

Matt Blunt
Governor



Michael N. Keathley
Commissioner

State of Missouri
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Division of Accounting
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Thomas J. Sadowski
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Division of Accounting
DATE: January 16, 2007
RE: State Address for IRS Forms/Correspondence

Many State of Missouri agencies are required to correspond with the Internal Revenue Service (IRS) for various reasons. However, it is the Director of the Office of Administration, Division of Accounting, that is responsible for the State of Missouri's account. Although this individual's signature is on file with the IRS, the IRS continues to change the State's official address when they receive forms which are being submitted by agencies that do not have a complete address or with an address different than noted below. This causes a delay in the delivery of time sensitive materials and puts the State in a situation where potential penalties may be assessed. Therefore, effective immediately, all forms and correspondence sent to the IRS must have the following address for the State of Missouri:

State of Missouri
P.O. Box 809
Truman Building, Room 570
Jefferson City, MO 65102

If your submission requires a response from the IRS, please notify the Division of Accounting so we know to whom this information should be forwarded. If you have any questions, please have your Agency Customer Service Coordinator contact OA/Accounting at (573) 522-6000.