



Department of Treasury  
Internal Revenue Service  
IRS Tax Professional PTIN  
Processing Center  
PO Box 380638  
San Antonio, TX 78268

Date	October 19, 2024
Contact telephone numbers:	Domestic: 877-613-7846 International: +1-915-342-5655 TTY: 877-613-3686
Contact hours:	8 a.m. to 5 p.m. CT
NC:	COLL

DAVID COLLINS  
7298 FLAGRIDGE DR  
OOLTEWAH, TN 37363

Dear Tax Professional:

**Why we're contacting you**

We accepted your renewal application for your preparer tax identification number (PTIN). **Your PTIN is P03013529.**

**What you need to know**

Your PTIN is **valid for the 2025 calendar year**. You must use your PTIN on any federal tax return or claim for refund you prepare, or substantially help to prepare, for compensation.

You must renew your PTIN by December 31 each year to prepare federal tax returns or claims for refund the following year. The annual renewal period begins mid-October and ends on December 31. Keep your PTIN information current by updating your PTIN account any time your information changes. Simply login to your online account at **IRS.gov/ptin** to update your information quickly.

The **PTIN fee is non-refundable**. If we can't process your payment, your PTIN will be placed in a suspended status. You're responsible for submitting the proper payment to ensure your PTIN remains valid.



Department of Treasury  
Internal Revenue Service  
IRS Tax Professional PTIN  
Processing Center  
PO Box 380638  
San Antonio, TX 78268

Date	October 19, 2024
Contact telephone numbers:	Domestic: 877-613-7846 International: +1-915-342-5655 TTY: 877-613-3686
Contact hours:	8 a.m. to 5 p.m. CT
NC:	COLL

### Where you can find more information

- Find helpful information about the PTIN program at **IRS.gov/ptin**.
- Find tax forms and publications by visiting **IRS.gov/forms** or calling 800-TAX-FORM (800-829-3676).
- Subscribe to IRS e-News for Tax Professionals for the latest information for tax return preparers by visiting **IRS.gov** and following the steps below.
  1. Select "News"
  2. Select "e-News Subscriptions"
  3. Select "e-News for tax professionals"
  4. Select "Subscribe to weekly e-News for tax professionals"
  5. Enter your email address and select "Submit"

A wallet sized PTIN card with your information is enclosed for quick reference. We appreciate you working with us to ensure effective tax administration. The tax professional industry is an important part of the U.S. tax system. Keep this letter for your records. If you have questions, you can call the contact number shown at the top of this letter.

Sincerely,  
*Kimberly D. Rogers*  
Kimberly D. Rogers  
Director, Return Preparer Office

Enclosure:  
PTIN card



**Department of Treasury**  
**Internal Revenue Service**  
IRS Tax Professional PTIN  
Processing Center  
PO Box 380638  
San Antonio, TX 78268

<b>Date</b>	October 19, 2024
<b>Contact telephone numbers:</b>	Domestic: 877-613-7846 International: +1-915-342-5655 TTY: 877-613-3686
<b>Contact hours:</b>	8 a.m. to 5 p.m. CT
<b>NC:</b>	COLL



**Department of Treasury**  
**Internal Revenue Service**  
Tax Professional PTIN Processing Center

**Name:** DAVID COLLINS

**PTIN:** P03013529

**Valid Year:** 2025

**NC:** COLL