

# How to Start a Professional Tax Practice



There's a lot to think about as you take the steps to become a professional tax preparer. Use this checklist to ensure you aren't skipping any necessary steps.

## Step 1: Register your business

Choose your type of entity, and register your business with your state, and if necessary, your city. Be sure to apply for an Employee Identification Number if required.

## Step 2: Obtain an electronic filing identification number (EFIN)

Register your firm for an IRS e-services account, submit an application to become an Authorized e-File Provider and send a fingerprint to the IRS to receive your EFIN electronically.

## Step 3: Obtain a Preparer Tax Identification Number (PTIN)

Obtain a PTIN for yourself and every paid preparer in your firm by registering on the IRS website.

## Step 4: Determine your tax business model

Determine how your business will bring in revenue: Will you operate year-around, or seasonally? Which tax clients will you target? Define your pricing model to be sure you earn what you're worth.

## Step 5: Understand your certification options

Learn about the IRS Annual Filing Season Program, The Income Tax School certification programs, how to become a tax attorney, as well as Enrolled Agent and CPA certifications.

## Step 6: Get your professional tax tools

Research professional tax software, including Intuit® Lacerte®, ProSeries®, and ProConnect™, to find the best fit for your practice. Use Intuit's training resources to stay up to date.

## Step 7: Grow your business

Market to potential customers, and learn about the QuickBooks® ProAdvisor program.