AFV Instructions:

- a) Voucher
 - a. Follow the sample below substituting John Doe's Information with your own when preparing the voucher. Make sure to sign the back of the voucher you are Accepting For Value in the same fashion you would a standard Money Order.
 - b. You will not need the additional notice or letter pages that were included with this voucher for this part of the process. You will want to cut at the line as indicated.
 - c. Make a copy for your records and send the original voucher via certified mail, return receipt to:

Internal Revenue Service Stop 4440 P.O. Box 9036 Ogden, Utah 84201

- b) Green Return Receipt Card
 - a. Backside Your return address
 - b. Sender Section 1 The above stated IRS Address
 - c. Sender Section 2 Certified mail number
 - d. Sender Section 3 Check boxes for Certified Mail & Return Receipt
 - e. Sender Section 4 Leave Blank
 - f. Delivery Sections A through C Leave Blank
 - g. Delivery Section D Check box for No and write the following:

Acceptance of Warehouse Receipt is PAID IN FULL

