

**Internal Revenue Service**

**Department of the Treasury**

Taxpayer Identification Number:

Name of Plan:

Date:

Plan Number:

Form Number:

Person to Contact/ID Number:

Contact Telephone Number:

Fax Number:

**Return Reply to:**  
IRS/EPCU

Dear Sir or Madam:

We recently requested information concerning a compliance check for your plan referenced above. As of this date, we have not received the requested information.

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 fax or send the information requested in the enclosed attachment within 15 days from the date of this letter to enable us to complete the compliance check. Failure to provide this information could result in an examination of your plan and related returns.

Your assistance is important, so we will have complete information on which to base our decision. If you have any questions, please contact the person whose name and telephone number are shown above.

Thank you for your cooperation.

Sincerely,

Manager, EP Compliance Unit

Enclosure:  
List of Items Requested