



ARCHDIOCESE OF PORTLAND

IN OREGON

MEMORANDUM

Date: January 5, 2015

To: Pastors, Administrators, Pastoral Administrators, Principals and Business Managers

From: Jo Willhite

Re: Important notice re: IRS Mailing

Please put the following notice in your parish bulletin, school or parish newsletter, email blast etc., as soon as possible.

Action alert re: IRS mailing. The IRS informed the Archdiocese of Portland that, in an effort to assist individuals potentially affected by tax fraud, it is attempting to issue an Identity Protection PIN (IP PIN) number to every individual who had a criminal background check processed through the former background check vendor for the Archdiocese of Portland in Oregon and the Archdiocese of Seattle, regardless of when, or for which parish, school or other organization. The IP PIN number has been or will be sent by the IRS via US Mail by early January 2015. **The IP-PIN must be included on your 2014 tax return.** The IRS will not process returns that do not include this IP PIN number in an effort to protect people from having a fraudulent return filed in their name for the 2014 tax year.

Please read important information posted about this IP-PIN mailing on the Archdiocesan website: www.archdpdx.org. Click on *Action Alert* on the first page. If you have questions, please contact the IRS Identity Protection Special Unit at 1-800-908-4490 or visit a Taxpayer Assistance Center. **Please do not contact the Archdiocese.** The Archdiocese has no information on the issuance of IP-PINs.

Thank you for your cooperation in this matter.

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