**Response to IRS/PA TAX NOTICES**

**CLIENT NAMES(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF NOTICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FOR YR(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DUE DATE ON NOTICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PREPARED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REVIEWED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Need Date Done Initial Setup Stage**

**\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Received In**

**\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Add to Outlook Task List**

**\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Request Tax File(s) from Storage for year(s) \_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Amended Return or Schedules Required?**

**List:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Prepare Letter**

**\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ File Amended Return(s)**

***Other Comments or Instructions:***