

IRS News Release

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Additional Details for Directing Mail to IRS Chief Counsel

IR-2006-138, Sept 1, 2006

WASHINGTON — To ensure prompt delivery of mail to the Internal Revenue Service Office of Chief Counsel, the IRS is clarifying where different types of correspondence should be directed during the temporary closure of the main IRS building.

Generally, all matters to be transmitted by the United States Postal Service or a private delivery service intended for Chief Counsel personnel who have been temporarily displaced should continue to be addressed as follows: (Name), (Title), Internal Revenue Service, Office of Chief Counsel (Office Symbols), 1111 Constitution Ave., NW (Room Number), Washington, DC, 20224.

The IRS mail contractor will receive, sort and deliver mail addressed as above to personnel in the Office of Chief Counsel at CM #4 in Crystal City or other temporary locations.

There are three exceptions to the use of the above address:

1. For all requests for changes of method of accounting under the jurisdiction of Income Tax & Accounting, direct mail to P.O. Box 14095, Ben Franklin Station, Washington, DC, 20044
2. For all requests as described in Revenue Procedure 2006-1 other than changes in a method of accounting under the jurisdiction of Income Tax & Accounting, direct mail to P.O. Box 7604, Ben Franklin Station, Washington, DC, 20044
3. For user fee items, service of process and other items intended for the Office of Chief Counsel personnel in Crystal Mall #4 that were previously hand delivered to the courier's desk at 1111 Constitution Ave., the hand delivery address now is Courier's Desk, Room 108, First Floor, Crystal Mall #4, 1941 Jeff Davis Hwy, 1901 S. Bell Street, Arlington, VA.