

Form **4564**  
(Rev. September 2006)

Department of the Treasury — Internal Revenue Service

# Information Document Request

Request Number

To: (Name of Taxpayer and Company Division or Branch)

Subject

SAIN number

Submitted to:

Dates of Previous Requests (mmddyyyy)

*Please return Part 2 with listed documents to requester identified below*

Description of documents requested

Information Due By

At Next Appointment

☐

Mail in

☐

**From:**

Name and Title of Requester

Employee ID number

Date (mmddyyyy)

Office Location

Telephone Number

( )

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