Dear Mrs. [Redacted],

Your Georgia Income Tax Return for the year(s) indicated below has been selected for examination. You are requested to mail the documents specified at the end of this letter so that we may complete the examination:

AUDIT PERIOD: 2003 through 2003

If you are unable to mail the information as requested, please contact the undersigned in order to make other arrangements.

We request that you respond within thirty (30) days from the date of this letter. Without the requested information, we will proceed on the basis of available information which may be incomplete. This information is requested under section 48-2-8 of the Official Code of Georgia Annotated, and will result in specific item(s) under examination being disallowed or adjusted if no reply is forthcoming. Your cooperation will expedite the examination and prevent erroneous adjustments to your Georgia Income Tax Return.

We will review the documents and returns. If changes are proposed to your return(s), we will explain them in detail, as well as your appeal rights. This explanation will be in the form of a proposed assessment.

If you have any questions, please contact our office at the above telephone number.

Very truly yours,

[Signature]

Vanessa Nicholson
Tax Specialist
To help us complete the examination of your return(s), please include the following with your records:

Federal Tax Returns

Provide complete copies of your Federal Income Tax Return(s) along with all supporting schedules and statements, including W-2’s, 1099’s and/or K-1’s. Also, including any changes or correspondence you may have received from the Internal Revenue Service regarding this tax year.

Additional Records

The above necessary records are not all inclusive. Should additional information be needed, it will be requested at the time of the audit.

As provided for in Section 48-7-50 of the Official Code of Georgia Annotated, a resident of Georgia who is required to file a Federal Income Tax Return must also file a Georgia Income Tax Return. Failure to provide the requested documents will result in the preparation of an assessment based upon the information currently available to this office under the provisions of Section 48-2-37 of the Official Code of Georgia Annotated.