

Internal Revenue Service
Appeals Office
One Newark Center
Suite 1400
Newark, NJ 07102

Department of the Treasury

Person to Contact:

Gloria Davenport
Employee ID Number: 22-01809
Tel: 973-645-2623
Fax: (973)645-5961

Refer Reply to:

In Re:

Due Process - Levy
Tax Period(s) Ended:
12/1999

Date: 12/16/03

[REDACTED]

Dear Mr. [REDACTED]

This letter is our acknowledgement that we received your case for consideration in our Newark Appeals Office on April 29, 2003.

In this letter we will explain who we are, what we do, how we do it, who you can talk to, and what you can expect.

Who We Are, What We Do, and How We Review Your Case

Appeals is separate from - and independent of - the division of the Internal Revenue Service proposing the action you disagree with. What we do is review and resolve disputes. We do this in a fair and impartial manner by using the law and judicial decisions to weigh the facts. We conduct our reviews by: (1) telephone, (2) mail, and/or (3) personal interviews.

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What You Can Expect

We will make every attempt to contact you as quickly as possible. You can expect the "Person to Contact" listed above to consider the facts in your case and try to resolve the dispute. This person may also ask for additional information to specifically explain or support the information in your file.

If our office determines that you owe the IRS, the law requires a charge for interest until you pay the amount you owe in full.

What You Can Do

- Respond quickly if asked to send additional information,
- If you wish to stop or reduce interest on part or all of the proposed balance due, you can make payments to the address listed above toward the tax or post a cash bond,
- Contact the "Person to Contact" listed above with any questions about the appeals process or how you can prepare for your hearing, and
- Research our website at www.irs.gov/appeals for more information.

Sincerely,


Gloria Davenport
Settlement Officer