



**018Department of the Treasury**  
**Internal Revenue Service**  
Attn: CAF Team  
Philadelphia, PA 19255-0625

[TP Name]  
[TP Address]  
[TP City, State, Zip]

**Date:**

[Month, Day, Year]

**Taxpayer ID number:**

[NNN-NN-1234]

**Contact telephone number:**

XXX-XXX-XXXX

**Contact fax number:**

XXX-XXX-XXXX

**International phone number:**

+1-267-XXX-XXXX

**International fax number:**

+1-304-XXX-XXXX

### Why you're receiving this letter

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.

Our records show that we have an authorization (Form [number, title]) on file from the following third party:  
[Third Party business name or representative name based on Form 8821 or 2848 filed]

[Third Party business name or representative name based on Form 8821 or 2848 filed] currently has authority to access your tax account based on the submission of Form [number, title] to the IRS.

Please know that this is a random review of current third-party authorizations. This does not mean that there is a problem. This letter is one of the ways to verify the authorization of third-party access.

### What you need to do

Check the appropriate box below and return this letter to the IRS address above within 30 days (or, if you prefer, you can fax it to the number above within 30 days) from the date of this letter, so we can complete our third-party verification process.

- I did authorize the third party listed above to have access to my account.
- I did **not** authorize the third party listed above access to my account.

### If you checked the "I did not authorize...." box

Please be aware that the third party listed may be affiliated with the entity or individual that you authorized to access your account information. We will contact you and let you know if you need to take any additional action. Please review the links under the "Additional Information" section below.

### If you don't respond

We'll place all actions (including refunds) on hold until you respond and we complete the third-party verification.

**Additional information**

- Visit [www.irs.gov/ltr6018](http://www.irs.gov/ltr6018)
- Visit [www.irs.gov/thirdpartyauthorizations](http://www.irs.gov/thirdpartyauthorizations) for more information.

We recognize that keeping your information confidential is a critical priority. We're working hard to protect your tax information and prevent unauthorized disclosures.

We apologize for any inconvenience and thank you for your cooperation.

Sincerely,

*Fred Banks*

Fred Banks, Program Mgr  
W&I Service Center, AM