

# HOW TO SURVIVE AN IRS AUDIT



**BETTER THAN YESTERDAY, LLC**  
TAX + FINANCIAL SERVICES

## UNDERSTAND YOUR RIGHTS

Study up on your [taxpayer privacy rights](#) and [bill of rights](#)

## REQUEST A POSTPONEMENT

Hopefully, your tax documents are already organized. But if your documents aren't organized and you need more time to organize your records – request a postponement.

## HIRE A TRUSTED REPRESENTATIVE

If you have a trusted representative or want one for the audit process, meet with them before your first interview or correspondence. Head to the [IRS Public Directory](#) if you don't have a representative.

## ORGANIZATION IS KEY

Be thoroughly prepared and organized. Normally, if your tax records support what you reported on your tax return, then the IRS agent won't waste time conducting a more in-depth analysis.

## DON'T VOLUNTEER INFORMATION

Only bring the tax documents that are requested in the IRS notice. Don't volunteer information to the IRS agent. If you have a trusted representative let them respond to the IRS agent.

## KEEP A DETAILED RECORD

When going through this process, keep a detailed record of all tax records submitted to the IRS agent and any questions asked.

## BE PROFESSIONAL AND COURTEOUS

This should be common sense but be professional and courteous. The IRS agent is a person too, and this is just their job. They're not out to get you, simply doing their job.

## BE HONEST

Most importantly, be honest. The top two priorities in dealing with tax returns and audits are honesty and organization.

## RIGHT TO BE INFORMED AND QUALITY OF SERVICE

If you have any questions, don't understand the report, or don't agree with the report call the IRS agent with your questions or concerns. Also, if you think the IRS agent is treating you unfairly you can ask to speak to their supervisor.

## APPLY FOR A PAYMENT PLAN

If you end up owing a tax bill that you cannot pay in full, you can apply for a payment plan (installment agreement). This is done by applying through the [Online Payment Agreement Tool](#) or by mail submitting [Form 9465, Installment Agreement Request](#).