



# Monterey County Office of Education

*Leadership, Support, and Service to Prepare All Students for Success*

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*Dr. Nancy Kotowski  
County Superintendent of Schools*

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Finance and Business Services

Bulletin No. 12-004

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TO: Superintendent and Chief Business Officials  
FROM: <sup>cc</sup> Suzette Burns • Administrator, Business Services  
DATE: August 15, 2011  
RE: Internal Revenue Form 8821 – Tax Information Authorization

There have been staff changes in the Monterey County Office of Education Finance and Business Services department that requires us to update an Internal Revenue Service form. Please find enclosed IRS Form 8821-Tax Information Authorization that requires a district signature. The form allows MCOE to receive your district's tax information and correspond directly with the Internal Revenue Service regarding your payroll tax reporting.

It is imperative that these forms be signed and returned to my attention immediately for submission to the Internal Revenue Services. If you have any questions, please call me directly at (831) 755-0305.

Thank you.

cc: Garry P. Bousum  
Candi Clark