



DON'T IGNORE IT

Most IRS letters and notices are about federal tax returns or tax accounts. Each notice deals with a specific issue and includes specific instructions on what to do.



DON'T PANIC

The IRS and its authorized private collection agencies do send letters by mail. Most of the time all the taxpayer needs to do is read the letter carefully and take the appropriate action.

DO TAKE TIMELY ACTION

A notice may reference changes to your account, taxes owed, a payment request or a specific issue on a tax return. Taking action timely could minimize additional interest and penalty charges.



DO REVIEW THE INFORMATION

If a letter is about a changed or corrected tax return, review the information and compare it with the original return. If you agree, make notes about the corrections on your personal copy of your tax return, and keep it for your records.

DON'T REPLY UNLESS INSTRUCTED

There is usually no need for you to reply to a notice unless specifically instructed to do so. On the other hand, taxpayers who owe should reply with a payment. IRS.gov has information about payment options.



DO RESPOND TO A DISPUTED NOTICE

If you don't agree with the IRS, mail a letter explaining why you dispute the notice, to the address on the contact stub at the bottom of the notice. Include information and documents for the IRS to review when considering the dispute. Allow at least 30 days for the IRS to respond.

DO AVOID SCAMS

The IRS will never initiate contact using social media or text message. The first contact from the IRS usually comes in the mail. Taxpayers who are unsure if they owe money to the IRS can view their tax account information on IRS.gov.



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