



Department of Treasury  
Internal Revenue Service  
Cincinnati OH 45999-0038

<b>Notice</b>	CP207L
<b>Tax Period</b>	March 31, 2017
<b>Notice date</b>	February 9, 2018
<b>Employer ID number</b>	XX-XXXXXXX
<b>To contact us</b>	Phone 1-800-xxx-xxxx
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ABC COMPANY  
22 BOLUDER STREET  
HANSON CT 00000-7253

We need more information regarding your March 31, 2017 Form number (941)

## Submit the enclosed Schedule B Form number (941)

We found errors or missing information in the Record of Federal Tax liability (ROFTL) section of your March 31, 2017 Form number (941).

We need this information to verify the timeliness of your required deposits against your actual tax liability amounts and the dates these liabilities were incurred.

Please complete and return the enclosed Schedule B Form number (941) and the Response form by March 26, 2016.

### What you need to do

Complete the enclosed Schedule B Form number (941). Have the appropriate person sign the attached Response form and return it with the completed Schedule B so we receive it by March 26, 2016.

To make sure your corrected Schedule B is accepted, please be sure to do the following:

- Report each tax liability, but don't include your deposits.
- Don't show negative amounts. If an adjustment results in a decrease in your tax liability, apply the decrease to the corresponding tax liability amount on the ROFTL but don't reduce the amount below zero. Apply any remaining decrease to later liability amounts.
- If you are required to follow a monthly deposit schedule, list the total liability amount for each month.
- If you are required to follow a semi-weekly deposit schedule, list tax liability amounts for each day in a month (rather than just the total for each month). See Additional information below for requirements.
- Check that the total amount on your Schedule B equals your total tax liability on your return.

### If we don't hear from you

If we don't hear from you by March 26, 2015, we'll figure a penalty and send you a bill using the information available to us. We'll figure your penalty by averaging the total tax liability and distributing it equally throughout the tax period. Your deposits and payments will be applied to the average liabilities in the date order we received them. Any amounts not properly or timely deposited will be charged at the penalty rates explained below:

2% for deposits made 1 to 5 days late.

5% for deposits made 6 to 15 days late.

10% for deposits made 16 or more days late.

10% for amounts subject to electronic deposit requirements but not deposited using EFTPS.

15% for amounts unpaid more than 10 days after the date of the first notice we sent you requesting payment for the tax due.

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## **Additional information**

- Visit [www.irs.gov/cp2071](http://www.irs.gov/cp2071).
- For more information on deposit requirements, see the Employer Tax Information section at [www.irs.gov/taxtopics](http://www.irs.gov/taxtopics).
  - Or visit [www.irs.gov/Forms-&-Pubs](http://www.irs.gov/Forms-&-Pubs) for Publication 15 Employer's Tax Guide or Publication 51, Agricultural Employer's Tax Guide.
  - To determine if you're a monthly or semi-weekly depositor, see [www.irs.gov/pub/irs-pdf/n931.pdf](http://www.irs.gov/pub/irs-pdf/n931.pdf). (Notice 931- Deposit Requirements for Employment Taxes)
- For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).
- Keep this notice for your records.

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



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INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0038

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## Response form

Complete this form and send it to us with your Schedule B Form number (941) in the enclosed envelope so we receive it by March 26, 2016. Be sure our address shows through the window.

### Provide your contact information

If your address has changed, please call 1-800-xxx-xxxx or visit [www.irs.gov](http://www.irs.gov).

ABC COMPANY  
22 BOULDER STREET  
HANSIN CT 00000-7253

a.m.  
 p.m.

a.m.  
 p.m.

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

### 1. Indicate your agreement

Under penalties of perjury, to the best of my knowledge, the information in the enclosed Schedule B Form number (941) and any supporting documentation is correct and complete. I understand that it is a permanent part of my record and will be used to adjust my return.

Signature

Date

Title

### 2. Send this Response form to us

Mail your Response form to us along with your Schedule B as soon as possible. If you're using your own envelope, mail your package to the address on this form.