

Got an IRS Letter? Your First Steps

A calm, clear plan for the moment that envelope arrives — and the mistakes that quietly make things worse.

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An IRS notice is stressful, but it's almost always fixable when handled correctly and on time. This tells you how to stay calm and protect yourself in the first 48 hours. **It is not a do-it-yourself response guide** — how you reply matters, and that's exactly where we step in.

First: Don't Panic — and Don't Ignore It

- Most IRS letters are routine and have a clear deadline — missing it is what causes real trouble
- Open it the day it arrives and note the **response-by date**
- Keep the envelope and every page together

What NOT To Do

- Don't** call the number in the letter and agree to anything before you understand it
- Don't** pay an amount you haven't verified is correct — notices are sometimes wrong
- Don't** sign or return forms without knowing what you're giving up
- Don't** respond to a phone call, text, or email claiming to be the IRS — the IRS contacts you first by mail

What To Have Ready When You Call Us

- The notice number (top or bottom-right corner, e.g. CP2000)
- The tax year the letter refers to
- The response deadline
- A copy of the return for that year, if you have it

Why not just handle it yourself? What you say to the IRS — and how — affects the outcome. As Enrolled Agents we're federally licensed to represent you directly, often resolving notices for far less than the letter first demands. One call before you respond can save you thousands.

Got a letter? Call before you respond.

As Enrolled Agents we deal directly with the IRS on your behalf. The sooner we see the notice, the more we can do.

Call/Text (865) 684-5967 · mysoluciones68@gmail.com · marlenbookkeepertax.pro

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