

Contractor Tax Liability Verification Notice

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

This notice serves to inform you that we are currently in the process of verifying tax liability information related to your contract with [Company Name]. It is crucial for us to ensure that all tax obligations are accurately assessed and reported.

For our records, please provide the following information:

- Your Tax Identification Number (TIN)
- Recent tax returns for the last three years
- Any relevant correspondence with tax authorities

Please submit the requested documents by [Insert Deadline Date]. Failure to provide this information may affect your contract status with our company.

If you have any questions or require assistance, feel free to contact us at [Company Phone Number] or [Company Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]