

Department of Treasury Internal Revenue Service 104 Brookeridge Drive #5000 Waterloo, IA 50702

Letter	4762
Date	September 11, 2014
To contact us	Phone 1-877-613-7846 TTY 1-877-613-3686
	8 a.m 5 p.m. CT

HOLLAND TEST HGF RESTON, FLORIDA 65432

Dear Tax Professional,

Prepare now to renew your Preparer Tax Identification Number (PTIN) online.

If you plan to prepare tax returns for compensation in 2015 or you are an enrolled agent, you need to renew your PTIN before the end of the year. You obtained your PTIN for 2014 using a paper Form W-12, *IRS Paid Preparer Tax Identification Number (PTIN) Application and Renewal.* You can establish an online account for all future transactions, including renewal for 2015.

With an online account, you can renew your PTIN, update your account information, and view your completed continuing education. You will also receive your renewal confirmation and other communications from the Return Preparer Office electronically. Online renewal only takes about 15 minutes; you will need an active e-mail address to create an account. If you choose to renew using a paper Form W-12 again, please be aware that it takes 4 to 6 weeks.

To create an online account and link it to your PTIN, follow these steps:

- 1. Go to www.irs.gov/ptin
 - a. Click on "Renew or Sign Up Now"
 - b. Click on "Create an Online PTIN Account"
 - c. Follow the instructions to receive a temporary password by e-mail
- 2. Activate your online PTIN account:
 - a. Log in to your PTIN account with your temporary password
 - b. Select "Activate Online PTIN Account" from the Main Menu
 - c. Enter the activation code from this letter

Activation Code: 799608748080 PTIN: P10000389

These steps will allow you to create an online PTIN account and better prepare you for PTIN renewal season in mid-October.

If you already created an online account but have never used it to renew your PTIN, you can use the activation code shown above to link your PTIN to your online account. Simply log in to your account and select "Activate Online PTIN Account" from the Main Menu.

Your activation code will expire 75 days after the date of this letter. If you need another code, please call 1-877-613-7846.