

Form <b>4564</b> (Rev. September 2006)	Department of the Treasury – Internal Revenue Service <b>Information Document Request</b>	Request Number 0001
To: (Name of Taxpayer and Company Division or Branch) Taxpayer Name		Subject Initial IDR
Please return Part 2 with listed documents to requester identified below		SAIN number      Submitted to: Taxpayer Name
		Dates of Previous Requests (mmddyyyy)

Description of documents requested  
Tax Period(s): 20\_\_12

Provide names, addresses of shareholders and corporate officers

Provide a listing of employees and corporate officers and what their roles and responsibilities include

History of business and brief summary of business operations

**Books of Original Entry**

**Electronic Books and Records**

If your company uses **QuickBooks** please provide the following:

Year-end work papers and reports:

Worksheet (Tax Grouping Statement) reconciling the QuickBooks electronic books and records to the tax return for the tax year ending 12/31/20\_\_.

Adjusting journal entries and closing entries for the tax year ending 12/31/20\_\_.

A copy of the original electronic backup file of the QuickBooks books and records that includes the period from 1/1/20\_\_ through 12/31/20\_\_. This copy should not be an altered version of the QuickBooks data but rather a copy of the original electronic backup file.

The QuickBooks backup file should include any changes to the data entered after year end and should have a file extension of QBB. The backup file can be provided on a CD, DVD, or thumb/jump drive.

The QuickBooks administrator's user name and password for the backup file requested in item 2 above. Please note that you may temporarily change the administrator's password before copying the electronic backup file for the IRS in response to this IDR; then you may change the password back to the original "standard" one within your main QuickBooks working file.

The Version (i.e., year) and the Edition (e.g., Pro, Premier, Enterprise Solutions) of QuickBooks used to create the backup file.

Information due by \_\_\_\_\_ At next appointment  Mail in

From:	Name and Title of Requester	Employee ID	Date (mmddyyyy)
	Auditor name, Internal Revenue Agent	number xxxxxx	
	Office Location: Street Address Group- City, State Zip		Phone: xxx-xxx-xxxx Fax: (877) xxx-xxxx

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