# TAXPAYER ADVOCATE SERVICE

# WE ARE HERE TO HELP YOU

The Taxpayer Advocate Service (TAS) is an independent organization within the Internal Revenue Service that helps taxpayers and protects taxpayer rights. We can help you resolve problems you can't resolve with the IRS, and our service is free.



# WHAT ARE MY RIGHTS AS A TAXPAYER?

On June 10, 2014, the IRS formally adopted the National Taxpayer Advocate's proposal for a Taxpayer Bill of Rights, to renew focus on protecting the rights of taxpayers in their dealings with the IRS.

All taxpayers have fundamental rights they should be aware of when dealing with the IRS. The Taxpayer Bill of Rights takes existing rights in the tax code and groups them into ten broad categories, making them more visible and easier to understand.

#### THE RIGHT TO BE INFORMED

Taxpayers have the right to know what they need to do to comply with the tax laws. They are entitled to clear explanations of the laws and IRS procedures in all tax forms, instructions, publications, notices, and correspondence. They have the right to be informed of IRS decisions about their tax accounts and to receive clear explanations of the outcomes.

## THE RIGHT TO QUALITY SERVICE

Taxpayers have the right to receive prompt, courteous, and professional assistance in their dealings with the IRS, to be spoken to in a way they can easily understand, to receive clear and open communications from the IRS, and to speak to a supervisor about inadequate service.

# THE RIGHT TO PAY NO MORE THAN THE CORRECT AMOUNT OF TAX

Taxpayers have the right to pay only the amount of tax legally due, including interest and penalties, and to have the IRS apply all tax payments properly.

# THE RIGHT TO CHALLENGE THE IRS'S POSITION AND BE HEARD

Taxpayers have the right to raise objections and provide additional documentation in response to formal IRS actions or proposed actions, to expect that the IRS will consider their timely objections and documentation promptly and fairly, and to receive a response if the IRS does not agree with their position.

# THE RIGHT TO APPEAL AN IRS DECISION IN AN INDEPENDENT FORUM

Taxpayers are entitled to a fair and impartial administrative appeal of most IRS decisions, including many penalties, and have the right to receive a written response regarding the Office of Appeals' decision. Taxpayers generally have the right to take their cases to court.

#### THE RIGHT TO FINALITY

Taxpayers have the right to know the maximum amount of time they have to challenge the IRS's position as well as the maximum amount of time the IRS has to audit a particular tax year or collect a tax debt. Taxpayers have the right to know when the IRS has finished an audit.

#### THE RIGHT TO PRIVACY

Taxpayers have the right to expect that any IRS inquiry, examination, or enforcement action will comply with the law and be no more intrusive than necessary, and will respect all due process rights, including search and seizure protections and will provide, where applicable, a collection due process hearing.

#### THE RIGHT TO CONFIDENTIALITY

Taxpayers have the right to expect that any information they provide to the IRS will not be disclosed unless authorized by the taxpayer or by law. Taxpayers have the right to expect appropriate action will be taken against employees, return preparers, and others who wrongfully use or disclose taxpayer return information.

# THE RIGHT TO RETAIN REPRESENTATION

Taxpayers have the right to retain an authorized representative of their choice to represent them in their dealings with the IRS. Taxpayers have the right to seek assistance from a Low Income Taxpayer Clinic if they cannot afford representation.

#### THE RIGHT TO A FAIR AND JUST TAX SYSTEM

Taxpayers have the right to expect the tax system to consider facts and circumstances that might affect their underlying liabilities, ability to pay, or ability to provide information timely. Taxpayers have the right to receive assistance from the Taxpayer Advocate Service if they are experiencing financial difficulty or if the IRS has not resolved their tax issues properly and timely through its normal channels.

Visit TaxpayerAdvocate.irs.gov for more information about these rights, what they mean to you, and how they apply to specific situations you might encounter with the IRS (for example, if the IRS says you owe more tax, or that your return has a math or clerical error).

These are *your* rights. *Know* them. *Use* them.

#### WHEN TO COME TO US

Try to resolve your problem with the IRS on your own first. But if you can't, then come to TAS. We can help you if:

- Your problem with the IRS is causing financial difficulties for you, your family, or your business.
- You face (or your business is facing) an immediate threat of adverse action.
- You have tried repeatedly to contact the IRS, but no one has responded, or the IRS hasn't responded by the date promised.

We will do everything we can to get your problem resolved and will stay with you every step of the way. We have offices in every state, the District of Columbia, and Puerto Rico. Our advocates are all experienced in dealing with the IRS, so we know how to work with the IRS to get your problem resolved.

### How to Reach a Taxpayer Advocate

- Call the phone number listed in this brochure for the Taxpayer Advocate Service office nearest you.
- Call our toll-free line at 1-877-777-4778.
- File IRS Form 911, Request for Taxpayer Advocate Service Assistance (And Application for Taxpayer Assistance Order) with the Taxpayer Advocate Service. You can also ask an IRS employee (in person or over the phone) to complete the form on your behalf.

Form 911 is available by phone at 1-800-829-3676 or on the IRS website at www.irs.gov. Fax or mail this completed form, or any other correspondence, to one of the TAS offices listed in this brochure.

Address and phone numbers may change, but the latest information is always available on the TAS website at www.irs.gov/advocate.

# WHAT CAN I EXPECT FROM MY TAXPAYER ADVOCATE?

If you qualify for our help, you will have one advocate who will be with you at every turn. Your advocate will listen to you, help you understand what needs to be done, and stay with you until your problem is resolved.

You can expect your advocate to give you:

- His or her name, phone number, and employee number
- Courteous and confidential service
- Timely acknowledgement
- An impartial and independent review of your problem
- Timeframes for action
- Updates on progress
- Advice on how to prevent future federal tax problems

# WHAT INFORMATION SHOULD I PROVIDE TO MY TAXPAYER ADVOCATE?

- Your name, address, and Social Security number, or the employer identification number issued by the IRS
- Your phone number and best times to call
- The type of tax return and tax year(s) involved
- A description of your problem or hardship, how you previously tried to resolve the problem, and the IRS office(s) you contacted previously

If you want to authorize another person to discuss or receive information about your tax issue, send the IRS Form 2848, *Power of Attorney and Declaration of Representative*, or Form 8821, *Tax Information Authorization* to your taxpayer advocate. You can get these forms at most local IRS offices, on the IRS website at www.irs.gov, or by calling 1-800-829-3676.

# Is The Information I Provide to TAS Confidential?

TAS is independent agency within the IRS. The law requires each TAS office to secure and maintain means of communication independent of other IRS offices. Each local office has a separate phone, fax, and mailing address.

We have the discretion to not disclose your information to the IRS. In general, however, to provide you with assistance or relief, TAS will likely have to disclose the information to an IRS employee or employees.

# How Else Does the Taxpayer Advocate Service Help Taxpayers?

Systemic Advocacy works to resolve systemic problems — single issues that affect large numbers of taxpayers. By working these issues, we help all taxpayers and protect their rights to quality service and to a fair and just tax system.

## Systemic Advocacy: What Do We Do?

Systemic Advocacy is the organization within the Taxpayer Advocate Service that addresses systemic problems. While Case Advocacy fulfills the TAS mission of resolving taxpayer problems, Systemic Advocacy completes the TAS mission by recommending changes that prevent the problems from happening again.

# Systemic Advocacy:

- Addresses the issues that impact multiple taxpayers
- Works with individuals, businesses, and nonprofits
- Analyzes IRS systems, policies, and procedures
- Assesses taxpayer burden and taxpayer rights
- Proposes solutions or legislative changes
- Monitors the solutions

The Office of Systemic Advocacy works with the IRS to resolve issues through a variety of initiatives. For example, in collaboration with the IRS, they have addressed problems with IRS procedures relating to identity theft, penalties, and collection actions.

How Can Systemic Advocacy Help You? If you are aware of an IRS process or procedure that may be causing problems for multiple taxpayers, let us know! Individuals, businesses and tax professionals can submit systemic issues to TAS via our Systemic Advocacy Management System (SAMS).

Go to www.taxpayeradvocate.irs.gov/SAMS and follow the instructions for submitting an issue. You can also submit an issue by calling 1-800-829-3676 to obtain Form 14411, *Systemic Advocacy Issue Submission Form*, and faxing it to 855-813-7412. Systemic Advocacy will analyze the problem and determine the next steps to resolve it. Keep in mind issues should affect many taxpayers - please don't submit an individual problem affecting only one taxpayer.

Low Income Taxpayer Clinics: Taxpayers whose incomes are below a certain level may get help from a Low Income Taxpayer Clinic (LITC) for free or a small fee. Some clinics provide professional representation before the IRS or in court on audits, appeals, tax collection disputes, and other issues. Some clinics provide information about taxpayer rights and responsibilities in many different languages for individuals who speak English as a second language. Clinics are independent from the IRS. For more information and to find a clinic near you, check the LITC page at <a href="https://www.irs.gov/litc">www.irs.gov/litc</a> or IRS Publication 4134, <a href="https://www.irs.gov/litc">List</a>. You can also get this publication at your local IRS office or by calling 1-800-829-3676.

**Taxpayer Advocacy Panel:** Taxpayers have an opportunity to provide direct input to the IRS through the Taxpayer Advocacy Panel (TAP). TAP is an independent panel of citizen volunteers who listen to taxpayers, identify taxpayers' issues, and make suggestions for improving IRS service and customer satisfaction. Contact TAP at www.improveirs.org.

#### MORE ABOUT TAS

For more information about TAS, visit us on YouTube, Facebook, and Twitter at: www.youtube.com/TASNTA www.facebook.com/YourVoiceAtIRS www.twitter.com/YourVoiceAtIRS

# TAXPAYER ADVOCATE SERVICE DIRECTORY

National Taxpayer Advocate
IIII Constitution Avenue NW
Room 3031,TA
Washington, DC 20224

Phone: 202-317-6100 FAX: 855-810-2126

Deputy National Taxpayer Advocate
IIII Constitution Avenue NW
Room 3039,TA
Washington, DC 20224

Phone: 202-317-6100 FAX: 855-810-2128

Executive Director, Systemic Advocacy
IIII Constitution Avenue NW
Room 3219,TA:SA
Washington, DC 20224

Phone: 202-317-4213 FAX: 855-813-7410

Executive Director, Case Advocacy 915 2nd Avenue Room 860,TA: EDCA Seattle, WA 98174

Phone: (206) 946-3408 FAX: (855) 829-5331 Congressional Affairs Liaison
IIII Constitution Avenue NW
Room 1312-04,TA
Washington, DC 20224

Phone: 202-317-6802 FAX: 855-810-5886

# DEPUTY EXECUTIVE DIRECTORS, CASE ADVOCACY OFFICES

(Area I)

(CT, MA, ME, NH, NY, RI, VT)

130 South Elmwood Ave

Buffalo, NY 14202 Phone: 716-961-5393 FAX: 855-816-9809

(Area 2)

(DE, MD, NC, NJ, PA, VA)

400 North Eighth Street,

Room 328

Richmond, VA 23219

Phone: 804-916-3510 FAX: 855-821-0237

(Area 3)

(AL, FL, GA, SC, and Puerto Rico)

401 West Peachtree St., NE

Room 1970, Stop 101-R

Atlanta, GA 30308

Phone: 404-338-8710

FAX: 855-822-1231

(Area 4)

(IN, KY, MI, OH, TN, WV)

201 West Rivercenter Blvd.

Stop 5703A

Covington, KY 41011

Phone: 859-488-3862

FAX: 855-824-6406

(Area 5)

(AR, LA, OK, MS, TX)

4050 Alpha Road

Room 924, MS 3000 NDAL

Dallas,TX 75244

Phone: 469-801-0830

FAX: 855-829-1824

(Area 6) (IA, IL, KS, MN, MO,ND, SD,WI) 333 West Pershing Road Mail Stop #P-L 3300 Kansas City, MO 64108

Phone: 816-499-4121 FAX: 855-829-5331

(Area 7 ) (AZ, CO, ID,NE, NM, NV, UT, WY) 5338 Montgomery Blvd. NE MS 1005-ALB Albuquerque, NM 87109 Phone: 505-415-7843

(Area 8) (AK,CA,HI,OR,WA) 915 Second Avenue, MS W-404 Seattle,WA 98174

Phone: 206-946-3712 FAX: 855-817-5270

FAX: 855-819-5021

# LOCAL OFFICES BY STATE AND LOCATION

#### Alabama

801 Tom Martin Drive, Room 151

Birmingham, AL 35211 Phone: 205-912-5631 FAX: 855-822-2206

## Alaska

949 East 36th Avenue, Stop A-405

Anchorage, AK 99508 Phone: 907-786-9777 FAX: 855-819-5022

#### Arizona

4041 North Central Avenue

MS-1005 PHX Phoenix, AZ 85012 Phone: 602-636-9500 FAX: 855-829-5330

## Arkansas

700 West Capitol Avenue, Stop 1005LIT

Little Rock, AR 72201 Phone: 501-396-5978 FAX: 855-829-5325

## California (Fresno)

5045 East Butler Avenue, Stop 1394

Fresno, CA 93888 Phone: 559-442-6400 FAX: 855-820-7112

## California (Laguna Niguel)

24000 Avila Road, Room 3361 Laguna Niguel, CA 92677 Phone: 949-389-4804

FAX: 855-819-5026

# California (Los Angeles)

300 North Los Angeles Street

Room 5109, Stop 6710 Los Angeles, CA 90012 Phone: 213-576-3140

FAX: 855-820-5133

California (Oakland) 1301 Clay Street, Suite 1540-S

Oakland, CA 94612 Phone: 510-907-5269 FAX: 855-820-5137

California (Sacramento) 4330 Watt Avenue, SA-5043 Sacramento, CA 95821 Phone: 916-974-5007 FAX: 855-820-7110

California (San Diego) 701 B. Street, Suite 902 San Diego, CA 92101 Phone: 619-744-7156 FAX: 855-796-9578

California (San Jose) 55 S. Market Street, Stop 0004 San Jose, CA 95113 Phone: 408-283-1500

FAX: 855-820-7109

# Colorado

1999 Broadway, Stop 1005 DEN

Denver, CO 80202 Phone: 303-603-4600 FAX: 855-829-3839

# Connecticut

135 High Street, Stop 219 Hartford, CT 06103 Phone: 860-594-9100 FAX: 855-836-9629

## Delaware

1352 Marrows Road, Suite 203

Newark, DE 19711 Phone: 302-286-1654 FAX: 855-822-1225

District of Columbia 77 K Street, N.E., Suite 1500 Washington, DC 20002 Phone: 202-803-9800

FAX: 855-810-2125

Florida (Fort Lauderdale) 7850 SW 6th Court, Room 265

Plantation, FL 33324 Phone: 954-423-7677 FAX: 855-822-2208

Florida (Jacksonville) 400 West Bay Street Room 535A, MS TAS Jacksonville, FL 32202 Phone: 904-665-1000 FAX: 855-822-3414

Florida (St. Petersburg) 9450 Koger Blvd #158 St. Petersburg, FL 33702 Phone: 727-318-6178 FAX: 855-804-3430

Georgia (Atlanta) 4800 Buford Highway, Stop 29-A Chamblee, GA 30341 Phone: 470-769-2181 FAX: 855-822-3420

Georgia (Atlanta City Center) 401 W. Peachtree Street Room 510, Stop 202-D Atlanta, GA 30308 Phone: 404-338-8099

FAX: 855-822-1232

Hawaii 1099 Alakea Street Floor 22, MS H2200 Honolulu, HI 96813 Phone: 808-566-2950

FAX: 855-819-5024

Idaho 550 W. Fort Street, M/S 1005

Boise, ID 83724 Phone: 208-363-8900 FAX: 855-829-6039 Illinois (Chicago) 230 S. Dearborn Street Room 2820, Stop-1005 CHI Chicago, IL 60604

Phone: 312-292-3800 FAX: 855-833-6443

Illinois (Springfield) 3101 Constitution Drive Stop 1005 SPD Springfield, IL 62704

Phone: 217-993-6714 FAX: 855-836-2832

### Indiana

575 N. Pennsylvania Street, Stop TA771- Room 581 Indianapolis, IN 46204 Phone: 317-685-7840 FAX: 855-827-2637

#### Iowa

210 Walnut Street Stop 1005 DSM Des Moines, IA 50309 Phone: 515-564-6888 FAX: 855-833-6445

## Kansas

555 N.Woodlawn Street, Bldg 4 Suite 112, MS 1005-WIC Wichita, KS 67208 Phone: 316-651-2100 FAX: 855-836-2834

Kentucky (Louisville)

600 Dr. Martin Luther King Jr. Place

Room 325

Louisville, KY 40202 Phone: 502-912-5050 FAX: 855-827-2641

Kentucky (Northern Kentucky)

201 Rivercenter Boulevard

Stop II-G

Covington, KY 41011 Phone: 859-669-5316 FAX: 855-828-2723

#### Louisiana

1555 Poydras Street Suite 220, Stop 2

New Orleans, LA 70112 Phone: 504-558-3001 FAX: 855-822-3418

## Maine

68 Sewall Street, Room 416

Augusta, ME 04330 Phone: 207-480-6094 FAX: 855-836-9623

# Maryland

31 Hopkins Plaza, Room 1134

Baltimore, MD 21201 Phone: 443-853-6000 FAX: 855-821-0238

## Massachusetts (Boston)

15 New Sudbury Street, Room 725

Boston, MA 02203 Phone: 617-316-2690 FAX: 855-836-9625

# Massachusetts (Andover)

310 Lowell Street, Stop 120

Andover, MA 01810 Phone: 978-805-0745 FAX: 855-807-9700

## Michigan

500 Woodward Stop 07, Suite 1221 Detroit, MI 48226 Phone: 313-628-3670

FAX: 855-827-2634

Minnesota

Stop 1005 STP

Wells Fargo Place 30 East 7th Street, Suite 817

St. Paul, MN 55101 Phone: 651-312-7999 FAX: 855-833-8237 Mississippi

100 West Capitol Street, Stop 31

Jackson, MS 39269 Phone: 601-292-4800 FAX: 855-822-2211

Missouri (St. Louis) 1222 Spruce Street

Stop 1005 STL - Room 10.314

St. Louis, MO 63103 Phone: 314-339-1651 FAX: 855-833-8234

Missouri (Kansas City)

333 West Pershing Stop 1005 S-2

Kansas City, MO 64108 Phone: 816-499-6500 FAX: 855-836-2835

Montana

10 West 15th Street, Suite2319

Helena, MT 59626 Phone: 406-444-8668 FAX: 855-829-6046

Nebraska

1616 Capitol Avenue, Suite 182

Mail Stop 1005 Omaha, NE 68102 Phone: 402-233-7272 FAX: 855-833-8232

Nevada

110 City Parkway, Stop 1005 LVG

Las Vegas, NV 89106 Phone: 702-868-5179 FAX: 855-820-5132

New Hampshire

Federal Office Building 80 Daniel Street, Room 403 Portsmouth, NH 03801

Phone: 603-570-0605 FAX: 855-807-9698 New Jersey 955 South Springfield Avenue 3rd Floor Springfield, NJ 07081

Phone: 973-921-4043 FAX: 855-818-5695

New Mexico 5338 Montgomery Boulevard, NE Stop 1005 ALB Albuquerque, NM 87109

Phone: 505-837-5505 FAX: 855-829-1825

New York (Albany) 11A Clinton Avenue, Suite 354 Albany, NY 12207

Phone: 518-292-3001 FAX: 855-818-4817

New York (Brooklyn)
2 Metro Tech Center
100 Myrtle Avenue - 7th Floor
Brooklyn, NY 11201
Phone: 718 924 2200

Phone: 718-834-2200 FAX: 855-818-4818

New York (Brookhaven) 1040 Waverly Avenue, Stop 02 Holtsville, NY 11742

Phone: 631-654-6686 FAX: 855-818-5701

New York (Buffalo)

130 South Elmwood Ave, Room 265

Buffalo, NY 14202 Phone: 716-961-5300 FAX: 855-818-4821

New York (Manhattan) 290 Broadway - 5th Floor Manhattan, NY 10007 Phone: 212-436-1011

Phone: 212-436-1011 FAX: 855-818-4824 North Carolina (Charlotte) 10715 David Taylor Dr., Suite 130

Charlotte, NC 28262 Phone: 704-548-4541 FAX: 888-981-6475

North Carolina (Greensboro)

4905 Koger Boulevard

Suite 102, MS I

Greensboro, NC 27407 Phone: 336-574-6119 FAX: 855-821-0243

North Dakota

657 Second Avenue North Room 412, Stop 1005 FAR

Fargo, ND 58102 Phone: 701-237-8342 FAX: 855-829-6044

Ohio (Cincinnati)

550 Main Street, Room 3530

Cincinnati, OH 45202 Phone: 513-263-3260 FAX: 855-824-6407

Ohio (Cleveland)

1240 E. Ninth Street, Room 423

Cleveland, OH 44199 Phone: 216-415-3460 FAX: 855-824-6409

Oklahoma

55 North Robinson Avenue

Stop 1005 OKC

Oklahoma City, OK 73102 Phone: 405-297-4055

FAX: 855-829-5327

Oregon

Mail Stop O-405

1220 SW 3rd Ave, Suite G044

Portland, OR 97204 Phone: 503-265-3591 FAX: 855-832-7118

Pennsylvania (Philadelphia City Center)

600 Arch Street, Room 7426 Philadelphia, PA 19106

Phone: 267-941-6624 FAX: 855-821-2123 Pennsylvania (Pittsburgh) 1000 Liberty Avenue, Room 1400

Pittsburgh, PA 15222 Phone: 412-404-9098 FAX: 855-821-2125

# Pennsylvania (Philadelphia West)

2970 Market Street Mail Stop 2-M20-300 Philadelphia, PA 19104 Phone: 267-466-2427

FAX: 855-822-1226

### Rhode Island

380 Westminster Street - 4th Floor

Providence, RI 02903 Phone: 401-528-1921 FAX: 855-807-9697

#### South Carolina

1835 Assembly Street Room 466, MDP-03 Columbia, SC 29201 Phone: 803-312-7901 FAX: 855-821-0241

# South Dakota

115 4th Avenue Southeast, Suite 413

Aberdeen, SD 57401 Phone: 605-377-1600 FAX: 855-829-6038

## Tennessee (Memphis)

5333 Getwell Road, Stop 13

Memphis, TN 38118 Phone: 901-707-3200 FAX: 855-829-1821

## Tennessee (Nashville)

801 Broadway, Stop 22 Room 481

Nashville, TN 37203 Phone: 615-250-5000 FAX: 855-828-2719 Texas (Austin)

3651 S. Interregional Highway 35

Stop 1005 AUSC Austin, TX 78741 Phone: 512-460-8300 FAX: 855-204-5023

Texas (Dallas)

III4 Commerce Street MC 1005DAL. Room 1001

Dallas,TX 75242 Phone: 214-413-6500 FAX: 855-829-1829

Texas (El Paso)

700 E San Antonio Street, C101F

El Paso, TX 79901 Phone: 915-834-6512 FAX: 877-929-1822

Texas (Houston) 1919 Smith Street MC 1005HOU Houston,TX 77002

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Stop 1005 SLC

Salt Lake City, UT 84101 Phone: 801-799-6958 FAX: 855-832-7121

Utah (Ogden) 324 25th Street 2nd Floor, Suite 2001 Ogden, UT 84401 Phone: 801-620-7168

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Phone: 206-946-3707 FAX: 855-832-7122

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700 Market Street, Room 303

Parkersburg, WV 26101

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Room 507, Stop 1005 MIL

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5353 Yellowstone Road

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48 Carr 165 - Suite 2000

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YOUR VOICE AT THE IRS





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