## Form **W-12**(Rev. October 2023)

(Rev. October 2023)
Department of the Treasury
Internal Revenue Service

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

Go to www.irs.gov/FormW12 for instructions and the latest information.

OMB No. 1545-2190

Internal Revenue Service	Go to www.irs.gov/Formw	12 for instruction	is and the latest infor	mation.	
1 Name and PTIN (Print in ink or Type)	First name Last name Last name		Last name		
	☐ Initial application ☐ F	Renewal applica	tion (E	nter PTIN: P	)
2 Year of Application/  If you checked the "Initial application" box and are submitting the indicate below whether you want your PTIN to be valid for the company to the co					
Renewal	☐ Current calendar year		☐ Next calendar y	year	
	Prior year(s) (YYYY): If you are appl (YYYY) See line 2 instructions for ad			/ear(s) below. Use t	the following format.
3 SSN and Date of Birth	Provide your <b>Social Security Numb</b> you have an SSN, you are required t	` '	SSN	Date of	birth (MM/DD/YYYY)
You must provide your SSN or check the N/A box	Failure to provide your SSN or che box will result in your PTIN applica rejected.	CCK LITE IN/A	If you do not have a then check the N/A		,
4 Personal Mailing Address and	Street address. Use a P.O. box number only if the post office does not deliver mail to your street address.				
Phone Number City or town, state or province, country, and ZIP or foreign postal code. Do not abbreviate name of					
			Phone Nu	umber ( )	-
5a Business Mailing Address and Phone Number	Business address  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 Intern		International busine	national business phone number	
	( ) - E	EXT.	+		
b Business Identification	Are you self-employed or an owner, partner, or officer of a tax return preparation business?  Yes 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)				
For Privacy Act and Pa	perwork Reduction Act Notice, see inst	ructions.	Cat. No. 5546	69F F For Internal Use Only	Form <b>W-12</b> (Rev. 10-2023)
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6	Email Address	Enter the email address that should be used to contact you.			
	Past Felony	Have you been convicted of a felony in the past 10 years?  You must check a box  Yes			
	Convictions	□ No			
	If "Yes," you	If "Yes," list the date and the type of felony conviction(s).			
	must provide an explanation.				
	ехріанацоп.				
	If this line is left blank, your				
	form will not				
	be processed				
8	Address of	Enter the address used on your last <b>U.S. individual income tax return</b> you filed.			
	Your				
	Last U.S. Individual				
	Income Tax				
	Return Filed	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. If this is an initial application, See line 8 instructions for documents that must be submitted with this form.			
9	Filing Status	☐ Single ☐ Head of Household			
	and Tax Year				
	on Last U.S.	☐ Married filing jointly ☐ Qualifying widow(er) with dependent child			
	Individual				
	Income Tax	☐ Married filing separately Tax Year (YYYY)			
	Return Filed				
		Note: If your last return was filed more than 4 years ago, see instructions.			
	Federal Tax	Are you current on both your individual and business federal taxes, including any corporate and employment			
	Compliance	tax obligations? <b>Note:</b> If you have never filed a U.S. individual income tax return because you are not required to do so, check the "Yes" box. <b>You must check a box Yes</b>			
		To do so, check the res box. Four must check a box No			
	If this line is	If "No," provide an explanation.			
	left blank, your form will not	The first of the control of the cont			
	be processed				
	Data Security	I am aware that paid tax return preparers must have a data security plan to provide data and system security			
	Responsibilities	protections for all taxpayer information.			

Form W-12 (Rev. 10-2023) Page 3 12 Professional Check all that apply. Note: DO NOT check any professional credentials that are currently expired or **Credentials** retired. Enter state abbreviation and appropriate number(s). If the expiration date is left blank or incomplete, that professional credential will NOT 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): Expiration Date(s): Number(s): ☐ Enrolled Agent (EA) Expiration Date(s): ☐ Enrolled Actuary Number(s): Expiration Date(s): Number(s): Enrolled Retirement Plan Agent (ERPA) ☐ State Regulated Tax Return Preparer – Licensed in which jurisdiction(s): Number(s): Expiration Date(s): ☐ Certifying Acceptance Agent (CAA) Number: ☐ None The fee to obtain or renew a PTIN is \$19.75 for 2024. Full payment must be included with your application, or it 13 Fees will be rejected. You must submit a separate check or money order for each calendar year. Indicate the The fee is an calendar year you intend the payment for on each check or money order. application processing fee If your payment(s) is returned your PTIN will be placed in Suspended status. You are responsible for and is submitting the proper payment(s) to make your PTIN Active. nonrefundable. Make your check or money order payable to IRS Tax Pro PTIN Fee for the correct fee amount required based on the calendar year(s) you are registering or renewing your PTIN. Do not paper clip, staple, or otherwise attach the payment to Form W-12. See the PTIN payment fee schedule below. 2024 PTIN fee: \$19.75 2023 - 2021 PTIN fee: \$19.75 No fee is due for years 2020 or prior. 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. Sian CAUTION: If you're a foreign preparer that resides outside of the U.S. and you obtain a PTIN without a Social Security number, you are not authorized to prepare returns in the U.S. for compensation. Here Your signature (Please use blue or black ink) Date (MM/DD/YYYY) **How To File** 

**Online.** Go to the webpage <u>www.irs.gov/ptin</u> 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 6 weeks for processing of PTIN applications. For additional information, refer to the separate Instructions for Form W-12. If your application is incomplete and you do not supply the required information upon request, the IRS will be unable to process your application.

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