



Department of the Treasury  
Internal Revenue Service  
Austin, TX 73301-0023

Notice	LT18
Notice Date	January 28, 2020
Taxpayer ID number	99-9999999
Case reference number	12345678
To contact us	866-xxx-xxxx

Page 1 of 1

BUSINESS NAME  
ADDRESS  
CITY, STATE ZIP

We still haven't received your tax return(s)

## You must file your tax return(s) immediately

We've sent you previous notices asking that you file your tax return(s) for the period(s) shown below. However, we still haven't received any response from you.

Please file your return(s) by February 7, 2020.

### What you need to do immediately

#### File your tax return(s) and pay the amount due

Mail your tax returns and any supporting documents to the address at the top of this notice so we receive them by February 7, 2020.

#### If you don't think you had to file or already filed a return

Please call 866-xxx-xxxx to speak with an IRS representative and explain your situation.

### Summary of missing tax returns

Tax period ending	Form number	Name of return
December 31, 2016	941	Employer's Quarterly Federal Tax Return
March 31, 2017	941	Employer's Quarterly Federal Tax Return

### If we don't hear from you

We may determine your tax for you, and penalty and interest may continue to accrue.

If you are owed a refund for the current tax period, or any prior period, it may be delayed because of these unfiled returns.

### Additional information

- Visit [www.irs.gov/lt18](http://www.irs.gov/lt18)
- For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 800-TAX-FORM (800-829-3676)
- You can contact us by mail at the address at the top of the first page of this notice. Be sure to include your taxpayer ID number and the tax year and form number you are writing about.
- Keep this notice for your records.

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