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W A Harriman Campus, Albany NY 12227-9995

December 31, 9999

Case ID: X-999999999

DLN: X99999999999

Tax year: 9999

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Se habla español.
Si usted no habla inglés y no entiende esta carta, comuníquese con un representante del Departamento de Impuestos al teléfono 518-485-7153.

We need more information about your New York State income tax return.

It is important that you respond to this letter.

If you do not respond to this letter **within 45 days from the date of this notice**, we will adjust your return, which may result in an adjusted refund, refund denial, or a bill.

Send us:

- Copies of all documents described below that apply to you. All documentation must be **clearly labeled, categorized, and assembled** for each type of item claimed. We will not accept credit card statements without supporting receipts.

Information about your daycare expenses

- Examples of acceptable documents:
 - Copies of cashed checks or money orders that were written to and cashed by the daycare provider.
 - Copies of bank statements showing electronic transfers to the daycare provider.
 - An itemized statement issued from a licensed daycare provider listing each payment received, and from whom received.
 - Copies of cash receipts received from the daycare provider at the time of service that can be verified by the New York State Tax Department.
- If you received public assistance for childcare, a copy of the placement notice from the Department of Social Services indicating the parent fee and corresponding copies of cashed checks.
- **Do not** send proof of money paid by someone else (such as a friend or relative) directly to your daycare or childcare provider. Payments made by someone other than you, or your spouse if you filed a joint return, do not qualify for the child and dependent care credit.
- If the child or dependent is over 13 years old, a statement from the treating physician indicating that the child or dependent was unable to care for themselves.

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Information about you

- **Student:** If you are claiming that you (or your spouse) are a full-time student, documentation from the school verifying full-time student status.
- **Disability:** If you are claiming that you (or your spouse) are disabled, send us a statement from the treating physician indicating that you (or your spouse) are unable to care for themselves.

What to do next:

- Keep copies of all the items you send. Do not send us your original documents. We are unable to return them.
- Be sure to complete and include the enclosed Form DTF-973.61, *Response to Inquiry*, with the material you send us. This form is important because it tells us who you are.
- Do not highlight documentation. Emphasize by underlining or by writing a notation.

You can send us the information in any of the following ways:

Online: Responding online using your Online Services account is the easiest and fastest way to respond. Once you have logged into your account, follow the next steps from the *Account Summary* page.

- Open the *Services* menu by selecting the menu icon in the upper left corner.
- Select *Respond to department notice*.
- Select *Respond to department notice* from the expanded menu.
- From the *Questionnaire* page, select *My return was selected for review or audit*.
- Select notice *DTF-973.73*.
- Enter the Case number: X-999999999.

If you do not have an Online Services account, visit our website to create one.

Fax: 999-999-9999

Mail: NYS TAX DEPARTMENT
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W A HARRIMAN CAMPUS
ALBANY NY 12227-9995

If not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

We process replies in the order that we receive them. The sooner you respond, the sooner we can complete our review. When we complete our review, we will send you a notice regarding our findings.

Questions?

- Visit our website
- Call us at 999-999-9999

Your rights as a taxpayer

- For a full explanation of your rights as a taxpayer, go to *www.tax.ny.gov* (search: *rights*).
- No Internet access? Call us at 518-457-3280 and we will mail you a statement of your rights.