

# **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. Click “Log In” to access the login screen.
3. Enter your User ID which is your personal email address and your password from last year.
4. You will be prompted to complete Multi Factor Authentication. Click “Receive a code via email.”
  - a. The 6 digit code will be sent to your email. This usually takes about 5 minutes. The code is only valid for 10 minutes.
5. Once you are logged in, click “Renew my PTIN”
6. Complete your mailing address information and click “Next.”
7. The next screen will ask you “Do you need to update your tax preparation business information?”
  - a. The business information section should be blank.
  - b. You will mark “no” to “Do you own or are you a partner in this business?”
  - c. The business address should be:  
  

5490 McGinnis Village Place  
Ste 231  
Alpharetta, GA 30005
8. Professional Credential Information Screen
  - a. You do NOT have any credentials to list here. Click “Next.”
9. 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.
10. 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.
11. Understand your data security responsibilities
  - a. Check the “Yes” box and click “Next.”

12. 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.
13. Once everything has been confirmed as correct click "Submit".
14. Sign Your Application screen –
  - a. Select "Yes – I have read and agree to the statement above."
  - b. Click Submit.
15. You will now be prompted to pay for your PTIN.
  - a. Complete all payment information. If you have questions about how payment is being handled please contact your District Manager.
16. Once you have paid you will get a screen "Congratulations! Your PTIN Renewal was successful." Click "Return to Main Menu."
17. To print your letter select "View My Messages."
18. Open the "Your 2023 PTIN Renewal is Complete" message to access your PTIN letter.

Once you have this letter:

- Print it off.
- Write your name and your Sun Loan store number on the letter. Make sure it is legible.
- Fax it to ATS at 678-807-5265.

Keep the letter for your records.