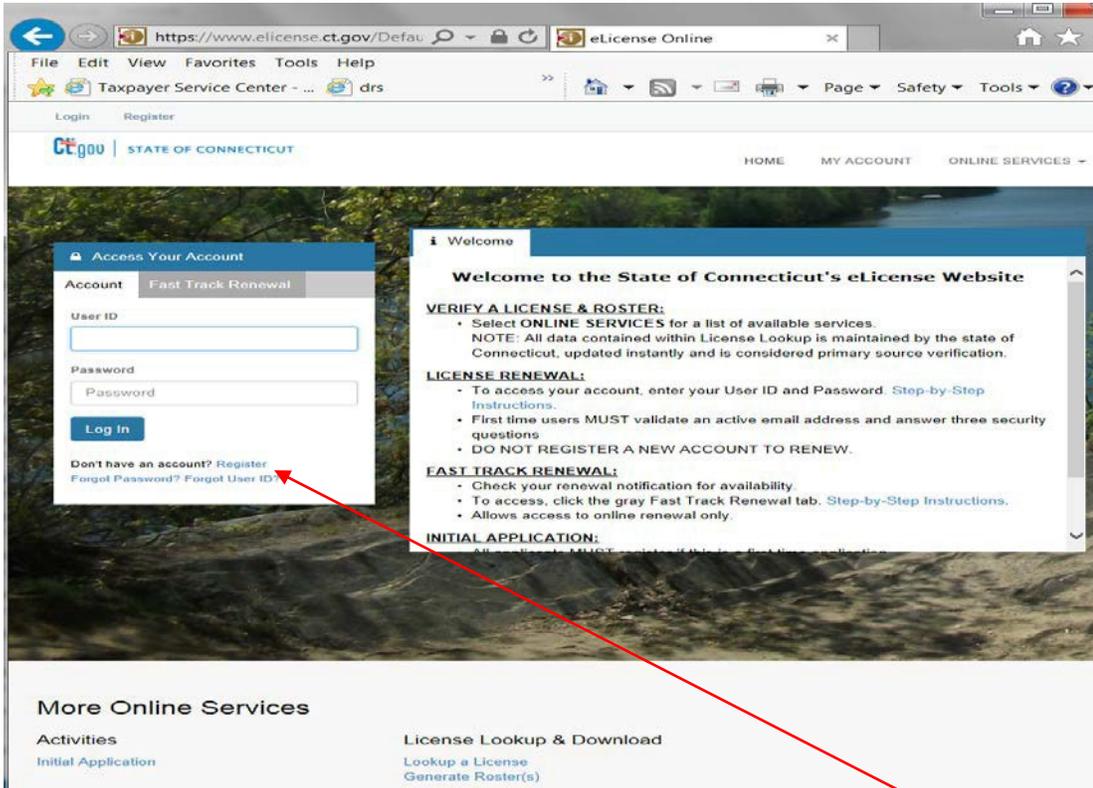


DRS e-license application

Paid Preparer/Facilitator Renewal Process

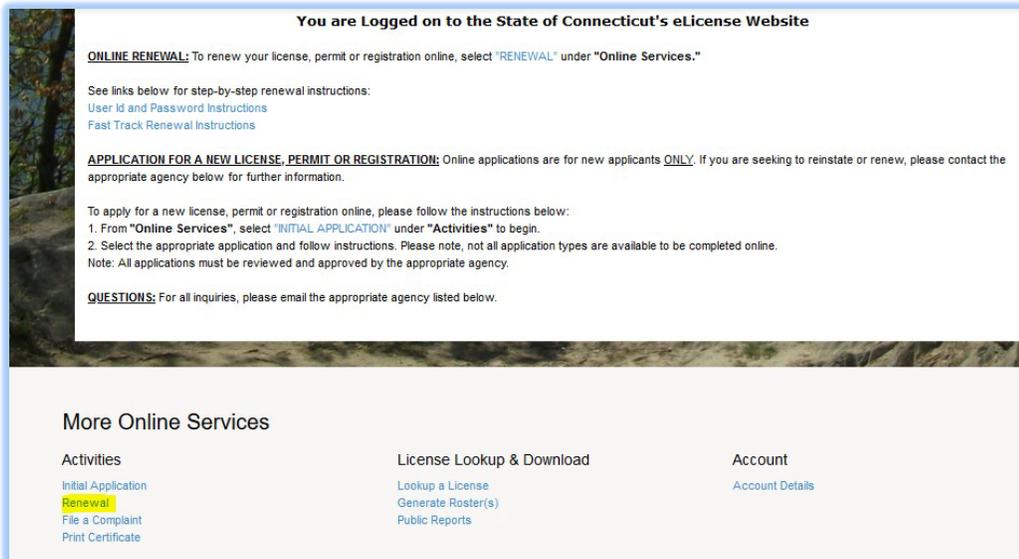
Once you determine that you are required to renew your registration with the Connecticut Department of Revenue (DRS), visit the e-license login at: <https://www.elicense.ct.gov>



Use your User ID and password you created in the e-license application to Log In to your account.

*If you have trouble logging in, click on "Forgot Password" or "Forgot User ID" for help to access your account

Application Step 1) Review the Start Instructions



You are Logged on to the State of Connecticut's eLicense Website

ONLINE RENEWAL: To renew your license, permit or registration online, select "RENEWAL" under "Online Services."

See links below for step-by-step renewal instructions:
[User Id and Password Instructions](#)
[Fast Track Renewal Instructions](#)

APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION: Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:
1. From "Online Services", select "INITIAL APPLICATION" under "Activities" to begin.
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.
Note: All applications must be reviewed and approved by the appropriate agency.

QUESTIONS: For all inquiries, please email the appropriate agency listed below.

More Online Services

Activities Initial Application Renewal File a Complaint Print Certificate	License Lookup & Download Lookup a License Generate Roster(s) Public Reports	Account Account Details
--	--	---

Upon access of your account, you will need to begin the renewal process. Scroll down and select "Renewal"

Then select to "Start" the Renewal application

Permit fee for a renewal application is \$50

Renew a License

Please select which license you wish to renew from the following list.

Renewal



Completed	License	Note
Start	RSPF.00101	

Application Step 1) Review the Start Instructions

Start Instructions

Welcome to the Department of Revenue Services online application system.

You must obtain a Paid Preparer/Facilitator permit from the Connecticut Department of Revenue Services if you engage in the business of, solicit business as, or advertise as offering services as a tax preparer or facilitator of refund anticipation loans (RAL) or refund anticipation checks (RACs).

To determine if you are required to obtain a tax preparer/facilitator permit, Click [here](#) to verify.

You will need to complete all questions within the application to submit your application.

All applicable fees must be paid at the completion of the application.

The Application fee once submitted is non-refundable.

The e-license application accepts payments via Credit Card or Check Draft (ACH Debit):

1. Credit Card Payments: We accept Visa, MasterCard, Discover, and American Express
2. Check Draft (ACH Debit Payments):

- If your account has a debit block, you must authorize the Paid Preparer e-license Company ID. (A debit block means your bank rejects all debit requests unless a specific 'debit block code' is provided.)
- To authorize payment, please contact your financial institution and request that the following Company ID be added to your list of approved companies: 6060007984

You will be notified via email once your application has been successfully processed and entered into our licensing system for review. Once application has been approved, an official permit will be attached to a future email notification.

The Permit fee for a first time application is \$100 and is good for a period of 2 years.

The Permit fee for a renewal application is \$50 and is good for a period of 2 years.

If you are ready to proceed with your online application, click **NEXT** at the bottom.

Application Step 2) Verify and update address as needed

Tax Preparer/Facilitator Permit

Start Instructions
Address Update

Address Update

1. Please update any changes to your primary address:

Address 1: 450 Columbus Blvd
Address 2: Suite B

City: Hartford State: Connecticut Zip Code: 06103 Country: UNITED STATES
Telephone Number: (860) 555-1212

-- OR --Change to an address already on file:

2. Please update any changes to your mailing address:

Address 1: 450 Columbus Blvd
Address 2: Suite B

City: Hartford State: Connecticut Zip Code: 06103 Country: UNITED STATES

-- OR --Change to an address already on file:

Application Step 3 and 4) Enter your Social Security Number (SSN) and Preparer Tax Identification Number (PTIN)

PTIN help: The PTIN is assigned by the Internal Revenue Service (IRS) and is 9 positions in length. The format of the PTIN begins with the letter 'P' and is followed by 8 digits.

The screenshot shows a web application window titled "Tax Preparer/Facilitator Permit". On the left is a sidebar with navigation options: "Start Instructions", "Address Update", and "SSN/PTIN" (which is highlighted). The main content area is titled "SSN/PTIN" and contains the following text: "Fields marked with an asterisk * are required." Below this, there are two sections: "3. Social Security Number: (no dashes)" with two input fields labeled "* Enter your SSN" and "* Re-enter your SSN", both containing masked characters (dots); and "4. Please enter your Preparers Tax Identification number (PTIN):" with a single input field containing the text "P12345678". At the bottom of the window are three buttons: "Previous", "Next", and "Close and Save".

Application step 5) Confirm that you have completed the Annual Filing Season Program (AFSP) administered by the IRS.

The screenshot shows a web application window titled "License For RSPF.00112". On the left is a sidebar with navigation options: "Start Instructions", "Address Update", "SSN/PTIN", and "Continuing Education?" (which is highlighted). The main content area is titled "Continuing Education?" and contains the following text: "Fields marked with an asterisk * are required." Below this, there is a single question: "5. Have you completed the Annual Filing Season Program (AFSP) administered by the IRS?" with a radio button selection for "Yes" and "No". The "Yes" option is marked with an asterisk (*). At the bottom of the window are three buttons: "Previous", "Next", and "Close and Save".

Application Step 6) IRS Discipline question

IRS Discipline

Fields marked with an asterisk * are required.

6. Have you ever been disciplined by the IRS? 

* Yes No

Application Step 7) IRS Eligible- If step 6 was answered with a yes and you were previously disciplined by the IRS

You must be eligible to submit returns to the IRS to apply to become a Paid Preparer/Facilitator in Connecticut.

IRS Eligible

Fields marked with an asterisk * are required.

7. Are you currently eligible to submit returns to the IRS? 

* Yes No

Application Step 8) Select Services

Please select if you are a Paid Preparer, a Facilitator or you provide both services.

Select Services

Fields marked with an asterisk * are required.

8. Please select which service(s) you provide:

A Paid tax preparer is a(n)-

- Individual that prepares at least 10 Connecticut state Income tax returns for a fee or other consideration;
- employee of tax return preparation business who prepares at least 10 Connecticut Income tax returns
- employee of a tax preparer or facilitator holding a permit issued by Connecticut Department of Revenue Services

A facilitator is a person who individually or with someone else:

- solicits the execution of, processes, receives, or accepts an application or agreement for a refund anticipation loan (RAL) or refund anticipation check (RAC);
- serves or collects on a RAL or RAC; or
- facilitates making a RAL or RAC.

You must select 1 option below. 

* Both a Paid Preparer and Facilitator
 Facilitator
 Paid Preparer

Previous Next Close and Save

Application Step 9) Declaration

Declaration

Fields marked with an asterisk * are required.

3. I declare under penalty of law that I have examined this application and to the best of my knowledge and belief, it is true, complete, and correct. I understand that making a material misrepresentation of fact on this application is punishable by a fine of not more than \$500.

If any of the contact information you included in this application changes, you must return to this account and update it with DRS.

Do you agree to these terms and conditions? ⓘ

* Yes No

Previous Next Close and Save

You must agree to the terms and conditions of this declaration in order to proceed.

Application Step 10) Review

This is your final opportunity to validate the data you entered is complete and correct. The Renewal fee is \$50 where the new application fee is \$100

Tax Preparer/Facilitator Permit

Print Review

Fees

New application fee	\$100.00
Total Fees:	\$100.00

Start Instructions

IMPORTANT: You are registering to be a Tax Preparer/Facilitator.
Any fee collected is non-refundable.
Please review the information below to ensure it is accurate. Fix anything that needs to be updated.
If all information appears to be complete and accurate, complete the transaction by selecting "add to invoice" where you will be taken to "Pay Invoice" and initiate the required payment and complete the filing.
Your application is not submitted until you receive your confirmation of receipt through the e-licensing application.

Address Update

1. Please update any changes to your primary address:

Address 1:	450 Columbus Blvd	State:	CT	Zip Code:	06103	Country:	UNITED STATES
Address 2:	Suite B	City:	Hartford	Telephone Number:	(860) 555-1212		

2. Please update any changes to your mailing address:

Address 1:	450 Columbus Blvd	State:	CT	Zip Code:	06103	Country:	UNITED STATES
Address 2:	Suite B	City:	Hartford				

SSN/PTIN

3. Social Security Number: (no dashes)

Enter: *****
Re-enter:*****

4. Please enter your Preparers Tax Identification number (PTIN):

P11234567

Other State?

5. Are you authorized to act as a Tax Preparer or Facilitator in another state?

Yes

DRS-Other State Registration

6. Select the other state in which you are approved and registered for tax preparation services.

California

Age

7. Are you 18 years or older?

Yes

Education

8. Have you successfully completed high school or the equivalent?

Yes

Training

9. Do you have training/education in tax preparation?

Yes

IRS Discipline

10. Have you ever been disciplined by the IRS?

Yes

IRS Eligible

11. Are you currently eligible to submit returns to the IRS?

Yes

Select Services

12. Please select which service(s) you provide:

A Paid tax preparer is a(n)-

- individual that prepares at least 10 Connecticut state income tax returns for a fee or other consideration;
- employee of tax return preparation business who prepares at least 10 Connecticut income tax returns
- employee of a tax preparer or facilitator holding a permit issued by Connecticut Department of Revenue Services

A facilitator is a person who individually or with someone else:

- solicits the execution of, processes, receives, or accepts an application or agreement for a refund anticipation loan (RAL) or refund anticipation check (RAC);
- serves or collects on a RAL or RAC; or
- facilitates making a RAL or RAC.

You must select 1 option below.

Paid Preparer

Declaration

13. I declare under penalty of law that I have examined this application and to the best of my knowledge and belief, it is true, complete, and correct. I understand that making a material misrepresentation of fact on this application is punishable by a fine of not more than \$500.

If any of the contact information you included in this application changes, you must return to this account and update it with DRS.

If all information is true, complete and accurate, click "Add to Invoice" and then continue on to 'pay invoice'. Your filing is not complete until you pay your invoice in full and receive a confirmation of filing.

Do you agree to these terms and conditions?

Yes

Previous Add to Invoice Close and Save

Application Step 11) Add to Invoice

Once you have selected 'Add to invoice' you will be taken to your 'cart'

Invoice [Pay Invoice](#) [Print](#)

This item was successfully added to the invoice

Select **Pay Invoice** above to complete this transaction
To add additional transactions to the invoice, select a command from the Online Services menu

[State of Connecticut Online Enterprise eLicense Site](#)

Invoice Date: 10/14/2020
Invoice # 1993841

JOHN M TESTER
5 Carol Drive
Vernon, CT 06066

Description	Amount
Renewal - RSPF.00101	
Renewal application fee	\$50.00
Subtotal:	\$50.00
Total:	\$50.00

[Pay Invoice](#)

Application Step 12) Pay Invoice to complete filing

Pay your \$50 permit fee by credit card.

This application accepts Visa, MasterCard, Discover and American Express.

Invoice Payment [Back to Invoice](#)

Total: \$50.00

Credit Card Instructions:
*Where is CVV code?

Check Draft Instructions:
*Where is Account & Routing #?

** Indicates a value is required

**** Payment Type** Credit Card Check Draft

**** Account Owner**

**** Credit Card Type**

**** Card Number**

**** Expiration Month / Year**

**** CVV Code**

**** First Name**

**** Last Name**

Company Name

Attention

**** Address**

Address

**** City**

**** State**

**** Zip**

**** Country**

**** Phone**

**** E-mail Address**

Note: This email is used for sending a copy of your receipt.

[Submit Payment](#)