

## **Bulk Registration**

- All bulk registration requests must be received by fax.
- Must be scheduling 5 or more test appointments and/or 5 or more candidates
- All group registration requests must provide a date that is at least 7 business days out from the date the request was submitted. You cannot request to test the same day as the request is submitted.
- Bulk registration callers can call 1-800-774-1292 for assistance

### **Steps**

- 1. Obtain bulk registration form (.pdf) from IRS web site at:** <http://www.irs.gov/pub/irs-utl/rtrpbulkscheduling.pdf>
- 2. Complete bulk registration form in its entirety.** You will be required to provide the following information:

Contact Name and phone numbers (to contact someone if we have any questions regarding the request)

**Provide the following information for each candidate:**

Candidate Name

File Number

Street address (including City, state, and zip code)

Date of Birth

Email address

Home and work phone numbers

Preferred test date/alternate test date

Preferred test location/alternate test location

### 3. Fax registration form with cover sheet to Prometric at:

Fax Number: 443-751-4717

On the cover sheet please include that you are submitting a bulk registration request and provide a name and phone number in case someone from Prometric has any questions in processing the request. **Please do not attach credit card information with the fax.**

### 4. Make payment

You must pay using a credit card over the phone. Once you have submitted your bulk registration request, you may contact Prometric at 1-800-774-1292 and provide the credit card information.

#### Processing

After you have submitted your bulk registration request, Prometric will take up to 5 business days (not including the day your request was submitted) to complete your request. If there are any issues with the dates requested such as the dates are not available, someone from Prometric will contact you to provide you with the next closest available dates the site has to accommodate your request. Prometric will also provide a location that may be close to the site you requested that may have the dates that were requested available.

Once your bulk request has been completed and payment made, Prometric will fax you a completed spreadsheet of the candidates that have been scheduled. The spreadsheet will include all candidates' names, date and time of the test, confirmation number, testing site code where the test is scheduled, and the type of test they are scheduled for.

Prometric will also include a cover letter which will provide you with the identification requirements and the rescheduling and cancellation policy for the test.

**Please note:** This process is only for the initial scheduling of the test. In the event you need to reschedule or cancel a test appointment please contact 1-855-IRS-EXAM (477-3926) for assistance.

If you have any additional questions about bulk scheduling please feel free to contact the Prometric Bulk Registration Department at: 1-800-774-1292.

# Fax Cover Sheet

To: Bulk Registration Department  
\_\_\_\_\_

From: \_\_\_\_\_

FAX: (443) 751 - 4711  
\_\_\_\_\_

Date: \_\_\_\_\_

Phone: 1 (800) 774 -1292  
\_\_\_\_\_

Pages (1 of ): \_\_\_\_\_

RE: \_\_\_\_\_

CC: \_\_\_\_\_

## Comments:

3110 Lord Baltimore Drive  
Baltimore, Maryland 21244

800-967-1139 **PHONE**  
410-385-8504 **FAX**

[www.prometric.com](http://www.prometric.com)





