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|---------------------------------------|------------|
| Date:                                 | Appeal ID: |
| Hearings Officer:                     |            |
| Office Address, Phone, Fax and Email: |            |

Appellant Name and Address

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### Notice of Hearing

Your hearing will be conducted by conference call, phone or in person.

- If by conference call, use the toll free number and the code on the day and time scheduled to join the hearing.
- If by phone, the hearings officer will call you at the appellant phone number listed below on the day and time scheduled to participate in the hearing. Contact our office if your phone number changes.
- If in person, arrive at the location below on the day and time scheduled to participate in the hearing.

|   |                                  |  |
|---|----------------------------------|--|
| Date and Time of Hearing:                       |                                  | Type of Hearing:                                   |
| Conference Toll Free Phone No. (if applicable): | Conference Code (if applicable): | Appellant Area Code and Phone No. (if applicable): |
| Location (if applicable):                       |                                  |  |

Notify the hearings office **before the hearing date** if you wish to reschedule the hearing or withdraw your appeal request.

If you do not call, appear or if the hearings officer cannot reach you for the hearing on the scheduled date at the designated time or location, your appeal will be dismissed. If your appeal is dismissed, you may submit a **written** request to reopen your appeal. Your request must include the reason you missed your hearing. A hearings officer will determine if circumstances beyond your control prevented you from participating in the hearing.

Write or call the hearing office to request an expedited Fair Hearing by writing or calling the hearings office. The hearings office will contact you about your request.

You may have documents considered as evidence in the hearing. Mail, email or fax the documents to the hearings office as early as possible. Federal tax information about you may be a basis for the action that will be reviewed. By participating in the hearing, you are agreeing that this information can be shared with the other people participating in the hearing.

If you need to contact the hearings office before the hearing or need special accommodations to participate in the hearing, contact the hearings office assistant at \_\_\_\_\_.

For free legal assistance, contact: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.