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TaxForum

| 2018

Security and e-Services:
How to Protect Your EFIN, PTIN and
CAF Numbers



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Cyber Threats: Stolen Data for Sale



Cyber thieves steal data from tax practitioners' offices to file fraudulent returns or to resell the data on the Dark Web, effectively providing all-inclusive toolkits for filing sham returns.

e-Services Security Upgrades

IRS Secure Access Authentication

All Users Re-register

Applications Easier
to Use

New Look and Feel

300,000 accounts
moved

New e-Services Platform



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IRS Secure Access – Two-Factor Authentication

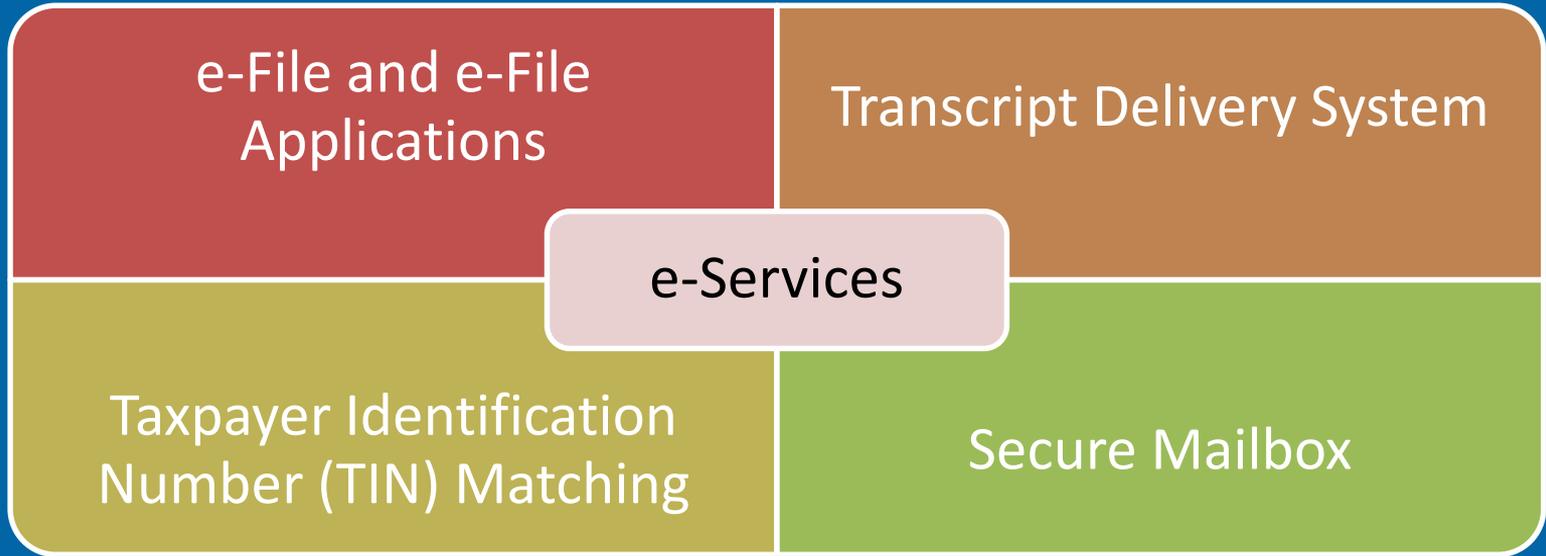
2-Factor Identity Verification Process for Returning Users

Enter credentials
(Username/Password)



Enter Security Code sent
by text to mobile or from
IRS2Go app

e-Services: Tools for Tax Pros



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e-File Application/Electronic Filing Identification Numbers

Publication 3112 – Guide to completing an e-File application, participation
Publication 1345 – Handbook for Authorized IRS e-File Providers

STEP 1



- Create an e-Services Account
- Pass Secure Access Authentication

STEP 2



- Complete e-File Application
- List Responsible Official, Principals and Delegated Users

STEP 3



- Pass Suitability Check
- Tax Check
- Criminal Background Check



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Maintain Your e-File Application

- Review periodically for accuracy and updates
- Update change in business operations within 30 days
 - Changes in address, phone numbers or personnel
 - Add or remove authorized users (responsible officials, principal consent, delegated users, etc.)
- Know when a new EFIN is needed
 - New ownership of a firm (EFIN not transferable)
 - New location that transmits e-File returns



Monitor Your EFIN

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e-services Applications Cases Administration Online Tutorials Reports Sign Out

Home > Person Search > Personal Associated Application(s) > Application Summary

Firm Information	Application Details	Authorized Officers	Application Summary	Application Comments	Application Submission
Letter History	Provider Status	EFIN Status	ETIN Status	Software Packages	Services Authorized For

For EFIN weekly totals:

- Go to e-Services
- Access e-File Application
- Search by name
- Select “EFIN Status”



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Monitor Your PTIN & CAF

For Preparer Tax Identification Number

- Go to PTIN account
- Must be CPA, EA, Attorney or Annual Filing Season Program participant; file 50 or more returns
- Select “View Returns Filed by PTIN”

For Centralized Authorization File (CAF) number

- Keep Client list up-to-date
- Withdraw if no longer representing client
- Review Publication 947



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Protect Your EFIN, PTIN & CAF

- Recognize and avoid phishing emails.
- Create data security plan using Publication 4557, Safeguarding Taxpayer Data, and Small Business information Security – The Fundamentals.
- Review internal controls:
 - Install security software
 - Create strong passwords, 8 characters or more
 - Encrypt sensitive files



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Protect Your EFIN, PTIN & CAF

- Back up sensitive data
- Wipe clean or destroy old hard drives
- Limit access to taxpayer data
- Check IRS e-Services weekly for EFIN counts

Report data thefts immediately to the IRS Stakeholder Liaisons

Stay connected to the IRS: Subscribe to e-News for Tax Professionals, QuickAlerts and social media



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The Obligation to Protect e-File

Report fraud and abuse

Cooperate with IRS investigations

Know when to file a new e-File Application

Call e-Help Desk for e-File/e-Services related issues



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e-Services Users: Best Practices

- Update e-Services account/applications within 30 days of changes
- Keep e-Services username, password and PIN confidential
- Contact e-Help Desk if there is unauthorized use of your account
- Protect data you access through e-Services
- Review Publication 4557, Safeguarding Taxpayer Data, to create a security plan



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Need More Info: Check These Pubs

- Publication 3112, IRS e-File Application and Participation
- Publication 1345, Handbook for Authorized e-File Providers of Individual Tax Returns
- Publication 4557, Safeguarding Taxpayer Data
- Publication 5293, Data Security Resource Guide for Tax Professionals