



Department of the Treasury  
Internal Revenue Service

Notice	CP63
Tax Year	
Notice date	
Social Security number	XXX-XX-1234
To contact us	123-456-6789
Your Caller ID	
Page 1 of 2	

Name  
Address  
City, State, and Zip

We still haven't received your XXXX Form XXXX

## We're holding your XXXX tax refund

Our records show that you didn't file your XXXX Form XXXX. As a result, we're holding your XXXX tax refund until we can determine whether you owe additional taxes for XXXX.

Please file your XXXX tax return, or we may determine your tax for you.

### What you need to do

File your XXXX tax return, along with any supporting forms and schedules by XX/XX/XXXX. Consider filing electronically through an e-file provider if it's within 2 years from the original due date of the return.

Mail your return to:  
Internal Revenue Service

### If we don't hear from you

If we don't receive your tax return or a valid reason for not filing by XX/XX/XXXX, we may determine your tax for you based on information we've received from third parties. This means you may not receive certain exemptions, deductions, or credits that you would otherwise receive if you filed your own tax return.

### Next steps

Once you file your XXXX tax return, we'll determine if you owe additional taxes. This may take up to 12 weeks.

If you owe tax or other debts we're required to collect, we may apply all or part of your refund to the amount you owe. You'll receive a notice explaining how we applied the money and a check for the remaining refund, if there is one.

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Page 2 of 2	

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**Additional information**

- Visit [www.irs.gov/cp63](http://www.irs.gov/cp63)
- For tax forms, instructions, and publications, visit [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or call 123-456-6789
- You can contact us by mail at the address shown in the "What you need to do" section. Be sure to include your Social Security number and the tax year and form you're writing about.
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.

SAMPLE ONLY