**Course Title**

The Internal Revenue Manual: How to Research Tax Issues and Learn to Avoid IRS Practice Mistakes

**Course Description**

The Internal Revenue Service is perceived as a clandestine, secretive organization. This class was created to reduce ignorance of the tax system, improve knowledge of IRS processes, save valuable time representing clients, and reduce the grief associated with resolving tax dilemmas.

The following topics are discussed in detail.

* Techniques for accessing and researching in the Internal Revenue Manual
* How to provide relief for a delinquent taxpayer
* Tools and techniques for dealing with IRS Service Center processing problems
* Overview of what transpires during an IRS examination by a revenue agent and how the IRS evaluates the examiner
* How to negotiate an offer in compromise
* Techniques for working with the IRS appeals function
* Analysis of the IRS privacy, disclosure, and informant programs
* Utilizing the IRS Taxpayer Advocate’s Office to protect clients
* Resolving IRS penalty and interest assertions in the best interests of the client
* Overview of the IRS litigation process and client rights

**Learning Objectives**

Upon successful completion of this course, participants will be able to

* Avoid future problems by researching the IRS Manual
* Effectively negotiate on behalf of a client when the IRS fails to follow its own procedures
* Save clients time and money when resolving penalty and interest issues