



California Tax Education Council

Newsletter News & Views

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www.ctec.org

Renewal Registration Starts Now

The 2016/2017 CTEC renewal registration cycle starts August 1, 2016. If you already completed the continuing education requirements (15 hours federal and five hours state), now is the time to renew.

To register online, visit ctec.org, go to the *Tax Professionals* box located on the homepage and then click on *Register/Renew Now*.

To renew, you must have:

- Basic personal information.
- Current bond information.
- A renewed IRS Preparer Tax Identification Number (PTIN).
- 20 hours of continuing education (10 hours of federal tax law, three hours of federal tax law updates, 2 hours of ethics and 5 hours of state) already uploaded into the CTEC database.
- A Visa or MasterCard to pay the \$33 registration fee.

To renew online, all your education must have been electronically reported to CTEC by your education provider. If your education is not showing up, call your education provider(s) to upload the hours into the system. CTEC policy allows education providers 10 days from the date the course was completed to report hours earned so please plan ahead.

Important Note: CRTPs who plan to participate in the IRS voluntary Annual Filing Season Program (AFSP) must have their CTEC renewal registration completed no later than December 31, 2016, *which is the IRS deadline for AFSP.*

CRTPs who plan to represent clients during IRS examinations must participate in the program to receive limited representation rights.

Limited representation rights allow tax preparers to represent clients whose tax returns they prepared and signed, but only before revenue agents, customer service

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Prefer Newsletters by Email?

As of August 1, 2016, CTEC will provide the option to receive newsletters by email instead of mail. If you wish to continue receiving newsletters by mail *only*, you can opt out of the email request through your online CTEC account.

If no action is taken, CTEC will automatically start sending the newsletter to the email listed on your CTEC account. You will no longer receive the newsletter by mail starting January 2017. Please verify your email and mailing address are correct by October 31, 2016.

Government Partners

CTEC partners with government organizations to help reach taxpayers and tax preparers regarding California requirements for professional tax preparation.

Internal Revenue Service

irs.gov

Tax Professional Information
irs.gov/taxprofessionals

AFSP Information
irs.gov/tax-professionals/annual-filing-season-program

Franchise Tax Board

ftb.ca.gov

Tax Professional Information
ftb.ca.gov/professionals

Tax News Subscriptions
ftb.ca.gov/professionals/taxnews

Covered California

coveredca.com

1095 Information
coveredca.com/members/form-1095-a

Find Local Help
coveredca.com/get-help/local

Special Enrollment Period Information
coveredca.com/individuals-and-families/getting-covered/special-enrollment

Now Accepting Applications for a CRTP Director

CTEC is now accepting applications from CTEC Registered Tax Preparers (CRTPs) for an open position to serve on the board of directors. The voluntary position takes effect January 1, 2017.

Interested applicants must be registered with CTEC for a minimum of two years and cannot have another tax preparer designation (i.e. attorney, CPA or enrolled agent).

All CTEC directors are required to serve at least 130 volunteer hours each year, plus attend two board meetings each year.

For more information about the position and its requirements, visit ctec.org and download the CTEC Director Opening application located on the homepage.

CRTPs can fax the application to (877) 851-2832 or email it to info@ctec.org.

Renewal Registration Starts Now

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representatives and similar IRS employees, including the Taxpayer Advocate Service.

To have limited practice rights, CRTPs must be an AFSP participant in both the year the tax return was prepared and the year of representation.

This is a new IRS requirement that took effect January 1, 2016 for tax preparers who are not an attorney, certified public accountant or enrolled agent. To learn more, visit irs.gov/tax-professionals/annual-filing-season-program.

Top Five Renewal Facts

1. You must have a social security number to register with CTEC.
2. You must have a valid PTIN from the IRS to register with CTEC.
3. Education providers are responsible for reporting all hours earned at least 10 days from the date the course was completed. If your education is not showing online, call your education provider.
4. Unless specified, education providers do not register students with CTEC.
5. Personal information changes must be submitted in writing to CTEC or edited by you through your online account.

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Enforcement Continues to Collect Penalties

Unregistered tax preparers who are caught preparing, or assisting with preparing, tax returns for a fee will be issued a \$2,500 penalty letter from the Franchise Tax Board (FTB). They have 90 days to register with CTEC before the penalty is enforced.

If a tax preparer does not comply, the \$2,500 penalty is assessed. If a tax preparer still fails to comply the next year, a

\$5,000 penalty will be issued each year until they either register with CTEC or agree to stop preparing tax returns for a fee.

CTEC pays for the entire enforcement program. All penalties collected by FTB are deposited into the state's general fund.

To report an unregistered tax preparer, visit ctec.org.

CTEC committee and board meetings are open to the public.

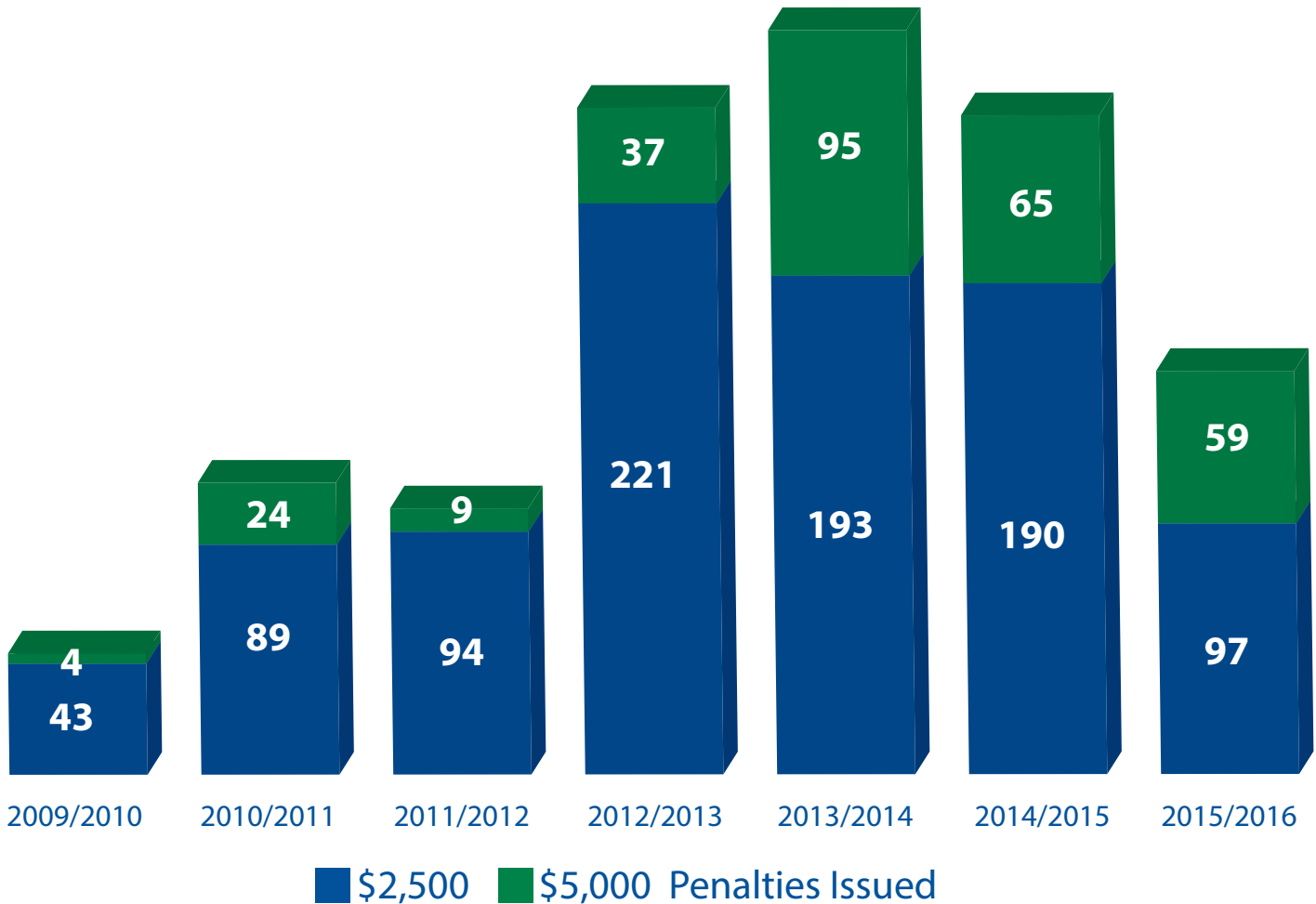
November 17-18, 2016

Santa Barbara

May 19-20, 2017

Sacramento

Please call **877-850-2832** if you would like to attend.



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