

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, D.C. 20410

November 4, 1966

OFFICE OF THE SECRETARY

Honorable Ivan Allen  
Mayor  
Atlanta, Georgia

Dear Mayor Allen:

With regard to your appointment as Consultant with the Department of Housing and Urban Development, there are certain forms which are required to be completed.

Enclosed is Form W-4, Employee Withholding Exemption Certificate and Form FR-144, Certificate of Non-Liability for District of Columbia Withholding Tax which are self-explanatory. Please note that you must print your full name. It is also requested that you show your zip code.

Please answer items 1, 2, 3, 5, and 7 on the reverse side of the Standard Form 61, Appointment Affidavit, and sign the front in the presence of a Notary Public.

Please return these forms as soon as possible in the enclosed self-addressed envelope.

Sincerely yours,

*Edward C. Williams*

Edward C. Williams *sm*  
Chief, Employee Standards  
and Examining Branch

Enclosures