



**PERSONAL INCOME TAX  
FAX COVER SHEET**

**NOTE: Please include only one taxpayer's information and one tax year per fax.** Do not highlight information on any sheets included with the fax. Failure to follow these instructions will result in delays in processing or payment of refunds.

\_\_\_\_\_  
**Taxpayer Name** (name listed first on return or notice)

\_\_\_\_\_  
**Taxpayer SSN/EIN**

\_\_\_\_\_  
**Tax Year**

**To:** \_\_\_\_\_

**Message:**

**Reason for Fax (check all boxes that apply):**

- Required E-File Return Attachments
  - Military orders and other information (fax: 717-772-4193 or 717-787-2840)
  - Other states' returns (fax: 717-705-6651)
- Correspondence for the Fraud Investigation Unit (fax: 717-783-5823)
- Response to Department Notice
  - Department Request for Information (fax: 717-783-5823)
  - Other: Clarify documents faxed and reason for fax (use the fax number provided on the notice you are responding to; otherwise, fax to 717-783-5823)

**Sender Information:**

\_\_\_\_\_  
**Name of Sender**

\_\_\_\_\_  
**Telephone Number**

Number of pages sent including fax cover sheet: \_\_\_\_\_

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employees or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone, and return the original message to us at the above address via the U.S. Postal Service. Thank you.