

Internal Revenue Service

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Department of the Treasury

55 South Market Street
San Jose, CA 95113
M/S: HQ-3882

Person to Contact: Cheri Rossi
I.D. Number: 77-01008

Telephone Number: (408) 817-6782
Fax: (408) 817-6790

Date: June 16, 1999

Employer: ██████████

SSN: ██████████

Dear: ██████████

We reviewed your Form W-4, Withholding Allowance Certificate, with the employer listed above. Our Records indicate that you have not filed tax returns for the 1997 and 1998 tax year. Your income appears to create a tax liability. You may not receive all the federal income tax that was withheld.

Internal Revenue Code Section 3402(n) states that (1) an employee may claim EXEMPT status only if he/she has no tax liability for the prior year and expects to receive all the federal income tax that was withheld, and (2) anticipates that he/she will not incur a tax liability for the current year and will expect a refund for all federal income tax.

Therefore, based on the information above, your Form W-4 does not meet the requirements of the Internal Revenue Code Section 3402(n)(1)&(2) and related employment tax regulations to claim the EXEMPT status. Therefore, we have directed your employer to disregard your Form W-4 and withhold as follows:

*Withholding Status: Single
Withholding Allowances: 0

Please note that this does not affect your filing status.

Your employer will honor a new Form W-4 that you submit only if it claims no more than the number of allowances shown. However, you may choose to claim less than this number.

If you have any questions, please contact us at the address shown on this letter, or call between 6:00 a.m. and 4:30 p.m. Monday-Thursday.

Sincerely,



Cheri A. Rossi
Taxpayer Service Specialist
Central California District

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