

**The original documents are located in Box 68, folder “White House - Tax Assistance” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.**

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**THE WHITE HOUSE**  
WASHINGTON

12-5-74

Phil:

Per your request.



Ken



Eva

*Graft*

THE WHITE HOUSE  
WASHINGTON

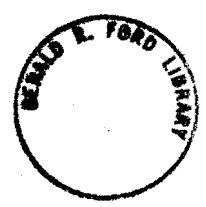
December 5, 1974

MEMORANDUM FOR ALL WHITE HOUSE PERSONNEL

FROM: PHILIP W. BUCHEN  
SUBJECT: Tax Assistance

The Internal Revenue Service Taxpayer Assistance Service has been useful to White House employees in the past. I am attaching a schedule of the services available in this area and want to point out that the location of the closest IRS office for this purpose is 1201 E Street, N. W.

In other years, IRS representatives have visited our offices to help those requesting such service. Due to the low volume of inquiries, however, I have agreed that we can use the E Street office and we will no longer have special representatives visit the White House.



THE WHITE HOUSE  
WASHINGTON

12/3/74

To Ken Lazarus:  
Kindly prepare  
short notice to  
White House employees  
re availability of  
IRS taxpayer  
assistance, which  
I will ask Jerry Jones  
to distribute.  
J?





THE DEPUTY SECRETARY OF THE TREASURY

WASHINGTON, D.C. 20220

NOV 29 1974

MEMORANDUM FOR THE HONORABLE PHILIP W. BUCHEN  
COUNSEL TO THE PRESIDENT

Subject: Tax Assistance at the White House

Over the past several years, IRS taxpayer assistance at the White House has been provided by an IRS representative visiting there on a request basis. We find it difficult to justify maintaining these special efforts, because of the low volume of inquiries and the close location of the IRS office, at 1201 E Street, N.W.; and we propose to eliminate them.

We believe that most White House employees can receive timely, satisfactory service at the E Street office, which provides a full-time walk-in taxpayer assistance program. Additionally, the IRS offers at least 40 hours of service each week, both on the toll-free telephone system and at its other permanent walk-in locations in the metropolitan area, as well as extended hours during the filing season. I have attached a schedule of IRS Federal Tax Assistance - 1975.

I hope this information will be of assistance to you in informing White House employees about how best to get the tax help they need.

  
Stephen S. Gardner

Attachment

P.S. I have also attached a simple memo which might be useful to you.

  
SSG



ATTACHMENT

FEDERAL TAX ASSISTANCE - 1975

TELEPHONE SERVICE

Most tax questions can be resolved by calling the Internal Revenue Service on its toll-free telephone system. More than 100 Internal Revenue employees will be staffing these telephones and they are capable of providing a service ranging from sending you a tax form to answering tax questions. This service is prompt, convenient, and is available to persons working in the Washington, D. C. area as follows:

D.C. OR MARYLAND TAXPAYERS

Residents of Washington, D. C., Montgomery and Prince Georges County

Call 488-3100

All Other Maryland Counties

Call 1-800-492-0460

Hours of Service

Monday through Friday - 8:30 a.m. - 5:00 p.m.

Monday evenings (beginning January 27, 1975) -  
6:00 p.m. - 8:00 p.m.

Saturday (beginning February 1, 1975) - 9:00 a.m. -  
1:00 p.m.

VIRGINIA TAXPAYERS

Northern Virginia Residents

Call 557-9230

Other Areas of Virginia

Call 1-800-552-9500

Hours of Service

Monday through Friday - 8:15 a.m. - 5:00 p.m.



Hours of Service (Contd.)

Monday evenings (beginning January 27, 1975) -  
5:00 p.m. - 7:00 p.m.

Saturdays (beginning February 1, 1975) - 9:00 a.m. -  
1:00 p.m.

Walk-In Assistance

If your tax questions are not resolved by telephone, the Internal Revenue Service has conveniently located personal contact facilities available as follows:

WASHINGTON, D. C.

1201 E Street, N.W. - Room 604  
Monday through Friday - 8:30 a.m. - 5:00 p.m.  
Saturdays (February 8 & 15 - April 5 & 12) -  
9:00 a.m. - 1:00 p.m.  
Tuesday, April 15 - 6:00 p.m. - 9:00 p.m.

WHEATON, MARYLAND

Wheaton Plaza - South  
Monday through Friday - 8:30 a.m. - 5:00 p.m.  
Saturdays (February 8 & 15 - April 5 & 12) - 9:00 a.m. -  
1:00 p.m.  
Tuesday, April 15 - 6:00 p.m. - 9:00 p.m.

BAILEYS CROSS ROADS

Skyline Center, 5205 Leesburg Pike - Room 600  
Monday through Friday - 8:15 a.m. - 5:00 p.m.  
Saturdays (February 8 & 15 - April 5 & 12) - 9:00 a.m. -  
1:00 p.m.  
Tuesday, April 15 - 6:00 p.m. - 9:00 p.m.

draft  
11/29/74  
S.S.Gardner

MEMORANDUM FOR WHITE HOUSE PERSONNEL

SUBJECT: Tax Assistance

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PWB

Attachment





THE WHITE HOUSE

WASHINGTON

COPY

12/5/74

MEMO TO: Jerry Jones

From: Phil Buchen

Would you kindly arrange to have copies of the attached Memorandum and supporting papers made available to all White House personnel.  
Thank you.

THE WHITE HOUSE  
WASHINGTON

December 20, 1974

MEMORANDUM FOR ALL WHITE HOUSE PERSONNEL

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