

# IRS Notice Received?

EMRYS TAX ADVISORS

Receiving a letter from the IRS can feel alarming—but most IRS notices are routine and do not mean you are in serious trouble. The key is responding correctly and on time.

## Step 1: Don't Panic — Read It Carefully

Most IRS notices are informational or request minor corrections. Read the notice in full to identify: (1) the tax year it concerns, (2) what the IRS is claiming or asking, and (3) the response deadline.

## Common Types of IRS Notices

**CP2000** – Underreported income. The IRS received income information that doesn't match your return. This is not an audit—it's a proposed change. You have the right to agree, disagree, or provide documentation.

**CP501/CP503/CP504** – Balance due reminders. These escalate in urgency. A CP504 is a notice of intent to levy—take it seriously.

**CP12/CP11** – The IRS made a correction to your return and either changed your refund or says you owe money.

**LT11 / Letter 1058** – Final notice before levy. This requires immediate attention and professional help.

## What You Should Do

1. Respond within the timeframe on the notice—typically 30 to 60 days.
2. Gather your tax return and supporting documents for the year referenced.
3. Do not ignore it. Ignoring an IRS notice escalates the problem and limits your options.

***Pro Tip:** Contact us within 10 days of receiving any IRS correspondence. The sooner we review it, the more options you have.*

## When to Get Professional Help

You should always consult a tax professional if: the notice involves a significant amount of money, you receive an audit notice (CP75, Letter 2205), you receive a levy or lien notice, or you don't understand what the IRS is asking.