Form **4564**
(Rev. September 2006)

Department of the Treasury — Internal Revenue Service

Information Document Request

Request Number

To: *(Name of Taxpayer and Company Division or Branch)*

Please return Part 2 with listed documents to requester identified below

Subject

SAIN number

Submitted to:

Dates of Previous Requests *(mmddyyyy)*

Description of documents requested

Information Due By_____ At Next Appointment ☐ Mail in ☐

From:

Name and Title of Requester

Employee ID number

Date *(mmddyyyy)*

Office Location

Telephone Number

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