

How to Renew your PTIN

(Preparer Tax Identification Number)

****We recommend completing this process in one sitting. The IRS is a secure site that will timeout for security reasons if the screen stays open for too long without progress.****

1. Open your web browser and go to the following site. This will take you directly to the IRS PTIN system.
<https://rpr.irs.gov>
2. Select “Returning User” which is the first box. Enter your User ID which is your email address and your password.
3. From the Main Menu screen click the Select button across from option “2022 Renewal”. This will take you to the next screen.
4. Felony Information screen –
 - a. Answer the “Have you been convicted of a felony in the last 10 years?” question.
 - b. Complete the felony explanation box if applicable.
 - c. Click Next.
5. Tax Compliance screen –
 - a. Answer the “Are you current with your federal individual and business taxes” question.
 - b. Complete the felony explanation box if you answered “No”.
 - c. Click Next.
6. Review your information carefully to ensure accuracy. If you need to make changes, click the Edit button for that section and make corrections as needed.
7. Once everything has been confirmed as correct click Next.
8. Sign Your Application screen –
 - a. Select “Yes – I have read and agree to the statement above.”
 - b. Click Submit.
9. Pay for your PTIN
10. You will now be on the Summary Report screen.
 - a. Click View PDF Summary Report and print for your records.
 - b. You can now exit out of the IRS site.

Within 24 hours you should receive an email that looks like this:

Dear Tax Professional,

You have a new message in your online PTIN account mailbox. To view the message, log into your PTIN account and enter your user ID and password under "returning users". Once you are logged in, select "View Your Messages" from the Main Menu. If

you do not remember your user ID or password, select "Forgot User ID" or "Forgot Password" from the login screen.

You will need to log back in to your account to access the PTIN letter.

11. Click the "Select" button on the main menu next to "View My Messages."
12. Select "Open" next to "PTIN Renewal Welcome Letter" to access your renewal letter.