

Form 12153: Hearing Request Record Organizer

Use beside the official form and instructions. Do not delay a time-sensitive request to finish this sheet.

Hearing Request Record Organizer: what to record for each item

Item and what to record	Your notes
1. Notice and deadline Notice type / tax periods / printed hearing deadline / clarification	
2. Reason and evidence Specific issue to review / record supporting it / missing information	
3. Packet completion Request signed and dated as instructed / notice copy / attachments	
4. Destination check Hearing-request address from notice / verified fax details if applicable	
5. Sending evidence Date sent / method / proof of sending / saved full packet copy	
6. Follow-up record Date / response actually received / next action / unresolved question	

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-form-12153-hearing-request-guide/

IRS: www.irs.gov/pub/irs-pdf/f12153.pdf

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