

## What Taxpayers Should do if They Get a Letter or Notice from the IRS

AUGUST 18, 2020

*Note: This article was authored by the IRS and issued as Tax Tip 2020-95 on August 3, 2020.*

Every year the IRS mails letters or notices to taxpayers for many different reasons.

Here are some do's and don'ts for taxpayers who receive one:

- **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.
- **Don't reply unless instructed to do so.** There is usually no need for a taxpayer 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](https://www.irs.gov) has information about [payment options](#).
- **Do take timely action.** A notice may reference changes to a taxpayer's account, taxes owed, a payment request or a specific issue on a tax return. Acting timely could minimize additional interest and penalty charges.
- **Do review the information.** If a letter is about a changed or corrected tax return, the taxpayer should review the information and compare it with the original return. If the taxpayer agrees, they should make notes about the corrections on their personal copy of the tax return and keep it for their records.
- **Do respond to a disputed notice.** If a taxpayer doesn't agree with the IRS, they should mail a letter explaining why they dispute the notice. They should mail it to the address on the contact stub included with the notice. The taxpayer should include information and documents for the IRS to review when considering the dispute. People should allow at least 30 days for the IRS to respond.

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- **Do remember there is usually no need to call the IRS.** If a taxpayer must contact the IRS by phone, they should use the number in the upper right-hand corner of the notice. The taxpayer should have a copy of their tax return and letter when calling the agency.
- **Do avoid scams.** The IRS will never contact a taxpayer 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](#).

## More information:

[Understanding Your IRS Notice or Letter](#)

[Tax Topic 651](#) - Notices – What to Do

[Tax Topic 653](#) - IRS Notices and Bills, Penalties, and Interest Charges

[Tax Topic 654](#) - Understanding Your CP75 or CP75A Notice Request for Supporting Documentation

[Contact us](#) if you have any questions.