



## FTB NOTICE

California Franchise Tax Board - Legal Branch

P.O. Box 1720  
Rancho Cordova, CA 95741-1720  
Telephone: (916) 845-3124  
FAX: (916) 845-3648

Kathleen Connell  
Chair

Ernest J. Dronenburg, Jr.  
Member

Craig L. Brown  
Member

April 1, 1997

### FTB NOTICE 97-3

#### SUBJECT: SETTLEMENT BUREAU CORRESPONDENCE

Effective immediately, taxpayers seeking information or initiating settlement of their disputes should call or write to:

Çaglar Çaglayan (*pronounced Cha-lar Cha-la-yan*)  
Supervising Tax Counsel  
Franchise Tax Board  
Settlement Bureau  
P.O. Box 3070  
Rancho Cordova, CA 95741-3070  
Telephone (916) 845-4334  
FAX (916) 845-4747  
Message Line (916) 845-5034

Ms. Çaglayan is the manager of the Settlement Bureau and is available to answer questions you may have regarding the settlement program.

The settlement request should include:

Taxpayer's name and current address  
Representative's name and current address  
Social security number or corporation number  
Tax year(s) involved  
Tax amount involved  
Present status of dispute (protest, appeal or claim)

The Settlement Bureau will contact the taxpayer or the representative after reviewing the file.

**DRAFTING INFORMATION**

The principal author of this notice is Janet Ballou of the Franchise Tax Board Settlement Bureau. For information regarding this notice, contact Ms. Ballou at the Franchise Tax Board Settlement Bureau, P.O. Box 3070, Rancho Cordova, CA 95741-3070, (916) 845-3005.

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