

Sample article for organizations to use to reach customers

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

Did you receive a letter from the IRS?

Each year the Internal Revenue Service sends millions of letters and notices to taxpayers for a variety of reasons. You may receive a notice requesting payment of taxes or notifying you of a larger refund, changes to your IRS account, a correction to your tax return or requesting additional information. Each notice normally covers a very specific issue about your IRS account or tax return.

If you receive a notice or letter in your mailbox, don't panic. Many notices and letters can be dealt with simply and painlessly by following these tips:

- Review and follow the specific instructions provided in the letter or notice to ensure that you satisfy the inquiry.
- Compare information in correction notices with your original income tax return to determine where and why changes were made to your return or account.
 - **If you agree** with the correction to your account, then usually no reply is necessary unless a payment is due or the notice directs otherwise.
 - **If you do not agree** with the correction, it is important that you respond as requested in the notice. Send a written explanation of why you disagree and include any documents and information IRS should consider. Also include the bottom tear-off portion of the notice and mail to the IRS address shown in the upper left-hand corner of the notice. Allow at least 30 days for a response.
- Go to www.irs.gov/notices, *Understanding Your IRS Notice or Letter*, if you have questions or need more information about the correspondence you received.
- Keep copies of all correspondence and your related responses with your IRS records.

Most correspondence can be handled without calling or visiting an IRS office. However, if you still have questions, call the telephone number in the upper right-hand corner of the notice. Have a copy of your tax return and the correspondence available when you call to help the assistants respond to your inquiry.

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 <http://www.irs.gov> or by calling 800-TAX-FORM (800-829-3676).

NOTE TO EDITOR: Below are links to helpful retirement information on IRS.gov.

IRS.gov resources:

- [Tax Topic 651](#), Notices — What to Do
- Publication 17, Your Federal Income Tax ([PDF 2,072K](#))
- Publication 594, Understanding the Collection Process ([PDF 129K](#))
- The [audit Web page](#) on IRS.gov also contains comprehensive information about the audit process, addressing major items of concern about the audit process and answers to [frequently asked questions](#)