



Department of Treasury  
Internal Revenue Service  
IRS Tax Professional PTIN  
Processing Center  
PO Box 380638  
San Antonio, TX 78268

Letter LTR 4764

Date

To contact us

## YOUR INFO

Dear YOUR NAME:

### Why we're contacting you

We accepted your renewal application for your preparer tax identification number (PTIN). **Your PTIN is P00000000.**

### What you need to know

Your PTIN is **effective for the 2024 calendar year only**. Use your PTIN on any U.S. tax return or claim for refund you prepare, or substantially help to prepare, for compensation.

You must renew your PTIN by December 31 each year. The annual renewal period begins around October 16 and ends on December 31. **Keep your PTIN information current** by updating your PTIN any time your information changes. Simply login into your account at [www.irs.gov/ptin](http://www.irs.gov/ptin) to update your information quickly. The **PTIN fee is non-refundable**.