



## **DID YOU RECEIVE A LETTER FROM THE IRS?**

Each year the Internal Revenue Service sends millions of letters and notices to taxpayers for a variety of reasons. You may receive a notice requesting payment of taxes or notifying you of a larger refund, a correction to your tax return or requesting additional information. Each notice normally covers a very specific issue about your IRS account or tax return.

If you receive a notice or letter, don't panic. Many notices and letters can be dealt with simply and painlessly by following these tips:

- Review and follow the specific instructions provided in the letter or notice to ensure that you satisfy the inquiry.
- Compare information in correction notices with your original income tax return to determine where and why changes were made to your return or account.
  - **If you agree** with the correction to your account, then usually no reply is necessary unless a payment is due or the notice directs otherwise.
  - **If you do not agree** with the correction, it is important that you respond as requested in the notice. Send a written explanation of why you disagree and include any documents and information IRS should consider. Also include the bottom tear-off portion of the notice and mail to the IRS or State address shown in the upper left-hand corner of the notice. Allow at least 30 days for a response.
- Go to [www.irs.gov/notices](http://www.irs.gov/notices), Understanding Your IRS Notice or Letter, if you have questions or need more information about the correspondence you received.
- Keep copies of all correspondence and your related responses with your IRS records.

Most correspondence can be handled without calling or visiting an IRS office. However, if you still have questions, call the telephone number located in the upper right-hand corner of the IRS notice. Have a copy of your tax return and the correspondence available when you call to help the assistants respond to your inquiry.

**If you are having difficulty** communicating with IRS (or State) agents, or understanding the notice, a qualified representative can contact the IRS (or State) on your behalf. A Power of Attorney form would need to be completed, signed, and submitted to the IRS (or State) before a representative can proceed to resolve your tax issue.

For more information about IRS notices and bills, see [Publication 594](#), The IRS Collection Process. Information about penalties and interest is available in [Publication 17](#), Your Federal Income Tax (For Individuals). Both publications are available at [www.irs.gov](http://www.irs.gov) or by calling 800-TAX-FORM (800-829-3676).

*This article has been developed by Pelletier, Chase & Associates, LLC as a public service to you. It should not be construed as tax advice or as a promise of potential tax savings or reduced tax liability. For more information, contact [PCA](#).*