



“We Don’t Just Do Taxes...WE KNOW TAXES”

PREPARER TAX IDENTIFICATION NUMBER (PTIN) APPLICATION INFORMATION

1. Go to www.irs.gov
2. Click on “Menu”
3. Click on “Tax Pros”
4. Under “PTIN System,” click on “Renew or Register”
5. Create an account or sign in to your existing account
6. Use the information below to Renew or Register for your PTIN for the upcoming Tax Season. Make sure you choose the correct Tax Year!
7. Upon completion, forward to Tim C. Lee a copy of Letter 4764 or Letter 4766 that will be sent to your “Messages” folder inside of your Internal Revenue Service’s account. For company reimbursement, send a copy of your payment receipt as well. These two items can also be e-mailed to timclee@TCLFinancialTaxServices.com. Franchisees, only forward Letter 4764 or Letter 4766, not your payment receipt.

PERSONAL INFORMATION:

Complete all of the required fields using your requested personal information to verify your identity

BUSINESS INFORMATION:

Business Name: TCL Financial & Tax Services

Business Website: www.TCLFinancialTaxServices.com

Business Phone Number: (601) 922-2825

Do you own or are you a partner in this business? No

Business Address: 4317 Robinson Road, Jackson, Mississippi 39209

PROFESSIONAL CREDENTIALS:

Do you have a professional credential? No

FELONY INFORMATION:

Have you been convicted of a felony in the past 10 years? No (If yes, notify Tim C. Lee)

TAX COMPLIANCE INFORMATION:

Are you current with your federal individual and business taxes? Yes (If no, notify Tim C. Lee)

DATA SECURITY:

Yes, I am aware of this requirement. Click the box to place a check mark in it

REVIEW AND SUBMIT YOUR PTIN REGISTRATION:

Verify that all of the information entered is accurate

SIGN YOUR APPLICATION:

Yes, I have read and agree to the statement above. Click the box to place a check mark in it

SUBMIT PAYMENT FOR YOUR PTIN:

Make the payment of \$19.75 and print and/or save the receipt for your records and company reimbursement

UPDATED: 12/30/2024