

**Internal Revenue Service**

**Department of the Treasury**

Taxpayer Identification Number:

Name of Plan:

Date:

Plan Number:

Plan Year(s) Ended:

Person to Contact/ID Number:

Contact Telephone Number:

Fax Number:

**Return Reply to:**  
IRS/EPCU

Dear Sir or Madam:

This letter is being sent to you because our records show that the plan referenced above filed a return that contained information requiring further explanation. This letter constitutes a compliance check. A compliance check is not an audit or investigation under section 7605(b) of the Internal Revenue Code or an audit under section 530 of the Revenue Act of 1978.

Please provide us the information requested in the enclosed form. You may also furnish any other documents or clarifying material that you believe will be helpful for us to review. Failure to provide this information could result in further action or examination of your plan.

If you would like someone else to represent the plan during this compliance check, you must submit a written power of attorney. Form 2848, *Power of Attorney and Declaration of Representative*, may be used for this purpose.

Please fax or send the information requested in the enclosed attachment within 15 days from the date of this letter to the above referenced fax number or address. If you have questions, please contact me at the number referenced above. Thank you for your cooperation.

Sincerely,

Enclosure:  
List of Items Requested