



UNION COUNTY
Office of the Tax Administrator
Assessment Division
Personal Property Section
500 N. Main Street, Suite 236
P.O. Box 97
Monroe, NC 28111-0097

704-283-3746
704-292-2588 Fax

John Petoskey
Tax Administrator

Rebecca Helms
Personal Property Supervisor

DATE

NAME
ADDRESS
ADDRESS

RE: **Business Personal Property Audit**
A/N: XXXXX

Dear Taxpayer:

This letter is notification of our audit meeting scheduled for **11:00 AM, August 19, 2010** at 12815 E Independence Blvd.

The audit will include a tour of the facility and reconciliation of financial records to the property tax listings for tax years **2010-2009**. Please see the enclosure for the requested information.

Thank you in advance for your cooperation. Please contact me if you have any questions.

Sincerely,

Sheila Treadaway, CPPA
Auditor
Business Personal Property Section
704-292-2528
sheila.treadaway@co.union.nc.us

Enclosure

