

# Form W-12

(Rev. May 2021)

Department of the Treasury

Internal Revenue Service

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

► Go to [www.irs.gov/FormW12](https://www.irs.gov/FormW12) for instructions and the latest information.

OMB No. 1545-2190



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<b>1 Name and PTIN</b> (Print in ink or Type)	First name Middle name Last name		
<b>2 Year of Application/Renewal</b>	<div> <input type="checkbox"/> Initial application <input type="checkbox"/> Renewal application (Enter PTIN: P ) </div> <div> 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. </div> <div> <input type="checkbox"/> Current calendar year <input type="checkbox"/> Next calendar year </div> <div> <b>Prior year(s) (YYYY):</b> Check box(es) below for the prior year(s) you are renewing your PTIN. See line 2 instructions for additional guidance. If you are applying for a prior year(s), write <b>each</b> year(s) below. Use the following format. (YYYY) </div> <div> <input type="checkbox"/> 2020    <input type="checkbox"/> 2021    <input type="checkbox"/> 2022 </div> <div> <input type="checkbox"/> Other prior year(s) </div>		
<b>3 SSN and Date of Birth</b> You must provide your SSN or check the N/A box	Provide your Social Security Number (SSN). If you have an SSN, you are required to provide it. If you do not have an SSN, then check the N/A box.	SSN -       -	Date of birth (MM/DD/YYYY) /       /

☐ N/A  
**Failure to provide your SSN or check the N/A box will result in your PTIN application being rejected.**

<b>4 Personal Mailing Address and Phone Number</b>	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 (        )        -
<b>5a Business Mailing Address and Phone Number</b>	Business address <input type="checkbox"/> Check here if your business address is the same as your personal mailing address. If different, enter it below.	
	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>b Business Identification</b>	Are you self-employed or an owner, partner, or officer of a tax return preparation business? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>If “Yes,” then complete this line. If “No,” go to line 6.</b> Enter the business name.		
	Your CAF Number	EIN -	EFIN
	Website address (optional)		
<b>6 Email Address</b>	Enter the email address that should be used to contact you.		

<b>For Internal Use Only</b>
F: _____
E: _____
A: _____

<b>7 Past Felony Convictions</b>	Have you been convicted of a felony in the past 10 years?	<input type="checkbox"/> <b>Yes</b>	
You must check a box. If "Yes," you must provide an explanation.	If "Yes," list the date and the type of felony conviction(s).		<input type="checkbox"/> <b>No</b>
If this is your <b>initial application</b> for a PTIN, continue to line 8. If you are renewing your PTIN, go to line 10.			
<b>8 Address of Your Last U.S. Individual Income Tax Return Filed</b>	Enter the address used on your last <b>U.S. individual income tax return</b> you filed.		
	<input type="checkbox"/> Check here if you have <b>never filed</b> a U.S. income tax return or do not have a U.S. income tax filing requirement. See line 8 instructions for documents that must be submitted with this form and continue to line 10.		



<b>12 Professional Credentials</b>	<p>Check all that apply. <b>Note: DO NOT check any professional credentials that are currently expired or retired.</b> Enter state abbreviation and appropriate number(s). <b>If the expiration date is left blank or incomplete, then NO professional credential will be added when the application is processed.</b></p> <p><input type="checkbox"/> Attorney—Licensed in which jurisdiction(s): _____ Number(s): _____ Expiration Date(s): _____</p> <p><input type="checkbox"/> Certified Public Accountant (CPA)—Licensed in which jurisdiction(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 Return Preparer—Licensed in which jurisdiction(s): _____ Number(s): _____ Expiration Date(s): _____</p> <p><input type="checkbox"/> Certifying Acceptance Agent (CAA) _____ Number: _____</p> <p><input type="checkbox"/> None</p>
<b>13 Fees</b>	<p>If you are <b>applying for a PTIN or renewing your PTIN</b>, your fee is \$35.95. The fee is an application processing fee and is <b>nonrefundable. Full payment must be included with your application or it will be rejected.</b> If your application is incomplete and you do not supply the required information upon request, the IRS will be unable to process your application. <b>Make your check or money order payable to IRS Tax Pro PTIN Fee.</b> Do not paper clip, staple, or otherwise attach the payment to Form W-12. Separate payments are required for each year you are applying for. <b>No payment is due for 2020 and prior years.</b></p>

**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 (Please use blue or black ink)

Date (MM/DD/YYYY)

/

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## How To File

**Online.** Go to the webpage [www.irs.gov/ptin](http://www.irs.gov/ptin) for information. Follow the instructions to submit Form W-12. If you submit your application online, your PTIN generally will be provided to you immediately after you complete the application.

**By mail.** Complete Form W-12. Send the form to:

IRS Tax Professional PTIN Processing Center  
PO Box 380638  
San Antonio, TX 78268

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

**For Internal Use Only**

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