



DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
WASHINGTON, D.C. 20224

HUMAN CAPITAL OFFICE

Dear

Effective March 30, 2020, IRS directed employees to evacuate the work site and conduct work from home (or an alternate location) to ensure the safety of employees during the COVID-19 outbreak.

You have been identified as an employee who has been 100% teleworking since [redacted] and your telework site (listed below), is not the in the same city as your IRS Official Post of Duty (POD).

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This letter is being provided on behalf of the Human Capital Office and may serve as support documentation for some state and local/municipalities that may require employer verification and management to sign off on tax exemption.

I advise you to access your local municipality's website for instructions and form(s) necessary to request a tax refund because of telework.

I hope this information is helpful. If you have questions, please contact me at

Sincerely,