IRS Account Research Worksheet– Collection Issue (contact by phone/in person)

Information	Notes
Document who gave you the information at the IRS	**IRS Phone Number called:** ___________________ **IRS Function:** ______________ **IRS representative's name**: _______________ **Badge/ID #**: __________________
(1) Tax return filing compliance	**Current year filed: (Y/N/on extension)** _________________ **Past 6 years filed: (Y/N)** ____________________ **Years needed to be filed:** ____ *Note: request Wage and Income and Account Transcripts for any unfiled years to help with tax preparation*
(2) Balance(s) owed information	**Totals:** **Total balance owed:** ______________ **Total assessed balance owed:**______________ **Years owed:** ____ **Breakdown by year:** (see table below)
(3) Enforcement status	**IRS Collection Status:** **Assigned to IRS Collection? (Y/N)** _____________________ **IRS Collection assigned (ACS/CFf)** ____________________ **Lien filing:** **Lien filed: (Y/N/in process)** ____________________ **Years lien filed:** ____ **Garnishments/levies:** **Garnishment/levy issued? (Y/N)** __________ **If yes: levy source:** _____________________ **Passport certification notice sent? (Y/N or N/A)** ___ **Date of CP508:** _______

Year	Total balance owed	Assessed balance	Collection statute expiration date	Additional assessments/penalties assessed (list)

(4) Deadline for action	**<u>Deadlines:</u>** **IRS follow up date:______________** **Actions required to be completed by that date:** ☐ **File back returns: (years/due date)____________________________________** ☐ **Change withholding: (due date) _________________** ☐ **Make estimated tax payments: (due date) ________________** ☐ **Provide collection information statement or enter into simplified installment agreement to avoid enforced collection: (date/action)** **____** ☐ **Other: (action/due date)____** ☐ **Other: (action/due date)____** ☐ **Other: (action/due date)____** ☐ **Other: (action/due date)____**
(5) Request transcripts	**<u>Account transcripts</u>: (request all balance due years and any other years with issues)** **Years ordered: ____** **<u>Wage and Income transcripts (W-2s, 1099s, etc.)</u>:** *request all unfiled return years and any years with possible need for amended return)* **Years ordered (Primary): ____** **Years ordered (spouse, if applicable): _______________________________________** **<u>Return transcripts</u>:** *request last three years if amended returns will be considered or filed* **Years ordered: ____** **<u>Delivery of transcripts</u>:** *IRS will not fax transcripts Can be hand delivered at local IRS office* **Delivery method: (taxpayer by mail/tax pro through e-services account) ____________** **Date to be delivered to taxpayer: ___________________________**