



# CENTRAL COLLECTION AGENCY

## DIVISION OF TAXATION

205 W. Saint Clair Ave.  
Cleveland, OH 44113-1503

www.ccatax.ci.cleveland.oh.us

Special Audit Department

Toll Free (in Ohio) 1-877-878-8587

Fax (216) 420-8267

### MUNICIPAL INCOME TAX AUDIT NOTICE

LETTER NO. 796

\_\_\_\_\_, 2012

Name

Address

Troy, OH 45373

Dear City of Troy Taxpayer:

Through an agreement with the City of Troy as authorized by Internal Revenue Code Section 6103(d), the Central Collection Agency (CCA) has obtained federal income tax information indicating you have received income which may be subject to Troy's income tax. Review of Troy income tax records shows that you are missing municipal income tax returns for the following years:

[Years]

**Please submit the following information:**

1. **This audit notice with the reverse side completed** (also complete for your spouse, if applicable)
2. **Copy of your Federal Income Tax Returns for each year cited above** (also include your spouse's return if married filing separate) including all attachments
3. **Copy of all Federal W-2 and 1099 forms for each year cited above.**

Please return the above information using the envelope enclosed with this audit notice.

**All correspondence regarding this audit notice must be directed only to the CCA auditor indicated below. The City of Troy does not have access to IRS information and will not be able to assist you with questions related to this audit notice.**

Please provide the requested information in writing within thirty (30) days to CCA. Please contact the CCA auditor listed below with any questions related to this notice.

Sincerely,

Name, Title

CCA Special Audit Department

216.664.2070 x\_\_\_\_\_

877.878.8587 x\_\_\_\_\_