



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. 017

_____, 2012

JOHN SMITH
1234 MAIN ST
ATHENS, OH 45701

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Dear City of Athens Taxpayer:

Through an agreement with the City of Athens 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 Athens's income tax. Because our review of income tax records provided by Athens did not indicate an active Athens tax account for you, you are required to submit the following information to the attention of the CCA tax auditor listed below.

Please submit the following information:

1. **This audit notice with the reverse side completed** (also for your spouse, if applicable)
2. **Copies of your 2006-2010 Federal Income Tax Returns including all Federal schedules and attachments** (also include your spouse's return if married filing separate)
3. **Copies of all 2006-2010 Federal W-2 and 1099 forms**

☐ If **ALL** of your wages were earned in the City of Athens and taxes were properly withheld please check the box, complete the back of this notice and return to CCA with copies of your W2s.

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 Athens 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,

_____, Tax Auditor
CCA Special Audit Department
216.664.2070 x_____
877.878.8587 x_____