

**Internal Revenue Service  
Small Business and Self-Employed**

**Department of the Treasury**  
5740 Uptain Rd., Suite 7800  
Chattanooga TN 37411

BRANDON TANKERSLEY  
2435 Valley Hills Dr NW  
CLEVELAND TN 37311-3528

**Date:**  
August 19, 2016  
**Taxpayer Name:**  
BRANDON TANKERSLEY  
**Taxpayer Identification Number:**  
259-51-7291  
**Tax Form:**  
1040  
**Tax Period(s):**  
201212  
**Person to Contact:**  
MARY K HUDDLESTON  
**Employee Identification Number:**  
1000848025  
**Telephone Number:**  
423-305-2282 or 423-855-6008  
**Fax Number:**  
877-237-0438

Dear BRANDON TANKERSLEY:

This letter confirms the following appointment that we scheduled during our telephone conversation on Aug 19 with your POA

**Appointment Information**

Location: 4295 Cromwell Rd., Suite 305  
Chattanooga TN 37421

Date: September 28, 2016

Time: 9:00 AM

**What is the Purpose of the Appointment**

The purpose of our first meeting is to understand your business operations and policies and to begin the examination process. We will discuss specific examination procedures, such as communication methods, response times and other general expectations. As we discussed, please have the items listed on the attached Form 4564, *Information Document Request*, available at our first appointment.

**Someone May Represent You**

You may have someone represent you during any part of this examination. If you want someone to represent you, please provide me with a completed Form 2848, *Power of Attorney and Declaration of Representative*, at our first appointment.

If you prefer, you may mail or fax the form to me prior to our first appointment. You can get this form from our office, from our web site at [www.irs.gov](http://www.irs.gov), or by calling 1-800-829-3676. If you decide that you wish to get representation after the examination has started, we will delay further examination activity until you can secure representation.

### **Your Rights As A Taxpayer**

We have enclosed Publication 1, *Your Rights as a Taxpayer*, and Notice 609, *Privacy Act Notice*. We encourage you to read the Declaration of Taxpayer Rights found in Publication 1. This publication discusses general rules and procedures we follow in examinations. It explains what happens before, during, and after an examination, and provides additional sources of information.

A video presentation, "Your Guide to an IRS Audit", is available at <http://www.irsvideos.gov/audit>. The video explains the examination process and will assist you in preparing for your audit.

Please contact me if you have any questions you would like to discuss.

Thank you for your cooperation.

Sincerely,



MARY K HUDDLESTON  
Internal Revenue Agent

Enclosure:  
Form 4564  
Publication 1  
Notice 609