

**FEDERAL RESERVE BANK
OF NEW YORK**

ATCER No. 10643
June 3, 1986

BANK SECRECY ACT

**— Revised Currency Transaction Report
— Guidelines for Requesting Special Exemptions
from Certain Reporting Requirements**

*To All State Member Banks and Edge Act Corporations
in the Second Federal Reserve District:*

The Internal Revenue Service has issued a revised Currency Transaction Report (Form 4789, Rev. December 1985) for reporting currency transactions of more than \$10,000. This report should be used after July 1, 1986. Until that date, financial institutions should continue to file the existing form.

Enclosed is a copy of the revised form; additional copies may be obtained from the IRS Data Center, Currency and Banking Report Division, 1300 John C. Lodge Freeway, Detroit, MI 48226.

Printed on the reverse side of this letter is the text of revised guidelines, developed by the Treasury Department, for obtaining special exemptions from the financial reporting requirements of CFR 31 Part 103.

Questions regarding this matter may be directed to Elizabeth Irwin-McCaughey, Supervising Examiner, Specialized Examinations Department (Tel. No. 212-791-7946).

GEORGE R. JUNCKER,
Chief Compliance Examiner.

(Over)

Guidelines For Requesting Special Exemptions
From the Financial Reporting Requirements
of CFR 31, Part 103

A bank may apply to the IRS for authority to grant an exemption to the reporting requirements, not otherwise provided for under paragraph (b) of CFR 31 Part 103.22, if the bank believes that circumstances warrant such an exemption. Such requests should be addressed to:

Exemption Staff
Currency and Banking Reports Division
Internal Revenue Service
P.O. Box 32063
Detroit, MI 48232

A written request, signed by an official of the bank, should include the following information about the customer:

1. Name, address, and Federal taxpayer identification number (nine digits) of the customer;
2. Description of customer's business;
3. Whether the exemption would cover deposits or withdrawals, or both;
4. A listing of daily amounts of currency deposited during a recent 2-month period.
5. A listing of daily amounts of currency withdrawn during a recent 2-month period.
6. Ordinarily, what percentage of the amount of the withdrawals is in \$100 bills?
7. Amount of maximum limit for the requested exemption;

In addition, the request should include the name and telephone number of the bank official to call in regard to the exemption request.

Form **4789**
(Rev. December 1985)

Department of the Treasury
Internal Revenue Service

Currency Transaction Report

- **File a separate report for each transaction.** ► **Please type or print.**
► **For Paperwork Reduction Act Notice, see page 3.**
(Complete all applicable parts—See instructions)

OMB No 1545-0183
Expires 10-31-88

If amended report, see
instructions and check
here ☐

Part I Identity of individual who conducted this transaction with the financial institution

1 If multiple individuals involved, see instructions and check here <input type="checkbox"/>				
2 Last name		3 First name		4 Middle initial
				5 Social security number
6 Address (number and street)				7 Occupation, profession, or business
8 City		9 State	10 ZIP code	11 Country (if not U.S.)
12 Method used to verify identity:				
a Describe ►				
b Issued by ►				
c Number ►				
13 Reason items 2-12 are not completed:				
a <input type="checkbox"/> Armored car service (enter name) ►				
b <input type="checkbox"/> Mail deposit/shipment				
c <input type="checkbox"/> Night deposit or ATM transaction				
d <input type="checkbox"/> Multiple transactions (see instructions)				

Part II Individual or organization for whom this transaction was completed

14 If multiple individuals or organizations are involved, see instructions and check here <input type="checkbox"/>				
15 Individual's last name		16 First name		17 Middle initial
				18 Social security number
19 a Name of organization		b Check if: (1) <input type="checkbox"/> broker/dealer in securities, or (2) <input type="checkbox"/> financial institution (see instructions)		20 Employer identification number
21 Address (number and street)				22 Occupation, profession, or business
23 City		24 State	25 ZIP code	26 Country (if not U.S.)

Part III Customer's account number(s) affected by transaction

27 <input type="checkbox"/> Savings ►	<input type="checkbox"/> Securities ►	<input type="checkbox"/> CD/Money market ►
<input type="checkbox"/> Checking ►	<input type="checkbox"/> Loan ►	<input type="checkbox"/> Other (specify) ►

Part IV Type of transaction. Check applicable boxes to describe transactions

28 <input type="checkbox"/> Currency exchange (currency for currency)		
29 CASH IN:	<input type="checkbox"/> CD/Money market purchased	30 CASH OUT:
<input type="checkbox"/> Deposit	<input type="checkbox"/> For wire transfer	<input type="checkbox"/> CD/Money market redeemed
<input type="checkbox"/> Security purchased	<input type="checkbox"/> Receipt from abroad	<input type="checkbox"/> From wire transfer
<input type="checkbox"/> Check purchased	<input type="checkbox"/> Other cash in (specify) ►	<input type="checkbox"/> Shipment abroad
		<input type="checkbox"/> Other cash out (specify) ►

31 Total amount of currency transaction (in U.S. dollars). ► \$	32 Amount in item 31 in \$100 bills or higher \$	33 Date of transaction (month, day, and year)
34 If other than U.S. currency is involved, please furnish the following information:		
a Exchange made <input type="checkbox"/> for or <input type="checkbox"/> from U.S. currency	b Currency name	c Country
		d Total amount of each foreign currency (in U.S. dollars) . . . ► \$

35 If a check or wire transfer was involved in this transaction, please furnish the following information (see instructions):			
a If more than one check or wire transfer is involved, see instructions and check here <input type="checkbox"/>			
b Date of check or wire transfer		c Amount of check or wire transfer (in U.S. dollars) \$	d Payee
e Drawer of check		f Drawee bank and MICR number	

Part V Financial institution where currency transaction took place

36 Check applicable box to indicate type of financial institution			
a <input type="checkbox"/> Bank (enter code number from instructions here) ►			
b <input type="checkbox"/> Savings and loan association			
c <input type="checkbox"/> Credit union			
d <input type="checkbox"/> Security broker/dealer			
e <input type="checkbox"/> Other			
37 Name of financial institution			
38 Employer identification number			
39 Address (number and street)			
40 Social security number			
41 City		42 State	43 ZIP code
			44 MICR number
Sign Here ►	45 Signature (preparer)		46 Title
			47 Date
	48 Type or print preparer's name		49 Approving official (signature)
			50 Date

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Multiple Transactions

(Complete applicable parts below if box 1, 14, or 35a on page 1 is checked)

Part I Continued—Complete if box 1 on page 1 is checked

2 Last name	3 First name	4 Middle initial	5 Social security number
6 Address (number and street)		7 Occupation, profession, or business	
8 City	9 State	10 ZIP code	11 Country (if not U.S.)
12 Method used to verify identity:			
b Issued by ▶		c Number ▶	

2 Last name	3 First name	4 Middle initial	5 Social security number
6 Address (number and street)		7 Occupation, profession, or business	
8 City	9 State	10 ZIP code	11 Country (if not U.S.)
12 Method used to verify identity:			
b Issued by ▶		c Number ▶	

Part II Continued—Complete if box 14 on page 1 is checked

15 Individual's last name	16 First name	17 Middle initial	18 Social security number
19 a Name of organization		b Check if: (1) <input type="checkbox"/> broker/dealer in securities, or (2) <input type="checkbox"/> financial institution (see instructions)	
21 Address (number and street)		20 Employer identification number	
22 Occupation, profession, or business			
23 City	24 State	25 ZIP code	26 Country (if not U.S.)

15 Individual's last name	16 First name	17 Middle initial	18 Social security number
19 a Name of organization		b Check if: (1) <input type="checkbox"/> broker/dealer in securities, or (2) <input type="checkbox"/> financial institution (see instructions)	
21 Address (number and street)		20 Employer identification number	
22 Occupation, profession, or business			
23 City	24 State	25 ZIP code	26 Country (if not U.S.)

Part IV Continued—Complete if box 35a on page 1 is checked

35 b Date of check or wire transfer	c Amount of check or wire transfer (in U.S. dollars) \$	d Payee
e Drawer of check		f Drawee bank and MICR number
j b Date of check or wire transfer	c Amount of check or wire transfer (in U.S. dollars) \$	d Payee
e Drawer of check		f Drawee bank and MICR number

General Instructions

File: Beginning with this revision, file Form 4789 with the IRS Data Center in Detroit. See *When and Where to File* below.

Paperwork Reduction Act Notice.—The Paperwork Reduction Act of 1980 says we must tell taxpayers why we are collecting this information, how we will use it, and whether you have to give it to us.

The requested information is useful in criminal, tax, and regulatory investigations. In addition to directing the Federal Government's attention to unusual or questionable transactions, the reporting requirement discourages the use of currency in illegal transactions. Financial institutions are required to provide the information under 31 CFR 103.22, 103.26, and 103.27.

Who Must File.—Each financial institution other than a casino must file a Form 4789 for each deposit, withdrawal, exchange of currency, or other payment or transfer, by, through, or to the financial institution, which involves a transaction in currency of more than \$10,000. Multiple transactions by or for any person which in any one day total more than \$10,000 should be treated as a single transaction, if the financial institution is aware of them.

Exemptions.—See 31 CFR 103.22(b) for exemptions from the filing requirements by banks on certain customers.

When and Where to File.—File this form by the 15th day after the date of the transaction with the Internal Revenue Service Data Center, P.O. Box 32621, Detroit, MI 48232 ATTN: CTR, or hand carry it to your local IRS office. Keep a copy of each Form 4789 for 5 years from the date you file it.

Penalties.—Civil and criminal penalties (up to \$500,000) are provided for failure to file a report or to supply information, and for filing a false or fraudulent report. See 31 CFR, sections 103.47 and 103.49.

Definitions

Bank.—See 31 CFR 103.11 for the definition of a bank.

Currency.—The coin and currency of the United States or of any other country, which circulate in and are customarily used and accepted as money in the country in which issued. It includes United States silver certificates, United States notes, and Federal Reserve notes, but does not include bank checks or other negotiable instruments not customarily accepted as money.

Financial Institution.—Each agency, branch, or office in the United States of any person doing business in one or more of the capacities listed below:

- (1) a bank;
- (2) a broker or dealer in securities, registered or required to be registered with SEC under the Securities Exchange Act of 1934;
- (3) a person who engages as a business in dealing in or exchanging currency (for example, a dealer in foreign exchange or a person engaged primarily in the cashing of checks);

- (4) a person who engages as a business in issuing, selling, or redeeming traveler's checks, money orders, or similar instruments, except one who does so as a selling agent exclusively, or as an incidental part of another business;
- (5) a licensed transmitter of funds, or other person engaged in the business of transmitting funds abroad for others.

Person.—An individual, corporation, partnership, trust or estate, joint stock company, association, syndicate, joint venture, or other unincorporated organization or group, and all entities treated as legal personalities.

Transaction in Currency.—A transaction involving the physical transfer of currency from one person to another. A transaction in currency does not include a transfer of funds by means of bank check, bank draft, wire transfer, or other written order that does not include the physical transfer of currency.

Specific Instructions

Amended report.—If this amends a previously filed report, check the box in the upper right corner. Staple a copy of the previously filed report to this amended report and complete only those entries which you are correcting on the amended report.

Part I—Identity of individual who conducted the transaction.—This part must always be completed. If the individual conducts the transaction for another person, be sure to complete Part II also.

Box 1—Multiple Individuals.—If two or more individuals conduct a transaction, check Box 1. All individuals must be positively identified. Enter information in Part I for one of the individuals. Complete the entry spaces on the back of the form for the other individuals. For example, a check made out to John Doe and Thomas Smith may be presented for payment at a financial institution. Both of the joint payees are present. Complete Part I on the front of the form for John Doe, and complete Part I on the back for Thomas Smith.

Items 2, 3, and 4—Name of person conducting transaction.—Enter the last name in Item 2, the first name in Item 3, and the middle initial in Item 4.

Item 5—Social security number.—A social security number must be provided if an individual is conducting the transaction for himself or herself. If the individual is conducting a transaction for another person or is a nonresident alien who does not have a social security number, write NONE in the space and complete Item 12.

Items 6, 8, 9, 10, and 11—Address.—Enter the permanent address, including ZIP code, of the individual who entered the financial institution to conduct the transaction. A P.O. Box number is not a street address.

Item 7—Occupation, profession, or business.—Fully identify the occupation, profession or business of the individual conducting the transaction; for example, secretary, carpenter, attorney, etc. Do not use nondescriptive terms such as merchant, self-employed, businessman, etc.

Item 12—Method used to verify identity.—All individuals (except employees of armored car services) conducting a currency transaction for themselves or for another person must be positively identified. For individuals who are established customers, identifying information previously obtained from the customer and in the financial institution's records may be provided. Statements such as "known customer" are not sufficient as identifying information. For U.S. citizens, ask to see and inspect a driver's permit or any other written identification document acceptable to the financial institution in normal check cashing operations. For an alien, ask to see and inspect his or her passport, alien ID card, or other official document showing nationality or residence. Enter the type of document in Item a, such as driver's license, signature card, charge card, passport, etc. Enter in Item b, the name of the state issuing the driver's permit, the name of the bank or store issuing the charge card, etc. Enter the number of the license, account, card, etc., in Item c.

Item 13—Reason Items 2-12 not completed; armored car service, mail, night deposit, or ATM transaction.—Check Box a if the transaction was a delivery by an armored car service licensed by a state or local government. Enter the name of the armored car service in the space provided.

Check Box b if the currency was received or shipped through the U.S. Postal Service.

Check Box c if the transaction was a night deposit or an ATM (automated teller machine) transaction.

Check Box d if this report involves multiple transactions that when totalled became a reportable transaction and the individual(s) who conducted the transactions cannot be identified.

If you check Box a, b, c, or d, you do not have to complete any other entries in Part I. However, be sure to complete Parts II, III, IV, and V.

Part II—Individual or organization for whom transaction was completed.—If the individual in Part I is conducting the transaction for himself or herself, do not complete Part II. In all other cases, including armored car service, mail, night deposit, or ATM transactions, complete Part II.

Box 14—Multiple individuals or organizations.—If this transaction is being conducted for more than one individual or organization, check Box 14, and complete the applicable entries on the back of the form. Do this also if the individual in Part I conducts a transaction that involves both himself or herself and another individual or organization.

Items 15, 16, and 17—Name of Individual.—Enter the last name in Item 15, first name in Item 16, and middle initial in Item 17, of the individual for whom the transaction was completed.

Item 18—Social security number.—Enter the social security number of the individual for whom the transaction was completed. You will have this in your records. If the individual is a nonresident alien and does not have a social security number, write NONE in the space for the number.

Items 19 and 20—Organization's name and EIN.—If the transaction involves a business, show the business name in Item 19a, and the employer identification number (EIN) in Item 20. This is a 9-digit number shown as 00-0000000. If the organization does not have an EIN, write NONE in Item 20.

Check Box 19b(1) if the individual or organization is a broker or dealer in securities. Check Box 19b(2) if the individual or organization is a financial institution described in item (3), (4), or (5) under the *Definitions of a Financial Institution* on page 3.

Items 21, 23, 24, 25, and 26—Address.—Enter the permanent address including the ZIP code of the individual or organization for whom the transaction is completed in the appropriate boxes. If the address is outside the U.S., be sure to show the country in Item 26. A P.O. Box number not a street address.

Item 22—Occupation, profession, or business.—Fully identify the occupation, profession, or business of the individual or organization for whom the transaction was completed. Use descriptive terms, such as securities broker, attorney, auto dealer, etc. Do not use nondescriptive terms, such as self-employed, merchant, businessman, etc.

Part III—Customer's account number affected by the transaction.

Box 27—Type of account and account number.—Check the boxes and enter the account numbers of the accounts affected by the transaction. If a deposit or withdrawal is made from a savings, checking, share, or other account, check the appropriate box and enter the account number. Other accounts would include all accounts with broker-dealers. If the transaction does not affect any account, make no entry in Part III. For example, a cashier's check purchased with cash may not affect any account and does not require any entry in this part. Please note that the code letters before the boxes are for IRS processing purposes.

Part IV—Type of transaction.—Check the boxes that describe the transaction. For international transactions with foreign financial agencies (banks, currency exchange dealers, securities dealers, etc.)

Involving receipts of currency for deposit, purchases of currency, withdrawal, shipments of currency for deposit, or sales of currency, check the appropriate box "Receipts from abroad" or "Shipments abroad" in Item 29 or 30.

Box 28—Currency exchange.—Check this box if currency was exchanged for currency. This includes exchanging U.S. currency for foreign currency (be sure to complete Item 34) and vice versa. It also includes exchanging small denomination bills of U.S. currency for large denomination bills of U.S. currency, or vice versa.

Box 29—Cash in.—Check the appropriate box(es) when currency is received by the financial institution as part of a transaction.

Box 30—Cash out.—Check the appropriate box(es) when the financial institution pays out currency as part of a transaction.

Item 31—Total amount of currency.—Enter the total amount of currency in the transaction. If a transaction involves both currency and checks, such as a deposit transaction, enter only the amount of the currency.

Item 32—Amount in \$100 bills or higher.—Enter the amount of the total currency transaction reported in Item 31 that is in denominations of U.S. currency of \$100 or higher. For example, if the total currency transaction is \$100,000 and \$50,000 is in U.S. currency of \$100 or higher denominations, enter \$100,000 in Item 31 and \$50,000 in Item 32.

Item 33—Date.—Enter the month, day, and year of the currency transaction. Use the actual calendar date, not the banking day date.

Item 34—Foreign currency.—If the currency transaction involves a foreign currency, enter the information in the appropriate spaces. Enter the name of the currency in Item b, the country in Item c, and the total amount of the foreign currency in U.S. dollars in Item d. Check the appropriate box in Item a, if foreign currency was exchanged for U.S. currency or U.S. currency was exchanged for foreign currency. For example, a currency transaction involving Italian lira being deposited would have lira entered in Item b, Italy entered in Item c, and the amount, converted into U.S. dollars, entered in Item d. Since currency was not exchanged, no entry is made in Item a. If currency of two or more foreign countries is involved in the transaction, attach a separate sheet of paper that clearly identifies the individual or organization for whom the transaction was completed (Items 15 through 20) and report the information for each foreign currency required by Item 34.

Item 35—Check or wire transfer.—If multiple checks or wire transfers are involved in the transaction, check Box a and furnish the information for one of the instruments on the front of the form and for the other instruments on the back of the

form in the spaces provided. If you have to report more instruments than there are entry spaces, attach a sheet of paper that clearly identifies the individual or organization for whom the transaction is completed (Items 15 through 20) and furnish the information for Items b through f for each check or wire transfer.

Date.—Enter the date shown on the check or the wire transfer of funds in Item b.

Amount.—Enter the amount of the check or wire transfer in Item c. Show the amount in U.S. dollars only.

Payee.—Enter the name of the individual or organization to whom the check or wire transfer of funds is made payable in Item d.

Drawer.—Enter the name of the individual or organization that wrote the check or who wire transferred funds in Item e.

Drawee bank and MICR number.—Enter the name of the bank and MICR number on which the check or wire transfer of funds is drawn in Item f.

Part V.—Financial Institution where transaction took place.

Box 36—Type of financial institution.—Check the box that describes the type of financial institution you are.

Box 36a—Banks.—Enter the appropriate code number for the Federal agency that performs examinations for compliance with the Bank Secrecy Act regulations:

Code 1—Comptroller of the Currency

Code 2—FDIC

Code 3—Federal Reserve System

Code 4—None of the above

Items 37, 39, 41, 42, 43, and 44—Name, address, and MICR number.—Enter the full legal name, street address, city, State, ZIP code, and MICR number of the financial institution where the transaction occurred. *If the transaction occurred at a branch office, enter the complete street address and MICR number of the branch, not the headquarter's address and MICR number.* A P.O. Box number is not a street address. Enter the MICR number in Item 44.

Item 38—EIN.—Enter the financial institution's employer identification number (EIN).

Item 40—SSN.—If the financial institution does not have an EIN, enter the financial institution owner's social security number.

Items 45, 46, 47, and 48—Preparer's signature, title, and date.—Form 4789 must be signed in Item 45 by an individual authorized or designated by the financial institution to sign it. His or her title should be shown in Item 46 and the date of signature entered in Item 47. This signer's name should be typed or printed legibly in Item 48.

Items 49 and 50—Approving official's signature and date.—The official who reviews and approves the information on the form must sign in Item 49 and enter the date of signing in Item 50.

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How to Get IRS Forms and Publications

You can order federal tax forms and publications from the IRS Forms Distribution Center for your state at the address below. Use the order blank at the bottom of this page. Or, if you prefer, you can photocopy tax forms from reproducible copies kept at many participating public libraries. In addition, many of these libraries have reference sets of IRS publications which you can also read or copy—on the spot.

Alabama—Caller No. 848, Atlanta, GA 30370

Alaska—P.O. Box 12626, Fresno, CA 93778

Arizona—P.O. Box 2924, Austin, TX 78769

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Idaho—P.O. Box 12626, Fresno, CA 93778

Illinois—P.O. Box 338, Kansas City, MO 64141

Indiana—P.O. Box 6900, Florence, KY 41042

Iowa—P.O. Box 338, Kansas City, MO 64141

Kansas—P.O. Box 2924, Austin, TX 78769

Kentucky—P.O. Box 6900, Florence, KY 41042

Louisiana—Caller No. 848, Atlanta, GA 30370

Maine—P.O. Box 25866, Richmond, VA 23260

Maryland—P.O. Box 25866, Richmond, VA 23260

Massachusetts—P.O. Box 25866, Richmond, VA 23260

Michigan—P.O. Box 6900, Florence, KY 41042

Minnesota—P.O. Box 338, Kansas City, MO 64141

Mississippi—Caller No. 848, Atlanta, GA 30370

Missouri—P.O. Box 338, Kansas City, MO 64141

Montana—P.O. Box 338, Kansas City, MO 64141

Nebraska—P.O. Box 338, Kansas City, MO 64141

Nevada—P.O. Box 12626, Fresno, CA 93778

New Hampshire—P.O. Box 25866, Richmond, VA 23260

New Jersey—P.O. Box 25866, Richmond, VA 23260

New Mexico—P.O. Box 2924, Austin, TX 78769

New York—P.O. Box 25866, Richmond, VA 23260

North Carolina—Caller No. 848, Atlanta, GA 30370

North Dakota—P.O. Box 338, Kansas City, MO 64141

Ohio—P.O. Box 6900, Florence, KY 41042

Oklahoma—P.O. Box 2924, Austin, TX 78769

Oregon—P.O. Box 12626, Fresno, CA 93778

Pennsylvania—P.O. Box 25866, Richmond, VA 23260

Rhode Island—P.O. Box 25866, Richmond, VA 23260

South Carolina—Caller No. 848, Atlanta, GA 30370

South Dakota—P.O. Box 338, Kansas City, MO 64141

Tennessee—Caller No. 848, Atlanta, GA 30370

Texas—P.O. Box 2924, Austin, TX 78769

Utah—P.O. Box 2924, Austin, TX 78769

Vermont—P.O. Box 25866, Richmond, VA 23260

Virginia—P.O. Box 25866, Richmond, VA 23260

Washington—P.O. Box 12626, Fresno, CA 93778

West Virginia—P.O. Box 6900, Florence, KY 41042

Wisconsin—P.O. Box 338, Kansas City, MO 64141

Wyoming—P.O. Box 2924, Austin, TX 78769

Foreign Addresses—Taxpayers with mailing addresses in foreign countries should send their requests for forms and publications to: IRS Distribution Center, P.O. Box 25866, Richmond, VA 23260.

Puerto Rico—Director's Representative, U.S. Internal Revenue Service, Federal Office Building, Chardon Street, Hato Rey, PR 00918

Virgin Islands—V.I. Bureau of Internal Revenue, P.O. Box 3186, St. Thomas, VI 00801

Detach At This Line

Please follow these guidelines when ordering IRS forms and publications. This will help us process your order as quickly as possible. You will receive two copies of each form or schedule you request and one copy of each publication or instruction booklet. Please order only the items you need.

FORMS/INSTRUCTIONS/ SCHEDULES

- In the box to the left, list each form, instruction booklet, and schedule you need *by its number, not its title*. List forms and instructions in numerical order. List schedules in alphabetical order. (When ordering instructions or schedules, be sure to identify the forms they go with.)
- In the box to the right, list each publication you need *by its number, not its title*. Please list them in numerical order.
- Carefully print or type your name and address on the label provided below. This label will be used to send your order to you.
- Detach above and mail this order form and label to the IRS address shown for your area.

PUBLICATIONS

Internal Revenue
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