

Application for Preparer Tax Identification Number

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|----------------------------------|---|---|---------------------|
| 1 Name (Type or print) | Last name | First name | Middle name/Initial |
| 2 Address (residence) | 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/province, and, if outside the U.S., country. Include ZIP or postal code where appropriate. Do not abbreviate name of country. | | |
| 3 SSN and Date of Birth | SSN <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Date of birth (month, day, year) / / | |
| 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. Further, I certify that I will use my preparer tax identification number only to identify myself on returns or claims for refund that I prepare for compensation. | | |
| | Your signature ▶ | Date (month, day, year) / / | Phone number () |

Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form. Use this form to apply for a preparer tax identification number (PTIN) **only** if you are a paid tax return preparer and you do not want to disclose your social security number (SSN) on returns you prepare. If you use a PTIN, you will meet the requirement under section 6109(a)(4) of furnishing your identifying number on returns you prepare. The PTIN cannot be used in place of the employer identification number (EIN) of the tax preparation firm.

Note: You are not required to get a PTIN. If you prefer, you may continue to use your SSN on tax returns you prepare. **However,** you must use either an SSN or PTIN on returns you are paid to prepare. Do not write "PTIN applied for" in the Paid Preparer's Use Only section of the return. Certain states and localities may not accept the PTIN as satisfying a requirement for a preparer identification number on their tax returns.

How To Apply

- **By mail:** Complete Form W-7P and send it to:

Internal Revenue Service
Philadelphia Service Center
PTIN Unit
P.O. Box 447
Bensalem, PA 19020

- **By fax:** Complete Form W-7P and fax it to **1-215-516-1127**.

You will receive your PTIN by **mail only**. If you have not heard from the IRS within 6 weeks after applying for your number, you may call 1-800-829-1040 (or 1-215-516-4846 outside the United States) to check on the status of your application.

Privacy Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Section 3710 of the Internal Revenue Service Restructuring and Reform Act of 1998 allows the use of a PTIN. If you request a PTIN, you must give us the information requested on this form; we need it to properly respond to your request. Under section 6109, you must provide your social security number on Form W-7P. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states and the District of Columbia for use in administering their tax laws. If you do not provide all of the requested information, we may be unable to process your request.

