

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

OMB No. 1545-2190

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

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

For Internal Use Only	
PID:	
CS:	
Date & Int:	
LTR:	



**12 Professional Credentials**

Check all that apply. **Note: DO NOT check any professional credentials that are currently expired or 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): \_\_\_\_\_
- Enrolled Agent (EA) Number(s): \_\_\_\_\_ Expiration Date(s): \_\_\_\_\_
- Enrolled Actuary Number(s): \_\_\_\_\_ Expiration Date(s): \_\_\_\_\_
- Enrolled Retirement Plan Agent (ERPA) Number(s): \_\_\_\_\_ Expiration Date(s): \_\_\_\_\_
- State Regulated Tax Return Preparer—Licensed in which jurisdiction(s): \_\_\_\_\_ Number(s): \_\_\_\_\_ Expiration Date(s): \_\_\_\_\_
- Certifying Acceptance Agent (CAA) Number: \_\_\_\_\_
- None

**13 Fees**

The fee is an application processing fee and is nonrefundable.

The fee to obtain or renew a PTIN is \$19.75 for 2024. Full payment must be included with your application, or it will be rejected. You must submit a separate check or money order for each calendar year. Indicate the calendar year you intend the payment for on each check or money order.

**If your payment(s) is returned your PTIN will be placed in Suspended status. You are responsible for submitting the proper payment(s) to make your PTIN Active.**

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.

**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.

**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.**

Your signature (Please use blue or black ink)

Date (MM/DD/YYYY)

/ /

**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 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.