

Tax Notice Response Workbook

Turn a tax notice into a dated issue summary, evidence index, response position, responsibility map, and controlled submission package.

FREE PDF RESOURCE	Free to view, download, print, and use internally as a general guide.
PUBLIC FORMAT	Watermarked public edition. Editing, assembly, and extraction are disabled in compliant PDF readers.
REUSABLE WORD VERSION	Available when this resource relates to a paid RiskWise engagement.

What this free resource includes

01 Notice and deadline

02 Issue and requested action

03 Facts and evidence

04 Response outline

05 Submission and follow-up log

Use the working pages to collect facts, owners, evidence, and dates. Review tax, legal, security, licensing, employment, insurance, or regulatory decisions with the qualified professional appropriate to your facts.

Work through Tax Notice Response Workbook

Record what is known, identify the source, assign an owner, and make missing information visible.

Notice and deadline

Purpose / facts / owner / evidence / date:

Issue and requested action

Purpose / facts / owner / evidence / date:

Facts and evidence

Purpose / facts / owner / evidence / date:

Finish the record and confirm the next step

Complete the remaining sections, then identify what needs review, approval, secure delivery, implementation, or follow-up.

Response outline

Purpose / facts / owner / evidence / date:

Submission and follow-up log

Purpose / facts / owner / evidence / date:

Choose the support you need

FREE PDF	Free	Use this public edition as an internal reference or printed working guide.
REUSABLE WORD TEMPLATE	Included	An editable Word version is available when it supports a related paid engagement.
CUSTOM WORK	Scoped	RiskWise can adapt, review, implement, document, or hand off the resource for your business.

Discuss a paid engagement

Call 702-421-1111 or email sales@ezypz.com and mention: Tax Notice Response Workbook

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