Remedy Tax Services

WORKSHEET 15
IRS LETTERS

IRS notice response sheet

Most IRS letters ask about one item and can be settled with a clear written reply. Fill this in the day the letter arrives and upload it with every page of the notice.

The notice

Notice or letter number (CP or LTR, in a corner of page 1)

Date on the notice

Tax year it is about

Form (1040, 941...)

Amount the IRS shows $

Reply-by date

Name on the notice

IRS phone number printed on it

What it says

- [ ] I owe a balance
- [ ] The IRS needs more information
- [ ] Proposed changes to my return (CP2000)
- [ ] A return is missing
- [ ] My refund was changed
- [ ] The IRS wants to verify my identity
- [ ] My return was selected for examination
- [ ] Something else, or I am not sure

Do you agree with it?

- [ ] Yes
- [ ] No
- [ ] Partly
- [ ] I do not know

What you have done so far

Date	What happened (call, letter, payment)	Who you spoke with, or tracking number

Send us

- [ ] Every page of the notice, front and back
- [ ] Proof of payments for that year
- [ ] Any earlier letters about the same year
- [ ] The tax return for that year
- [ ] Forms W-2 and 1099 for that year
- [ ] The envelope, if the deadline is close

Check that it is real. The IRS starts almost every contact by mail. It does not open with a text, email or social media message, and it never asks for gift cards, wire transfers or payment apps. If a caller pressures you, hang up and call us.

Do not ignore a notice, and do not pay or sign an agreement before we have compared it with your return. An Enrolled Agent can speak to the IRS for you under a signed power of attorney (Form 2848).