



Department of Treasury
Internal Revenue Service

|||||

Notice	CP12
Tax year	
Notice date	February 9, 2011
Social Security number	
To contact us	Phone
Call center number	

Page 1 of 3

Changes to your Form

Adjusted refund: \$

We believe there's a miscalculation on your Form, which affects the following area of your return:

- Employee Business Expenses

We made changes to your return that correct this error. As a result, you are due a refund of \$

Summary

Payments you made	\$
Tax you owed	
Overpayment	\$

What you need to do

Review this notice, and compare our changes to the information on your tax return.

If you agree with the changes we made

- You should receive a refund for in 4–6 weeks as long as you don't owe other tax or debts we're required to collect.

Continued on back...



Contact information

INTERNAL REVENUE SERVICE

	Notice	CP12
	Notice date	February 9, 2011
	Social Security number	

If your address has changed, please call or visit www.irs.gov.

☐ Please check here if you've included any correspondence. Write your Social Security number (), the tax year (), and the form number () on any correspondence.

☐ a.m.
☐ p.m.

☐ a.m.
☐ p.m.

Primary phone

Best time to call

Secondary phone

Best time to call

What you need to do—continued

If you don't agree with the changes

- Call ██████████ to review your account. 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 you contact us in writing within 60 days of the date of this notice, we will reverse the change we made to your account. However, if you are unable to provide us additional information that justifies the reversal and we believe the reversal is in error, we will forward your case for audit. This step gives you formal appeal rights, including the right to appeal our decision in court before you have to pay the additional tax. After we forward your case, the audit staff will contact you within 5 to 6 weeks to fully explain the audit process and your rights. If you do not contact us within the 60-day period, you will lose your right to appeal our decision before payment of tax.
- If you do not contact us within 60 days, the change will not be reversed and you must pay the additional tax. You may then file a claim for refund. You must submit the claim within 3 years of the date you filed the tax return, or within 2 years of the date of your last payment for this tax.
- If we don't hear from you, we'll assume you agree with the information in this notice.

Changes to your ██████████ tax return

Information was changed because of the following:

- We didn't allow the amount claimed as other credits on page 2 of your tax return because Form 3800, General Business Credit and/or supporting documentation was incomplete or not attached to your tax return.

Your tax calculations

Description	Your calculations	IRS calculations
Adjusted gross income, line 37	\$ ██████████	\$ ██████████
Taxable income, line 43	██████████	██████████
Total tax, line 60	\$ ██████████	██████████



Notice	CP12
Tax year	■■■■
Notice date	February 9, 2011
Social Security number	■■■■■■■■■■

Page 3 of 3

Changes to your ■■■■ tax return—continued

Your payments and credits	Description	IRS calculations
	Income tax withheld, line 61	■■■■
	Estimated tax payments, line 62	■■■■
	Other credits, lines 63-67, 69, 70	■■■■
	Other payments	■■■■
	Total payments and credits	\$■ ■■■■

Additional Information

- Visit www.irs.gov/cp12.
 - For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).
 - Did you e-file your tax return? Electronically filed returns are less likely to have math errors resulting in notices such as this one. It's free to file your taxes electronically. Go to www.irs.gov/efile for information and instructions.
 - Keep this notice for your records.
- If you need assistance, please don't hesitate to contact us.