

## INSTRUCTIONS FOR NEW CDPH REQUEST FORM

1. You will see on the CDPH section of the website the **sample new CDPH Request form**. You cannot type on the sample. The sample is posted for you to examine and see how you are to prepare the actual form.
2. The **blank new CDPH Request form** is posted *au-natural* or blank. You can type directly on the form that is on the website and then you can print it. The **blank new CDPH Request form** is a PDF file that you may type directly into. Follow the example of our **sample new CDPH Request form**. You can save this form to type on it later and you can save the typed information, but you cannot copy and paste this form.
3. The IRS sent you a blank paper CDPH Request form 12153. You can fill that out in handwriting or type it using the **sample new CDPH form** as a guide.
4. Handwriting in black or dark blue ink is acceptable.
5. The **old CDPH Request form** is still posted on the CDPH Section of the website. You can still use that one, if you like.
6. **You must file timely.** We recommend a mailing confirmation on this because it is so important. We do not normally do this except for this except for important documents.

Also you need to attach to the request form a copy of your lien or levy notice of your right to a collection hearing. You received this from the IRS. A copy of the first page will be fine.

### 7. Directions for numbered fields on the **blank new CDPH Request form**:

**Field 1 Name:** Print your full name.

**Field 2 Address:** Print your mailing address

**Field 3 Social Security Number:** Print your Social Security Number.

**Field 4 Tax Information:** Print the type of tax (Income, Employment, Excise, etc. or Civil Penalty). This information can be found on your paperwork from the IRS. If you are unsure of the type of tax, contact Dr. Clarkson for assistance.

**Print Tax Form Number (1040, 941, 720, etc):** Most cases involve a 1040. This information can be found on your paperwork from the IRS. If you are unsure of this information, contact Dr. Clarkson for assistance.

**Tax period or periods:** Write the tax years which are listed on your Notice from the IRS. Again if you are unsure of this information, contact Dr. Clarkson for assistance.

**Field 5 Basis for Hearing or Request:** Best to check both Lien and Levy boxes as the IRS screws everything up and it is better to be safe than sorry.

**Field 6 Equivalent Hearing:** Do **NOT** check this box. An Equivalent Hearing is not the same as a face to face hearing that you are entitled to.

**Field 7 Collection Alternative:** Check both Installment Agreement and Offer in Compromise. You need to request both. Best to keep your options open.

**Lien:** Check all three boxes.

Also write “See attached pages”. There may be a software malfunction in this section that will not let you type in “See attached pages.” If so be sure to **HANDWRITE** it in when you print your form.

**Innocent Spouse Relief:** In most cases this box will be left blank. Speak with Dr. Clarkson before checking this box

**Other:** Check this box and type “See attached pages”

**Signature and Date:** Sign your full name as you wrote it above and put in correct date.

8. Attach to your request, the CDPH attachment letter found on PN Website.

9. Make multiple copies of the request packet and send to multiple Collections offices. Multiple submissions would be sent by regular mail. Be sure to keep a signed and dated copy for your records.