



Notice Number: CP207

Date: June 30, 2014

Taxpayer Identification Number:
[REDACTED]

Tax Form: 941

Tax Period: March 31, 2014



Why Are We Contacting You?

We're contacting you because we did not receive an acceptable Record of Federal Tax Liability (ROFTL) section with your Form 941 for the tax period ending March 31, 2014. **You must complete and return** the enclosed Schedule B (Form 941), *Employer's Record of Federal Tax Liability*, so that we can validate the timeliness of your required tax deposits against your actual tax liability amounts and dates incurred. The corrected information you give us on the enclosed ROFTL becomes a permanent part of your return. We will use it to adjust our record of your return. Please have the appropriate person sign the declaration at the end of this notice, then send us the signed notice with the completed ROFTL.

How Can I Ensure The Corrected ROFTL Is Accepted?

Follow the steps below when completing the enclosed ROFTL:

- Report each tax liability (not your deposits) on the ROFTL.
- Verify that the total amount reported on your ROFTL equals your total tax liability shown on your return.
- Do not show negative amounts on the ROFTL. If an adjustment results in a decrease in your tax liability, apply the decrease to the corresponding tax liability amount on the ROFTL, but do not reduce below zero. Apply any remaining decrease to subsequent liability amounts on the ROFTL.
- If you are required to follow the semi-weekly deposit schedule, then you must list your tax liability amounts for each day in a month rather than listing just the total for each month.