

Note:

This form is used to renew your status as an Enrolled Agent. You **must** renew your enrollment every three (3) years. For additional information on renewal, see Circular 230 or visit www.irs.gov/taxpros/agents.

When must I renew my enrollment?

Your status as an Enrolled Agent must be renewed every three years as determined by the last digit of your Social Security Number (SSN). Applications for renewal of enrollment must be submitted between November 1 and January 31 prior to April 1 of the year that your next enrollment cycle begins.

If your SSN ends in:

- 0, 1, 2, or 3 – Your next enrollment cycle begins April 1, 2019.
- 4, 5, or 6 – Your next enrollment cycle begins April 1, 2020.
- 7, 8, or 9 – Your next enrollment cycle begins April 1, 2021.

It is your responsibility to apply for renewal of enrollment timely by filing Form 8554.

Filling out this form.

It is important to answer all questions on the form. Failure to answer any questions or sign the form could result in processing delays.

An intentionally false statement or omission identified with your application is a violation of Circular 230 10.51(a)(4) and 18 U.S.C. 1001 and may be grounds for suspension or disbarment from practice.

Continuing Professional Education:

You must keep proof of your continuing professional education for four years from the date of your renewal.

Do not attach records to this form. If we need this information, we will request it from you.

Electronic Application and Payments

The fastest way to get your enrollment card is to go to www.pay.gov to electronically complete this form and make payment. At www.pay.gov click "Find an Agency", click "T" for Treasury, select "Treasury (UST): Internal Revenue Service (IRS)", then click "Continue to Form" under "Enrolled Agent Renewal Form 8554".

If you are mailing your application:

Enclose a check or money order in the amount of \$67 made payable to the United States Treasury.

Where to send this form:

Internal Revenue Service
Enrolled Agent Policy and Management
127 International Dr Room - EA125
Franklin, TN 37067

What we will do when we receive your form.

As part of the evaluation of your application, the IRS may conduct a suitability check that includes a background check and a review of your personal and business tax compliance.

How long will it take to process your application for renewal?

The processing cycle begins November of every year, and it generally takes about 90 days to process applications. Your status is not effective until your application for renewal is approved, and you receive your new enrollment card.

Who do I call if I have questions?

To check on the status of your application for renewal after March 31, call 1-855-472-5540. Please allow 90 days for processing before calling to check on the status of your application.

Privacy Act and Paperwork Reduction Act Notice. Section 330 of title 31 of the United States Code authorizes us to collect this information. We ask for this information to administer the program of enrollment to practice before the IRS. Applying for renewal of enrollment is voluntary; however, if you apply you must provide the information requested on this form. Failure to provide this information may delay or prevent processing your application; providing false or fraudulent information may subject you to penalties. Generally, this information is confidential pursuant to the Privacy Act. However, certain disclosures are authorized under the Act, including disclosure to: the Department of Justice, and courts and other adjudicative bodies, with respect to civil or criminal proceedings; public authorities and professional organizations for their use in connection with employment, licensing, disciplinary, regulatory, and enforcement responsibilities; contractors as needed to perform the contract; third parties as needed in an investigation; the general public to assist them in identifying enrolled individuals; state tax agencies for tax administration purposes; appropriate persons when the security of information may have been compromised for their use to prevent, mitigate or remedy harm.

You are not required to provide the information requested on a form that is subject to the requirements of the Paperwork Reduction Act unless the form displays a valid OMB control number. Books and records relating to a form or its instructions should be retained as long as their contents may become material in the administration of the law. The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is 30 minutes, including recordkeeping, learning about the law or the form, preparing the form, and copying and sending the form to the IRS.

If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to Office of Enrolled Agent Policy & Management; P.O. Box 33968; Detroit, MI, 48232. Do not send this form to this address; instead see the *Where to send this form* section of the instructions.