



**Department of the Treasury  
Internal Revenue Service**  
Small Business and Self-Employed  
2888 Woodcock Blvd Ste 100  
Atlanta GA 30341

**Date:**

**Taxpayer ID number (last 4 digits):**

**Tax year:**

December 31, 2017

**Form number:**

1040

**Person to contact:**

**Employee ID number:**

**Contact telephone number:**

**Contact fax number:**

### **Confirmation**

Dear

This letter is provided to confirm an appointment to examine your federal income tax return for the year(s) shown above.

Place:

Date: April 25, 2018

Time: 08:00 AM

### **What to expect at the examination**

The examination is scheduled to last approximately 3.0 hours. During the examination, I will review the items requested in the Information Document Request previously sent to you. It is important that you bring all the items listed on the Information Document Request to the appointment. My goal is to complete your examination at the initial meeting. However, depending on the results of this initial meeting and the supporting items you provide, I may ask you to provide additional items and/or schedule a follow-up meeting. At the completion of the examination, you may owe additional tax, be due a refund, or there may be no change to your return.

A video presentation, "Your Guide to an IRS Audit", is available at <http://www.irsvideos.gov/audit>. The video explains the examination process and will assist you in preparing for your audit.

### **Who may come to the examination**

If you filed a joint return, you and/or your spouse may attend. You may also have someone represent you at the examination. If you will not attend with your representative, you must provide a completed Form 2848, *Power of Attorney*, or Form 8821, *Tax Information Authorization*, by the start of the examination. You can obtain these forms from our office, from our web site, [www.irs.gov](http://www.irs.gov), or by calling (800) 829-3676.