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Registration for e-services

Please print or type

OMB Number 1545-1823

Check here if you are re-applying because of a forgotten, lost or expired password

1. Last name First name MI

2. Mailing address The last address you provided the IRS on your individual tax return (1040, 1040a, etc) or Change of Address (Form 8822) will be used to send you a registration confirmation. If you have changed your address, complete this section. See Instructions on page 3 of this form.

Street address 1

Street address 2

City State

Zip Code Foreign Country/State/Province/Zip Code

3. Social Security Number 4. Date of birth (MM/DD/YYYY)

5. Daytime telephone number 6. e-mail address

7. Username. Please select your preferred username. See Instructions.

Username =

8. Password. Please select your password. Select one value (character) from each list and enter it in the top row. See Instructions.

Grid of 8 empty boxes for password selection

- A @ 9 q a Q ~ 9
B # 8 r b R = 8
C \$ 7 s c S < 7
D % 6 t d T > 6
E & 5 u e U - 5
F + 4 w f W : 4
G ? 3 x g X ( 3
H \* 2 y h Y ) 2

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9. Security question

Provide an answer to ONE of the questions below. This will be asked if you forget your username and call us to re-establish your account. See Instructions and example on page 3.

What is your mother's date of birth?

What is your father's date of birth?

What is your mother's maiden name?

What is the name of the first or only elementary school you attended?

What is the name of the street you first lived on?

What is the name of the hospital in which you were born?

What is the year, make, and model of the first car you owned?

What was the name of your first pet?

10. Signature. By signing below, you acknowledge you have read the Privacy Act Notice and have accepted the terms and conditions regarding your e-services account. (See Terms and Conditions.) Under penalties of perjury, I declare that I have examined this form and to the best of my knowledge and belief, it is true, correct and complete.

Signature Date signed

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## Purpose of Form

The purpose of this form is to register as a user of the Internal Revenue Service's e-services web site. **KEEP A COPY OF THIS FORM. This form serves as the ONLY record of your password until you receive your confirmation letter and you log into the system.**

## General Instructions

Our registration process involves the collection of personal and taxpayer data for the sole purpose of authenticating your identity. The IRS will compare the information you provide with the information received from Social Security Administration (SSA) and with tax return information you previously filed.

We will mail you confirmation of your self-selected username (or an IRS issued username if your selection is previously assigned); self selected password and a PIN. The letter you will receive will contain the self-selected username and PIN but not your password. The first time you log on, you **must** change your password and PIN. These are only valid for the first time you log on.

**You must have your username, the single use self-selected password and the single use PIN when you first log on to our web site. To do this, go to the Tax Professionals page at [www.irs.gov](http://www.irs.gov) then click on e-services. You must log on and change your password and PIN to complete the registration process.**

Once you are a confirmed registrant, you will be required to change your password every six months. The IRS will send a reminder notice via e-mail two weeks prior to expiration of your password. If you do not provide us with an e-mail address, we will not remind you. If your password expires, you will have to re-register.

If you forget, lose or allow your password to expire, you must register again by completing this form. If you are re-applying, please check the box at the top of this form.

Keep a copy of your completed form for future reference.

Please allow 4-6 weeks for us to process this form.

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**Where to mail:** *(Make a copy of your completed form before mailing)*

Mail completed registration forms to *(U.S. Postal Service and Overnight Mail)*:

Internal Revenue Service  
NCFB C4-401  
ETA OS: CIO: I: ET: ID: RP  
Attn: e-services Registration  
5000 Ellin Rd  
Lanham, MD 20706

## Specific Instructions

Print or type all entries on Form 13350

1. Enter your legal name as it appears on your Social Security Card. If you have changed your name, you should also update your records with the Social Security Administration. We match our records with the Social Security Administration.
2. Enter your current mailing address if you have moved since you filed your last individual tax return (1040, 1040A, etc) or submitted a Change of Address (Form 8822). This information will be used to update our records for your individual tax account. This is the only address we will use to mail the registration confirmation of your self-selected username and password to you.
3. Enter your Social Security Number as it appears on your Social Security Card. If you do not have a social security number, enter your Individual Tax Identification Number (ITIN) issued by IRS. Do not leave blank.
4. Enter your date of birth in MM/DD/YYYY format.
5. Enter your daytime telephone number, including your area code.
6. Enter your email address. If you do not have one, enter "none." Do not leave blank. Please note, by not providing us with your e-mail address, you will not be notified of your password expiration warnings. By providing an e-mail address, we will notify you of any password expiration warnings, alerts and any new product information. We will not issue any of these via the U.S. Postal Service.
7. Selecting your username: Please select your preferred user name using the rules listed below. If the username you select is already in use, the IRS will assign you a username. Once assigned, a username cannot be changed.

One username per person  
Must be between 8 and 10 characters in length  
Must be unique (two users may not have the same username)  
Must contain only alpha and numeric characters, no special characters  
Treated as case insensitive (e.g. sam = SAM = sAm)

8. Password. Please select your password. Select one value (character) from each list and enter it in the top row. **Note:** If you are filling this form out on your computer, you can click on the down arrow in each field to select the value. If you are printing by hand, please circle a value, then write it in the top row.

*Example:*

| <b>B</b> | <b>%</b> | <b>5</b> | <b>t</b> | <b>g</b> | <b>Q</b> | <b>=</b> | <b>2</b> |
|----------|----------|----------|----------|----------|----------|----------|----------|
| A        | @        | 9        | q        | a        | Q        | ~        | 9        |
| <b>B</b> | #        | 8        | r        | b        | R        | =        | 8        |
| C        | \$       | 7        | s        | c        | S        | <        | 7        |
| D        | %        | 6        | <b>t</b> | d        | T        | >        | 6        |
| E        | &        | <b>5</b> | u        | e        | U        | -        | 5        |
| F        | +        | 4        | w        | f        | W        | :        | 4        |
| G        | ?        | 3        | x        | <b>g</b> | X        | (        | 3        |
| H        | *        | 2        | y        | h        | Y        | )        | <b>2</b> |

9. Security Question. Select **ONE** of these questions and write in your answer. You should select the one that is easiest for you to remember. This question will be asked if you forget your username, and call us to re-establish your account. You must provide us with an exact answer.

Example: What was the name of your first pet? **fluffy**

**Where to mail:** (Make a copy of your completed form before mailing)

Mail completed registration forms to (U.S. Postal Service and Overnight Mail):

Internal Revenue Service  
NCFB C4-401  
ETA OS: CIO: I: ET: ID: RP  
Attn: e-services Registration  
5000 Ellin Rd  
Lanham, MD 20706

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**Terms and Conditions**

Please read the following Privacy Act and conditions of use which explain why we are requesting the registration information, how it will be used, and your responsibilities as a registered user of e-services. After reading, please sign and date this form.

**Privacy Act Notice:**

The Privacy Act of 1974 requires that when we ask individuals for information about themselves, we state our legal right to ask for the information, why we are asking for the information, and how it will be used. We must also tell you what could happen if we do not receive all or part of it, and whether your response is voluntary, required to obtain a benefit, or mandatory.

Our legal right to ask for information is 5 U.S.C. §301 and the Internal Revenue Code Sections 6001, 6011, 6012 and applicable regulations. The registration information we are requesting is used to create an e-services account for you and authenticate your identity (in other words, to ensure you are who you say you are). The information may not be disclosed except as provided by section 6103 of the Internal Revenue Code. We may give the information to the Department of Justice and to other Federal agencies, as provided by law. We may also give it to cities, states, the District of Columbia and U. S. commonwealths or possessions to carry out their tax laws. We may give it to foreign governments because of tax treaties they have with the United States. Your participation in the e-services program is voluntary. As such, your responses to any of the registration questions are entirely voluntary. However, if you do not provide all or part of the information required to create your account and authenticate your identity, you will not be eligible for access to e-services.

**Your Registration Obligations:** As an e-services user, you agree to provide true, accurate, current and complete information about yourself as prompted by the registration process and that you will maintain and promptly update this data to keep it true, accurate, current and complete. If you provide any information that is untrue, inaccurate, obsolete or incomplete, or there are reasonable grounds to suspect that such information is untrue, inaccurate, obsolete or incomplete, the IRS has the right to suspend or terminate your account and refuse any and all current or future use of e-services.

**Member Account, Password And Security:** As part of the registration process, you selected a username, password and PIN. You are responsible for maintaining the confidentiality of this information. While it may be necessary to disclose your username or PIN to an IRS employee or other individual, you agree not to disclose your password to anyone. You are fully responsible for all activities that occur under your username. IRS personnel do not have access to your password and should never ask you for it. You agree to immediately notify the IRS at 1-866-255-0654 of any unauthorized use of your password or account, or any other breach of security and ensure that you exit from your account at the end of each session.

**Paperwork Reduction Act Notice:** The collection of information contained in e-services has been reviewed and approved by the Office of Management and Budget in accordance with the Paperwork Reduction Act (44 U.S.C. 3507). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection of information displays a valid control number. Books or records relating to a collection of information must be retained as long as their contents may become material in the administration of any internal revenue law. Generally, tax returns and return information are confidential, as required by 26 U.S.C. §6103. The following table identifies the estimated length of time to complete the various e-services processes. This includes the time it will take to read the instructions, gather the necessary facts and enter the required information.

| e-services Product  | OMB Number | Estimated Time to Complete                    |
|---|------------|---|
| Registration to e-services  | 1545-1823  | 20 minutes                                    |
| Required Password Maintenance   | 1545-1823  | 20 minutes                                    |
| Forgotten Password Maintenance  | 1545-1823  | 20 minutes                                    |
| TIN Matching Application  | 1545-1823  | 20 minutes                                    |
| TIN Matching Interactive Session  | 1545-1823  | 10 minutes                                    |
| Bulk Tin Matching   | 1545-1823  | 10 minutes                                    |
| Form 8633 - Application to Participate in the IRS e-file Program                              | 1545-0991  | 1 hour  |
| Electronic Account Resolution   | 1545-1823  | 20 minutes                                    |
| Disclosure Authorization System Form 2848-Power of Attorney and Declaration of Representative | 1545-0150  | Recordkeeping 26 minutes                      |
|   | 1545-0150  | Learning about the law or the form 9 minutes  |
|   | 1545-0150  | Preparing the form 26 minutes                 |
| Disclosure Authorization System Form 8821-Tax Information Authorization                       | 1545-1165  | Recordkeeping 7 minutes                       |
|   | 1545-1165  | Learning about the law or the form 12 minutes |
|   | 1545-1165  | Preparing the form 24 minutes                 |
| Transcript Delivery System Form 4506-T-Request for Copy of Transcript of Tax Form             | 1545-1872  | Recordkeeping 13 minutes                      |
|   | 1545-1872  | Learning about the law or the form 6 minutes  |
|   | 1545-1872  | Preparing the form 11 minutes                 |

If you have comments concerning the accuracy of these time estimates or suggestions for reducing this burden, we would be happy to hear from you. You can write the Internal Revenue Service Tax Products Coordinating Committee, Western Area Distribution Center, Rancho Cordova, California 95743-0001.