

CP11 / CP12: Correction Comparison Organizer

Use one sheet per changed item. Write unknown when a supporting record is missing.

Correction Comparison Organizer: what to record for each item

Item and what to record	Your notes
1. Notice details CP11 or CP12 / notice date / tax year / printed response date	
2. Changed item Line, credit, payment or calculation identified on the notice	
3. Your filed figure Amount on the original filed return / supporting record	
4. IRS figure Amount or explanation on the notice / difference to check	
5. Question to resolve Missing record, disputed calculation or explanation needed	
6. Response plan Contact route from notice / next action / follow-up date	

Private planning aid, not an IRS form or individual tax or legal advice. It does not submit a request, extend a deadline or establish eligibility. Keep completed copies private; do not add Social Security numbers or bank account numbers here.

Full guide and current sources:

www.curadebt.com/irs-cp11-cp12-notice-guide/

IRS: www.irs.gov/individuals/understanding-your-cp11-notice

IRS: www.irs.gov/individuals/understanding-your-cp12-notice

Prepared October 16, 2026 | Use current official instructions | US Letter