Summary of Taxpayer Contact

Taxpayer's name	Taxpayer's ID #

Information/Documents required	Date required

Notification of consequences of failure to meet the above deadlines: Failure to meet the above deadlines by the specified date(s) may require the IRS to take certain actions, such as issuing a summons, issuing a Notice of Levy, or other actions as specified below.

Revenue Officer name	Date	Telephone number
Office address		

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