



## PERSONAL INCOME TAX CORRESPONDENCE SHEET

**NOTE: Please include only one taxpayer's information and one tax year per correspondence sheet.** Do not highlight information on attachments. Please follow these instructions to avoid delays in processing and payment of refunds.

**PURPOSE:** Use this correspondence sheet to fax or email information (see Email Rules below) to the Bureau of Individual Taxes for items related to e-File return attachments, responses to department requests for information, billing notices, or Fraud Investigation Unit notices.

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

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

**Taxpayer Address** (including Zip Code)

**Taxpayer ID #** (EIN, last four digits of SSN or notice DLN)

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

**Message:** \_\_\_\_\_

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

- Required E-File Return Attachments - Military orders, other states' returns and other information (fax: 717-772-4193 or email: RA-BITPITELFCORFAXES@PA.GOV)
- Correspondence for the Fraud Investigation Unit (fax: 717-705-4614 or email: RA-RVPITFRAUD@PA.GOV)
- Response to Department Notice
  - Department Request for Information (fax: 717-783-5823 or email: RA-BITPITHOLDCORFAXE@PA.GOV)
  - Department Billing Notice (fax: 717-705-6236 or email: RA-BITPITBILL-REJECT@PA.GOV)

**Email Rules:**

1. All attachments must be pdf files.
2. No messages in body of email.
3. No links to shared files.
4. Maximum email file size is 15mb.
5. Limit is one taxpayer's information per email.
6. A correspondence sheet or copy of department notice is required for each email attachment.
7. Use "Reason" block checked as email Subject.
8. Multiple emails for one taxpayer labeled using 1 of \_\_\_\_, 2 of \_\_\_\_, 3 of \_\_\_\_, etc. in Subject
9. Redact all SSNs to last four digits.
10. Use DLN if available.
11. Emails without identification information are deleted without posting to any account.

**Sender Information:**

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

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

Number of pages sent including correspondence 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.