



Department of the Treasury
Internal Revenue Service
Ogden, UT 84404

Notice	CP260
Tax period	December 31, 2016
Notice date	January 8, 2018
Employer ID number	NN-NNNNNN
To contact us	Phone 1-800-xxx-xxxx

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JAMES Q. HINDS
22 BOULDER STREET
HANSON, CT 00000-7253

We adjusted your December 31, 2016 account for Form 941

Amount due: \$200.00

We reviewed your account and found payment(s) totaling \$500.00 were misapplied to it. We adjusted your account to correct this error and, as a result, you have a balance due of \$200.00.

Billing Summary

Balance before adjustment	\$400.00
Misapplied payments	500.00
Failure-to-pay	99.00
Interest charges	1.00
Amount due by January 29, 2018	\$200.00

What you need to do immediately

Review this notice and compare our changes to the information on your tax return.

Continued on back...



Payment

ABC-XYZ Company
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-NNNNNN), the tax period (December 31, 2016), and the form number (941) on your payment and any correspondence.

INTERNAL REVENUE SERVICE
CINCINNATI, OH 45999-0039

00000
00 **Amount due by**
0000 **January 29, 2018**

\$200.00

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What you need to do immediately-
continued

If you agree with the changes we made

- Pay the amount due of \$200.00 by January 29, 2018, to avoid any additional penalty and interest charges.
- If you're enrolled in the Electronic Federal Tax Payment System (EFTPS), you can use that method of payment instead of paying by check or money order.
- If you can't pay the amount due, pay as much as you can now and call us at 1-800-xxx-xxxx to discuss your options for paying the remaining balance.

If you don't agree with the changes

- Call 1-800-xxx-xxxx to review your account. You can also contact us by mail. Fill out the contact information section, detach, and send it to us with any correspondence or documentation.

If we don't hear from you

- We'll assume you agree with the information in this notice.
- If you don't pay \$200.00 by January 29, 2018, interest will increase and additional penalties may apply.

Penalties

We are required by law to charge any applicable penalties.

Failure-to-pay

Description	Amount
Total failure-to-pay	\$99.00

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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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).



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

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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.

INTERNAL REVENUE SERVICE
 CINCINNATI, OH 45999-0150

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

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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.

Additional interest charges

If the amount you owe is \$100,000 or more, please make sure that we receive your payment within 10 work days from the date of this notice. If the amount is less than \$100,000, please make sure that we receive your payment within 21 calendar days from the date of this notice. If we don't receive full payment within these time frames, the law requires us to charge interest until you pay the full amount you owe.

Additional information

- Visit www.irs.gov/cp260
- 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.