



## Information about your expenses

- Send us proof of how much money you spent on **daycare** or **childcare** for the tax year listed on the top of the first page of this notice.
- **DO NOT** send proof of money paid by someone else (such as a friend or relative) directly to your daycare or childcare provider.
- If you **received public assistance** for childcare:
  - include a copy of the placement notice from the Administration for Children’s Services or the Department of Social Services
  - make sure the placement notice indicates the placement date and your parent fee.
- If you claimed this credit for a child or dependent over 13 years old, send us a statement from the treating physician indicating that the child or dependent was unable to care for themselves.

## Information about you

- **Disability:** If you’re claiming that you (or your spouse) are disabled, send us a statement from the treating physician describing the physical or mental disability.
- **Student:** If you’re claiming that you (or your spouse) are a full-time student, send us documentation from the school verifying full-time student status.

## College tuition

If you claimed either the college tuition credit or the college tuition deduction, send us either:

- a copy of Form 1098-T, *Tuition Statement*, (received from the education institution), or
- copies of itemized tuition bills or account statements that support the amount paid.

## What to do next

It’s important that you respond. If we don’t hear from you, you won’t receive the refund you requested.

In addition to the information described above, be sure to also complete and send us the enclosed ***Response to Audit Inquiry***.

If your tax return was prepared by a tax professional or volunteer, contact them. They may be able to help you gather the information we’re asking for.

You can send us the information in any of these ways:

**Online:** If you have an *Online Services* account with the Tax Department, the easiest and fastest way to respond is by using our ***Respond to Department Notice*** online service.

When prompted, enter the following:

DLN: **X9999999999999999**

Notice ID: **DTF-973.73**

If you don’t have an *Online Services* account, visit our Web site to create one now.

**Mail:** NYS TAX DEPARTMENT  
IFDAB – AG1  
W A HARRIMAN CAMPUS  
ALBANY NY 12227

**Fax:** (999) 999-9999

Allow up to **90 days** for a response.

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While we wait for your response, we'll recompute your tax return without the Child and Dependent Care Credit.

- If you're still due a refund without the credit, we'll send you an **adjusted refund** in 60 days.
- Don't return your refund check. Keeping the money doesn't affect your right to challenge our findings or submit more information.
- If the documents you submit support your claims, we'll send you an additional refund payment.

## Questions?

- Visit our Web site
- Call us at (518) 485-7153

## Your rights as a taxpayer

- For a full explanation of your rights as a taxpayer, go to [www.tax.ny.gov/tra/rights.htm](http://www.tax.ny.gov/tra/rights.htm)
- No Internet access? Call us at (518) 457-3280 and we'll mail you a statement of your rights.