

Start a Tax Business Toolkit

Your Complete Guide to Launching a Tax Preparation Practice

Elevate for Humanity
www.elevateforhumanity.org

Table of Contents

1. Starting a Tax Preparation Business
2. Getting Your PTIN
3. Choosing Your Business Structure
4. Software and Technology
5. Building Your Client Base
6. Compliance and Ethics
7. Pricing Your Services
8. Year-Round Revenue

Chapter 1: Starting a Tax Preparation Business

Overview of the tax preparation industry, licensing requirements, and the opportunity for new practitioners.

Chapter 2: Getting Your PTIN

Step-by-step guide to obtaining your Preparer Tax Identification Number from the IRS.

Chapter 3: Choosing Your Business Structure

LLC vs sole proprietorship, state registration, and business banking setup for tax preparers.

Chapter 4: Software and Technology

Comparison of professional tax software options, pricing, and features for new practitioners.

Chapter 5: Building Your Client Base

Marketing strategies, referral systems, and client acquisition for tax preparation businesses.

Chapter 6: Compliance and Ethics

IRS Circular 230, due diligence requirements, and ethical obligations for tax preparers.

Chapter 7: Pricing Your Services

Fee structures, value-based pricing, and how to communicate value to clients.

Chapter 8: Year-Round Revenue

Expanding beyond tax season with bookkeeping, payroll, and advisory services.

About Elevate for Humanity

Elevate for Humanity provides workforce training and career development programs. This guide is educational only and not legal, tax, or financial advice.