Dear Taxpayer:

We received your Dec. 31, 2013, Form 1040 federal individual income tax return, but we need more information to process the return accurately. Unless required otherwise, send us your reply within 20 days from the date of this letter (30 days if outside of the United States).

Enclose only the information requested and any forms, schedules or other information required to support your entries and a copy of this letter. Don’t send a copy of your return unless we ask you to do so. We'll issue any refund due to you in about 6 to 8 weeks from the time we receive your response. If we don’t receive a response from you, we may have to increase the tax you owe or reduce your refund.

To obtain the forms, schedules, or publications to respond to this letter, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

Form 8586 is incomplete or missing from your return. Complete the form with information that supports $5.00 on line 1d, Form 3800.

If you have questions about this letter, call the appropriate telephone number listed below:

- 1-800-829-0922 (Individual-Wage Earners)
- 1-800-829-8374 (Individual-Self Employed/Business Owners)
- 1-800-829-4059 (Telecommunication Device for the Deaf, TDD)
- 1-267-941-1000 (Outside of the United States) not toll-free

If you prefer, you can write to us at the address shown at the beginning of this letter.

If you want to send the information by fax, our fax number is 1-855-204-5017. Due to the high volume, we can’t acknowledge receipt of your fax. Your faxed signature(s) will become a permanent part of your filing. Don’t send another copy by mail. Doing so could delay the processing of your return. Be sure to put your taxpayer identification number on each page faxed. Your cover sheet must contain the following information:
Date: ______________________
Attention: ICO Rehects Team - AUSPC
BATCH XXXXX,XX
IRS control number: XXXXX-XXX-XXXXXX-X
Your name: __________________________________________________
Your taxpayer identification number: _____________________________
(social security number/employer identification number)
Tax Period: _______________
Number of pages faxed: _______________________
Whenever you write, include this letter and provide in the spaces below your telephone number with the house we can reach you. Keep a copy of this letter for your records.
Your Telephone Number: (   ) ____________________  Hours ______________
We apologize for any inconvenience and thank you for your cooperation.

Sincerely yours,

IRS Contact Name
Mgr., Input Corrections Operations

BATCH XXXXX,XX
XXXXX-XXX-XXXXXX-X

Enclosures:
Copy of this Letter
Envelope
IRS Letter 12C Sample Tax Notice
This sample is provided by TaxAudit, the nation's leading tax representation firm.

The IRS address must appear in the window. Use for payments

Letter Number: LTR0012C
Letter Date: 2014-04-11
Tax Period: 2013-12

INTERNAL REVENUE SERVICE
AUSTIN TX 72201-0034

FIRST M & FIRST M LAST
STREET ADDRESS
BENTONVILLE AR 72712

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT, EVEN IF YOU ALSO HAVE AN INQUIRY.

The IRS address must appear in the window.

XXX-XXX-XXXX-X XXXXXXXXXX
XXX-XX BATCH XXXX,XX

Received an Audit Notice? We can help!

This IRS Tax Notice Letter 12C sample is provided by TaxAudit.com, the nation's leading Tax Audit Defense firm.

For more information, please visit TaxAudit.com.

Visit TaxAudit.com