



MINNESOTA • REVENUE

February 6, 2014

ID: XXX-XX-XXXX

Letter ID: XXXXXXXX

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#XXXX XXXX XXXX XXXX#
FIRST M LAST
STREET ADDRESS
LAWTON OK 73505

Re: Refund held pending additional information
Tax Period(s): 2013

The Minnesota Department of Revenue is currently reviewing your Minnesota Individual Income Tax refund for the period referenced above. The department needs the following information or documentation to complete its review and process your return(s):

- A copy of all Form W2s, Wage and Tax Statement.
- A copy of all paystubs. If your paychecks were direct deposited into your bank account, provide bank statements.
- Documentation supporting the business income claimed on your return. Acceptable documentation includes, but is not limited to, 1099-MISC, bank statements, accounting ledgers.
- A detailed description of and receipts substantiating all claimed business expenses.
- List the dates that you resided in Minnesota.

Your Minnesota Individual Income Tax refund will not be issued until you provide this information. Minnesota Statutes, section 270C.31, requires taxpayers to substantiate all items affecting their tax return when requested to do so by the Commissioner of Revenue. If you fail to provide the requested information, the department will proceed on the basis that you are unable to do so. This may result in an increase to your tax liability, or a reduction to the denial of your refund.



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Submit the requested information to my attention at the address below by **February 21, 2014**. Allow three weeks from the date your information was mailed for the department to complete its review. If you have any questions, contact me at the address or phone number below. **The documents you provide will be retained for department records. They will not be returned to you. Please keep a copy of all information submitted for your records.**

Sincerely,

Contact Name
Revenue Tax Specialist
(651) 556-4037
Minnesota Department of Revenue

Tear or cut here

MINNESOTA • REVENUE

FIRST LAST
Letter ID: XXXXXXXX

Print your name here

Sign your name here

Minnesota Revenue
Income Tax and Withholding Div
Attn: Contact Name
PO BOX 64598
SAINT PAUL, MN 55164-0598

For identification purposes, please enclose this voucher with any documentation you submit.