



Department of the Treasury  
Internal Revenue Service  
Kansas City, MO 64999-0002

[Redacted]

[Redacted]

Dear Sirs:

As of January, 2011 Internal Revenue Service requires all businesses to submit full bank account details for all operating bank accounts maintained by them. Our records show that your business had not provided us with this information.

We want to remind you that filing of the Bank Account Record Form is mandatory for all businesses. Maintenance of bank account records helps us process tax payments quicker. It also allows us to verify tax returns submitted by businesses without the need of unnecessary audits.

For your convenience, I have attached the required form to this fax. You may complete and return it to me by fax. The number is [Redacted]

Please make sure your fax is preceded by a cover page so that I may correctly identify your organization.

Sincerely yours,

A handwritten signature in cursive script that reads "Julie P. Wenzel".

Julie P. Wenzel  
Administrative Relations Office  
Internal Revenue Service



Bank Account Record Form 2040-11

OMB No. 212881 B



FIN: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Branch Phone: \_\_\_\_\_

Branch Fax: \_\_\_\_\_

Operating Account Number: \_\_\_\_\_

Bank Contact: \_\_\_\_\_

I hereby declare that the information above is correct:

Signing officer 1

Signing officer 2

Signature

Signature

Printed name

Printed name

NOTE: IF MORE THAN ONE SIGNATURE IS REQUIRED ON ACCOUNT, MAKE SURE BOTH BANK SIGNING OFFICERS SIGN THE FORM

FORMS FAXED WITHOUT A COVER PAGE WILL NOT BE PROCESSED