

## Accepted For Value Process

NOTES: (Simple Instructions)

YOU CAN DETACH OR NOT DETACH THE COUPON FROM ITS PAGE. IT'S UP TO YOU.

MAKE A BACK-UP COPY OF ALL YOUR ORIGINALS FOR SAFE KEEPING.

PRINT A FEW COPIES TO PRACTICE ON BEFORE YOU WRITE ON THE ORIGINALS.

YOU CAN HAND WRITE, PRINT OR STAMP YOUR ACCEPTANCE LANGUAGE AT THE TOP OR IN THE BODY OF EACH PAGE THAT THE IRS SENT YOU. ALSO ANY DEBT LETTERS/PRESENTMENTS, MEDICAL BILLS AND COURT CASES SHOULD BE SENT TO THE IRS ALSO.

HAND WRITE YOUR MONEY ORDER AS THE SAMPLE SHOWN ABOVE

ALWAYS USE BLUE INK

MAKE COPIES FOR YOURSELF OF ALL THE ORIGINAL PAGES, AFTER YOU HAVE WRITTEN OUT YOUR ACCEPTANCE LANGUAGE ON THEM AND MADE YOUR MONEY ORDER, TO KEEP FOR YOUR FILES. SEND THE IRS YOUR ORIGINALS.

MAKE A CHECK OFF LIST AND DOUBLE CHECK EACH ITEM BEFORE PLACING IT IN THE ENVELOPE FOR MAILING

MAIL WITH REGULAR 1ST CLASS POSTAGE OR IF YOU WANT A RECEIPT, MAIL IT "CERTIFIED MAIL" TO ONE OF THE 3 FOLLOWING ADDRESSES ONLY AND SAVE THE RECEIPT WITH YOUR COPIES

IRS Technical Support Division  
C/o Treasury UCC Contract Trust  
Internal Revenue Service  
1500 Pennsylvania Avenue, NW  
Washington, DC 20220

Internal Revenue Service  
Stop 4440  
P.O. Box 9036  
Ogden, Utah 84201

Internal Revenue Service  
Criminal Investigation Division  
Box 192  
Covington, Kentucky 41012

YOU CAN MAIL ONE OR MORE THAN ONE PAYMENT IN THE SAME ENVELOPE

YOU CAN MAIL MORE THAN ONE PAYMENT ON THE SAME DAY

(The above sample is on an IRS CP 504 form, but it could be done on a number of other CORPORATE STATEMENTS OR forms they send with coupons)