



# CENTRAL COLLECTION AGENCY

City of Cleveland  
DIVISION OF TAXATION  
205 W. Saint Clair Ave.  
Cleveland, OH 44113-1503

www.ccatax.ci.cleveland.oh.us

Special Audit Department

Toll Free (in Ohio) 1-877-878-8587

Fax (216) 420-8267

## MUNICIPAL INCOME TAX AUDIT NOTICE

Letter No. \_\_\_\_  
September \_\_, 2014

NAME  
STREET ADDRESS  
CITY, ST ZIP9

CODE

Dear City of Chillicothe Taxpayer:

Through an agreement with the City of Chillicothe as authorized by Internal Revenue Code Section 6103(d), the Central Collection Agency (CCA) has obtained federal income tax information indicating you have received income which may be subject to Chillicothe's income tax. Because our review of income tax records did not indicate an active Chillicothe tax account for you, you are required to submit the following information to the attention of the CCA tax auditor listed below.

**Please submit the following information:**

- 1. This audit notice with the reverse side completed** (also complete for your spouse, if applicable)
- 2. Copies of your 2007 through 2012 Federal Income Tax Returns including all Federal Schedules and Attachments** (also include your spouse's return if married filing separate)
- 3. Copies of all 2007 through 2012 Federal W-2 and 1099 forms**

**Please return the above information using the envelope enclosed with this audit notice.**

**All correspondence regarding this audit notice must be directed only to the CCA auditor indicated below. The City of Chillicothe does not have access to IRS information and will not be able to assist you with detailed questions related to this audit notice. However, to verify the authenticity of this program, please visit their website at [www.chillicothe.com](http://www.chillicothe.com).**

Please provide the requested information in writing within thirty (30) days to CCA. You may contact the CCA auditor listed below with any questions related to this notice.

Sincerely,

AUDITOR'S NAME, Income Tax Auditor  
CCA Special Audit Department  
877.878.8587 xEXT  
216.664.2070 xEXT  
EMAIL@city.cleveland.oh.us



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