

IRS Paid Preparer Tax Identification Number (PTIN) Application and Renewal

▶ Information about Form W-12 and its separate instructions is available at www.irs.gov/w12.

1 Name and PTIN (Print in ink or Type)	First name	Middle name	Last name
	<input type="checkbox"/> Initial application <input type="checkbox"/> Renewal application (Enter PTIN: P _____)		
2 Year of Application/ Renewal	If you checked the Initial application box and are applying for a PTIN between Oct. 1 and Dec. 31, indicate below whether you want your PTIN to be valid for the current calendar year or the next calendar year. <input type="checkbox"/> Current calendar year <input type="checkbox"/> Next calendar year If you checked the Renewal application box <u>and</u> also need to renew for a previous calendar year, indicate the year below and see the line 2 instructions for additional guidance. Prior year(s): _____, _____, _____ (YYYY)		
3 SSN and Date of Birth	SSN - -	Date of birth (month, day, year) / /	
4 Personal Mailing Address and Phone Number	Street address. Use a P.O. box number only if the post office does not deliver mail to your street address.		
	City or town, state/province, and, if outside U.S., country. Include ZIP or postal code where appropriate. Do not abbreviate name of country.		
		Phone Number () -	
5a Business Mailing Address and Phone Number	Business address (if different than line 4 information above)		
	Business city or town, state/province, and, if outside U.S., country. Include ZIP or postal code where appropriate. Do not abbreviate name of country.		
	Domestic business phone number () - EXT.	International business phone number +	
5b Business Name and Website Address	Enter the business name and website address (optional).		
6 Email Address	Enter the email address that should be used to contact you.		
7 Past Felony Convictions	Have you been convicted of a felony in the past 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If "Yes," list the date and the type of felony conviction(s).		

8 Federal Tax Compliance	<p>Are you current on both your individual and business federal taxes, including any corporate and employment tax obligations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you have never filed a U.S. individual income tax return because you are not required to do so, check the "Yes" box.</p> <p>If "No," provide an explanation.</p>
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9 Professional Credentials	<p>Check all that apply. Enter state abbreviation and appropriate number(s):</p> <p><input type="checkbox"/> Attorney - Licensed in which state(s): _____ Number(s): _____ Expiration Date(s): _____</p> <p><input type="checkbox"/> Certified Public Accountant (CPA) - Licensed in which state(s): _____ Number(s): _____ Expiration Date(s): _____</p> <p><input type="checkbox"/> Enrolled Agent (EA) _____ Number(s): _____ Expiration Date(s): _____</p> <p><input type="checkbox"/> Enrolled Actuary _____ Number(s): _____ Expiration Date(s): _____</p> <p><input type="checkbox"/> Enrolled Retirement Plan Agent (ERPA) _____ Number(s): _____ Expiration Date(s): _____</p> <p><input type="checkbox"/> State Regulated Tax Preparer-State(s): _____ Number(s): _____ Expiration Date(s): _____</p> <p><input type="checkbox"/> Certified Acceptance Agent Number _____</p> <p><input type="checkbox"/> None</p>
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Skip line 10 if you are an attorney, CPA, or EA.

10 Form 1040 Preparation	<p>Do you prepare Form 1040 series tax returns (or accompanying schedules) for compensation? (If you ONLY prepare Form 1040-PR or Form 1040-SS for residents of Puerto Rico, check "No.")</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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11 Business Name and Identification Numbers	<p>Are you self-employed or an owner, partner, or officer of a tax preparation business? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you check "Yes," complete this line. If you check "No," go to line 12.</p> <p>Enter the business name</p>						
	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border-bottom: 1px solid black;">Your CAF Number</td> <td style="width:33%; border-bottom: 1px solid black;">EIN</td> <td style="width:33%; border-bottom: 1px solid black;">EFIN</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: center;">-</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	Your CAF Number	EIN	EFIN		-	
Your CAF Number	EIN	EFIN					
	-						

If this is your **initial application** for a PTIN, continue to line 12. If you are renewing your PTIN, go to line 14.

12 Address of Your Last U.S. Individual Income Tax Return Filed	<p>Enter the address used on your last U.S. individual income tax return you filed.</p>
	<p>If you have never filed a U.S. federal income tax return or do not have a U.S. federal income tax filing requirement, check here <input type="checkbox"/>. See line 12 instructions for documents that must be submitted with this form and continue to line 14.</p>

13 Filing Status and Tax Year on Last U.S. Individual Income Tax Return Filed

- Single Head of Household
- Married filing jointly Qualifying widow(er) with dependent child
- Married filing separately Tax Year _____

If your last return was filed more than 4 years ago, see instructions.

14 Fee

If you are **applying for a PTIN**, your fee is \$64.25. If you are **renewing your PTIN**, your fee is \$63.00. The fee is an application processing fee and is **nonrefundable. Full payment must be included with your application or it will be rejected.** If your application is incomplete and you do not supply the required information upon request, the IRS will be unable to process your application. **Make your check or money order payable to IRS Tax Pro PTIN Fee.** Do not paper clip, staple, or otherwise attach the payment to Form W-12. A separate PTIN fee is required for each calendar year PTIN indicated on this application.

PTIN application ► \$64.25

PTIN renewal ► \$63.00

Sign Here

Under penalties of perjury, I declare that I have examined this application and to the best of my knowledge and belief, it is true, correct, and complete. I understand any false or misleading information may result in criminal penalties and/or the denial or termination of a PTIN.

▶ Your signature

Date (MM,DD,YYYY)
/ /