



Department of the Treasury
Internal Revenue Service
Ogden, UT 84201-0038

XYZ CORPORATION
22 BOULDER STREET
HANSON, CT 00000-7253

Notice	CP259
Tax period	December 31, 2017
Notice date	January 29, 2018
Employer ID number	XX-XXXXXXX
To contact us	Phone: 1-800-xxx-xxxx Fax: 1-855-xxx-xxxx

Select code
Page 1 of 4
ADR Barcode

Message about your December 31, 2017 Form 941

You didn't file a Form 941 tax return

Our records show that you haven't filed your tax return for the tax period ending on December 31, 2017.

You must complete the Response form on Page 3. Mail or fax it to us along with Form 941 no later than _____

What you need to do immediately

If you are required to file Form 941, for the tax period ending on December 31, 2017, but haven't done so

- Complete the Response form on Page 3. Mail it to us using the enclosed envelope or fax it to _____ along with a signed and dated copy of Form 941.
- Remember: if you are due a refund you must file within 3 years of the due date of the tax return, or within 2 years of the date the tax was paid.

If you don't think you have to file Form 941, for the tax period ending on December 31, 2017:

Complete the Response form starting on page 3 to indicate whether any of the circumstances apply to you. Mail it to us using the enclosed envelope or fax it to _____

If we don't hear from you

If you don't file a tax return by _____ or dispute this notice, we may file a substitute return for you and charge penalty and interest on the amount of tax calculated.

Additional information

- Visit www.irs.gov/cp259.
- For tax forms, instructions, and publications, visit 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
OGDEN, UT 84201-0038

Response form for Form 941

Complete both sides of this form and send it to us along with your tax return in the enclosed envelope. Be sure our address shows through the window.

Provide your contact information

If your address has changed, please make the changes below.

	<input type="checkbox"/> a.m.		<input type="checkbox"/> a.m.
	<input type="checkbox"/> p.m.		<input type="checkbox"/> p.m.
Primary phone	Best time to call	Secondary phone	Best time to call

1. Indicate whether any of the following circumstances apply to you

If you already filed a tax return

I already filed my tax return for the tax period ending on _____ and I am enclosing a signed and dated copy of the return as verification.

Name(s) shown on return

Employer Identification number (EIN) listed on the return

Is this EIN different from the one on this notice? Yes No

Form(s) filed	Tax period(s)	Date tax return was filed
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If you are filing late

I'm enclosing a signed and dated copy of my tax return for the tax period ending on _____ (plus any schedules and attachments).

I explain why you are filing late.

Indicate whether any of the following circumstances apply to you—continued

If you don't think you have to file a tax Return for the tax period ending on _____

Explain why you don't think you are required to file a tax return for _____

- My business ceased operations on: _____
- I had no employees during this period.
- My business no longer has any employees and doesn't expect to pay wages in the future. Last date wages paid: _____
- I reported all wages on Form 943/944. (Please attach a signed copy of the Form 943/944 return).
- Other reason for not filing (explain below; attach additional sheets if necessary).

If you have a credit or if you already made a payment or deposit

I have a credit/payment/deposit and want it applied to the following:

Tax form (EIN)	Tax period	Employer Identification number (EIN)

Note: You must file a tax return in order to apply a carry forward credit even though you may not be required to file.
OR:
 I want to receive this credit as a refund check.
Note: You must file a tax return to be eligible for a refund even though you might not be required to file.

2. Please sign and send this form to us

Under penalties of perjury, to the best of my knowledge, the information in this form is correct and complete.

Signature _____ Title _____ Date _____