



Department of the Treasury
Internal Revenue Service
Return Preparer Office
1111 Constitution Avenue NW
Washington, DC 20224

Date:

File number:

Dear Tax Professional,

I urge you to reserve your seat **today** for the Registered Tax Return Preparer (RTRP) competency test. Our records indicate you are among the 340,000 preparers who must pass this test. You should act soon to ensure your first choice for date, time, and location.

We plan to launch a public database of authorized paid preparers on the IRS website next year. The database will only list Registered Tax Return Preparers, Enrolled Agents, Certified Public Accountants, and attorneys. This will allow clients, potential clients, and employers to see that you have valid credentials.

Whether you prepare a small number of returns or a large number, you are important to the industry, to your clients, and to us. Here's what you need to do:

1. **Schedule** your test through your online PTIN account at www.irs.gov/ptin.
 - Log in and select “View Next Steps and Outstanding Requirements.”
2. **Study** the resources at www.irs.gov/taxpros/tests.
 - Select “Registered Tax Return Preparer test” to review a tutorial, study materials, and more.
 - Earn CE credit by using an IRS-approved CE provider for a prep course.
3. **Pass** the test and make sure you are current with your tax obligations.
 - As soon as you pass the test and the tax check, you will receive your RTRP certificate.

You must become a Registered Tax Return Preparer or an Enrolled Agent by December 31, 2013. Please don't wait. Act soon to avoid delays and get listed on the database.

Sincerely,

Carol A. Campbell
Director, IRS Return Preparer Office

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