

701—2.21(421,17A) Form of appeal. The written notice of appeal shall contain a caption in the following form:

BEFORE THE STATE BOARD OF TAX REVIEW HOOVER STATE OFFICE BUILDING DES MOINES, IOWA		
<hr/> IN THE MATTER OF _____ (state taxpayer's name, address and designate type of proceeding, e.g., income tax refund claim)	}	<hr/> NOTICE OF APPEAL DOCKET NO. (Docket No. is assigned by Board)

The notice of appeal shall substantially state in separate numbered paragraphs the following:

1. The appellant's name and legal residence;
2. The date appellant received the director's decision, order, or directive;
3. The amount of assessment or refund at issue, nature of tax, year or other period, date of assessment or refund denial, and approximate amount of total tax liability in controversy;
4. A clear and concise assignment of each and every error;
5. A clear and concise statement of the facts upon which the affected taxpayer relies as sustaining the assignment of error;
6. The relief requested; and
7. The signature of affected taxpayer or counsel, together with address to which all subsequent correspondence, notice or papers shall be served or mailed.