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disposal on the attached _4_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods spec and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, X is not required,						
(See Instructions on reverse) N1-58-11- 3-5 TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8001 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 DATE RECEIVED 9/30/11 1 FROM (Agency or establishment) Department of the Treasury DATE RECEIVED 9/30/11 2 MAJOR SUBDIVISION Internal Revenue Service (IRS) In accordance with the provisions of 44 U.S.C 3303a the disposition request, including amendments, is approved ex for items that may be marked "disposition not approved for withdrawn" including amendments, is approved ex for items that may be marked "disposition not approved or "withdrawn" in clumest including amendments, is approved ex for items that may be marked "disposition not approved or "withdrawn" in clumest including amendments, is approved ex for items that may be marked "disposition not approved or "withdrawn" in clumest including amendments, is approved ex for items that may be marked "disposition not approved or "withdrawn" in clumest including amendments, is approved ex for items that may be marked to account on the proved ex for items that may be marked to account on the proper of the disposition of its records and that the records proposed for disposition of its accords and that the records proposed for disposition and the written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, X is not required. is attached; or has been requested. DATE SIGNATIVE OF THE OF						va use oniy)
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Tracee Taylor (Records Office) Pamela Koslicki (Return Preparer) (202) 435-6308 (904) 534-5844 DDe L D 5. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached_4_page(s) are not now needed for the business of this agency or will not be needed after the retention periods spec and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, X is not required. DATE SigNATURE OF CENCE REPRESENTATIVE VILLE INC. 8. DESCRIPTION OF ITEM OF PROPOSED DISPOSITION 9. GRS OR SUPERSEDED 10. ACTION TAK (MARA USE ON JOB CITATION RCS 1.15.29 Records Control Schedule for Submissions Processing Campus Records New Item 437, Tax Professional PTIN System (TPPS) New Item 437, Tax Professional PTIN System				for items that may be marked "disposition not approval" or "withdrawn" in column 10.		
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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	JOB NUMBER N1-58-11-
Background: INACTIVE - ALL ITEMS SUPERS	SEDED
Starting January 1, 2011, the IRS requires the Preparer Tax Identification Numbers (PTIN) of federal tax returns prepared by paid tax species The PTIN registration process is part of the recommendations contained in IRS Commissis Douglas Shulman's preparer review report rel January 2010. The PTIN mandate is an impo- first step in addressing IRS concerns that taxper receive competent and ethical service from que tax professionals. All paid return preparers ma apply and reapply annually, each time paying Preparers, including CPAs, attorneys and enrice a PTIN. Those who already have a PTIN will issued the same number, but if they receive a one, they must use it going forward. Applicant state that they are current on both their individe business taxes or explain why they are not. The must also state whether they have been conv a felony in the past 10 years and, if they have provide an explanation. CPAs, attorneys, enrice agents and state-regulated return preparers in provide information about their licenses.	in all ialists. ioner leased in ortant payers ualified bust the fee. colled dy have likely be a new nts must dual and They ricted of e been, rolled
Later this year, the IRS will announce more information about testing and continuing educ requirements. Preparers who already pass rig professional standards attorneys, certified p accountants, and enrolled agents, for example be exempt from the testing and education requirements.	gorous public
In coming years, taxpayers will be able use IF website to find registered tax preparers who a verified to have passed the necessary tests a the IRS's standards. But for now, those stand have not been implemented, and the IRS doe plan to offer a searchable public PTIN databa the oversight program is up and running.	are nd met dards es not
In late 2010, the IRS deployed a new prepare identification number (PTIN) registration syste component of its initiative to register and regu- tax return preparers. Tax professionals who in their PTIN prior to the new system launch in September 2010, as well as those without a m must register online (www.IRS.gov/taxpros). Service established the administrative framew the new PTIN system in two sets of final regu- (TD 9503 and TD 9501) amending administrative	em as a Ilate paid received number, The vork for lations

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	regulations and those under section 6109 gove			
	furnishing of preparer ID numbers on returns and claims for refunds.			
	As an alternative, preparers may submit a pape			
	application by using Form W-12, IRS Paid Prep			
	Tax Identification Number Application (replaced			
	W-7P, Application for Preparer Tax Identification			
	Number - NARA approved destruction of this for			
	years after the end of the processing year under Job No. N1-58-07-16). With the new Form W-12, the IRS			
	also released two forms for preparers lacking a			
	Security number: Form 8945, PTIN Supplement			
	Application For U.S. Citizens Without a Social			
	Security Number Due To Conscientious Religio			
	Objection; and Form 8946, PTIN Supplemental			
	Application For Foreign Persons Without a Soc	iai		
	Security Number.			
	Registration for tax professionals takes 15 to 2)		
	minutes and involves a fee of \$64.25.			
			NEW	
1	RCS 1.15.29			
	New Item 437, Tax Professional PTIN System	n		
	(TPPS)	1		
	Description:			
	The PTIN Application allows a paid preparer to	annly		
	for and receive a PTIN immediately over the Int			
	A. Inputs:			
	Inputs include information from the following for	ms		
	and supporting documents, as necessary:			
	1. Form W-12, IRS Paid Preparer Tax Identifica	ntion		
	Number Application;	For		
	2. Form 8945, PTIN Supplemental Application U.S. Citizens Without a Social Security Number			
	To Conscientious Religious Objection; and	Duc		
	3. Form 8946, PTIN Supplemental Application	For		
	Foreign Persons Without a Social Security Num	nb er .		
	(Original) supporting documents include prepar			
	driver's license, birth certificate, passport, Social Security card. These documents are returned	al In the		
	preparer after scanning. Supporting document			
	also includes registration payment (by hard cor			
	check or on-line), and Call Center incoming/out			
	correspondence with the preparer, and	<u>_</u>]	

INACTIVE - ALL ITEMS SUPERSEDED AVE BLANK (NARA use only) **REQUEST FOR RECORDS DISPOSITION AUTHORITY** JOB NUMBER N1-58-11-(See Instructions on reverse) correspondence related to reconsideration requests. (1) Hardcopy submission/documentation. GRS 20.2 **Disposition:** Temporary. Cut off paper scanned forms and supporting documentation at the end of the processing year (end of processing year is defined as 12/31 of the year the application is processed). Delete 6 years after cutoff. Note: Full scanning capabilities will not be in place until 2012. All hardcopy applications and supporting documentation, and supporting documentation for online registrations (scanned, or not) are to be maintained for 6 years after the end of the processing year the application is processed concurrent with electronic versions of scanned records. GRS 20.2 (2) Online registration. **Disposition:** Temporary. Delete after input verification into TPPS master files/system data. **B.** System Data (Master Files): Includes Forms W-12, 8945, and 8946, and supporting documentation. All of these forms collect name, address, and birth information. Form 8945 collects citizenship identification document, religious affiliation, and gender information. Form 8946 collects foreign status identification document and gender information. Form W-12 collects social security number, filing status, tax compliance, past felony conviction, business information, and Superseded by: professional credentials information DAA-0058-2016-0003-0001 DATE (MM/DD/YYYY): Disposition: Temporary. Cut off at the end of the 07 13 2016 processing year (end of processing year is defined as 12/31 of the year the application is processed). Delete 6 years after cutoff. C. Outputs: Includes TPPS application-related data used to perform ad hoc queries (number of applications, number of PTINs issued, etc.), and other statistical data and information used to compile information reports, audit trails, and system backups. Outputs also include check coversheets (to accompany registration payments for deposit).

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,REQU	JEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	JOB NUME			
	 Disposition: Temporary. Delete/Destroy when longer needed for administrative, legal, audit or operational purposes, whichever is later. D. System Documentation: Includes user manual, data dictionary, system specifications, codebooks, and records layout. Disposition: Temporary. Delete/Destroy whe superseded or 5 years after the system is term whichever is sooner. 	n other	GRS 20.5 exception to GRS 20.11 supersected by job / Hem DAH-GRS-2013- Date (MM/DD/YYYY): DE [12]20	0005-0003 ⁰⁵¹)	
115-109	NSN 7450-00-634-4064 PREVIOUS EDITION NOT USABL	E	SIANDA	RD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228	

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