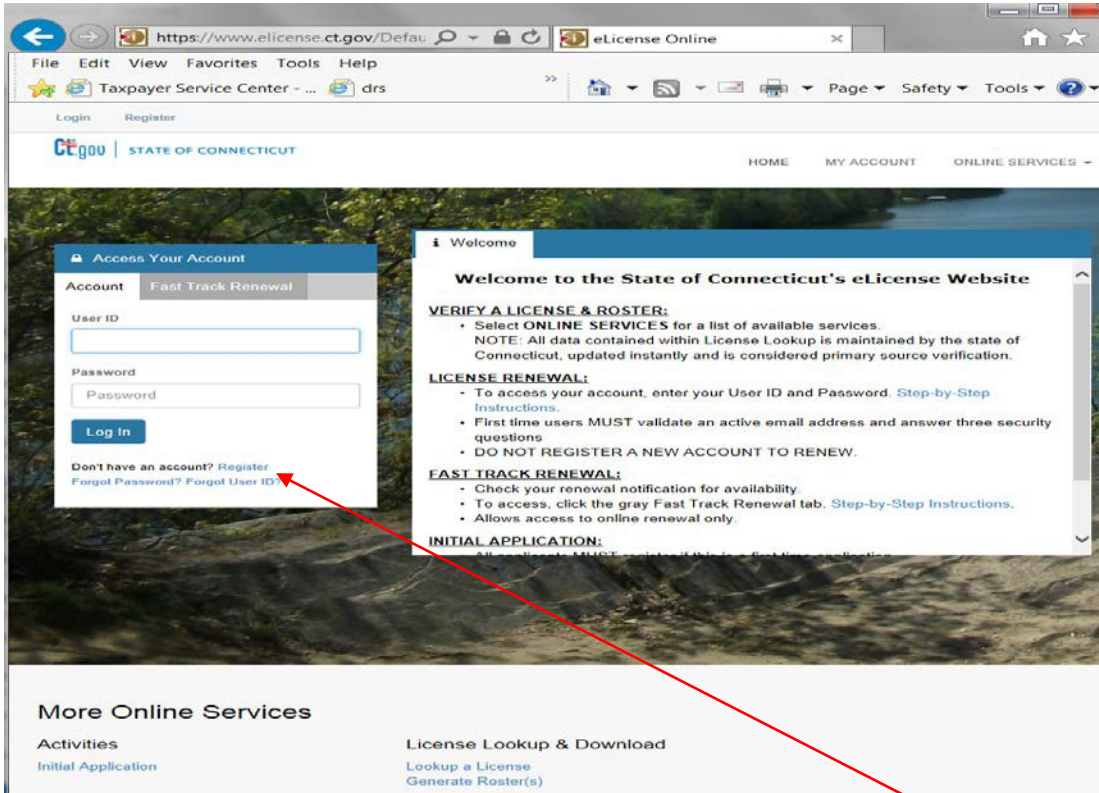


# DRS e-license application

## 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.

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**More Online Services**

<b>Activities</b> <a href="#">Initial Application</a> <a href="#">Renewal</a> <a href="#">File a Complaint</a> <a href="#">Print Certificate</a>	<b>License Lookup &amp; Download</b> <a href="#">Lookup a License</a> <a href="#">Generate Roster(s)</a> <a href="#">Public Reports</a>	<b>Account</b> <a href="#">Account Details</a>
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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
<a href="#">Start</a>	RSPF.00101	



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 only acceptable payment type at this time is by use of a credit card. This application only accepts Visa, MasterCard, Discover and American Express.

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.

Previous

Next

Close and Save

Application Step 2) Verify and update address as needed

The screenshot shows the 'Address Update' step of the 'Tax Preparer/Facilitator Permit' application. The interface includes a sidebar with 'Start Instructions', 'Address Update', and 'SSN/PTIN'. The main content area is titled 'Address Update' and contains two sections for updating addresses.

**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:

At the bottom, there are 'Previous', 'Next', and 'Close and Save' buttons.

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 the 'SSN/PTIN' step of the 'Tax Preparer/Facilitator Permit' application. The sidebar shows 'Start Instructions', 'Address Update', and 'SSN/PTIN'. The main content area is titled 'SSN/PTIN' and includes a note: 'Fields marked with an asterisk \* are required.'

**3. Social Security Number: (no dashes)**

\* Enter your SSN   
\* Re-enter your SSN

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

\*

At the bottom, there are 'Previous', 'Next', and 'Close and Save' buttons.

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

License For RSPF.00112

Continuing Education?

Start Instructions

Address Update

SSN/PTIN

Continuing Education?

Fields marked with an asterisk \* are required.

5. Have you completed the Annual Filing Season Program (AFSP) administered by the IRS? [?](#)

\*  Yes  No

Previous Next 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

Print Review
Tax Preparer/Facilitator Permit

- Start Instructions
- Address Update
- SSN/PTIN
- Other State?
- DRS-Other State Registration
- Age
- Education
- Training
- IRS Discipline
- IRS Eligible
- Select Services
- Declaration
- Review

Print Review

**Fees**

New application fee	\$100.00
<b>Total Fees:</b>	<b>\$100.00</b>

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

2. Please update any changes to your mailing address:

Address 1: 450 Columbus Blvd	Address 2: Suite B	City: Hartford	State: CT	Zip Code: 06103	Country: UNITED STATES
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**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
<b>Renewal - RSPF.00101</b>	
Renewal application fee	\$50.00
Subtotal:	\$50.00
<b>Total:</b>	<b>\$50.00</b>

[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](#)