

## Request Resource

Category: Taxes

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Written by EPP

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### **To request a Resource, you must make a written request with the following requirements:**

- Date
- Name and surname of the taxpayer.
- Tax Identification Number (NIT)
- Fiscal Address and Telephones
- Explanation of the facts and the legal bases on which it is based, as well as accompanying the evidence that it tries to use.
- Proof of payment of the amounts not appealed.
- Signature of the taxpayer.

The Appeal must be filed within 15 business days from the day following the notification of the Resolution, Providence or other Administrative act challenged, as appropriate. The office has up to 60 business days to process your request.