ensure you're eligible to sponsor it. Our goals are to assist you in preserving the retirement benefits available to your employees under this plan and in complying with the federal pension laws that govern it. The enclosed document, *Request for Information*, details the information we need.

Please review and complete the attached *Request for Information* and return it to us within 30 days from the date of this letter. Attach a copy of this letter to the front of the *Request for Information* and send it to us using one of the following methods:

- Mail your reply to the address shown in the heading of this letter.
- Fax your reply to 801-620-3259.

Failure to provide this information could result in an examination of your plan. You may also furnish any other documents or clarifying materials that you believe will be helpful for us to review.

In addition, in the spaces below, please provide an officer's name, title, telephone number and most convenient time for us to call should we need to speak with someone regarding your organization.

Printed Name:

Title:

Telephone Number:

Best Time to Reach You:

Today's Date:

E-Mail Address:

If you have any questions regarding this compliance check, please contact the person listed above or visit the Employee Plans Compliance Unit (EPCU) webpage at www.irs.gov/ep.

We're enclosing Publication 4386, *Compliance Checks*, which answers some frequently asked questions about compliance checks.

Thank you for your cooperation.

Sincerely,

Enclosures:

Request for Information

Publication 4386

Additional 403(b) Plan Information