

## Sample article for organizations to use to reach customers (421 word count)

Publish/post the following article about IRS letters and notices on your websites or other communication vehicles.

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### Did you receive a letter or notice from the IRS?

Each year, the Internal Revenue Service sends millions of letters and notices to taxpayers for a variety of reasons, but that doesn't mean you need to worry. You can handle many of these [letters and notices](#) simply and painlessly, without having to call or visit an IRS office.

Below are a few things you should know about [IRS notices](#) — just in case one shows up in your mailbox.

- IRS notices cover specific issues about your account or tax return. Generally, you'll receive a notice or letter if:
  - a. you owe additional tax;
  - b. you're due a larger refund;
  - c. the IRS has a question about your tax return; or
  - d. the IRS needs additional information from you.
- Each letter and notice includes specific instructions on what you need to do to satisfy the inquiry.
- If you receive a correction notice, you should review and compare it with the information on your return.
- Generally, no reply is necessary if you agree with the correction to your account — unless a payment is due.
- If you do **not** agree with the correction the IRS made, it's important that you respond as requested in the notice. Allow at least 30 days for a response.
- If you have questions, call the telephone number *in the upper right corner of the notice*. Have a copy of your tax return and the correspondence available when you call.
- It's important that you keep copies of any correspondence with your records.

If you believe that you've received a fraudulent notice or that you're a victim of identity theft, call the IRS at 1-800-829-1040 or visit a local IRS office.

For more information about IRS notices and bills, see [Publication 594, The IRS Collection Process](#). Information about penalties and interest is available in [Publication 17, Your Federal Income Tax \(For Individuals\)](#). Both publications are available at [IRS.gov](#) or by calling 800-TAX-FORM (800-829-3676).

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**NOTE TO EDITOR:** Below are additional resources, including YouTube videos, you can share with your customers.

#### IRS.gov resources:

- [Tax Topic 651](#), Notices — What to Do
- [Tax Topic 652](#) - Notice of Underreported Income – CP-2000
- [Tax Topic 653](#) - IRS Notices and Bills, Penalties and Interest Charges

#### YouTube Videos:

- Received a Letter from the IRS? [English](#) | [Spanish](#) | [ASL](#)

#### On Twitter? Send this Tweet to your customers:

Get a letter or notice from IRS? Here's what you should know: <http://go.usa.gov/kWUj>  
#IRS\_notice.