

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 submitting this form between October 1 and December 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 and also need to renew for a previous calendar year(s), indicate the year(s) below and see the line 2 instructions for additional guidance. Prior year(s) (YYYY): , ,			
3 SSN and Date of Birth	SSN	Date of birth (MM/DD/YYYY)	
	- -	/ /	
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 or province, country, and ZIP or foreign postal code. Do not abbreviate name of country.		
			Phone Number () -
5a Business Mailing Address and Phone Number	Business address (if different than line 4 information above)		
	City or town, state or province, country, and ZIP or foreign postal code. Do not abbreviate name of country.		
	Domestic business phone number () - EXT.		International business phone number +
b Business Identification	Are you self-employed or an owner, partner, or officer of a tax return preparation business? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If "Yes," then complete this line. If "No," go to line 6. Enter the business name.		
	Your CAF Number	EIN	EFIN
	Website address (optional)		
6 Email Address	Enter the email address that should be used to contact you.		

7 Past Felony Convictions	<p>Have you been convicted of a felony in the past 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>If "Yes," list the date and the type of felony conviction(s).</p>
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If this is your **initial application** for a PTIN, continue to line 8a. If you are renewing your PTIN, go to line 10.

8 Never Filed a U.S. Federal Income Tax Return	
Address of Your Last U.S. Individual Income Tax Return Filed	<p>a 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 8 instructions for documents that must be submitted with this form and continue to line 10.</p> <p>b Enter the address used on your last U.S. individual income tax return you filed.</p>
9 Filing Status and Tax Year on Last U.S. Individual Income Tax Return Filed	<p><input type="checkbox"/> Single <input type="checkbox"/> Head of Household</p> <p><input type="checkbox"/> Married filing jointly <input type="checkbox"/> Qualifying widow(er) with dependent child</p> <p><input type="checkbox"/> Married filing separately Tax Year (YYYY) _____</p> <p>Note: If your last return was filed more than 4 years ago, see instructions.</p>

Skip line 10 if you are an attorney, CPA, or EA, and continue to line 11.

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.") <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
11 Federal Tax Compliance	<p>Are you current on both your individual and business federal taxes, including any corporate and employment tax obligations? Note: If you have never filed a U.S. individual income tax return because you are not required to do so, check the "Yes" box. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>If "No," provide an explanation.</p>

12 Professional Credentials

Check all that apply. **Note: DO NOT check any professional credentials that are currently expired or retired.** Enter state abbreviation and appropriate number(s). **If the expiration date is left blank or incomplete, then NO professional credential will be added when the application is processed.**

- Attorney—Licensed in which jurisdiction(s): _____ Number(s): _____ Expiration Date(s): _____
- Certified Public Accountant (CPA)—Licensed in which jurisdiction(s): _____ Number(s): _____ Expiration Date(s): _____
- Enrolled Agent (EA) Number(s): _____ Expiration Date(s): _____
- Enrolled Actuary Number(s): _____ Expiration Date(s): _____
- Enrolled Retirement Plan Agent (ERPA) Number(s): _____ Expiration Date(s): _____
- State Regulated Tax Return Preparer—Licensed in which jurisdiction(s): _____ Number(s): _____ Expiration Date(s): _____
- Certifying Acceptance Agent (CAA) Number: _____
- None

13 Fee

Payment of the appropriate application processing fee(s) must accompany this form or it will be rejected.

PTIN Registration/Renewal Fees:

- If you are applying for a PTIN in order to prepare federal tax returns for calendar year 2016, the registration/renewal fee is \$50.00.
- If you are registering or renewing a PTIN for 2015 or a prior calendar year, the PTIN application processing fee is a different amount. The registration fee for 2015 and for each prior calendar year is \$64.25. The renewal fee for 2015 and for each prior calendar year is \$63.00.
- **PTIN fees are nonrefundable.**
- A separate PTIN fee/check must be submitted for each calendar-year PTIN indicated on the form.
- Make checks or money orders payable to “IRS Tax Pro PTIN Fee.”
- Do not paper clip, staple, or otherwise attach the payment to Form W-12.

Note: Allow 4 to 6 weeks for processing of paper Forms W-12.

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)
		/ /

How To File

Online. Go to the webpage www.irs.gov/ptin for information. Follow the instructions to submit Form W-12 and pay the fee. If you submit your application online, your PTIN generally will be provided to you immediately after you complete the application and pay the required fee.

By mail. Complete Form W-12. Send the form along with a check or money order for the fee to:

IRS Tax Pro PTIN Processing Center
104 Brookeridge Drive #5000
Waterloo, IA 50702

Note: Allow 4 to 6 weeks for processing of paper Forms W-12. For additional information, refer to the separate Instructions for Form W-12.