

## Acknowledgement and General Information for Taxpayers Who File Returns Electronically

Thank you for taking part in the IRS *e-file* Program. \_\_\_\_\_  
(Taxpayer Name)

\_\_\_\_\_  
(Taxpayer Address optional)

1.  Your federal income tax return for \_\_\_\_\_ is being filed electronically with the \_\_\_\_\_ Submission Processing Center of the IRS by the services of \_\_\_\_\_.
2.  Your return was accepted by the IRS on \_\_\_\_\_ and the Declaration Control Number (DCN) assigned to your return is \_\_\_\_\_.
3.  Debt Indicator Code - Part or all of your refund may be offset to a debt owed to the Internal Revenue Service or Financial Management Service

### Options:

The boxes in column A, when checked, indicate an option you chose when filing your return. If there is a check in a box in column A, there should be a corresponding check in the box in column B. This means that the option you chose was processed successfully. If not, see your electronic filer.

- |   | A                        | B                        |
|---|--------------------------|--------------------------|
| 4. Signed return with a PIN (You entered self-select PIN or authorized the electronic filer to enter a PIN for you.) If column A <b>is</b> checked and B <b>is not</b> checked, you must complete Form 8453.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. You owed additional tax and elected to pay using electronic funds withdrawal payment. However, if column A <b>is</b> checked and B <b>is not</b> checked, your balance due has not been paid. You must pay the balance due by April 15, 2003. You may pay by check, money order, or credit card. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. You requested Form 2688, Application for Additional Extension of Time To File. If column A <b>is</b> checked and B <b>is not</b> checked, your extension was not accepted and approved electronically. Submit Form 2688 on paper.  | <input type="checkbox"/> | <input type="checkbox"/> |

Since you are filing your return electronically, PLEASE DO NOT SEND A PAPER COPY OF YOUR RETURN TO THE IRS. IF YOU DO, IT WILL DELAY THE PROCESSING OF THE RETURN.

### **If You Need to Make a Change to Your Return**

If you need to make a change or correct the return you filed electronically, you should send a Form 1040X, Amended U.S. Individual Income Tax Return, to the IRS submission processing center that processes paper returns for your area. The address is in your tax forms package, or you can call the IRS toll-free at 1-800-829-1040.

### **If You Need to Ask About Your Refund**

The IRS will notify your electronic filer when they accept your return, usually within 48 hours. If your return wasn't accepted, the IRS will notify your electronic filer of the reasons for rejection. If it has been more than three weeks since the IRS accepted your return and you have not received your refund, you can call the IRS toll-free Tele-Tax return information number, 1-800-829-4477, to check the status of your refund. **You will need to know the first social security number shown on your return, your filing status, and the exact amount of the refund you expect.** Tele-Tax should give you the date for mailing or depositing your refund. You should receive your refund check within 30 days of the date given by Tele-Tax, or within one week of that date if you chose direct deposit. If you don't receive it by then, or if Tele-Tax does not give your refund information, call the IRS office at 1-800-829-1040.

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## If You Owe Tax

If your e-filed return has a balance due, you must pay the amount you owe by April 15, 2003. You may use the payment voucher, Form 1040-V, you will receive in the mail or you can obtain a payment voucher from your electronic filer. If you paid by electronic funds withdrawal (direct debit) or by credit card while e-filing your return through a tax professional or software, no voucher is needed. To use your credit card to pay by phone or Internet through a service provider, you may call, toll free, 1-800-2PAY-TAX<sup>SM</sup> (1-800-272-9829) or 1-888-PAY-1040<sup>SM</sup> (1-888-729-1040), or on the Web, visit [www.officialpayments.com](http://www.officialpayments.com) or [www.PAY1040.com](http://www.PAY1040.com). You may use an American Express®Card, Discover Card®, MasterCard® card or VISA® card. The service providers, based on the amount you are paying, will charge a convenience fee. The fees may vary between the providers. You will be told what the fee is during the transaction and you will be given the option to either continue or end the transaction. If the IRS doesn't receive your payment by April 15, 2003, they will send you a notice that asks for full payment of the tax due, **plus penalties and interest**. If you can't pay the amount of tax you owe in full, please complete Form 9465, Installment Agreement Request, which can also be *e-filed*. You may also get a paper Form 9465 by calling 1-800-829-3676. Mail the paper form to the address in the form's instructions.

### If You Need to Inquire About Your Electronic Funds Withdrawal Payment

You can call 1-888-353-4537, toll-free, to inquire about the status of an electronic funds withdrawal payment. If there is a change to the bank account information included on your return, you should call this number to cancel a scheduled payment. You will need the social security number of the first person listed on the tax return, the payment amount and the bank account number. Cancellation requests must be received no later than 8:00 p.m. Eastern Time, at least, two business days prior to the scheduled payment date.

### Refund Anticipation Loans

A refund anticipation loan is a loan made to you based on the refund you expect to receive. This loan is a contract between you and a lender. The IRS is not involved in this contract, can't grant or deny the loan, and can't answer any questions about it. **If you have any questions about a refund anticipation loan, contact your electronic filer or the lender.**

### Instructions to EROs

Debt Indicator Code (line 3) -- Check box 3 if the Acknowledgement File Debt Indicator Code equals "I", "F", or "B".

PIN (line 4) -- check the box in column A if the taxpayer entered a self-select PIN or authorized the ERO to enter a PIN for taxpayer. Check the box in column B if the Acknowledgement file PIN Presence Indicator is a "1" or "2". If column A is checked and column B is not checked, ensure that Form 8453 is secured and processed.

Electronic funds withdrawal (line 5) -- Check the box in column A if the taxpayer requested to use electronic funds withdrawal to pay the balance due. Check the box in column B if the Acknowledgement File Payment Acknowledgement field equals "PYMT RQST RCVD". If column A is checked and column B is not checked, inform taxpayer that he/she must pay by check, money order, or credit card.

Form 2688 (line 6) -- Check the box in column A if the taxpayer filed Form 2688. Check the box in column B if the acknowledgement file Form 2688 Extension field equals "Extension approved". If column A is checked and column B is not checked, inform the taxpayer that the additional extension was not approved and accepted electronically. Taxpayer must file Form 2688 manually.