

Audit Response Summary

SUBMISSION FORM PACKET

IRS-Preparer Notes:

The following information and supporting documents listed below are in response to IRS-Tax Examiner, auditing the following individual(s) _____ (tax year)

Person to Contact: _____

ID Number: _____

Audit Type: _____

Tax Filer Full Name: _____

Tax Filer Date of Birth: _____

Tax Filer Social Security Number: _____

Tax Filer Spouse Full Name: _____

Tax Filer Spouse Date of Birth: _____

Tax Filer Spouse Social Security Number: _____

The Following information being provided is:

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SAMPLE PAGE

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Receipts: Yes/No

If NO state, WHY:

Types of Receipts:

Bills: Yes/No

If NO state, Why:

Types of Bills (SUMMARIZED):

Canceled checks: Yes/No

If NO state, Why:

Legal papers: Yes/No

If No state, Why:

If Yes Summary of Types:

Loan agreements: Yes/No

If No State Why:

If Yes, ensure the following information is included: Include a copy of the original loan with the following:

- Names of the borrowers
- Location of the property
- Financial institution making the loan
- Amount borrowed
- Terms (the number of months to pay)

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- Settlement sheet
- If the loan was from an institution, include an end of tax year statement indicating interest paid
- If the loan was not from an institution, provide a statement from the payee indicating the interest paid that year as well as the payee's address and Social Security number
- Provide a break-down of how you used the money

Logs or diaries, Profit/Loss Statement, Inventory: Yes/No

If No State Why: _____

If yes Summarize what's included: _____

Schedule K-1: Yes/No

If Yes brief Summarize:

1099s: Yes/No

If yes Summarize or give a description of each one and if possible, purpose:

Dependents: Yes/No

If yes Full name, Relationship, and date of birth:

Head of Household filing status: YES/NO

Proof of Relationship: Yes/No

If No give brief description as to WHY: _____

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If Yes, please summarize what was provided and for whom it was provided for (dependent name). _____

IRS Audit Outline:

When responding to your audit, the IRS will ask you to present certain documents that support the income, credits, or deductions you claimed on your return. You would have used all these documents to prepare your return. Therefore, the request should not require you to create something new.

Your notice will instruct you on how and when to present your records. If the IRS is conducting your audit by mail, the dates to mail the requested records will be on your notice. If the IRS is conducting your audit in person, you will bring the records with you.

Every audit focuses on certain aspects of a return, but the kinds of records we request will most likely be on the following list. No record can stand on its own. You must include the circumstances surrounding any document you send. Remember, *only send or submit copies*.

- **Receipts** – Present these by date with notes on what they were for and how the receipt relates to your business. In addition to providing the dollars paid or received for a service or product, certain kinds of receipts can prove mileage.
- **Bills** – Include the name of the person or organization receiving payment, the type of service and the dates you paid them.
- **Canceled checks** – Group these with copies of the bills they paid and any applicable employer reimbursement.
- **Legal papers** – Include a description of what the case was about, when it happened and how it relates to your business, credit or deduction. Examples include:
 - Divorce settlements including custody agreements
 - Criminal or civil defense papers
 - Property acquisition
 - Tax preparation or advice
- **Loan agreements** – Include a copy of the original loan with the following:
 - Names of the borrowers
 - Location of the property
 - Financial institution making the loan
 - Amount borrowed

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- Terms (the number of months to pay)
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- **Log or Diaries** – These might show the dates and locations of your travel as well as the business purpose and mileage. These might also show gambling winnings and losses as well as dates and locations. These might also show job-hunting activity and expenses.
- **Tickets** – Label travel tickets with the business purpose for the trip and group them with other receipts from the same trip. Lottery tickets help provide proof of profit or loss.
- **Medical and Dental records**
 - Medical savings account statements, all health-related bills, including dental, vision, hearing aids and over-the-counter medications.
 - A copy of a handbook or other statements showing benefit and reimbursement policies
 - All medical bills and supporting documentation, Payments of fees to doctors, dentists, surgeons, chiropractors, psychiatrists, psychologists, and nontraditional medical practitioners.
 - Physician statements, Contract for attendant care.
- **Theft or loss documents**
 - Insurance reports detailing the nature of the loss or damage
 - If not insured, copies of fire department or police reports on the loss, theft, or accident.
 - Photos or video showing the extent of the damage (if available)
 - Appraisal from a qualified adjustor showing fair market value of the property before and after as well as an estimate of the damage
 - Brief explanation of the loss
- **Employment documents** – These might include uniform policies or dress codes, continued education requirements, W-2 reimbursement statements or policies.
- **Schedule K-1** – These are used to report each shareholder's share of income, losses, deductions, and credits when an S corporation files its annual tax return.