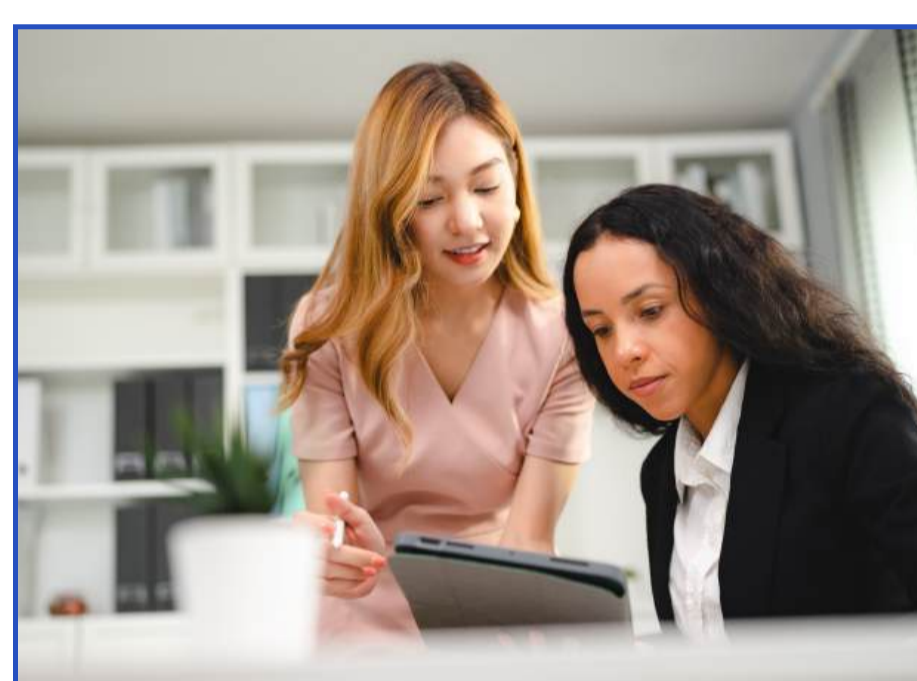


5

Ways to Meet IRS Requirements

1. Accuracy and Due Diligence

Accuracy is non-negotiable. The IRS expects you to take reasonable steps to ensure all information on a return is correct. That means you must verify client-provided data, ask follow-up questions if something seems off, and review documentation that supports deductions or credits.

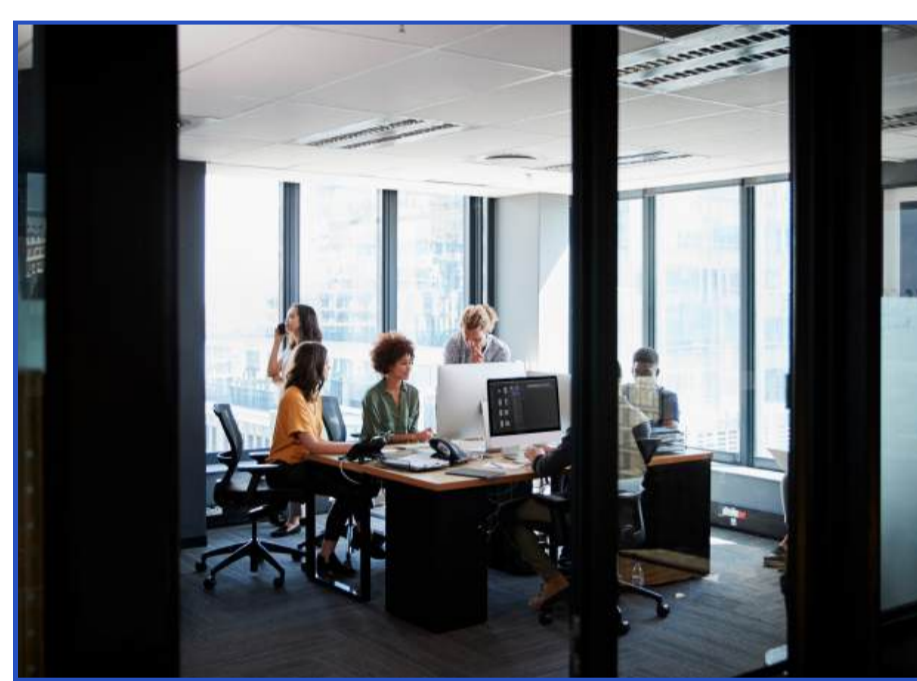


2. Signing and Providing Your PTIN

The IRS requires every paid preparer to have an active Preparer Tax Identification Number (PTIN). You must include this number on all returns you prepare and sign each one as the paid preparer. Leaving your PTIN out or letting it expire is a clear violation in the eyes of the IRS.

3. E-Filing Readiness and Compliance

If you prepare 11 or more individual tax returns in a calendar year, the IRS requires you to file them electronically. This rule speeds up processing and reduces errors. It also means you need an IRS e-File Provider ID (EFIN) before you can submit anything.



4. Continuing Education and Staying Updated

The IRS doesn't mandate continuing education for all preparers, but it strongly encourages it. With tax law changing constantly, staying current helps you avoid costly errors and gives your clients the most accurate advice possible. Investing in your knowledge is investing in your reputation.

5. Protecting Client Data and Confidentiality

IRS Publication 4557 outlines your obligation to protect taxpayer data. You're required to safeguard digital files and paper records of everyone you work with. A data breach, even if unintentional, can lead to fines and lost clients. When you take security seriously, you show clients you respect their privacy. It also builds the kind of trust that keeps them coming back year after year.



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