REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND REQUEST FOR ALLOCATION OF GROSS PROCEEDS

## SAMPLE LETTER – USE DISTRICT LETTERHEAD

(Date)

(Name and Address of Fee Owner)

Subject: **Request for Taxpayer Identification Number and Request for Allocation of Gross Proceeds**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The Missouri Department of Transportation is required by the Internal Revenue Service to report real estate transactions that exceed $599.00, and to provide Form 1099S to all property owners from which real estate is acquired.

In order to comply with the Internal Revenue rules, you are required by law to furnish the Missouri Department of Transportation with your correct taxpayer identification number. If you do not provide your correct taxpayer identification number, you may be subject to civil or criminal penalties imposed by law.

Accompanying this letter is a Vendor Input Form MO 300-1489 and a Request for Allocation of Gross Proceeds form. The Request for Allocation of Gross Proceeds form provides the means for documenting the amount of your share in the acquisition cost of your property. Please complete and sign the forms and return them in the enclosed envelope.

The allocation of gross proceeds to all owners must equal 100% of the acquisition cost. If not, the total amount will be reported to each owner. Your cooperation in reporting your proceeds will benefit you when filing this year’s taxes.

The recent acquisition of your property on Tract \_\_\_\_\_, Job No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, involved proceeds of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The following owners of record are being contacted with this request.

(Name all owners)

If you have any questions, please contact our District Right of Way Manager, at .

Sincerely,

District Engineer