



Department of the Treasury  
Internal Revenue Service

Date:

Taxpayer ID number:

Hotline telephone number:

Respond by:

Dear [Name]:

### Why we're writing to you

We received information that you held an interest in one or more foreign financial accounts, foreign entities, or foreign assets, including, but not limited to, an account at [enter bank name]. Generally, U.S. taxpayers must report foreign financial assets and accounts. We show you may not have met your U.S. tax and reporting requirements for these foreign investments. As of the date of this letter, we haven't received at least one of the following items:

- Complete and accurate federal income tax returns or amended tax returns showing the amount and type of taxable income from the foreign accounts, entities, or assets
- Complete and accurate FinCEN Forms 114, Report of Foreign Bank and Financial Accounts (FBARs)
- Applicable international information returns, such as:
  - Form 3520, Annual Return to Report Transactions with Foreign Trusts and Receipt of Certain Foreign Gifts
  - Form 3520-A, Annual Information Return of Foreign Trust with a U.S. Owner
  - Form 5471, Information Return of U.S. Persons with Respect to Certain Foreign Corporations
  - Form 8865, Return of U.S. Persons with Respect to Certain Foreign Partnerships
  - Form 926, Return by a U.S. Transfer of Property to a Foreign Corporation
  - Form 8938, Statement of Specified Foreign Financial Assets
  - Form 8621, Information Return by Shareholder of a Passive Foreign Investment Company or Qualified Electing Fund

### What you need to do

We offer options for taxpayers with foreign investments to address previous failures to comply with U.S. tax and information return obligations. Respond to this letter using one of the options outlined below.

**If you don't respond by the date shown above, we may refer your tax returns for examination and may assess applicable penalties.**

### **Option 1 - Offshore Voluntary Disclosure Program**

We designed the Offshore Voluntary Disclosure Program (OVDP) for taxpayers with exposure to potential criminal liability or substantial civil penalties due to a willful failure to report foreign financial accounts and assets and pay all tax due. You can find information on how to participate in this program at [www.irs.gov/uac/2012-offshore-voluntary-disclosure-program](http://www.irs.gov/uac/2012-offshore-voluntary-disclosure-program).

If you meet the criteria for OVDP, send your submission to the address in the OVDP frequently asked questions and **not** to the address listed on page 1 of this letter. You can find the OVDP frequently asked questions at [www.irs.gov/ovdpsfaq](http://www.irs.gov/ovdpsfaq). Send your OVDP submission **by the response date shown on page 1 of this letter**.

### **Option 2 - Streamlined filing compliance procedures**

We offer streamlined filing compliance procedures to taxpayers certifying that their failure to report foreign financial assets and pay all tax due in respect of those assets did not result from willful conduct on their part. You can find information on this option at [www.irs.gov/individuals/international-taxpayers/streamlined-filing-compliance-procedures](http://www.irs.gov/individuals/international-taxpayers/streamlined-filing-compliance-procedures).

If you meet the criteria to use the streamlined filing compliance procedures, send your submission to the address at the webpage referenced above, and **not** the address listed on page 1 of this letter. Send your **submission by the response date shown on page 1 of this letter**.

### **Option 3 - Other**

If you believe you fully complied with all tax and information reporting requirements for your foreign financial accounts and assets, or you're unable to become compliant by using one of the options listed above, provide:

- A statement of facts explaining your position. Include a complete history of previously unreported foreign income, foreign entities, and foreign financial accounts. Explain the actions you took to become compliant with U.S. reporting requirements, and provide copies of any previously filed documents that confirm compliance.
- Your contact information, including the complete address where you reside, the address where you receive mail, and your telephone number.

**If you choose option 3, you must include the following statements with your signature and date:**

I, \_\_\_\_\_, declare under penalty of perjury that I have examined this  
(Name)  
entire document, including all attachments and accompanying statements, and that the enclosed is true, correct, and complete.

I also understand with respect to any submission made pursuant to Option 3, the IRS reserves the right to make further contacts with me and/or my representative(s) to clarify any written explanation and/or any other documents. Statements and documents submitted under this option will be checked against information received from banks, financial advisors, and other sources for accuracy.

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Date**

Mail your written explanation and any other documents to the address shown on page 1 of this letter **by the response date, also shown on page 1**.

### **Someone may represent you**

If you want someone to represent you regarding this matter, please send a completed Form 2848, Power of Attorney and Declaration of Representative, with your response to this letter.

**Extension of time to respond**

If you need additional time to respond, you may send a written request for an extension of up to [# of days] days to the address shown on page 1 of this letter. We must receive your request **prior to the response date shown on page 1 of this letter.**

If you have any questions, call the hotline telephone number listed on page 1 of this letter and leave a message. We'll respond to all messages within three business days. Thank you for your cooperation.

Sincerely,

[Name]

[Title]

Information  
Copy