



# 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.**

\_\_\_\_\_, 2013

NAME  
ADDRESS  
ADDRESS

INCOME\_CODE

Dear City of Springfield Taxpayer:

Through an agreement with the City of Springfield 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 Springfield's income tax. Because our review of income tax records provided by Springfield did not indicate an active Springfield 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** (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 Springfield does not have access to IRS information and will not be able to assist you with detailed questions related to this audit notice.

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