**“TAX TIPS FROM TAXBRAINIAX”**

**Tips for Dealing with Notices**

Each year, the IRS sends millions of letters and notices to taxpayers for a variety of reasons. Here are several things you should know about IRS notices in case one shows up in your mailbox.

1. Don’t panic. Many of these letters require a simple response.
2. There are many reasons why the IRS sends correspondence. If you receive an IRS notice, it will typically cover a very specific issue about your account or tax return. Notices may require payment, notify you of changes to your account or ask you to provide more information.
3. Each notice offers specific instructions on what you need to do to satisfy the inquiry.
4. If you receive a notice advising you that the IRS has corrected your tax return, you should review the correspondence and compare it with the information on your return.
5. If you agree with the correction to your account, then usually no reply is necessary unless a payment is due or the notice directs otherwise.
6. If you do not agree with the correction the IRS made, it is important that you respond as requested. You should send a written explanation of why you disagree. Include any information and documents you want to the IRS to consider with your response. Allow at least 30 days for a response.
7. You should be able to resolve most notices that you receive without calling or visiting an IRS office. If you do have questions, call the telephone number in the upper right-hand corner of the notice. Have a copy of your tax return and the notice with you when you call. This will help the IRS answer your inquiry. Please be prepared to hold for an IRS representative for a minimum of 20 to 30 minutes. For a quick response to most IRS questions, call **TaxBrainiaX today at 888.764.2805.**
8. Remember to keep copies of any notices you receive with your other income tax records.
9. The IRS sends notices and letters by mail. The agency never contacts taxpayers about their tax account or tax return by email.

If you did not file your 2012 tax return, or file an extension for 2012, pick up the phone and call **TaxBrainiaX today at 888.764.2805** for a free consultative phone call on how to handle unfiled taxes. If you owe the IRS and do not have the money to pay, call **TaxBrainiaX** and we can assist you in making arrangements for payment that will fit your financial needs. We are here to assist you and provide professional and personalized service to our clients….you won’t be sorry you called us!!!

Until you need us,

**The Staff of TaxBrainiaX, Inc.**

“Taxation with Smart Representation”