



IRS Letter Decoder Guide

Understand Your IRS Notice: What It Means, What To Do, and How GoTaxGurus Can Help

Why Am I Getting a Letter from the IRS?

If you've received a letter from the IRS, don't panic. The IRS sends letters for many reasons, and not all of them are bad. Common reasons include:

- A balance due
- A discrepancy in your return
- A request for documents
- A notice of audit or collection

Step-by-Step: How to Read an IRS Letter

1. Look for the Letter or Notice Number – It's usually in the top right corner (e.g., CP2000, LT11, Letter 3572).
2. Find the IRS Department Contact Info – In the top left corner, you'll see the IRS contact and phone number.
3. Read the Reason for the Letter – It may be about a balance, change, or request.
4. Locate the Response Deadline – Usually near the top or bottom. Often 20 to 90 days.
5. Review the Action Steps – You may need to call, write, pay, or attend an appointment.
6. Check for Enclosures – Review all pages and attachments carefully.

Most Common IRS Letters and What They Mean

CP14

What it says: You owe taxes. This is the first bill from the IRS.

What to do: Review and pay or dispute. Don't ignore it.

Response Time: 21 days

Where to find help: Top right for notice number, top left for IRS phone number.

[CP2000](#)

What it says: IRS records show more income than you reported.

What to do: Review comparison. Dispute if incorrect.

Response Time: 30 days

Looks Like: Pages showing IRS income vs. your return.

[LT11 / CP504](#)

What it says: Final notice before levy.

What to do: Call GoTaxGurus. You may request a hearing.

Response Time: 30 days

Looks Like: Includes 'FINAL NOTICE' or 'INTENT TO LEVY'.

[Letter 12C](#)

What it says: IRS needs more info to process your return.

What to do: Submit missing forms or explanation.

Response Time: 20 days

[Letter 3572](#)

What it says: In-person audit appointment scheduled.

What to do: Call GoTaxGurus and do not go alone.

Response Time: Date provided on letter

Looks Like: Lists IRS contact, date, and location of meeting.

[Letter 3219](#)

What it says: Notice of Deficiency – tax will be assessed unless challenged.

What to do: Petition Tax Court if you disagree.

Response Time: 90 days

Looks Like: Includes 'right to petition the U.S. Tax Court'.

How to Know If an IRS Letter is Real

- Comes via USPS Mail (not email or text)
- Has IRS letterhead and your (partial) SSN
- Includes letter number and IRS contact info
- Call IRS at 1-800-829-1040 to confirm, or contact GoTaxGurus

How GoTaxGurus Can Help

We are former IRS auditors and appeals officers. We:

- Read and interpret IRS letters
- Contact the IRS on your behalf
- Prepare responses and appeals
- Stop levies and garnishments
- Represent you in audits

 Call (844) 829-8255 or  Email strategy@gotaxgurus.com

 Book online: <https://calendly.com/strategy-gotaxgurus>