



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

Letter	PTIN Has Expired
Date	1/15/2015
To Contact Us	Phone: 1-877-613-7846 TTY: 1-877-613-3686 8 a.m. – 5 p.m. CT

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RU TEST213
123 MAIN
WASHINGTON, DISTRICT OF COLUMBIA 20500

Dear Tax Professional,

As of 1/20/2015 our records indicate that you have not renewed your IRS Preparer Tax Identification Number (PTIN) for 2015. **Your PTIN expired on December 31, 2014.** If you renewed your PTIN after 1/20/2015 or recently sent a paper renewal, you may disregard this letter.

If you do not renew your PTIN, you can no longer prepare federal tax returns for compensation. If you intend to renew your PTIN for 2015, you can renew online or submit a paper application.

Online Renewal

You can renew online at www.irs.gov/ptin. If you need assistance, review our instructional videos for help at www.irs.gov/Tax-Professionals/Troubleshoot-PTIN-System-Issues.

Paper Renewal

If you prefer, you can renew by paper using Form W-12, available at www.irs.gov, and checking the “renewal” box. It will take 4-6 weeks to process.

You should not prepare returns until you receive notification that your PTIN renewal is complete. We monitor expired PTINs. If you continue to prepare returns, you may be subject to penalties or other actions imposed by the Internal Revenue Service.

If you are not preparing tax returns for compensation for the 2015 calendar year and are not an enrolled agent (EA), you can place your PTIN in voluntary inactive status.

Inactive

This function is available under the ‘Manage My PTIN Account’ section within your online PTIN account. Note: This function allows individuals who take a full calendar year off from return preparation to more easily reactivate and renew their PTIN in a later year. However, if you are paid to prepare tax returns during any part of a year, you must have a valid PTIN. Additionally, an EA must maintain a valid PTIN each year in order to maintain the EA credential and therefore is not eligible to inactivate their PTIN.