



Department of the Treasury  
Internal Revenue Service  
Austin, TX 73301-0066

<b>Notice</b>	CP561A
<b>Notice date</b>	January 28, 2019
<b>To contact us</b>	Phone XXX-XXX-XXXX
<b>Fax number</b>	XXX-XXX-XXXX
<b>Case reference number</b>	NNNNNNNNNNNNNNNN

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TAXPAYER NAME  
ADDRESS  
CITY, STATE ZIP

**Important information about your child’s adoption taxpayer identification number (ATIN)**

**Your child’s ATIN expires in 3 months**

The ATIN we assigned to CHILD NAME (NNN-NN-NNNN) expires in 3 months.

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**What you need to do immediately**

- If you received a social security number for CHILD NAME, complete the enclosed Form 15100, Adoption Taxpayer Identification Number (ATIN) Extension Request, and fax or mail it to us.

or

- If you haven’t received a social security number for CHILD NAME, you can request an extension by completing the enclosed Form 15100, Adoption Taxpayer Identification Number (ATIN) Extension Request, and fax or mail it to us with your documentation. Provide the following information:
  - Reason you need an extension
  - Reason you can’t get a social security number
  - Status of your adoption
  - Original signatures of the adoptive parents
- If your adoption isn’t final, provide documents the placement agency or agent signed.

If you have questions, call us at XXX-XXX-XXXX. For international calls, dial XXX-XXX-XXXX.

You can also contact us by mail at the address shown at the top of this page. If you write, please include your name, current address, phone number, case reference number, and the best time to reach you between 8:00 a.m. and 3:30 p.m. (CT).

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**Additional information**

- Visit [www.irs.gov/cp561a](http://www.irs.gov/cp561a)
- For tax forms, call 800-TAX-FORM (800-829-3676)
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.

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**Please detach and return this stub with your completed Form 15100**

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