

Subject: PTIN Account – Please check your address

Dear Tax Professional:

The business address in your preparer tax identification number (PTIN) account is invalid. Please log into your account and review the city, state, country and zip/postal code and make corrections as appropriate.

If you have not renewed your PTIN for 2015, please review and update the address when you renew.

If you have already renewed your PTIN, follow these steps:

- Visit www.irs.gov/ptin and log into your PTIN account
- On the Main Menu, select “Manage My PTIN Account”
- Follow the screen prompts to review and update your business address

Examples of invalid addresses include:

- U.S. zip codes which do not contain 5 or 9 digits
- U.S. zip codes which contain non-numeric characters
- Obvious city, state, and country mismatches

We would appreciate your attention to this matter as soon as possible to ensure we have accurate information.

If you have questions or need assistance with making the correction, please contact the PTIN Helpline toll-free at 877-613-PTIN (7846), Monday – Friday, 8:00 a.m. – 5:00 p.m. (CST). The toll number for international callers is 1-915-342-5655.

Return Preparer Office
Internal Revenue Service