NOTICE CP2000

Reply packet

Proposed changes to your tax return

NOTICE	TAX YEAR	REPLY BY
CP2000	2017	March 1, 2018

Sign, enclose, send

1

Sign your letter and any Response form.

2

Enclose the copies you selected.

3

Send it using the instructions on your own notice.

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Verify every field against your original notice. A sample packet is fictional and must not be sent.



OweRight

OweRight is not a CPA firm or law firm. Not tax advice. Not affiliated with the IRS.

Alex Sample

123 Sample Street
Charleston, SC 29406

February 20, 2018

Internal Revenue Service
456 Sample Notice Avenue
SAMPLE, not a mailing destination
Austin, TX 73301

> **Re: Notice CP2000 dated January 30, 2018**
>
> Tax year: 2017

To the IRS:

I partly agree with the notice.

Item 1, Fictional Payer A, interest ($400.00): I agree.

Item 2, Fictional Payer B, securities ($800.00): I do not agree. My fictional statement lists $600 for this item. Supporting document: Form 1099-B, full copy (fictional)

Enclosed

• Item 2: Form 1099-B, full copy (fictional)

You can reach me by mail at the address above.

Sincerely,

_____ ← **Sign here**

Printed name: Alex Sample
Date: _____

Enclosure checklist

Send copies, keep your originals.
Label each copy with the item it supports.
Leave out documents that do not relate to these items.

- ☐ Signed letter
- ☐ Include the Response form from your notice, if provided. This letter does not replace IRS forms.
- ☐ Item 2: Form 1099-B, full copy (fictional)
- ☐ Keep copies of everything you send.

How to send it

Your selected method: Mail

IRS return address from your notice
456 Sample Notice Avenue
SAMPLE, not a mailing destination
Austin, TX 73301

Reply-by date: March 1, 2018
Planned send date: February 20, 2018

Certified Mail with return receipt gives proof of delivery; the IRS does not require it.

Records log

Date sent

Method

Tracking or fax confirmation

After you send it.

A letter accepting your response: the IRS may accept your return as filed. Read the letter for any instructions and dates.

https://www.irs.gov/pub/irs-pdf/p5181.pdf · Checked 2026-11-18

A further proposal or explanation: the IRS may explain why it did not accept your response. Review the changes and respond by the date printed on that letter.

https://www.irs.gov/pub/irs-pdf/p5181.pdf · Checked 2026-11-18

A request for more information: the IRS may ask for documentation or clarification. Follow that letter's instructions and printed response date.

https://www.irs.gov/pub/irs-pdf/p5181.pdf · Checked 2026-11-18

A notice of deficiency: this describes the right to petition the U.S. Tax Court. Use the petition date printed on that notice. Contact with the IRS does not extend that date.

https://www.irs.gov/pub/irs-pdf/p5181.pdf · Checked 2026-11-18

The IRS does not give a fixed time. Keep your records log.

Free help from the Taxpayer Advocate Service

https://www.taxpayeradvocate.irs.gov

Low Income Taxpayer Clinics

https://www.irs.gov/advocate/low-income-taxpayer-clinics

Your copy

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Disclaimers

OweRight is not a CPA firm or law firm. Not tax advice. Not affiliated with the IRS.

OweRight explains what the letter says in plain English and lists its options. The IRS decides eligibility and outcomes.

OweRight provides a clear letter format. No human at OweRight reviews your letter. You review, edit, sign and mail it yourself.

You write it. You sign it. You mail it.

This packet does not replace IRS forms. Check every fact, signature and instruction against your notice before sending.