



Commonwealth of Virginia *Department of Taxation*

REVIEW OF TAX RETURN

April 10, 2014

FIRST M. LAST
FIRST M. LAST
STREET ADDRESS
NORFOLK, VA 23509



Virginia Tax Account Number: XX-XXXXXXXX-XXX

Dear Customer:

The Virginia Department of Taxation reviews individual income tax returns filed in Virginia. This year your 2013 Virginia income tax return has been selected for review.

Your 2013 refund cannot be issued until our requested information is received and our review is complete. It is important that you follow our instructions in this letter and send all information requested so that we can review the documentation and bring closure to your case.

Please provide the following:

1. A clear, legible copy of your last pay stub(s) for tax year 2013 that contains the year-end information that supports the Virginia state income tax as shown on each of your W-2 Form(s), (wage and tax statement), or your Leave and Earning Statement (LES).
2. Original W-2(s) (wage and tax statement), and/or 1099-R Form(s) for tax year 2013 that supports the Virginia state income tax as claimed on your Virginia Individual income tax return.
3. Your daytime telephone number, so we may contact you if we have further questions, (____) ____-____.

Please send all of the above requested documentation before May 10, 2014, along with a copy of this letter, to the following address:

Virginia Department of Taxation
FIRST LAST, Auditor
Office of Customer Relations
Compliance Section, RAP Unit 1
P.O. Box 27003
Richmond, VA 23261-7003
(804) 225-XXXX

Failure to provide the requested documentation may result in disallowing some or all of the Virginia tax withholding claimed on your return which could increase your tax liability and result in a reduced refund or a tax assessment.

Documentation may be faxed to us at Fax: (804) 254-XXXX. Include a copy of this letter or a cover sheet that identifies your Virginia tax account number or Social Security Number in order to match the documentation to your account.