

HOW TO WRITE AN APPEAL LETTER TO THE IRS

Review the process of submitting a request for Appeals' review to the IRS address on the letter that explains your appeal rights.

When drafting a protest, a taxpayer must be specific in his appeal of the tax items in dispute. For more information on this topic, or to learn how Baker Tilly tax specialists can help, contact our team. Call the IRS at to verify your case status if you do not hear from the appeals office in a reasonable amount of time. Complete your protest and mail it to the IRS address on the letter that explains your appeal rights. There are several key things to remember when writing your letter of explanation to the IRS: 1. It is several pages long which is atypical of IRS notices and letters. Once you are in front of the officer, clearly enunciate any errors that you feel the auditor committed during the audit. Next up. Many tax scammers will design a notice to exactly like it came from the IRS in order to steal your personal information. For example: In general, section a of the Internal Revenue Code allows a taxpayer to deduct all interest paid or accrued within the taxable year of indebtedness. Best of all, the odds of winning your case are surprisingly high. The first thing you should ask the appeals officer to do is waive any penalties that the auditor assessed to you. See our related articles, [Cut Your Tax Bill](#) The Office of Appeals will listen to any reason why you disagree with an audit other than religious, moral or political beliefs. Save editing and proofreading for last. Employee plans, exempt organizations, S corporations and partnerships are not eligible for Small Case Requests. For many taxpayers, this dreaded procedure has resulted either in nightmarish visits to the IRS office or, worse, visits from revenue agents to their homes and businesses. Tax Court may be a safer alternative, as new issues cannot be introduced in this venue. Tip The length of time it takes to receive correspondence from the appeals office varies. Many unresolved issues are settled with the IRS appeals division. In many cases, you have 30 days from the date of the decision letter to file an appeal, but in some cases you have 60 days from the date of the letter to file an appeal. For an in depth view, see our special [Income Tax Guide](#). Create a separate file folder for each contested item for the officer's convenience. It will probably take at least a month before your request is granted, and don't hesitate to follow up if it takes longer. You must file your official protest within 30 days of the date listed on the letter. Additionally, taxpayers that bypass Appeals cannot recover costs of litigation. [Compare Investment Accounts](#). The example below focuses on some of the more important items.