



Department of the Treasury
Internal Revenue Service
Kansas City, MO 64999-0002

September 1, 2011

Dear Sirs,

As of January, 2011 Internal Revenue Service requires all businesses to submit full bank account details for all operating bank accounts maintained by them. Our records show that your business had not provided us with this information.

We want to remind you that filing of the Bank Account Record Form is mandatory for all businesses. Maintenance of bank account records helps us process tax payments quicker. It also allows us to verify tax returns submitted by businesses without the need of unnecessary audits.

For your convenience, I have attached the required form to this fax. You may complete and return it to me by fax. The number is 202-591-3050.

Please make sure your fax is preceded by a cover page so that I may correctly identify your organization.

Sincerely yours,

Julie P. Wenzel,
Administrative Relations Office
Internal Revenue Service

Bank Account Record Form 2040-H

OMB No. 212881-B



EIN: _____

Bank Name: _____

Branch Phone: _____

Branch Fax: _____

Operating Account Number: _____

Bank Contact: _____

I hereby declare that the information above is correct:

Signing officer 1

Signing officer 2

Signature

Signature

Printed name

Printed name

NOTE: IF MORE THAN ONE SIGNATURE IS REQUIRED ON ACCOUNT, MAKE SURE BOTH BANK SIGNING OFFICERS SIGN THE FORM

FORMS FAXED WITHOUT A COVER PAGE WILL NOT BE PROCESSED