



North Carolina Department of Revenue

Beverly Eaves Perdue  
Governor

September 30, 2011

David W. Hoyle  
Secretary

XXXX XXXX  
XXX XXXX XX XX  
Concord, NC 28027-

SSN:                   xxx-xx-xxxx  
Reference:           xxxxxxx

Dear Sir/Madam:

The Department is currently reviewing your North Carolina Individual Income tax return(s) for the year(s) 2008-2010. Additional documentation is required to substantiate information on your tax return. Please forward the following information to my attention at the address or fax listed below within 30 days of the date of this letter.

- Copy of Federal Return (1040) and all supporting schedules for year(s) listed above.
- All W-2(s) and/or 1099(s).
- If you are claiming dependents, please provide a Birth Certificate and SSN card or ITIN issuance letter for each dependent claimed.
- If you are married and claimed the filing status of head of household, please provide a copy of your legal separation papers and custody and/or support order agreement, if applicable. If your filing status is married, please provide copy of marriage certificate.
- Any and all documentation to substantiate itemized deductions (Schedule A), if applicable. The attached *Information Guide for Itemized Deduction* describes specifically the records needed for each deduction.
- All receipts, cancelled checks and copies of 1099's and W-2's issued for any wage of labor paid and any other verifiable documentation to substantiate income and expenses claimed for any business (Schedule C), if applicable.
- Any and all documents to substantiate any tax credits (D-400TC) claimed on your North Carolina tax return. The attached *Information Guide for Itemized Tax Credits* describes specifically the records needed for each credit.
- Any and all documents to substantiate any "Deductions from Federal Taxable Income" taken on your North Carolina return (D-400, page 3).
- Any other information relevant to your Federal and State returns.
- Telephone number where you can be reached during the hours of 8:00a.m. and 5:00p.m.

Failure to provide the requested information by the due date may result in additional tax, penalties, and interest. Your cooperation in this matter is appreciated. If you have any questions, please contact me at (336) 315-7007 Ext. XXX.

Sincerely,

XXXX XXXX  
5 Centerview Drive Lenoir Bldg.  
Greensboro, NC 27407  
336-315-XXXX Fax

Enclosures