



Department of Treasury  
Internal Revenue Service

[Redacted]

[Redacted]

Notice	CP267
Tax period	Month XX, XXXX
Notice date	Month XX, XXXX
Employer ID number	[Redacted]
To contact us	[Redacted]

Page 1 of 4

Overpayment on your [Month Day, Year] Form [Redacted]

## Where do you want us to apply your credits?

You have a credit of \$ [Redacted] that you didn't claim on your Form [Redacted] for [Month Day, Year].

### Summary

Payments you made	\$ [Redacted]
Tax you owed	[Redacted]
Overpayment applied to next period	[Redacted]
[Penalty title ]	[Redacted]
Interest charges	[Redacted]
Remaining credit	\$ [Redacted]

### What you need to do

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

**If you would like the credit transferred to another tax form, tax period, or tax identification number:**

Call us at [Redacted] to give us the details of the account to which the credit should be transferred.

Continued on back...



## Contact information

[Redacted]

Notice	CP267
Notice date	Month XX, XXXX
Employer ID Number	[Redacted]

If your address has changed, please call [Redacted] or visit [www.irs.gov](http://www.irs.gov).

Please check here if you've included any correspondence. Write your Employer ID number ([Redacted]), the tax period (XX/XX/XXXX), 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

INTERNAL REVENUE SERVICE

[Redacted]

[Redacted]

What you need to do --- **continued**

**If you would like a refund of the overpayment sent to you:**

Call us at ██████████. You should receive the refund within 4 weeks as long as you don't owe other tax or debts we're required to collect.

**You must respond within 30 days from the date of this notice.**

**If we don't hear from you**

If you don't reply or if you reply and there's still a credit on the account after we make any requested changes, you should receive a refund of the overpayment within 8-12 weeks as long as you don't owe other tax or debts we're required to collect.

**Payments credited to your account for tax period ending December 31, 2012**

The total amount of your payments, including credits shown below, that were applied to your account:

Date received	Payment description	Amount
[1/19/12	[Pymnt type	[\$ ██████████
1/19/12	Pymnt type	██████████
1/19/12	Pymnt type	██████████
1/19/12	Pymnt type	██████████
1/19/12	Pymnt type	██████████
1/19/12	Pymnt type	██████████
1/19/12	Pymnt type	██████████
1/27/12	Pymnt type	██████████
2/03/12	Pymnt type	██████████
2/09/12	Pymnt type	██████████
2/17/12]	Pymnt type]	██████████
<b>Total</b>		<b>[\$ ██████████</b>

**Additional information**

- Visit [www.irs.gov/cp267](http://www.irs.gov/cp267)
- 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.