



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

Dear Tax Professional,

It is time to renew your status as an enrolled agent.

You must renew your status as an enrolled agent every three years in order to remain eligible to practice before the IRS. Because your Social Security number ends in 0, 1, 2, or 3 you must renew by January 31, 2022.

- Renew your license using Form 8554, Application for Renewal of Enrollment to Practice Before the IRS, at [www.pay.gov](http://www.pay.gov) between November 1, 2021 and January 31, 2022.
- Go to [www.pay.gov](http://www.pay.gov) and enter “8554” in the Search Public Forms box on the left-hand side.
- Complete the online form and pay the \$67 renewal fee.
- Renewals may take up to 90 days to process.

**All enrolled agents must also have an active Preparer Tax Identification Number (PTIN) and you must enter it on Form 8554.**

**Additional information:**

If you have questions about your enrolled agent renewal, call toll-free 855-472-5540 (Hours: 6:30 am – 5 pm CT).