



Department of the Treasury
Internal Revenue Service
ACS Support - [Address]

TAXPAYER NAME
TAXPAYER ADDRESS
CITY, STATE, ZIP CODE



For your reference	
Notice name	LT16
Notice date	June 14, 2021
Case Reference number	0123456789
Taxpayer ID number	XXX-XX-1234
New quick, easy, and secure online payments	
Visit irs.gov/lt16 to avoid interest and applicable penalties or time lost on the phone.	

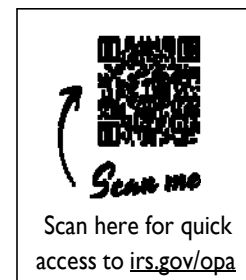
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Please act on your balance of \$x,xxx.xx and file your missing returns

We're trying to collect unpaid balances and unfiled returns from you for the tax periods shown on the next page. Your account may be subject to enforcement action, which may include seizing assets or wages. Following the instructions under the "What you need to do" section **may stop** enforcement action.

What you need to do right now

- **Full pay your balance within 10 days of the date of this letter**
- **If you can't pay in full right now:**
You can pay your remaining balance over time if you are current with your filing obligations. Penalties and interest may continue to accrue. Visit irs.gov/opa to learn more.
- **Pay as much of your balance as you can now:**
Visit irs.gov/payments to pay online or mail in a check or money order with the payment stub below.
- **If you can't pay due to financial hardship:**
See the next page to learn about options available to you.
- **File your missing returns within 10 days of the date of this notice.**
If you can't file within 10 days, see "IRS Help" section for more information.



Learn more and avoid waiting on the phone by visiting irs.gov/lt16. If you can't find what you need online, see "IRS Help" section for more information.

Your Billing Summary

Tax period ending	Form number	Amount you owed	Interest ¹	Additional penalties ²	Total
12/31/2019	1040	\$x,xxx.xx	\$xx.xx	\$xxx.xx	\$x,xxx.xx

Additional interest and applicable penalties will accrue if payment is received after 21 calendar days from the notice date (or 10 business days if you owe \$100,000 or more). For more information on penalties and interest, visit irs.gov/penalties or irs.gov/interest.

Visit irs.gov/account to view online billing details.

1. Internal Revenue Code Section 6601

2. Internal Revenue Code Section 6651



Summary of Missing Tax Returns

Tax period ending	Form number	Name of return
12/31/2017	1040	US INDIVIDUAL INCOME TAX RETURN

If you can't pay due to financial hardship**Temporarily delay collection**

If you can't pay due to financial hardship, the IRS may temporarily delay collection until your situation improves. Visit irs.gov/delay to learn more. When contacting the IRS, have your financial information (including assets, and monthly income and expenses) available.

Settle your tax debt

An Offer In Compromise could allow you to settle your tax debt for less than the full amount you owe. You can use our online pre-qualifier tool at irs.gov/offers to see if you qualify.

IRS Help

If you can't find what you need online or need assistance, you can call the IRS at 800-829-7650. Find tax forms or publications by visiting irs.gov/forms or calling 800-TAX-FORM (800-829-3676).

You can contact us by mail at the following address. Be sure to include your taxpayer identification number, the tax year and the form number you are writing about.

Internal Revenue Service
ACS Support -



Taxpayer Rights and Sources for Assistance



The Taxpayer Advocate Service (TAS) is an independent organization within the IRS that can help protect your taxpayer rights. TAS can offer you help if your tax problem is causing a hardship, or you've tried but haven't been able to resolve your problem with the IRS. If you qualify for TAS assistance, which is always free, TAS will do everything possible to help you. Visit taxpayeradvocate.irs.gov or call 877-777-4778.

Tax professionals who are independent from the IRS may be able to help you. Low Income Taxpayer Clinics (LITCs) can represent low income persons before the IRS or in court. LITCs can also help persons who speak English as a second language. Any services provided by an LTC must be for free or a small fee. To find an LTC near you:

- Go to taxpayeradvocate.irs.gov/litcmap;
- Download IRS Publication 4134, Low Income Taxpayer Clinic List, available at irs.gov/forms; or
- Call the IRS toll-free at 800-829-3676 and ask for a copy of Publication 4134.

State bar associations, state or local societies of accountants or enrolled agents, or other nonprofit tax professional organizations may also be able to provide referrals.



Payment

INTERNAL REVENUE SERVICE
ACS SUPPORT – [Address]

TAXPAYER NAME
TAXPAYER ADDRESS
CITY, STATE, ZIP CODE

Notice	LT16
Notice Date	June 14, 2021
Taxpayer ID number	XXX-XX-1234

- Make your check or money order payable to the United States Treasury.
- Write your taxpayer ID number (XXX-XX-1234) on your payment and any correspondence.

Select your payment amount:

- ☐ Pay the full amount due of \$x,xxx.xx within 10 days of the date of this notice to avoid future interest and applicable penalties.
- ☐ Make a partial payment of \$_____ (enter amount)

