

Internal Revenue Service

Department of the Treasury

Date:

Plan Name:

Plan Number:

Taxpayer Identification Number:

Plan Year(s) Ending:

Person to Contact/ID Number:

Contact Telephone Number:

Contact Fax Number:

E-mail Address:

Return Reply to:

Dear Sir or Madam:

Our records show that the plan identified above has not filed a required return.

This letter initiates a compliance check. A compliance check is not an audit or investigation under section 7605(b) of the Internal Revenue Code, or an audit under section 530 of the Revenue Act of 1978.

Please provide us the information requested on the enclosed Information Request. You may also furnish any other documents or clarifying material that you believe will be helpful for us to review. Failure to provide this information could result in further action including an examination of your plan.

If you would like someone else to represent the plan during this compliance check, you must submit a written power of attorney. Form 2848, *Power of Attorney and Declaration of Representative*, may be used for this purpose.

Please fax or send the information requested within **15 days** from the date of this letter to the above fax number or address. If you have questions, please contact me at the number shown above. Thank you for your cooperation.

Sincerely,

Enclosure:
Information Request