



October 3, 2018

W A Harriman Campus, Albany NY 12227-9995

Case ID: X-100005301

DLN: PF1899993246

Tax year: 2017

18090058671700-AD00

DOE-JANE
1 OLS WAY
ONLINE SERVICES NY 12345

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

Before we can complete processing your tax return for the above tax year, you must send us information about the following amounts claimed on your return:

- Taxes withheld from your wages
- Taxes withheld from other income

Taxes withheld from your wages

To prove the amount of **taxes** withheld from **wages** that you may have claimed on your return, 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 do not 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 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 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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Taxes withheld from other income

If you claimed taxes that were withheld from any other source of income, send us all of the following that apply for the tax year on the front:

- 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.

What to do next

It is important that you respond. If we do not hear from you, you will not receive the refund you requested.

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

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 is by using our **Respond to Department Notice** online service.

When prompted, enter the following:

DLN: PF1899993246

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

If you do not have an *Online Services* account, visit our website to create one now.

Mail: NYS TAX DEPARTMENT
WITHHOLDING REVIEW UNIT - OPTSWHRV
W A HARRIMAN CAMPUS
ALBANY NY 12227-9995

If not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

Fax: 518-435-8430

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

Questions?

- Visit our website
- Call us at 518-485-6808

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 will mail you a statement of your rights.



Office of Processing and Taxpayer Services
W A Harriman Campus, Albany NY 12227-9995

DLN: PF1899993246

Tax year: 2017

Response to Inquiry

DOE-JANE
1 OLS WAY
ONLINE SERVICES NY 12345

Use the space below or attach additional pages to provide any additional information regarding our audit inquiry:

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If not identified on your return, complete the questions below:

Did you pay someone to prepare your return? Yes _____ No _____

If Yes, please provide the following:

1. Name of tax preparer _____
2. Name of tax preparation business _____
3. Tax preparer's address _____
