



Department of Treasury
Internal Revenue Service

[REDACTED]

Notice	CP562A
Notice Date	October 10, 2016
Case Reference Number	
To contact us	[REDACTED]

Page 1 of 4

[REDACTED]

Information about your Form W-7A, Application for Taxpayer Identification Number for Pending U.S. Adoptions

Your application was incomplete

Your supporting documentation either didn't agree with the information you provided on your Form W-7A or it didn't include the following information:

- A statement clearly establishing that the child you listed on Form W-7A was placed in your home for adoption.
- Your full name(s), the adoptive child's full name, and the date the child was placed in your home for adoption.
- The name and dated signature of the agency, agent, doctor, court official, or biological parent making the placement.

What you need to do

Please provide documentation that supports the information you listed on your application. The documentation must include the items listed below:

- A statement clearly establishing that the child you listed on Form W-7A was placed in your home for adoption.
- Your full name(s)
- The adoptive child's full name
- The date the child was placed in your home for adoption.
- The name of the placement agency or agent
- The dated signature of the agency, agent, doctor, court official, or biological parent making the placement.

Return the documentation we have requested with the Response form attached to this notice.

Additional Information

- Visit www.irs.gov/cp562a
- For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).
- Keep this notice for your records.

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

THIS PAGE
INTENTIONALLY
LEFT BLANK



INTERNAL REVENUE SERVICE

Response form

Please provide the information requested below. Return this Response form along with any requested documents in the envelope we provided.

Adoptive child's full name

Enter in the spaces below the child's full name as it will appear on your tax return.

Print if Suspense code 1 is present.

First name: _____

Middle name: _____

Last name: _____

Adoptive child's date of birth

Enter the child's date of birth in the spaces below.

Print if Suspense code 2 is present.

Date of birth: _____ / _____ / _____
Month Day Year

Adoptive child's place of birth

Enter the child's place of birth in the spaces below.

Print if Suspense code 3 is present.

Place of birth: _____ / _____
City State

Adoptive child's gender

Indicate the child's gender by checking the appropriate box below:

Print if Suspense code 4 is present.

Male Female

Placement agency's name

Enter in the space below the name of the placement agency or agent who placed the child in your home:

Print if Suspense code 5 is present.

Placement agency/agent name: _____

Placement agency's address

Enter in the space below the address of the placement agency or agent who placed the child in your home.

Print if Suspense code 6 is present.

Placement agency address: _____

Street address

City State ZIP Code

Placement date

Enter in the spaces below the date the adoptive child was placed in your home for the purpose of adoption.

Print if Suspense code 7 is present.

Placement date: _____ / _____ / _____
Month Day Year

Signature

You didn't sign your application. Please sign in the spaces below. If two people are adopting the child, both must sign.

Print if Suspense code 8 is present.

Under penalties of perjury, I declare that I have examined the application, including accompanying documentation and statements and to the best of my knowledge and belief, it is true, correct, and complete.

Signature Telephone number Date

Signature Telephone number Date

Social security number (SSN) of adoptive parents

The last name or SSN you entered on your Form W-7A for one or both adoptive parents doesn't match the records given us by Social Security Administration (SSA). This can happen if you used a maiden, married or professional name that SSA doesn't have on record. Contacting SSA to verify or correct the information they have on record may avoid additional delays in processing this application and your tax returns.

Print if Suspense code 10 is present.

Please enter in the spaces below your SSN, name, and an explanation of your name change, if applicable. If you have changed your name due to marriage, divorce, or other legal action, include a copy of the legal document that supports the name change.

Adoptive parent 1 SSN Full name

Adoptive parent 2 SSN Full name

Explanation of name change, if applicable

Contact information

If your address has changed, please provide your new address in the space below.

Print always.

Street address

City State Zip Code

Telephone number Best time to call