



New York State Department of
Taxation and Finance
 Office of Processing and Taxpayer Services
 W A Harriman Campus
 Albany NY 12227

December 31, 1999

Refund case ID: 9-999999999

DLN: 9999999999999999

Tax year: 9999



9-999999999

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 A2XX
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We've reviewed your New York State income tax return and need more information in order to pay your refund.

We can't verify some of the information on your income tax return for the tax year listed above. Please send us copies of the documents we request below so we can process your return.

If you don't respond to this letter and send us the information we're asking for, you won't receive the refund you requested.

We'll review the documents you send us. We may contact your employer (or others) to verify your information. Due to large volumes, this can take up to **90 days**.

If you're claiming you earned wages from an employer:

You must prove the amount of *wages you earned* and *taxes your employer withheld* that you claimed on your return. If you filed a joint return, you must also prove any wages and withholding claimed for your spouse.

W-2 forms

Send us a copy of your W-2 forms (*Wage and Tax Statements*) for **each** employer that you worked for during the tax year listed above.

– or –

If you don't have W-2 forms from an employer:

Send us the *last* paycheck stub you received from that employer in the tax year listed above.

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

– or –

If you don't have W-2 forms or paycheck stubs from an employer:

Have the employer send us a letter. The letter should be on company letterhead and should include:

- how much you earned
- how much tax your employer withheld from your paycheck

Se habla español.
 Si usted no habla inglés y no entiende esta carta, comuníquese con un representante del Departamento de Impuestos al teléfono (518) 457-2751.

- the name and social security number (or other number) your employer used to withhold tax and report your wages
- the name, work address, and work phone number of the person who was responsible for payroll

Provide us with as much of the above information as possible.

- The more information you provide, the sooner we'll be able to verify your wages and withholding, and the sooner we'll be able to send you a refund.
- We may ask for additional information if your submitted materials still don't help us verify your wages and withholding.

What to do next

It's important that you respond. If we don't hear from you, you won't receive the refund you requested.

- Make copies of all the items above that apply.
- Mail the copied information to the address below.
- The sooner you reply, the sooner we'll be able to complete processing your return.
- Due to large volumes, the review process can take up to **90 days**.

**NYS TAX DEPARTMENT
WITHHOLDING REVIEW UNIT
W A HARRIMAN CAMPUS
ALBANY NY 12227**

You may instead fax your reply to (518) 435-8430.

Intentionally submitting false information is a crime.
Don't try to fraudulently claim a refund or credit that you're not entitled to.

Respond online

If you prefer to send us this information online and you already have an *Online Services* account, you may be able to resolve this matter quickly and easily. You'll also need to electronically submit copies of your supporting documents.

Visit the department's Web site at www.tax.ny.gov, log in to your account, and use the **Respond to Department Notice** online service. When prompted:

- select *Account adjustment or refund notice*; and
- enter the following:

Document locator number: 9999999999999999 Notice ID: **DTF-973.87**

If you don't have an *Online Services* account, visit our Web site at www.tax.ny.gov to learn how to create one.

Questions? Call us at (518) 457-2751, or visit our Web site at www.tax.ny.gov