



STATE OF NORTH DAKOTA  
**OFFICE OF STATE TAX COMMISSIONER**  
Ryan Rauschenberger, Commissioner

April 18, 2014

FIRST M. LAST  
FIRST M. LAST  
STREET ADDRESS  
COLVILLE WA 99114

Ref: LXXXXXXXXXX  
Acct: XXXXXXX-XXX-XXX  
Acct Type: Individual Income Tax  
Tax Year: 2013

(004)



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**REQUEST FOR INFORMATION**

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To complete the processing of your 2013 North Dakota Individual Income Tax return, please provide the following information:

Per the Federal Publication 463, your tax home is your place of business or post of duty regardless of where you maintain your family home.

On your unreimbursed expense statement in which the total amounts go on Federal Schedule A, you have claimed expenses that must have a specific business purpose.

1. Uniforms and protective clothing for \$299
2. Food - \$5,093
  - a. Please provide receipts to substantiate these expenses and include only meals while away from your tax home overnight.
3. Cell phone - \$1,440
  - a. Please provide documentation of business use vs. personal use.
4. Train - \$108
  - a. Please provide business purpose and receipt showing the payment of the expense,
5. Car cost - \$1,517
  - a. Please provide a detailed schedule reconciling to the expenses and provide business purpose of the expenses. Include receipts.
6. 06 Dodge - \$31,000  
01 Civic - \$6,500  
12 Malibu - \$18,999

Please provide detailed documentation of how these vehicles are used by you to perform your job duties.

7. Please provide the final 2013 paystub from Place of Work.

Please furnish the information requested within 15 days after the date of this request. If you are unable to comply by this date, a written request for an extension of time must be made during this 15-day period.

Return a copy of this request with the required information to the department address listed below, or you may fax the information to my attention. The second copy is for your records. ***Do not submit another North Dakota state return with this information.***

Thank you for your cooperation. If you have any questions regarding this request, please contact this office.

Contact Name

Individual Income Tax Section

Phone: (701) 328-XXXX

Fax: (701) 328-XXXX

Toll Free: (877) 328-XXXX

Email: [individualtax@nd.gov](mailto:individualtax@nd.gov)