



Department of the Treasury
Internal Revenue Service
PO BOX 9941
Ogden, UT 84409-0941

Notice	CP160
Tax period	December 31, 2016
Notice date	January 8, 2018
Employer ID number	NN-NNNNNNN
To contact us	Phone 1-800-xxx-xxxx
Your Caller ID	1234

ABC-XYZ TRUST
22 BOULDER STREET
HANSON, CT 00000-7253

Reminder of overdue taxes for December 31, 2016

Amount due: \$45,383.69

We are required to send this notice informing you of the amount of taxes due on your Form 941 for the period ending December 31, 2016.

If you have questions about this notice, call your IRS representative.

Billing Summary

Amount you owed	\$28,722.42
Interest charges	16,361.27
Failure-to-pay penalty	300.00
Amount due by January 29, 2018	\$45,383.69

What you need to do immediately

If you're currently working with an IRS representative to address the amount you owe

- You don't need to do anything if you were advised that collection on your account was suspended due to financial hardship and you are still unable to make payments, you do not need to do anything.



Payment

INTERNAL REVENUE SERVICE
PO BOX 9941
STOP 5300
OGDEN, UT 84409-0941

ABC-XYZ Trust
22 Boulder Street
Hanson, CT 00000-7253

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- Make your check or money order payable to the United States Treasury.
- Write your Employer ID number NN-NNNNNNN, the tax period December 31, 2016, and the form number (941) on your payment and any correspondence.

**Amount due by
January 29, 2018**

\$45,383.69

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What you need to do
immediately—**continued**

If you're not working with an IRS representative and you agree with the amount due

- Pay the amount due of \$45,383.69 by January 29, 2018, to avoid additional penalty and interest charges.
- To pay by credit or debit card, electronic funds withdrawal (EFW), or Electronic Federal Tax Payment System (EFTPS), visit www.irs.gov/e-pay or call 1-800-xxx-xxxx for other payment options.
- If you can't pay the amount due, pay as much as you can now, and make payment arrangements that allow you to pay the rest over time. Visit www.irs.gov/Payments for more information about:
 - Installment and payment agreements—download required forms or save time and money by applying online if you qualify
 - Automatic deductions from your bank account
 - Credit card payments

Or, call us at 1-800-xxx-xxxx to discuss your options.

If you don't agree with the amount due

- Call 1-800-xxx-xxxx to review your account with a representative. You can also contact us by mail. Fill out the Contact information section below, detach, and send it to us with any correspondence or documentation.
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If we don't hear from you

- If you don't pay \$45,383.69 by January 29, 2018, interest will increase and additional penalties may apply.
- If you don't pay the amount due or call us to make payment arrangements, we will continue to send you annual reminder notices of balance due until the statute of limitations for collection has expired.
- If a lien was previously filed, you may find it difficult to sell or borrow against your property. The tax lien would also appear on your credit report—which may harm your credit rating.

Penalties

We are required by law to charge any applicable penalties.

Failure-to-pay

Date due	Months late	Unpaid amount	Penalty rate
06/15/2017	2	\$28,722.42	0.5%

We assess a 1/2% monthly penalty for not paying the tax you owe by the due date. We base the monthly penalty for paying late on the net unpaid tax at the beginning of each penalty month following the payment due date for that tax. This penalty applies even if you filed the return on time. We charge the penalty for each month or part of a month the payment is late; however, the penalty can't be more than 25% in total.

The due date for payment of the tax shown on a return generally is the return due date, without regard to extensions. The due date for paying increases in tax is within 21 days of the date of our notice demanding payment (10 business days if the amount in the notice is \$100,000 or more).

If we issue a Notice of Intent to Levy and you don't pay the balance due within 10 days of the date of the notice, the penalty for paying late increases to 1% per month. For individuals who filed on time, the penalty decreases to 1/4% per month while an approved installment agreement with the IRS is in effect for payment of that tax. (Internal Revenue Code Section 6651)



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Contact information

If your address has changed, please call 1-800-xxx-xxxx or visit www.irs.gov.

- Please check here if you've included any correspondence. Write your Employer ID number (NN-NNNNNNN), the tax period December 31, 2016, and the form number (941) on any correspondence.

a.m. a.m.
 p.m. p.m.

Primary phone Best time to call Secondary phone Best time to call

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Removal or reduction of penalties

We understand that circumstances—such as a serious illness or injury, a family member’s death, or loss of financial records due to natural disaster—may make it difficult for you to meet your taxpayer responsibility in a timely manner.

We can generally process your request for penalty removal or reduction quicker if you contact us at the number listed above with the following information:

- Identify which penalty charges you would like us to reconsider (e.g., 2016 late filing penalty).
- For each penalty charge, explain why you believe it should be reconsidered.

If you write us, include a signed statement and supporting documentation for penalty abatement request.

We’ll review your request and let you know whether we accept your explanation as reasonable cause to reduce or remove the penalty charge(s).

Removal of penalties due to erroneous written advice from the IRS

If you were penalized based on written advice from the IRS, we will remove the penalty if you meet the following criteria:

- You wrote us asking for written advice on a specific issue
- You gave us adequate and accurate information
- You received written advice from us
- You reasonably relied on our written advice and were penalized based on that advice

To request removal of penalties based on erroneous written advice from us, submit a completed Claim for Refund and Request for Abatement (Form 843) to the address shown above. For a copy of the form, go to www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

Interest Charges

We are required by law to charge interest when you do not pay your liability on time. Generally, we calculate interest from the due date of your return (regardless of extensions) until you pay the amount you owe in full, including accrued interest and any penalty charges. Interest on some penalties accrues from the date we notify you of the penalty until it is paid in full. Interest on other penalties, such as failure to file a tax return, starts from the due date or extended due date of the return. Interest rates are variable and may change quarterly. (Internal Revenue Code section 6601)

We multiply your unpaid tax, penalties, and interest (the amount due) by the interest rate factor to determine the interest due each quarter.

The table below shows the rates used to calculate the interest on your unpaid amount due. For a detailed calculation of your interest, call 1-800-xxx-xxxx.

Period	Interest rate
July 1, 2006–December 31, 2007	8%
January 1, 2008–March 31, 2008	7%
April 1, 2008–June 30, 2008	6%
July 1, 2008–September 30, 2008	5%
October 1, 2008–December 31, 2008	6%
Beginning January 1, 2009	5%

Additional information

- Visit www.irs.gov/cp160.
- For tax forms, instructions and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).
- Generally, we deal directly with taxpayers or their authorized representatives. Sometimes, however, it's necessary for us to speak with other people, such as employees, employers, banks or neighbors to gather the information we need about a taxpayer's account. You have the right to request a list of individuals we've contacted in connection with your account at any time.
- If you believe your small business has experienced excessive compliance or enforcement actions from any federal agency, you have the right to file a complaint with the Small Business Administration ombudsman. To learn more about your options and the Small Business Regulatory Enforcement Fairness Act, visit www.sba.gov and search for keyword: "ombudsman".
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.