Do not contact sample letter

Use the sample letter on the next page if you want to tell the private collection agency to stop contacting you.

How to use this sample letter:

1. Read the background below.
2. Fill in your information on the sample letter. Only complete the last four digits of your Social Security Number or Employer Identification Number.
3. Print and send the letter to the appropriate address. Keep a copy for your records. You should consider sending the letter by certified mail or another method by which you can establish when the letter is received by the intended recipient.

Note: This letter is not legal advice.

Background

Generally speaking, federal law says that private collection agencies must stop contacting you after they get a written request from you to do so. Once the private collection agency receives your written request to stop contacting you, your account will be returned to the IRS.

Stopping the private collection agency from contacting you does not cancel your tax debt. The IRS may continue collection of the debt.

Taxpayer Advocate Service

The Taxpayer Advocate Service (TAS) is an independent organization within the IRS that can help protect your taxpayer rights. We can offer you help if your tax problem is causing a hardship, or you've tried but haven't been able to resolve your problem with the IRS. If you qualify for our assistance, which is always free, we will do everything possible to help you. Visit taxpayeradvocate.irs.gov or call 1-877-777-4778.

Sample letter begins on the next page

Name and Address of Taxpayer	Social Security and/or Employer Identification Number
John Taxpayer 1234 Any Street Anytown, NY 12345	XXX-XX-6789

Name and Address of Private Collection Agency
CBE P.O. Box 2217 Waterloo, IA 50704

Under the Fair Debt Collection Practices Act, 15 U.S.C. § 1692c, Communication in connection with debt collection, I am requesting that you cease further communication with me with respect to all tax liabilities placed with your collection agency by the Internal Revenue Service.

Taxpayer Signature	Date
John Taxpayer	January 01, 2017

LIST OF PRIVATE COLLECTION AGENCY ADDRESSES:

CBE **P.O. Box 2217** **Waterloo, IA 50704** **800-910-5837**	**ConServe** **P.O. Box 307** **Fairport, NY 14450** **844-853-4875**	**Coast Professional, Inc.** **P.O. Box 425** **Geneseo, NY 14454** **888-928-0510**