



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

December 31, 1999

Tax year: 9999

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We need additional information before we can send your New York State income tax refund.

We've reviewed your tax return for the above year. Please send copies of the documents we request below so we can process your return and determine the amount of your tax refund.

Information about wages you earned by working for someone else

To prove the amount of **wages** you earned and **taxes** your employer withheld that you claimed on your return, you must send us the following:

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 above tax year.

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

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

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.

If you don't have W-2 forms or paycheck stubs

Ask your employer to send us a letter 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 other number) your employer used to withhold tax and report your wages
- the name, work address, and work phone number of the person responsible for the payroll

Joint returns: If you filed a joint return, you must also provide wage and withholding information claimed for your spouse.

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.

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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. Allow up to **90 days** for a response.

In addition to the information described above, be sure to also complete and send us the enclosed **Response to Audit Inquiry**.

If your tax return was prepared by a tax professional or volunteer, contact them. They may be able to help you gather the information we're asking for.

You can send us the information in any of these ways:

Online: If you have an *Online Services* account with the Tax Department, the easiest and fastest way to respond to this notice is by using our **Respond to Department Notice** online service.

When prompted enter the following:

DLN: **X9999999999999999**

Notice ID: **DTF-973.56-O**

If you don't have an *Online Services* account, visit our Web site to create one now.

Mail: NYS TAX DEPARTMENT
WITHHOLDING REVIEW UNIT-OPTSWHRV
W A HARRIMAN CAMPUS
ALBANY NY 12227

Fax: (518) 435-8430

Questions?

- Visit our Web site
- Call us at (518) 457-2751

Your rights as a taxpayer

- For a full explanation of your rights as a taxpayer, go to www.tax.ny.gov/tra/rights.htm
- No Internet access? Call us at (518) 457-3280 and we'll mail you a statement of your rights.

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www.tax.ny.gov