

IRS TAX TIP 2004-15

CHANGING YOUR ADDRESS? NOTIFY THE IRS

Have you changed your home or business address? If so, you may want to notify the IRS to ensure that you receive any refunds or correspondence. The IRS uses the Postal Service's change of address files to update taxpayer addresses, but you may want to notify the IRS directly.

There are several ways to do this. You may correct the address legibly on the mailing label that comes with your tax package or write the new address in the appropriate boxes on your tax return when you file. When your return is processed, the IRS will update your address in its records. You may also use Form 8822, "Change of Address," to submit an address or name change at any time during the year. If an IRS employee contacts you about your account, you may verbally provide a change of address.

To give written notification, write to the IRS center where you file your return and provide your new address. The center addresses are listed in the tax instructions. In order to process an address change, the IRS will need your full name, old and new addresses, and your social security number or employer identification number, and signatures. If you filed a joint return, you should provide the same information for both spouses.

If you change your address after filing your return, don't forget to notify the post office at your old address so your mail can be forwarded. It's also a good idea to notify your employer of your new address so that you can get your W-2 forms on time.

Always double-check to be sure that all address numbers, street names and zip codes are accurate and complete on your tax forms when you file your return. It's the best way to ensure that you receive your tax refunds or any other important correspondence from the IRS.

You should also notify the IRS if you make estimated tax payments and you change your address during the year. You can write the IRS center where you file your return or use Form 8822. You can continue to use your old pre-printed payment vouchers until the IRS sends you new ones. However, do not correct the address on the old voucher.

Form 8822 is available by calling the IRS at 1-800-TAX-FORM (1-800-829-3676), or at most local IRS offices. You can also download this form from the IRS Web site at www.irs.gov under the "Forms and Publications" section.

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