

## What to do if you receive a letter from the IRS or State

### **DON'T PANIC.**

**DO** contact us immediately. Let us help you respond to the letter or notice. Time is of the essence. Many responses to these notices require further documentation and/or research to compose a complete and concise response. Letters or notices can be provided to our office by any of the following ways:

- In person
- Place in the grey drop box on side door
- Email: [office@HawkinsAccounting.com](mailto:office@HawkinsAccounting.com)
- Fax: 517-782-0360 or
- Upload to your secure portal account