

## IRM PROCEDURAL UPDATE

**DATE: 07/20/2016**

**NUMBER: wi-03-0716-1217**

**SUBJECT: Process 13551 when FDTC is Attached and AA Box Checked**

**AFFECTED IRM(s)/SUBSECTION(s): 3.21.264.4.1**

**CHANGE(s):**

**IRM 3.21.264.4.1(3) - Revised line 1 and added additional line by separating Type of AA and Application Type, added definition for both, added instructions when FDTC is attached to application**

3. The following table describes the items on Form 13551, *Application to Participate in the IRS Acceptance Agent Program* and whether the item is required by the applicant.

Line#	Item	Required	Optional	Description
	Type of Acceptance Agent	X		Types of Acceptance Agents are Acceptance Agent (AA) and Certifying Acceptance Agent (CAA). One of these boxes should be checked by the applicant. <ul style="list-style-type: none"><li>○ If both the Acceptance Agent and Certifying Acceptance Agent boxes are checked or if neither box is checked, return the application as incomplete unless a Forensic Document Training Certificate (FDTC) is attached.</li><li>○ If both boxes are checked, neither box is checked or AA box is checked and a Forensic Document Training</li></ul>

				<p>Certificate (FDTC) is attached, process application as CAA. Use red ink to circle the incorrect entry and/or check the appropriate box to indicate the correct Acceptance Agent Type.</p> <p><b>NOTE:</b> If AA Application History indicates a compliance review was conducted, see IRM 3.21.264.4.6.9(1).</p>
	Application Type	X		<p>Applicant checks Application Type box as New, Renewal or Amended.</p> <ul style="list-style-type: none"> <li>○ New application is for applicant that has never been in the program or their prior agreement has expired. See IRM 3.21.264.4.2.4 for information on processing new applications.</li> <li>○ Renewal application is for applicant that is currently in the program and their agreement will expire at the end of the current year. See IRM 3.21.264.4.2.5 for information on processing renewal applications.</li> <li>○ Amended application is for applicant that is currently approved</li> </ul>

				<p>in the program and making changes to their application. See IRM 3.21.264.4.2.6. If a statement explaining the changes is not attached, return the application as incomplete.</p> <p>Research RTS to verify the correct application type is checked. Circle the incorrect entry and indicate the correct type in red ink if needed. Enter comments in RTS, if appropriate, to show receipt of an application and actions taken. See IRM 3.21.264.4.2(3) for additional information.</p>
1	Description of Applicant's Professional Status and Organizational Status	X		<p>Area is split: one for professional status, one for organization. Check one box in each area.</p> <p>For Financial or Educational Institutions, Government Agency or a Casino, this takes precedence over their organization structure (such as a corporation or Limited Liability Corporation (LLC)).</p> <p>Verify the organization status indicated against Integrated Data Retrieval System (IDRS).</p> <ul style="list-style-type: none"> <li>○ If the type of organization is not checked, research</li> </ul>

				<p>the EIN's filing requirements in IDRS and check the appropriate box in red ink.</p> <ul style="list-style-type: none"> <li>○ If the type of organization checked does not match the EIN's income tax filing requirement in IDRS, return the application as incomplete.</li> </ul> <p>For applicants that are a partnership, corporation, Limited Liability Corporation (LLC) or sole-proprietorship, check the Electronic Return Originator (ERO) box if there is an EFIN on Line 3 and EIN on Line 4 and match an active/approved e-file application in the EUP (Third Party Data Store). If not, only the appropriate organization's structure (partnership, corporation, Limited Liability Corporation (LLC) or sole-proprietorship) should be checked.</p> <p>If the application is from a nonprofit organization, a copy of their IRS exemption letter is required for new applications (Copy of the IRS exemption letter is not required for renewal or amended application). If missing, return Form 13551 as incomplete.</p>
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				<p>If the Professional Status of the Authorized Representative is missing or has expired (prior to date of application in Line 22):</p> <ul style="list-style-type: none"> <li>○ for an Attorney or Certified Public Accountant (CPA): research their status on the State's Bar Association or Board of Accountancy (or similar) web site. If an active registration is found, attach a copy of the results to the application.</li> <li>○ for an Enrolled Agent: return the application as incomplete.</li> </ul> <p><b>NOTE:</b> Research is not required if the application is missing other information. Include the need for proof of professional status in the Incomplete letter. Proof of Professional Status is not required if person listed on an active EFIN.</p>
2	Legal Name of Business and Name and PTIN of Principal Partner or Owner	X		Legal Name of Business must match legal name on IDRS Master File. If neither the legal name or Doing Business As (DBA) name matches the legal name in IDRS, return the application using the incomplete application letter. Indicate in the letter that it does not match IRS

			<p>records. Do <b>Not</b> enter application in RTS since the EIN may be incorrect.</p> <p><b>EXCEPTION:</b> If the Line 2 reflects the entity's Doing Business As (DBA) name, draw an arrow down to Line 11 and update Line 2 with the entity's legal name from the IRS master file using red ink.</p> <p>Name and PTIN of Principal, Partner or Owner. Verify PTIN (if provided) using IDRS (RPVUE).</p> <p><b>NOTE:</b> The principal, partner or owner is only required to list a PTIN on Line 2 if one is issued, therefore, you may or may not see a PTIN on this line. Please note that this does not change the requirement for the individual listed on Line 5 of Form 13551.</p> <p>If a PTIN is reflected on Line 2 but it is not valid (see IRM 3.21.264.4.1.10) or is not listed but the Principal, Partner or Owner is also listed as an Authorized Representative, research IDRS (RPVUE) using their TIN. If a PTIN is found, annotate it on Line 2 and circle any</p>
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				invalid/incorrect PTIN in red ink. If a PTIN is invalid/incorrect and cannot be determined through research, reject the application for a suitability failure, see IRM 3.21.264.4.6.7. If unable to determine PTIN through research, return application as incomplete, see IRM 3.21.264.4.6.1.
3	Electronic Filing Identification Number (EFIN)		X	To be associated with an authorized e-file provider, EFIN should be entered. Research any EFIN listing in Third Party Data Store. EFIN must be in an active status and the application completed. Annotate the application's completion date in red above the EFIN. For any EFIN listed on Form 13551, if the EIN in Line 4 does not match the EIN in Third Party Data Store or is no longer valid or on an active/approved e-file application, circle the EFIN in Line 3 in red ink. Do not enter the EFIN in RTS.
4	Applicant's Employer Identification Number (EIN)	X		Must match information on IDRS Master File
5	Name and PTIN of Authorized Representative.	X		Name and PTIN of the person authorized to sign application and agreement for applicant.  PTIN is only required for tax practitioners. Authorized representatives from colleges, universities, VITA/TCE sites, financial institutions, casinos and federal agencies are exempt.

				<p>If PTIN is required and listed in Line 5, verify it using IDRS (CC RPVUE). If application is not being returned for other reasons but PTIN is not valid, circle the number in red ink and research IDRS (RPVUE) using their TIN on Line 7. If found, annotate the PTIN on Line 5 in red ink and include a copy of the IDRS screen. If PTIN is missing or invalid and cannot be found, return the application as incomplete (see IRM 3.21.264.4.6.1).</p> <p><b>NOTE:</b> If applicant's name was omitted from Line 5, but the application is from a sole proprietor and Line 2 reflects their name and Lines 6-10 pertains to that individual, annotate their name in red ink on Line 5 if that is the only error on the application.</p>
6	Date of Birth	X		<p>Pertains to Authorized Representative from Line 5 in MM/DD/YYYY format. Age must be 18 years as of date of application.</p>
7	Social Security Number/Individual Taxpayer Identification Number (SSN/ITIN)	X		<p>Pertains to Authorized representative from Line 5. Foreign nationals without an Social Security Number/Individual Taxpayer Identification Number can enter N/A.</p> <ul style="list-style-type: none"> <li>○ If Line 7 reflects an ITIN but the authorized representative resides in the U.S.</li> </ul>

				<p>(Line 8), reject the application using Letter 4958, <i>Individual Suitability Failure (Individual)</i> and/or Letter 4959, <i>Individual Suitability Failure (Owner)</i>.</p> <ul style="list-style-type: none"> <li>○ If Line 7 reflects an ITIN but the authorized representative resides outside of the U.S. (Line 8), highlight the ITIN in yellow high lighter.</li> </ul> <p><b>NOTE:</b> If Social Security Number/Individual Taxpayer Identification Number does not match IRS records, research IDRS or other system/documents such as the e-file application in Third Party Data Store or an attached Fingerprint card for the correct number. If it appears numbers were transposed and the name and date of birth for the researched TIN matches the Authorized Representative, correct the TIN in red and continue to process the application. If unable to identify the correct TIN, return the application for correction.</p>
8	Home Address	X		Complete address of person from Line 5
9	Citizenship	X		Legal Status of Authorized Representative from Line 5. U.S. Resident Aliens must attach copy of Authorized

				<p>Representative's "green card". Non-Resident Alien Authorized Representatives must attach copy of their visa <b>only</b> if their home address reflects they are residing in the U.S. or if the business location on Line 12 reflects a U.S. address.</p> <p><b>NOTE:</b> Copy of unexpired Form I-797A, <i>Notice of Action</i> is acceptable in lieu of Green Card and Employment Authorization Card (EAD/Work Permit) is acceptable in lieu of VISA. If either expired or will expire within 30 days, request new VISA or Green Card from applicant . Use IDRS CC DDBOL to verify status.</p> <p>If citizenship status on Line 9 does not match IDRS or if IDRS reflects codes "C", "D", "E" or "F", see IRM 3.21.264.4.1.9 for appropriate action.</p> <p><b>NOTE:</b> Do not return application if the citizenship code on IDRS is blank or missing</p>
10	Assessed Penalties/Fingerprint Requirements.	X		<p>If the "yes" box is checked, the Authorized Representative must attach an explanation. Fingerprint card are also required regardless of their professional status.</p> <p>Foreign nationals living outside of the U.S., financial Institutions,</p>

				colleges or universities qualifying as an educational organization under Treasury Regulations 1.501(c)(3)-1(d)(3)(i), casinos, Federal government agencies and Electronic Return Originator (ERO) in good standing with the IRS are exempt as is an attorney, Certified Public Accountant (CPA) or Enrolled Agent that provided proof of current/valid professional status. All other individuals must provide a completed Fingerprint card.
11	Company "Doing Business As" (DBA) name	X		If different from the business legal name on line 2
12	Applicant Business Address	X		Business physical location address (no P.O. Box).
13	Applicant's Telephone Number	X		Business telephone (required), fax number and e-mail address (optional).
14	Applicant Mailing Address	X		Required only if different from business location address.
15	Year Round Tax Related Services	X		Required if business does not provide tax related services 12 months a year. Applicant must provide a statement explaining why tax related services are not provided year round. Return application as incomplete if missing.
15a	Anticipated Volume of Form W-7	X		Volume must be five or greater for Form W-7 they anticipate processing during a 12 month calendar period. Return application as incomplete for entries such as "Unknown", "As many as possible ", etc. are not acceptable. Applications with a volume

				of less than five will be rejected. See IRM 3.21.264.4.6.1.
16	Primary Contact	X		Required only if different from the Authorized Representative listed in Line 5.
17	Alternate Contact		X	Enter only if different from Line 5; person must be authorized to contact IRS.
18	Identify Programs	X		Types of customers for whom Form W-7 Applications will be submitted. If the applicant is an Attorney, Certified Public Accountant (CPA), Enrolled Agent (EA), Electronic Return Originator (ERO) and Item 18 is the only missing entry, enter "tax preparation" in Item 18 in red ink.  If application is from a VITA/TCE partner, use red ink to circle any existing entry. For all VITA/TCE applications, annotate the Line "VITA/TCE" in red ink.
19	Published List Check Box.		X	Allows applicant to be listed on the IRS web site.
20	Name and title of Authorized Representative (listed in Item 5) and Name and title of Principal Partner or Owner (listed in Item 2).	X		For Authorized Representatives: If applicant is both the Authorized Representative and owner of the business only one entry is required.  <b>NOTE:</b> If title is missing but can be determined, annotate in red ink. Example: If Authorized Representative is an Attorney, enter "Attorney" as their title.

				<p>For principal, partner or owner: If an EFIN is listed in Line 3, the owner's name must be the Principal associated with the EFIN. If the Principal's name in Line 20 is not listed as the Principal for the EFIN in Third Party Data Store, circle the EFIN in Line 3 and continue to process the application. Do not enter the EFIN in RTS. Notate on the Profile Sheet that the Principal on the Form 13551 is not reflected as Principal in Third Party Data Store. For all others, it must be an individual authorized to legally bind the business indicated by the EIN in Line 4. Exhibit 3.21.264-31 reflects a partial list of acceptable titles for a principal, partner or owner. If the application reflects another title, contact the individual listed on the Form 13551 and verify they have the authority to legally bind the entity. If not, return application for an appropriate signature using Letter 4963, <i>Incomplete Application Letter</i>; see Exhibit 3.21.264-8.</p>
21	Signature of Authorized Representative, and Signature of Principal, Partner or Owner	X		<p>Must agree with the names in Line 20. Only original signatures are acceptable, do not accept faxed, copied or stamped signatures. If the Authorized Representative is also the owner, only one signature is required.</p>
22	Date	X		Signature date.

