

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

OMB No. 1545-2190

► 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 International business phone number () - EXT. +		
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	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 If you have never filed a U.S. individual income tax return because you are not required to do so, check the "Yes" box. If "No," provide an explanation.					
9 Professional Credentials	Check all that apply. Enter state abbreviation and appropriate number(s): <input type="checkbox"/> Attorney - Licensed in which state(s): _____ Number(s): _____ Expiration Date(s): _____ <input type="checkbox"/> Certified Public Accountant (CPA) - Licensed in which state(s): _____ Number(s): _____ Expiration Date(s): _____ <input type="checkbox"/> Enrolled Agent (EA) _____ Number(s): _____ Expiration Date(s): _____ <input type="checkbox"/> Enrolled Actuary _____ Number(s): _____ Expiration Date(s): _____ <input type="checkbox"/> Enrolled Retirement Plan Agent (ERPA) _____ Number(s): _____ Expiration Date(s): _____ <input type="checkbox"/> State Regulated Tax Preparer-State(s): _____ Number(s): _____ Expiration Date(s): _____ <input type="checkbox"/> Certified Acceptance Agent Number _____ <input type="checkbox"/> None					
Skip line 10 if you are an attorney, CPA, or EA.						
10 Form 1040 Preparation	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.") <input type="checkbox"/> Yes <input type="checkbox"/> No					
11 Business Name and Identification Numbers	Are you self-employed or an owner, partner, or officer of a tax preparation business? <input type="checkbox"/> Yes <input type="checkbox"/> No If you check "Yes," complete this line. If you check "No," go to line 12. Enter the business name <table style="width: 100%; border: none;"> <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> </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	Enter the address used on your last U.S. individual income tax return you filed. 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.					

**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)

/ /

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