

# Bookkeeping Tips

## Tips on how to handle the IRS

Has your company or client ever heard from the IRS? Sooner or later they probably will. If you are like our 30,000 members, you may be the one expected to deal with the IRS.

- ✓ Send any correspondence to the IRS via certified mail, return receipt requested.
- ✓ Always maintain a good audit trail—all correspondence relating to the notice, such as copies of canceled checks, receipts, tax returns, and letters.
- ✓ If the IRS does not respond within 6 weeks (8 weeks at most), send the IRS a copy of the correspondence, write "Second Response" on the top, and include the date of your first response. Tip: Include clearly marked copies of *all* prior correspondence with the IRS.
- ✓ If you do not resolve the problem in three attempts, use the IRS Tax Payer Advocate's office.
- ✓ If you realize that you owe money and it was an honest mistake, ask for an abatement of penalties. Intent and past "good faith efforts" to make timely deposits may well result in penalties being abated.

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The American Institute of Professional Bookkeepers (AIPB), is the national association for bookkeepers, currently with 30,000 active members

AIPB was founded in 1987 for the following purposes:

- To recognize bookkeeping as a profession—and bookkeepers as professionals
- To make sure that each member has the latest bookkeeping, accounting and tax information
- To answer members' everyday bookkeeping and accounting questions on the telephone at no charge.
- To provide bookkeepers with low-cost continuing professional education.
- To return the membership fees of any bookkeeper who is dissatisfied with the benefits of membership