



Department of the Treasury
Internal Revenue Service
PO Box 249
Cincinnati, OH 45999-0039

Notice	CP161
Tax period	December 31, 2017
Notice date	January 8, 2018
Employer ID number	NN-NNNNNNN
To contact us	Phone 1-800-xxx-xxxx
Your Caller ID	1234

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ABC-XYZ COMPANY
123 MAIN STREET
HANSON, CT 00000-7253

You have unpaid taxes for December 31, 2017

Amount due: \$97,647.55

Our records show you have unpaid taxes for the tax period ending December 31, 2017 Form 941.

Billing Summary

Tax you owed	\$390,331.00
Payments you made	- 300,331.00
Failure-to-file penalty	210.00
Failure-to-pay penalty	50.00
Interest charges	7,387.55
Amount due by January 29, 2018	\$97,647.55

What you need to do immediately

Pay immediately

You must pay the unpaid tax of \$90,000 by January 18, 2018, and the full balance by January 29, 2018 to avoid additional

Continued on back...



ABC-XYZ Company
123 Main Street
Hanson, CT 00000-7253

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Payment

- Make your check or money order payable to the United States Treasury.
- Write your Employer ID number, the tax period (December 31, 2017), and the form number (941) on your payment and any correspondence.

INTERNAL REVENUE SERVICE
CINCINNATI, OH 45999-0150

**Amount due by
January 29, 2018**

\$97,647.55

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What you need to do immediately—
continued

Pay immediately—**continued**

Interest charges on the unpaid balance and additional penalty charges on any unpaid tax.

- You must pay the full balance you owe by January 29, 2018, to avoid additional interest charges.
- If you're enrolled in the Electronic Federal Tax Payment System (EFTPS), you can use that method of payment instead of paying by check or money order.
- If you can't pay the amount due, pay as much as you can now and call us at 1-800-xxx-xxxx to discuss your options for paying the remaining balance.

If you think there's been a mistake

- Call 1-800-xxx-xxxx. Have your payment information and a copy of your tax return available to review with us. You can also contact us by mail. Fill out the Contact information section, detach, and send it to us with any correspondence or documentation.

If we don't hear from you

If you don't pay the unpaid tax of \$90,000 by January 18, 2018, we will charge an additional 5% failure-to-deposit penalty.

Payments credited to your account for the tax period ending on December 31, 2017

The total amount of your tax payments is shown below. Please call 1-800-xxx-xxxx if any information is incorrect or missing.

Date received	Amount
7/16/16	\$17,000.00
9/17/16	50,000.00
12/17/16	31,483.00
12/24/16	201,848.00
Total payments	\$300,331.00



Contact information

ABC-XYZ Company
123 Main Street
Hanson, CT 00000-7253

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If your address has changed, please call 1-800-xxx-xxxx or visit www.irs.gov.
 Please check here if you've included any correspondence. Write your Employer ID number (nn-xxxxxxx), the tax period (December 31, 2017) and the form number (941) on any correspondence.

Primary phone	Best time to call	Secondary phone	Best time to call
	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

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Penalties

We are required by law to charge any applicable penalties.

Failure-to-file

Date filed	Months late	Unpaid amount	Penalty rate	Amount
06/15/2017	2	\$4,999.99	4.5%	\$210.00

We assess a 5% monthly penalty for filing your return late for each month or part of a month the return is late, for up to 5 months. When a penalty for paying late applies for the same month, the amount of the penalty for filing late for that month is reduced by the amount of the penalty for paying late for that month. The penalty for paying late is 1/2% for each month or part of a month. We base the monthly penalty for filing late on the tax required to be shown on the return that you didn't pay by the original return due date, without regard to extensions. We base the monthly penalty for paying late on the net unpaid tax at the beginning of each penalty month following the payment due date for that tax.

(Internal Revenue Code Section 6651)

Failure-to-pay

Date due	Months late	Unpaid amount	Penalty rate	Amount
06/15/2017	2	\$4,999.99	0.5%	\$50.00

We assess a 1/2% monthly penalty for not paying the tax you owe by the due date. We base the monthly penalty for paying late on the net unpaid tax at the beginning of each penalty month following the payment due date for that tax. This penalty applies even if you filed the return on time. We charge the penalty for each month or part of a month the payment is late; however, the penalty can't be more than 25% in total.

- The due date for payment of the tax shown on a return generally is the return due date, without regard to extensions
- The due date for paying increases in tax is within 21 days of the date of our notice demanding payment (10 business days if the amount in the notice is \$100,000 or more)

If we issue a Notice of Intent to Levy and you don't pay the balance due within 10 days of the date of the notice, the penalty for paying late increases to 1% per month. For individuals who filed on time, the penalty decreases to 1/4% per month while an approved installment agreement with the IRS is in effect for payment of that tax. (Internal Revenue Code Section 6651) Employer's Tax Guide. (Internal Revenue Code section 6656).

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Removal or reduction of penalties

We understand that circumstances—such as a serious illness or injury, a family member’s death, or loss of financial records due to natural disaster—may make it difficult for you to meet your taxpayer responsibility in a timely manner.

We can generally process your request for penalty removal or reduction quicker if you contact us at the number listed above with the following information:

- Identify which penalty charges you would like us to reconsider (e.g., 2016 late filing penalty).
- For each penalty charge, explain why you believe it should be reconsidered.

If you write us, include a signed statement and supporting documentation for penalty abatement request.

We’ll review your request and let you know whether we accept your explanation as reasonable cause to reduce or remove the penalty charge(s).

Removal of penalties due to erroneous written advice from the IRS

If you were penalized based on written advice from the IRS, we will remove the penalty if you meet the following criteria:

- You wrote us asking for written advice on a specific issue
- You gave us adequate and accurate information
- You received written advice from us
- You reasonably relied on our written advice and were penalized based on that advice

To request removal of penalties based on erroneous written advice from us, submit a completed Claim for Refund and Request for Abatement (Form 843) to the address shown above. For a copy of the form, go to www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

Interest charges

Period	Amount
Total interest	\$7,387.55

We are required by law to charge interest on unpaid tax from the date the tax return was due to the date the tax is paid in full. The interest is charged as long as there is an unpaid amount due, including penalties, if applicable. (Internal Revenue Code section 6601)

We multiply your unpaid tax, penalties, and interest (the amount due) by the interest rate factor to determine the interest due each quarter.

Period	Interest rate
October 1, 2008 through December 31, 2008	6%
January 1, 2009 through March 31, 2009	5%
April 1, 2009 through December 31, 2010	4%
January 1, 2011 through March 31, 2011	3%
April 1, 2011 through September 30, 2011	4%
Beginning October 1, 2011	3%

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Additional Information

- Visit www.irs.gov/cp161.
- For tax forms, call 1-800-TAX-FORM (1-800-829-3676).
- If you believe your small business has experienced excessive compliance or enforcement actions from any federal agency, you have the right to file a complaint with the Small Business Administration ombudsman. To learn more about your options and the Small Business Regulatory Enforcement Fairness Act, visit www.sba.gov and search for keyword: "ombudsman."
- Keep this notice for your records.

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