



XX  
W A Harriman Campus, Albany NY 12227-9995

Request for Information

Notice date: 12/31/9999  
Tax type: Personal Income Tax  
DLN: X99999999999999999  
Case ID: X-999999999  
Tax year: 9999  
Form number: XXXXXXXXXX



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A1XX  
A2XX  
CXXXXXXXXXXXXXXXXXXXX SX 99999-9999

We need more information about your 9999 New York State income tax return.

Why did you get this letter?

On your 9999 income tax return, you reported that taxes were withheld from your income. However, your employer (or employers) reported a different amount to us.

What must you do?

To help us verify the amount of withholding on your wages, send us copies of the W-2 forms (Wage and Tax Statements) from each employer that you worked for during 9999. If you filed a joint return, you must provide this information for both you and your spouse.

If you or your spouse had taxes withheld from any other sources of income aside from your wages, also send us any of the following that apply:

- Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
- Form 1099-MISC, Miscellaneous Income
- Form 1099-G, Certain Government Payments
- any other form or document to verify tax withheld

Please respond within 30 days of the notice date printed at the top of this letter.

What if you do not have W-2 forms?

If you do not have W-2 forms from an employer, send us the last paycheck stub you received from that employer during 9999.

If you do not have your last paycheck stub, send us at least one paycheck stub from any payroll period during the time you worked for that employer.

If you do not have a W-2 form or any paycheck stub, send us a letter from your employer, on company letterhead, stating:

- how much you earned and how much tax your employer withheld from your pay;
- the name and Social Security number (or ITIN) your employer used to withhold tax and report your wages; and
- the name, work address, and work phone number of the person responsible for the payroll.

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**How do you send this back to us?**

The best way is online. It is easy to start an account at *www.tax.ny.gov/online*. From there, you can scan documents and photos of the information you want to send us. Responding online is also:

- Safe, secure, and confidential. Your information and privacy are protected.
- Quick. Your information will be instantly delivered to us.
- User-friendly. It is easy to navigate.
- Economical. It is the least expensive way to respond.

**What if you cannot get online?**

You can also send us the information by fax, U.S. Mail, DHL, FedEx, or UPS. Please include a copy of this letter.

- Fax: 999-999-9999
- U.S. Mail: NYS Tax Department, XX, W A Harriman Campus, Albany, NY 12227-9995
- DHL, FedEx, UPS: NYS Tax Department, RPC-PIT, 90 Cohoes Ave., Green Island, NY 12183.

**What happens after you send in the required information?**

We will attach the information you provide to the return you already submitted, then we will continue processing your return. There may still be other changes to your return. If we need additional information to continue processing your return, would you like us to contact you by phone? If so, please include a daytime phone number:

Daytime phone number \_\_\_\_\_ Taxpayer name \_\_\_\_\_

**What happens if you do not send all the information we need within 30 days?**

We will process your return without this information. That may reduce your refund or increase the amount of tax you owe.

**Who do you contact if you have questions?**

You may call us at 999-999-9999.