

## Instructions

Provide the following information for the person/business you are reporting **if known**:

1. Taxpayer Name
  - a. street address of residence
  - b. city, state, and zip code of residence
  - c. social security number
  - d. occupation
  - e. phone numbers
2. Business Name
  - a. street address of business
  - b. city, state, and zip code of business
  - c. employer identification number
  - d. describe the primary business activity
  - e. website of the business
3. Indicate Marital Status
  - a. Enter the name of the spouse, if applicable.
4. Check **all** tax violations that apply to your report or describe in the comments section (section 5a.) if violation is not listed here.
5. If your report involves unreported income, indicate the year(s) and the dollar amount(s).
  - a. Briefly describe the facts of the alleged violation(s) as you know them. Please attach another sheet, if you need more room.
  - b. Indicate (Yes or No) if books and/or records are available that substantiate your report.
  - c. List the location of books/records, if applicable.
  - d. List the taxpayer's accountant, CPA or bookkeeper.
  - e. List the name and address of bank(s) and/or financial institution(s) used by the taxpayer.
  - f. Briefly explain how you learned of or obtained the information contained in your report. Please attach another sheet, if you need more room.
6. Enter your name, street address, city, state, zip code and a telephone number where you can be contacted. Indicate time of day you may be contacted if appropriate. **This information is not required to process your report.**

**Please print and send your completed form to the North Carolina Department of Revenue at:**

**NC Department of Revenue  
Criminal Investigations Division  
P.O. Box 27431  
Raleigh, NC 27611-7431**