



# How to Complete IRS Form 911

## Request For Taxpayer Advocate Service Assistance

This form is used for requesting assistance from the Taxpayer Advocate's (TPA) office in your local area.

Taxpayer Advocate's can be helpful when you are trying to work with the IRS but are not getting anywhere.

This does not mean that the TPA's office can go around the guidelines and rules the IRS has, it just means they can act as a mediator between you and the IRS to help move the process along.

Get form 911 <https://www.irs.gov/pub/irs-pdf/f911.pdf>

### Section 1 - Taxpayer Information

Enter your name and SSN along with spouse name and SSN in 1a/b and 2a/b.

### Section 3a-3d - Taxpayer Address

This is the address where you want to receive mail at.

### Section 4 and 5 are fax and email

This section is optional. It is extremely rare that an advocate will communicate with you by email.

### Section 6 - Tax Form

### Section 7 - Tax Years

### Section 8 - Person to Contact

This is going to be you or your spouse who is speaking with them and dealing with the process.

### Section 9 - Phone number for the contact person

**IMPORTANT! You must check 9b** if you want to allow an Advocate to leave any type of detail in a message for you.

### Section 10 - Best time to call.

### Section 11 - Language

Complete if you need a language other than English

### Section 12a - Explain the problem you are having.

Important to remember that an advocate cannot force the IRS to ignore their guidelines and the laws to get you a better outcome. They simply make sure the IRS is following the guidelines and laws so you end up with a fair outcome.

### Section 12b. What type of assistance do you need from TPA office.

### Section 13a/b and Section 14a/b Signatures

Submit your signature and date and a spouse signature and date if applicable.

