

Mr. & Mrs. Taxpayer
123 South Front St
Harrisburg PA 17036

Notice Date: 02/01/2016
Tax Year: 2015
DLN: 123456789123

Dear Mr. & Mrs. Taxpayer,

A personal income tax return was filed with the Pennsylvania Department of Revenue under your name and social security number requesting a refund of tax.

As part of an initiative to ensure refunds are issued only to their rightful owners, the department requires taxpayers to confirm their identity before refund payments are issued.

Please visit our website www.doreservices.state.pa.us/IDValidation to answer a few questions designed to confirm your identity for the department. Once logged in, you will be asked to provide the secure Docket Locator Number (DLN) that appears above, along with the last 4 digits of your Social Security Number (SSN). You will be required to input the exact dollar amount of the refund requested on your PA-40. After this information is confirmed, there will be a series of questions related to your personal identity. Upon successful identity verification, the department will process and deliver your refund within 4 to 6 weeks. However, if the ID verification was not successful, your account will be adjusted to deny the requested refund and a notice will be issued. You can check on the status of your refund within 3 to 4 weeks of completing the ID validation by visiting www.revenue.pa.gov and using the "Where's my Personal Income Tax Refund?" tool.

For additional information on the department's identity validation initiative, please visit www.revenue.pa.gov/IDValidation.

Thank you for your participation in this process. We are focused on preventing identity theft and verification is an important and necessary step in processing tax returns.