

PII ACCESS REQUEST FORM

Name: _____

Address: _____

Please indicate: ___ **Home Address** or ___ **Business Address**

If business address, please provide company name: _____

In order to help us identify systems that may contain information about you, please tell us a bit about your relationship with the Office of Tax Appeals:

- ___ **Employee or Contractor**
- ___ **Family member of an employee or contractor**
- ___ **Employee of supplier or business partner**
- ___ **Individual (citizen, consumer, or taxpayer)**
- ___ **Legal Representative of an individual—please provide the individual’s name and address and describe your relationship:**

___ **Other—please describe:**

If your record may be under another name, please provide that name and reason for the change:

Please present or include a copy of an identification document that includes your name and address. Your access report will be mailed to the address on your identification document. (Employees may also receive the report from their HR manager.)