

Sample TIN Request Letter

John Smith, Esq.
Vice-President and General Counsel
Any Company, Inc.
1234 Main Street
Any Town, Any State 56789

Re: United States v. Any Company, Inc.
Civil Action No. 34-5678 Civ. (N.D.A.S.)

Dear Mr. Smith:

As a result of the (consent decree/judgment) entered in the above captioned action, Any Company, Inc. has been required to pay (a civil penalty/damages) to the United States. Under the provisions of the Debt Collection Improvement Act of 1996, Pub. L. No. 104-134, Title III, ch. 10, § 31001, 110 Stat. 1321-358, Any Company, Inc. must now provide its Taxpayer Identification Number ("TIN") to the Department of Justice. See 31 U.S.C. § 7701. Should Any Company fail to pay (this penalty/these damages) in a timely manner, the Department will use the TIN to assist it in collecting and reporting on any portion of the (penalty/damages) that has become delinquent.

I would appreciate your providing me with Any Company, Inc.'s TIN at your earliest convenience. If you have any questions concerning this request, I would be happy to discuss it with you.

Sincerely,

Jane Doe, Attorney
Special Trial Section
Antitrust Division