



## Rhode Island Department of Revenue Division of Taxation

# Tax Compliance Day – Business Outreach Program Checklist

### For all attendees

- Original photo identification such as driver's license, school, employer, military, or state ID
- Copies of the business's filed taxes for the periods related to your issue
- A copy of your federal Form CP-575 (EIN confirmation letter, if necessary)
- If you do not own the business, a copy of your completed and filed tax-specific Power of Attorney, Form RI-2848
- If you have received any notices or mailings from RI Division of Taxation, DLT, or other involved partner agency or group that will be in attendance at this event, please bring copies with you.

### If you have a balance due

You can expedite your appointment by completing the Division's [Form RI-9465](#) prior to your visit. This form is necessary to enter into an installment agreement (payment plan) with the Division, which many taxpayers find helpful.

### If you are missing prior-year filings

These must be prepared (by you or your tax professional) prior to your appointment. For the best service, these should be filed electronically two or more business days prior to your appointment.

### Taxpayer Portal

If you do not have a Rhode Island Taxpayer Portal account, it is recommended that you create one for your business prior to your appointment. To link your account with your business's tax filings, you must request a PIN notice be mailed to you. Email [tax.portal@tax.ri.gov](mailto:tax.portal@tax.ri.gov). The PIN notice is delivered by postal mail, so please allow ample time for its arrival.

### Checklist to prepare for your appointment:

Y	N	N/A	Item
			Photo ID(s)
			Filed returns for the period(s) for which you have an issue
			Completed and filed Returns for the periods of missing filings
			Form RI-9465
			Form RI-2848
			Federal Form CP-575 (if necessary)
			Any notices or mailings