

Form **4564**  
(Rev. September 2006)

Department of the Treasury — Internal Revenue Service  
**Information Document Request**

Request Number

To: (Name of Taxpayer and Company Division or Branch)

Subject

SAIN number

Submitted to:

Dates of Previous Requests (mmdyyyy)

Please return Part 2 with listed documents to requester identified below

Description of documents requested

Example

Information Due By \_\_\_\_\_

At Next Appointment

Mail in

**From:**

Name and Title of Requester

Employee ID number

Date (mmdyyyy)

Office Location

Telephone Number

( )