



The Compliance Edge®

Employer/Client General Information Release

April 17, 2017

IRS Audit and Coordination by TSACG

TSA Consulting Group (TSACG) is committed to providing our clients with the most supportive 403(b), 457(b), and 401(a) Plan administration services available. This support includes representation services when clients are informed of their selection by the IRS to undergo an audit of their Plan(s). TSACG has had 5 clients in the first quarter of 2017 that have been selected and notified that their Plan(s) will be audited. In many instances, the audit covers multiple Plan years.

Because of the current surge in IRS audits of 403(b) and 457(b) plans, TSACG recommends a best practice approach with regards to the next steps necessary when notified of an impending audit. In order to allow TSACG to work directly with the assigned IRS Examiner from the beginning, there are a few very important steps that need to be taken by each Plan Sponsor/Client as soon as notification is received.

- Upon receipt of the IRS Examination Letter, please notify your Employer Counsel immediately. A sample notification letter is attached.
- Following internal notification, please call TSACG at 1-888-777-5827 to speak with a Program Consultant. A Program Consultant will be assigned to guide you through the duration of the audit process.
- Forward a scanned copy of your notification letter along with any Information Document Requests (IDR) received to the assigned Program Consultant. Many times there is information required in the IDR that must be provided to the Examiner prior to your scheduled meeting. The time period to provide a response to the IDR could be as short as two weeks from the date of receipt of notification.
- Following notification, TSACG will create and forward IRS Form 2848: *Power of Attorney and Declaration of Representative*. In order for TSACG to speak with the Examiner, to act on your behalf, and to be present at all meetings, this form MUST be executed.

The notification letter will state the date and time when the IRS Examiner will arrive at your location to begin the first steps of the audit. The above steps should be completed as soon as possible to allow your TSACG representative to be present at this initial meeting with the Examiner and to help compile and provide the information requested in the initial IDR. Your assigned Program Consultant will assist you through all phases of the audit duration, and they will correspond with the Examiner directly on your behalf.

Questions regarding this information should be directed to your Program Consultant.

TSA Consulting Group, Inc.
(888) 777-5827



Department of the Treasury
 Internal Revenue Service
 TEGE Employee Plans
 9450 Koger Blvd, N.
 Saint Petersburg, FL 33702

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JAN 03 2017

HUMAN RESOURCES

[Redacted]

Date: December 22, 2016
 Taxpayer Identification Number: XX-XXX [Redacted]
 Name of Plan: [Redacted]
 Plan Number: [Redacted]
 Plan Year(s) Ended: December 31, 2014
 Appointment Date: January 31, 2017 & February 1, 2017
 Appointment Time: 10:00 a.m.
 Appointment Place: Business Address
 Person to Contact/ID Number: [Redacted]
 Contact Telephone Number: [Redacted]
 Manager's Name: [Redacted]
 Manager's ID Number: [Redacted]
 Manager's Telephone Number: [Redacted]

Dear Sir or Madam:

We selected your Internal Revenue Code Section 403(b) plan for examination for the plan years listed above, and arranged the date and time, also listed above. The attached, *Information Needed*, lists documents and information we need to conduct our examination.

You must provide a written power of attorney if you want someone other than employees or officers of the company to receive or discuss confidential information during the examination. You can use Form 2848, *Power of Attorney and Declaration of Representative*. Your representative won't be permitted to receive or discuss confidential information if you don't provide this written authorization.

Publication 4324, *Employee Plan Examination Process*, provides a simplified illustration of the examination process. Additionally, Publication 1, *Your Rights as a Taxpayer*, provides more detailed information on the examination process and your rights. You can get any of the forms or publications mentioned in this letter by calling 1-800-TAX-FORM (1-800-829-3676) or visiting our website at www.irs.gov/formspubs.

To shorten the examination time, please have these items available at the scheduled appointment. As provided in Treasury Regulations Section 301.7605-1(d), the examination should generally be conducted at your place of business.

If you have questions, you can call me at the telephone number listed at the top of this letter. If I do not hear from you, I will contact you by telephone after 14 days from the date of this letter to confirm or reschedule the date of the examination, if necessary.

Thank you for your cooperation.

Sincerely,

A large black rectangular redaction box covers the signature area. To the left of the main redaction, there is a smaller white rectangular box with a black border, which appears to be a redacted name or title.

Enclosure:

Information document Request (IDRs)

Publication EP-1