

Responsible Individual Personal Attestation (RIPA)

Screenshots from the online system | Last Updated 03/05/2021

Select "Responsible Individual Personal Attestation" on the Main Menu

(Note: this is only available to individuals with a License Status of Verified and Rank of ID-Proofed)

Main Menu
Choose from the options below for the function you wish to perform.

Manage your license information
ID-Proofed #INDV-121569 Responsible Individual Personal Attestation **Select**

Start or Resume an Application
Which application would you like to complete?
<Choose Organization Type> <Choose Application> **Select**

Additional Activities
Secure Mailbox **Select**

My Information
Name: John Smith
License Number: #INDV-121569
Rank: ID-Proofed

Having technical issues? Access the [CPEO FAQs](#) or [501\(c\)\(4\) FAQs](#).

Screen which displays if a user has previously started a RIPA on this account.

If the user has not previously begun this type of application, this screen will not display.

You Have an Incomplete Application: Responsible Individual Personal Attestation

What do you want to do?

Start a New Application
(Please note this will overwrite any existing application.) **Select**

Resume Working on the Incomplete Application **Select**

<Choose Application> **Select**

Additional Activities
Secure Mailbox **Select**

Having technical issues? Access the [CPEO FAQs](#) or [501\(c\)\(4\) FAQs](#).

Gather Your Information screen

Gather Your Information

- Basic Information
- Home Address**
- Business Information
- Related Entities
- Experience
- Other Attestations
- Review Your Information

Responsible Individual Personal Attestation - Gather Your Information

Before you begin your Responsible Individual Personal Attestation (RIPA), please gather the following required information:

- The business name of the CPEO or CPEO applicant.
- The Employer Identification Number (EIN) of the CPEO or CPEO applicant.
- Your ownership percentage of the CPEO or CPEO applicant, if applicable.
- The business names and EINs of all entities that are related entities of the CPEO or CPEO applicant. For more information about what entities are covered by this requirement, see the [CPEO FAQs](#).
- Any entity related to the CPEO or CPEO Applicant where the Responsible Individual completing this RIPA has at least a 33% ownership in each entity.
- The business name and EIN of the parent company of a CPEO or CPEO applicant, if any.

View the [CPEO Privacy Act and Paperwork Reduction Act Notice here](#).

Note: If your RIPA is not associated with a CPEO or CPEO applicant within 30 days, the RIPA will be deleted. If your RIPA is deleted and you later need to submit a RIPA, you will need to submit a new RIPA and start the RIPA procedure from the beginning.

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Basic Information screen

(values pre-populated based on information from the Individual Identity Verification)

Gather Your Information

- Basic Information**
- Home Address
- Business Information
- Related Entities
- Experience
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- Review Your Information

Responsible Individual Personal Attestation - Basic Information

Please review the following information. Add any Alternate Names below.

First Name: John
Middle Name:
Last Name: Smith
Social Security Number: *****

Alternate Name(s) ⓘ [Add](#)

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Click Add button to add an alternate name

Gather Your Information

- Basic Information
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Responsible Individual Personal Attestation - Basic Information

Please review the following information. Add any Alternate Names below.

First Name: John
Middle Name:
Last Name: Smith
Social Security Number: *****

Alternate Name(s) [?](#) **Add**

Delete

First Name:
Middle Name:
Last Name:

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Home Address screen

Gather Your Information

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- Home Address**
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- Review Your Information

Responsible Individual Personal Attestation - Home Address

In order to complete the Responsible Individual Personal Attestation (RIPA), please provide your address information below. Please list the best phone number for an IRS representative to contact you as the CPEO's Responsible Individual.

Home Address

- Address [?](#)
- Address Line2
- Address Line3
- Zip Code:
- City:
- State:
- Country:
- Phone Number: 999-999-9999
- Extension:

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Having technical issues? Access the [CPEO FAQs](#) or [501\(c\)\(4\) FAQs](#).

Business Information screen

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Responsible Individual Personal Attestation - Business Information

CPEO or CPEO applicant information Add

CPEO or CPEO applicant information

Provide the CPEO or CPEO Applicant name, Federal EIN, your title and ownership percentage, if applicable. Refer to [FAQs](#) for definitions of a responsible individual in order to complete the following question. If the CPEO or CPEO Applicant is a disregarded entity, enter the business name, EIN, and business type of the disregarded entity here; not those of its owner.

Click the "Add" button to add another CPEO or CPEO applicant. If you need to delete a record, click the "Remove" button below to delete an entry. When you have finished adding all CPEOs or CPEO applicants, click the "Next" button at the bottom of this page to continue.

* Federal EIN:

* CPEO or CPEO Applicant business name:

* Title:

* % Ownership:

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Having technical issues? Access the [CPEO FAQs](#) or [501\(c\)\(4\) FAQs](#).

Click Add button to add more

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Review Your Information

Responsible Individual Personal Attestation - Business Information

CPEO or CPEO applicant information Add

CPEO or CPEO applicant information

Provide the CPEO or CPEO Applicant name, Federal EIN, your title and ownership percentage, if applicable. Refer to [FAQs](#) for definitions of a responsible individual in order to complete the following question. If the CPEO or CPEO Applicant is a disregarded entity, enter the business name, EIN, and business type of the disregarded entity here; not those of its owner.

Click the "Add" button to add another CPEO or CPEO applicant. If you need to delete a record, click the "Remove" button below to delete an entry. When you have finished adding all CPEOs or CPEO applicants, click the "Next" button at the bottom of this page to continue.

* Federal EIN:

* CPEO or CPEO Applicant business name:

* Title:

* % Ownership:

CPEO or CPEO applicant information

Provide the CPEO or CPEO Applicant name, Federal EIN, your title and ownership percentage, if applicable. Refer to [FAQs](#) for definitions of a responsible individual in order to complete the following question. If the CPEO or CPEO Applicant is a disregarded entity, enter the business name, EIN, and business type of the disregarded entity here; not those of its owner.

Click the "Add" button to add another CPEO or CPEO applicant. If you need to delete a record, click the "Remove" button below to delete an entry. When you have finished adding all CPEOs or CPEO applicants, click the "Next" button at the bottom of this page to continue.

* Federal EIN:

* CPEO or CPEO Applicant business name:

* Title:

* % Ownership:

Remove

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Having technical issues? Access the [CPEO FAQs](#) or [501\(c\)\(4\) FAQs](#).

Related Entities screen



Responsible Individual Personal Attestation - Related Entities

Related entities of the CPEO or CPEO applicant based solely on your ownership interest. [Add](#)

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Having technical issues? Access the [CPEO FAQs](#) or [501\(c\)\(4\) FAQs](#).

After clicking Add

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Responsible Individual Personal Attestation - Related Entities

Related entities of the CPEO or CPEO applicant based solely on your ownership interest. [Add](#)

Related entities of the CPEO or CPEO applicant based solely on your ownership interest.

If you are a responsible individual of the CPEO or CPEO applicant owning 33% or more of the CPEO or CPEO applicant, and you also own 33% or more of another provider of employment-related services, the provider of employment-related services is a related entity of the CPEO or CPEO applicant.

Please provide the information requested below for the related entity who provides the employment-related services. For information on how to determine what entities to include below, see the [CPEO FAQs for additional information](#).

Click the "Add" button to add another Related Entity. If you need to delete a record, click the "Remove" button below to delete an entry. When you have finished adding all Related Entities, click the "Next" button at the bottom of this page to continue.

* Federal EIN:

* Provider of Employment-Related Services Business Name:

* Title:

* % Ownership: [?](#)

[Remove](#)

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Having technical issues? Access the [CPEO FAQs](#) or [501\(c\)\(4\) FAQs](#).

Experience screen

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Responsible Individual Personal Attestation - Experience

Personal Attestations - Experience

Use this screen to update the following questions related to your knowledge or experience in the following areas. Any answer of "Yes" must also include the number of years for this related experience.

- 1. Do you have knowledge or experience with respect to federal or state employment tax reporting, depositing, and withholding requirements? YES NO
- 2. Do you have knowledge or experience with the handling and accounting of payroll, tax payments and other funds on behalf of others? YES NO
- 3. Do you have knowledge or experience in general business and risk management? YES NO
- 4. Have you hired or retained qualified personnel and legal advisors as needed? YES NO
- 5. Do you have experience with effective record keeping systems? YES NO

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Having technical issues? Access the [CPEO FAQs](#) or [501\(c\)\(4\) FAQs](#).

Additional boxes appear if the user selects "YES"

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Responsible Individual Personal Attestation - Experience

Personal Attestations - Experience

Use this screen to update the following questions related to your knowledge or experience in the following areas. Any answer of "Yes" must also include the number of years for this related experience.

- 1. Do you have knowledge or experience with respect to federal or state employment tax reporting, depositing, and withholding requirements? YES NO
How many years?
- 2. Do you have knowledge or experience with the handling and accounting of payroll, tax payments and other funds on behalf of others? YES NO
- 3. Do you have knowledge or experience in general business and risk management? YES NO
- 4. Have you hired or retained qualified personnel and legal advisors as needed? YES NO
- 5. Do you have experience with effective record keeping systems? YES NO

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Other Attestations screen

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Responsible Individual Personal Attestation - Other Attestations

Other Personal Attestations

The IRS may initiate a full background and tax compliance check on every responsible individual. Answer the following questions. If your response is "Yes", provide an explanation. Include within any explanation to questions 1 and 2 whether the failure was due to reasonable cause.

- 1. Have you ever failed to file or pay any required federal, state or local taxes, including information returns, in a timely and accurate manner? YES NO
- 2. Have you ever been assessed a penalty under IRC 6672, Failure to Pay Over Tax (Trust Fund Recovery Penalty)? YES NO
- 3. Have you ever been charged or convicted of any criminal offense under the laws of the United States or any state, or been the subject of an active IRS criminal investigation? YES NO
- 4. Have you ever been sanctioned, or had a license, registration, or accreditation denied, suspended, or revoked by a licensing board, assurance or other professional organization, federal or state agency, court, body, board, or other authority for misconduct that involves dishonesty, fraud, or breach of trust? YES NO
- 5. Have you ever been sanctioned or penalized for the manipulation of state account numbers and/or unemployment insurance experience rates (aka State Unemployment Tax Act (SUTA) dumping)? YES NO
- 6. Have you ever filed for bankruptcy? (If yes, provide a brief explanation including date of discharge and chapter number.) YES NO
- 7. Are there any unsatisfied liens on your property for failure to pay taxes? YES NO
- 8. Have you ever had any judgments entered against you or against any employment-related services firm (PEO or other) in which you had an ownership interest? YES NO

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Having technical issues? Access the [CPEO FAQs](#) or [501\(c\)\(4\) FAQs](#).

Additional boxes appear if the user clicks YES on any question:

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Review Your Information

Responsible Individual Personal Attestation - Other Attestations

Other Personal Attestations

The IRS may initiate a full background and tax compliance check on every responsible individual. Answer the following questions. If your response is "Yes", provide an explanation. Include within any explanation to questions 1 and 2 whether the failure was due to reasonable cause.

- 1. Have you ever failed to file or pay any required federal, state or local taxes, including information returns, in a timely and accurate manner? YES NO
If yes, Explain:
- 2. Have you ever been assessed a penalty under IRC 6672, Failure to Pay Over Tax (Trust Fund Recovery Penalty)? YES NO
- 3. Have you ever been charged or convicted of any criminal offense under the laws of the United States or any state, or been the subject of an active IRS criminal investigation? YES NO
- 4. Have you ever been sanctioned, or had a license, registration, or accreditation denied, suspended, or revoked by a licensing board, assurance or other professional organization, federal or state agency, court, body, board, or other authority for misconduct that involves dishonesty, fraud, or breach of trust? YES NO
- 5. Have you ever been sanctioned or penalized for the manipulation of state account numbers and/or unemployment insurance experience rates (aka State Unemployment Tax Act (SUTA) dumping)? YES NO
- 6. Have you ever filed for bankruptcy? (If yes, provide a brief explanation including date of discharge and chapter number.) YES NO
- 7. Are there any unsatisfied liens on your property for failure to pay taxes? YES NO
- 8. Have you ever had any judgments entered against you or against any employment-related services firm (PEO or other) in which you had an ownership interest? YES NO

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Review Your Information screen

(users may click the Edit button to jump to the screen to edit the information in that section)

Gather Your Information

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Review Your Information

Responsible Individual Personal Attestation - Review your Information

You're almost finished. Carefully review your information below. If it is correct, select "Submit".

Application	License Type: ID-Proofed Application Date: 03/05/2021
Basic Information	Full Name: John Smith SSN: *****
Personal Address	Home Address 123 Main St. Arlington, Virginia 22201 US Phone Number: 123-123-1234

(etc.)

Jurat screen

Gather Your Information

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Review Your Information

Responsible Individual Personal Attestation - Sign your Form

Review and agree to the statement below before submitting your form.

Under penalties of perjury, I declare that I am at least 18 years of age, and I have examined this form and to the best of my knowledge and belief, it is true, correct, and complete. I understand any false or misleading information may result in criminal penalties and/or denial of certification. By signing below, I also authorize the Internal Revenue Service to conduct a tax compliance check and a background check of my criminal and credit histories.

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Screen that displays when the RIPA has been submitted with errors

Clicking "Fix" takes user directly to the screen where error is present

The screenshot shows the IRS RIPA submission interface. At the top left is the IRS logo. At the top right, it says "Logged in as Stark, Tom" with links for "Edit Login Information" and "Logoff". The main heading is "Action Required: Fix Errors on this Submission". Below this, a message states: "Errors were found with this Responsible Individual Personal Attestation. Press 'Fix' to go through the application and fix the errors. You may also click 'View PDF Summary Report' to download a copy of this submission (including the errors) for your records." A section titled "Deficiencies" contains a single error: "1. Home Address cannot be a P.O. Box." At the bottom, there are three buttons: "Fix", "View PDF Summary Report", and a "Get ADOBE READER" button. The OMB No. 1545-2266 is displayed in the bottom right corner.

Screen that displays when the RIPA has been submitted without errors

The screenshot shows the IRS RIPA submission interface after a successful submission. At the top left is the IRS logo. At the top right, it says "Logged in as Stark, Tony" with links for "Edit Login Information" and "Logoff". The main heading is "Download Your Summary Report". Below this, a message states: "Your Responsible Individual Personal Attestation has been successfully submitted. You must click 'View PDF Summary Report' to print or save a copy of this report for your records. You will not be able to print or save a copy of this submission at a later date." A bolded message reads: "This is your only opportunity to save a copy of this form." At the bottom, there are two buttons: "Return" and "View PDF Summary Report", along with a "Get ADOBE READER" button. The OMB No. 1545-2266 is displayed in the bottom right corner.

Responsible Individual Personal Attestation (RIPA)

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Upon returning to the Main Menu, the user will see individual license information in the My Information box has been updated and the 'Update RI Account Information' option is now available.

Main Menu
Choose from the options below for the function you wish to perform.

Manage your license information
Responsible Individual #INDV-121569 Update RI Account Information **Select**

Start or Resume an Application
Which application would you like to complete?
<Choose Organization Type> <Choose Application> **Select**

Additional Activities
Secure Mailbox **Select**

My Information
Name: John Smith
License Number: #INDV-121569
Rank: Responsible Individual

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