



Department of Treasury  
Internal Revenue Service  
104 Brookeridge Drive #5000  
Waterloo, IA 50702

<b>Letter</b>	PTIN Has Expired
<b>Date</b>	
<b>To Contact Us</b>	Phone: 1-877-613-7846 TTY: 1-877-613-3686 8 a.m. – 5 p.m. CT

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TAXPAYER  
103 TAXPAYER DRIVE  
INTERLACHEN, FLORIDA 32148

Dear Tax Professional,

As of xxxx xx, 2012 our records indicate that you have not renewed your Preparer Tax Identification Number (PTIN) for 2012. **Your PTIN expired on December 31, 2011.**

If you are planning to prepare tax returns in 2012, you must renew your PTIN. If you have not renewed your PTIN, you should know that on **February 21, 2012**, we will remove your name from the list of individuals with valid PTINs for 2012 until you renew it.

If you are not planning to prepare tax returns in 2012 or you renewed your PTIN after xxxx xx, 2012, or you recently sent a paper renewal, you may disregard this letter.

If you have tried to renew and experienced difficulty, we apologize. We've recently updated our online system and we have added additional staff to help answer telephone calls.

### **Online Applications**

You can renew online at [www.irs.gov/ptin](http://www.irs.gov/ptin). If you've encountered problems attempting to renew online, review the [troubleshooting tips](#) in the Frequently Asked Questions section of the PTIN website. Or, you may call the PTIN Information Line at the number below. Most online issues can be resolved using the troubleshooting guidance or with a phone call. If you are still unable to resolve your online issue, you will need to file a paper Form W-12 to renew.

### **Paper Applications**

If you obtained your PTIN using a paper Form W-12, you can renew by mailing a new Form W-12 and checking the "renewal" box. It will take 4-6 weeks to process.

### **PTIN Information Line:**

**Primary Toll-Free:** 877-613-PTIN (7846)

**TTY:** 877-613-3686

**Toll Number for International Callers:** +1 915-342-5655

**Hours of Operation:** Monday - Friday, 8:00 a.m. - 5:00 p.m. (CST)