
LATE RENEWAL REGISTRATION

Background: In order to facilitate timely CTEC renewal and to allow CTEC Registered Tax Preparers (CRTPs) who neglect to renew on time to become current, CTEC allows late renewal registration.

Policy: Renewal registrations processed after October 31st will be charged a \$55.00 late fee plus the \$33 registration fee along with a \$2 processing fee for a total registration fee of \$90. The late fee period will be from November 1st through January 15th of the following year. If a preparer does not renew his/her registration by January 15th of any given year, he/she would be required to submit and pay a \$100 nonrefundable new application fee plus a \$2 processing fee online, retake the 60-hour qualifying education course from a CTEC approved provider, pass a background check and fingerprinting procedure as outlined in TP12 and register as a new preparer. The registration fee is \$33 plus a \$2 processing fee.

Approved November 21, 2008
CTEC Board of Directors
Responsibility: Tax Preparer Committee