

Internal Revenue Service

Department of the Treasury

Date:

Taxpayer's Name:

Social Security or
Employer Identification Number:

IRS Person to Contact:

Contact Telephone Number:

We received your question about the notice of Federal tax lien filed against the taxpayer named above. The paragraph checked below applies to your question.

- Please send us a photocopy of the lien. When we receive it, we will let you know if the lien qualifies for release or if it has been released already.
- We will issue a release of lien when the liability is paid in full. The total due as of _____ is \$ _____, which includes additions provided by law. Until this amount is paid, charges will be added as follows:

Beginning _____, additional interest will be added at \$ _____ a day.

Beginning with _____, additional penalty for late payment will be added at \$ _____ a month (or part of a month).

- To obtain immediate release of the lien, you must pay in cash or by certified check, cashier's check, treasurer's check, or postal or bank money order, made payable to the Internal Revenue Service.
- To get prompt action, attach your payment to this letter and return it to us in the enclosed envelope. Please do not send cash. The copy of this letter is for your records.
- We have sent a certificate of release of the lien to the recording official at _____.
-

If you have any questions, please contact the person whose name and telephone number are shown at the top of this letter.

Sincerely yours,

Enclosures:
Envelope
Copy of this letter