



Date:

Taxpayer ID number:
[NNN-NN-1234]Contact telephone number:
800-829-1040Contact fax number:
855-xxx-xxxxInternational phone number:
+1-267-xxx-xxxxInternational fax number:
+1-304-xxx-xxxx

Dear [Name]:

Why you're receiving this letter

We're performing a random review of third-party authorizations. We're contacting you because we want to be sure that only people you authorize, whether tax professionals or family members, are accessing your tax account. This doesn't mean there is a problem with your account.

Our records show that you authorized the following third parties to access your account:

- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]

Please be aware that the third parties listed may be affiliated with the entity or individual that you authorized to access your account information.

If you authorized all the above third parties and want to continue to authorize all of them

Please confirm within 30 days of the date of this letter by doing one of the following:

- Call the telephone number above and notify the customer service representative that you authorized all third parties, OR
- Go to the Response Page(s), check box 1, then sign and mail the Response Page(s) only to the IRS address above, OR
- Go to the Response Page(s), check box 1, then sign and fax the Response Page(s) only to the fax number listed above.

If you authorized all the above third parties, but you no longer want to authorize all of them

Please identify the third parties you no longer authorize within 30 days of the date of this letter by going to the Response Page(s) and doing one of the following:

- Check box 2, check the box next to the third parties that you no longer authorize, then sign and mail the Response Page(s) only to the IRS address above, OR
- Check box 2, check the box next to the third parties that you no longer authorize, then sign and fax the Response Page(s) only to the IRS fax number above.

If you did not authorize all the above third parties to have access to your account

Please identify the third parties that you did not authorize within 30 days of the date of this letter by going to the Response Page(s) and doing one of the following:

- Check box 3, check the box next to the third parties that you did not authorize, then sign and mail the Response Page(s) only to the IRS address above, OR
- Check box 3, check the box next to the third parties that you did not authorize, then sign and fax the Response Page(s) only to the IRS fax number above.

What will happen next

If you respond to this letter by revoking a third-party authorization, we'll send you a notice confirming the revocation, or we'll let you know if you need to take additional action. If you approved all authorized third parties, we will not send any additional correspondence.

If you don't return a signed and dated copy of this letter or initiate a revocation following the instructions at [IRS.gov/thirdpartyauthorizations](https://www.irs.gov/thirdpartyauthorizations), the authorization(s) will remain in effect.

Additional information

You can visit www.irs.gov/itr6018-B for more information. If you have questions, you can call the number listed at the top of this letter.

You can revoke authorizations at any time by following the instructions at [IRS.gov/thirdpartyauthorizations](https://www.irs.gov/thirdpartyauthorizations).

We're always working to keep your information confidential and prevent unauthorized disclosures. We apologize for any inconvenience and thank you for your cooperation.

Sincerely,
Fred Banks
Fred Banks, Program Manager
W&I Service Center, AM

RESPONSE PAGE

1) I authorized all third parties listed on page 1 and want to continue to authorize those parties to have access to my tax account.

2) I authorized the third parties checked below, but would now like to revoke their access to my tax account for all tax matters for all years and periods.

- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]

3) I did NOT authorize the third parties checked below and want to revoke their access to my tax account for all tax matters for all years and periods.

- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]
- [Third party business name or representative name] based on [form number, title]

Signature: _____ **Date signed:** _____ **Phone:** _____