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IRS TAX TIP: Don't Ignore Mail From the IRS

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You would not think that it is necessary to issue this kind of update, but the Internal Revenue Service (IRS) has issued a helpful reminder in its Tax Tip 2022-62: don't ignore mail from the IRS.

The IRS mails notices and letters to inform or request information from taxpayers about many things, including:

- a balance due;
- a discrepancy in the refund amount;
- a question about something on the return;
- a request for additional information; or
- changes to the return.

The notice or letter from the IRS will indicate whether you need to take action, the action that is required and the date by which a response should be made. In some instances the notice is providing information and does not require action. In those instances in which a response is required, following the instructions in the notice in a timely manner will usually resolve the matter.

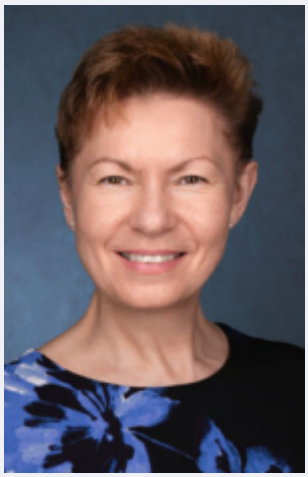
If additional time for a response is necessary, respond to the notice to request the time and advise as the necessity for additional time [e.g. to obtain bank records] and ask for written confirmation as to the extension.

If the notice pertains to **payment** and you are unable to pay the tax due, do not delay in responding and do not ignore the notice. Payment options and installment payment arrangements are available and being responsive may head off aggressive IRS collection action.

Any time you respond to the IRS, **keep a copy of your response.** You may not have to telephone the IRS, and it is generally better to respond in writing, but if you do telephone, keep a record of when you called, who you spoke with and a summary of the discussion.

If you do not understand the letter or notice, contact your tax return preparer or an attorney to review, respond and protect your rights.

If you have questions about this topic, please contact Nadia Havard.



Nadia A. Havard

Nadia A. Havard concentrates her practice in all areas of qualified and nonqualified retirement plans and employee benefits; transfer taxes; fiduciary income tax and trust administration; business; as well as estate planning and administration. She also helps nonprofits obtain and maintain their tax-exempt status.

nhavard@kmgslaw.com • 814-459-2800

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