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M-E-M-O-R-A-N-D-U-M

TO: Arkansas State University – Jonesboro Employees

FROM: Len T. Frey, Ph.D.  
Vice Chancellor for Finance and Administration

DATE: February 11, 2013

RE: Letter from Internal Revenue Service

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The Department of Finance and Administration has received reports related to possible fraudulent filing of employee tax returns. If you receive letter 4464C from the Internal Revenue Service, please contact the Human Resources Department immediately at 3454 and the Internal Revenue Service at the number provided on the letter that you have received.

The University is currently monitoring these reports and will take appropriate action.