



Department of Treasury
Internal Revenue Service
1605 George Dieter PMB 678
El Paso TX 79936

Letter	PTIN has Expired
Date	January 23, 2018
To contact us	Phone 1-877-613-7846 TTY 1-877-613-3686 8 a.m.- 5 p.m. CT

JOHN DOE
1ST ST NW
BEVERLY HILLS, CA 90210

Dear Tax Professional,

As of January 23, 2018 our records indicate that you have not renewed your IRS Preparer Tax Identification Number (PTIN) for 2018. **Your PTIN expired on December 31, 2017.** If you renewed your PTIN after January 23, 2018 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 2018, you can renew online or submit a paper application.

Online Renewal

You can renew online at www.irs.gov/ptin. If you need assistance, visit www.irs.gov/ptin and click on "Renew or Sign-up Now" to view our instructional videos.

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 2018 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.

Return Preparer Office
Internal Revenue Service