

IRS Acceptance Agent Application Process

To become an Acceptance Agent, you must complete and submit an *IRS Acceptance Agent Application* on behalf of your firm/organization.

This tutorial will provide information required for you to complete, modify, and submit an *IRS Acceptance Agent Application*. You do not have to complete an application in one session. It can be saved and completed later, but it only remains in a saved status for 90 days. **Note:** It can take up to 60 days for the IRS to process your application.

The process for completing an *IRS Acceptance Agent Application* consists of the following steps:

1. Complete the mandatory ITIN Acceptance Agent training at [IRS.gov/itinagents](https://www.irs.gov/itinagents) **before** submitting your application. Everyone who is listed as a Responsible Party (RP) on your Acceptance Agent application must complete the training.
2. Complete [Forensic Document Identification Training](#) (CAAs only) **before** submitting your application. Everyone who is listed as a RP on your Acceptance Agent application must complete the training.
3. Complete the electronic IRS Acceptance Agent Application. Identify individuals in the firm/organization as the Principal, Partner, or Owner of the Business (PPO); Principal Consent (PC); RPs; and Contacts, as needed. All parties identified on your application, excluding contacts, must register with [IRS e-Services](#) to access the application. All parties, excluding contacts, must complete required fields, sign respective training certificates, where applicable and jurats.
4. Access the CAA Document Upload Tool at [IRS.gov/caaReply](https://www.irs.gov/caaReply) to upload required documentation (i.e., Forensic Training Certificates, Professional Credentials, Citizenship documents, Non-Profit Exemption letter). We recommend uploading immediately after submitting the application.

Important things to note to complete an IRS Acceptance Agent application

- After you submit your application and related documents, we will conduct a suitability check on your firm/organization, and each authorized user listed on your application. Suitability checks may include a standard background check, credit history check, and IRS tax compliance check.
- A new user will be required to create a five-digit PIN the first time you log into e-Services. The five-digit PIN is used for signing the Terms of Agreement and submitting your application.
- You will need to enter information about each Authorized User (i.e. Principal, Partner, or Owner of the Business (PPO); Principal Consent (PC); Responsible Party(s) (RP); and Contacts) in your firm which includes identifying information.
- RPs must provide their professional credential if applicable. CPAs, Attorneys and Enrolled Agents must attach a copy of an unexpired credential.
- There must be an application for each office location that will participate in the program.

How to access an Acceptance Agent (AA) Application

Acceptance Agent Application

To access the Acceptance Agent Application, you can go on IRS.gov at [ITIN Acceptance Agent Program](#). This page has helpful information on the Acceptance Agent program and includes a list of frequently asked questions (FAQ) and answers regarding the new Acceptance Agent Application process.

Also, from this page you'll find the Access AA Application button which will direct you to the e-Services sign on page.

Sign into e-Services

You'll sign in using [ID.me](#).

ID.me is an account created, maintained, and secured by a private technology provider. Sign in with your existing account or create a new account to access e-Services. See [ID.me Help Center](#) for more information.

An official website of the United States Government [Here's how you know](#)

IRS

Sign In or Create a New Account

IRS now offers a sign-in option with ID.me, which offers access to IRS online services with a secure account that protects your privacy.

ID.me is an account created, maintained, and secured by a technology provider.

If you don't have an ID.me account, you must create a new account.

Sign in with an existing account

[Sign in with ID.me](#)

OR

Create a new account

[ID.me Create an account](#)

Frequently Asked Questions

- [+ How do I verify my identity?](#)
- [+ What if I can't verify my identity?](#)
- [+ What is ID.me?](#)

This U.S. Government system is for authorized use only.

Warning: This system may contain private tax information. By using this system, you consent to the monitoring, recording, and reviewing of your activities in this system. You may only access this system using your own personal information. Any other use of this system is an unauthorized use and is prohibited.

Unauthorized use violates Federal law and may result in criminal or civil penalties under these laws. Examples are penalties for knowingly or intentionally accessing a computer without authorization or exceeding authorized access under 18 U.S.C. 1030, and penalties for the willful unauthorized access or inspection of taxpayer records under 26 U.S.C. 7213A and 26 U.S.C. 7431.

IRS [Privacy Policy](#) | [Accessibility](#)

Select Your Organization

After signing in to ID.me, you'll be directed to the personality level page. To start an entirely new agreement, click the Individual button. For participants who need to resume working on their existing application, or update their existing agreement, see page 25 for instruction.

IRS Kurt F. ... | Short ID: VPK

Select Your Organization

Select the organization you will represent in this session. Each item below represents an organization for which you are authorized to perform work. By selecting an organization, you are logging in as an authorized user of that organization and will be able to perform work for only that organization. You may represent yourself by selecting individual. You may filter organizations to narrow down the choices based on matching text.

Individual
Select "Individual" to represent yourself as an individual. No organization-specific authorizations will be granted.

Individual

Firm Roles
Select a Firm to represent your organization across all locations.
Filter Firms
Filter by legal name or application type

Selection	Firm	Application Type
Select		
Select		

Organization Roles
Select an Organization to represent a specific role for your organization's location.
Filter Organizations
Filter by business name, address, or application type

Selection	Organization	Application Type
Select		

New Acceptance Agent Application

ESAM Application Landing Page

After clicking the Individual button, you'll be directed to the External Services Authorization Management (ESAM) landing page. Click on the New Application dropdown button and select Acceptance Agent Application from the list.

The screenshot shows the IRS ESAM landing page. At the top, there is a navigation bar with links for e-services, Online Tutorials, Mailbox, Modify PIN, Profile, and Contact Us. Below this is the title 'External Services Authorization Management' and a welcome message: 'Welcome to the External Services Authorization Management Web Application. Please select an existing application or create a new application. The application will ask you for information regarding your Firm/Organization and personal information of the users on the application.'

There are two main sections: 'New Application' and 'All Applications'. The 'New Application' section contains a text box explaining that users can save their application if they don't have all the required information and can return to revise it later. A 'NEW APPLICATION' button is located to the right of this text.

The 'All Applications' section displays a table with the following columns: 'Doing Business As (Trade/Company Name)', 'Last Update', 'Application Status', 'Tracking Number', 'Application Type', 'View/Edit', 'Delete', and 'Remove Affiliation'. The table currently shows five empty rows. Below the table, there is a footer with the text 'Showing items 1 to 5 of 5' and a page navigation control.

At the bottom of the page, there is a footer with the text: 'IRS Privacy Policy | Glossary R-esam-webapp (version 23.12.152)'.

Firm Information Page

Next, enter your Firm's information (i.e., Firm/Organization Legal Name, EIN, Business address, etc.). Required fields are marked with an asterisk (*). After you're done, click Continue.

IRS
e-services Online Tutorials Mailbox Modify PIN Sign Out Contact Us

File Information Authorized Users Application Summary Application Submissions

Doing Business as Name: IERN
Application Type: | Agreement Type: **Agreement Status:**
Application Status:

Firm Information

Please enter the Acceptance Agent Type, Organization Status, EIN, Organization Legal Name, Doing Business as Name, EFIN, Business Address (physical location), Mailing Address, Business Phone Number, Fax Number, & Email Address. A Post Office (P.O.) box will not be accepted as the physical location of your firm. You may also enter an alternate Mailing Address if different than your Business Address (physical location). You may include a P.O. box on your Mailing Address if applicable. Also complete the Additional Information section on this page.

Required fields are marked with an asterisk (*) and must be completed to submit the form.

Type of Acceptance Agent* (Select) Approved AA Type

Organization Status* (Select)

SCIN

Is this a publicly held corporation?
 Yes No

Other organization status description*

Legal Entity* (Select)

Employer Identification Number (EIN)*

Firm/Organization Legal Name*

Doing Business As (Trade/Company Name)

EIN

Business Phone
Phone Country Code* Phone Number*
001-United States/Canada

Business Fax
Fax No. Country Code Fax Number
001-United States/Canada

Business Email
Business Email Address*

Business Address (Physical Location)

Country* (select)

Address Line 1*

Address Line 2

Address Line 3

City*

Province/State/U.S. Territory* Postal Code*
(select)

Mailing Address

Is your mailing address different from your business address?
 Yes No

If yes, provide a mailing address.

Country* (select)

Address Line 1*

Address Line 2

Address Line 3

City*

Province/State/U.S. Territory* Postal Code*
(select)

Additional Information

Does the business provide tax related services year round?
 Yes No

Provide a brief explanation why the business does not provide tax related services year round.*

How many Form W-7 applications does the business plan to submit within a 12-month calendar period?
(number)

Identify the activities performed by you or your organization (tax preparation, university, etc.) as well as the type of customers that you will service (foreign investors, foreign students, etc.) to validate your request for Acceptance Agent status*

If you would like to be included on the published list of Acceptance Agents located on the IRS website, select Yes or No*
 Yes No

< PREVIOUS Save CONTINUE >

Cancel

Authorized Users

This will direct you to the Authorized Users page. Click the Add dropdown button to select and add each Authorized User. At a minimum, a Principal, Partner, or Owner of the Business (PPO), along with a Responsible Party (RP) and Primary Contact are required. The user (organization role) selected will affect the pop-up title and which fields are displayed. After you're done entering all users, click Continue.

e-services | Online Tutorials | Mailbox | Modify PIN | Profile | Contact Us

External Services Authorization Management > Agreement Summary > Authorized Users

Firm Information | **Authorized Users** | Application Summary | Application Submission

Doing Business as Name: | EIN: | Agreement Type: | Customer ID: | Agreement Status: |
 Application Type: | Location App Outcome: | Location App Status: |
 Tracking Number: |

Authorized Users

Principal, Partner or Owner of the Business: For entities with shares of interests traded on a public exchange, or which are registered with the Securities and Exchange Commission, that individual is (a) the "principal" officer if the business is a corporation, (b) a general "partner", if a partnership, (c) the "owner" of an entity that is disregarded as separate from its owner, or (d) a grantor, owner or trustee, if a trust. For all other entities, it is the person who has a level of control over, or entitlement to, the funds or assets in the entity that, as a practical matter, enables the individual, directly or indirectly, to control, manage or direct the entity and the disposition of its funds and assets. The Principal, Partner or Owner of the Business is the named individual with responsibility and authority for the entity. They may also designate a Principal Consent(s) who will have similar authority for all locations. Designating a Principal Consent is optional.

Responsible Party: This person(s) designated by the Principal, Partner, or Owner of the Business (or Principal Consent) is the only individual(s), other than the Principal, Partner or Owner of the Business (if also listed as a Responsible Party), who has authority to sign Form W-7, Application for IRS Individual Taxpayer Identification Number (Acceptance Agents' Use Only section), Form W-7 (COA), Certificate of Accuracy for IRS Individual Taxpayer Identification Number, and the Jurat on this application. Each business location, as represented by a single Acceptance Agent (AA) application, is permitted to select up to ten Responsible Parties. A Responsible Party can only be assigned to one location at a time. A minimum of one Responsible Party is required for each location in order for that location to remain active.

Principal Consent: The individual with similar authorities as the Principal, Partner, or Owner of the Business including adding or modifying Responsible Parties and submission/resubmission of applications and signing the jurat on behalf of the Principal, Partner, or Owner, or Owner of the Business, Responsible Party (RP), Primary Contact, or Alternate Contact on this application.

Primary Contact: The individual who will be available daily to answer IRS questions regarding this application and any processing issues throughout the year. One Primary Contact is required for the applications.

Alternate Contact: The individual who will be available daily to answer IRS questions regarding this application and any processing issues throughout the year if the primary contact is not available. One Alternate Contact is optional for the applications.

Authorized User(s)

Showing Items 1 to 3 of 3

Role Id	Organization Role	Name	SSN/ITIN	Phone/ Extension	View	Edit	Delete
1	Principal, Partner, or Owner of the Business						
3	Responsible Party						
4	Primary Contact						

Showing Items 1 to 3 of 3

ADD

PREVIOUS CONTINUE

Cancel

IRS Privacy Policy | Glossary
R-esam-webapp (version 23.12.152)

Authorized User Options

ADD

- Principal, Partner, or Owner of the Business
- Responsible Party
- Principal Consent
- Primary Contact
- Alternate Contact

Pop-Up Titles

Add Principal, Partner, or Owner of the Business

Required fields are marked with an asterisk (*) and must be completed to submit the form.

First Name* Middle Initial
 Last Name* Suffix
 Email Address*
 Phone Country Code* Phone Number* Extension
 Fax Country Code* Fax Number*
 TIN Type* SSN ITIN
 Social Security Number (SSN)*
 Date of Birth (mm/dd/yyyy)*
 Position or Title*

Save Cancel

Add Alternate Contact

Required fields are marked with an asterisk (*) and must be completed to submit the form.

First Name* Middle Initial
 Last Name* Suffix
 Email Address*
 Phone Country Code* Phone Number* Extension
 Fax Country Code* Fax Number*
 U.S. Citizen* (Yes/No)
 Home Address
 Country* United States
 Address Line 1*
 Address Line 2
 Address Line 3
 City*
 Province/State/3. Territory* Postal Code*

Save Cancel

Add Principal Consent

Required fields are marked with an asterisk (*) and must be completed to submit the form.

First Name* Middle Initial
 Last Name* Suffix
 TIN Type* SSN ITIN
 Social Security Number (SSN)*
 Date of Birth (mm/dd/yyyy)*
 Position or Title*

Save Cancel

Add Primary Contact

Required fields are marked with an asterisk (*) and must be completed to submit the form.

First Name* Middle Initial
 Last Name* Suffix
 Email Address*
 Phone Country Code* Phone Number* Extension
 Fax Country Code* Fax Number*
 U.S. Citizen* (Yes/No)
 Home Address
 Country* United States
 Address Line 1*
 Address Line 2
 Address Line 3
 City*
 Province/State/3. Territory* Postal Code*

Save Cancel

Application Summary

This will direct you to the Application Summary page. This page contains a summary of all the information you've entered. Please review and make sure it's correct before proceeding.

In the Firm section, there's an Update Firm Suitability Answers link. This is ONLY displayed for the PPO and is a link to the questions they're required to answer regarding the Firm's suitability. Click the link, which will bring up a pop-up of the Firm Suitability questions. Answer each question then click Save.

IRS

e-services | Online Tutorials | Mailbox | Modify PIN | Sign Out | Contact Us

Firm Information | Authorized Users | Application Summary | Application Submission

Doing Business as Name: | EIN: | Agreement Status:
Application Type: | Agreement Type: | Application Status:
Tracking Number: | Location App Outcome:

Application Summary

Print | Home

Firm

Acceptance Agent Type: _____
Firm/Organization Legal Name: _____
Organization Status: _____
Business Address: _____
Business Address City/State/Postal Code: _____
Phone Number: _____
Fax Number: _____
Email Address: _____
Mailing Address: _____
Mailing Address City/State/Postal Code: _____
Included on the published list of Acceptance Agents located on the IRS website: _____
Firm Suitability Status: _____

[Update Firm Suitability Answers...](#)

Firm/Organization Suitability

Please answer the following "Suitability" questions on behalf of the Firm/Organization.
Required fields are marked with an asterisk (*) and must be completed to submit the form.

Firm/Organization Suitability Questions

Has the firm been convicted of a felony in the last 10 years? If "Yes", provide explanation.*
(select) ▼

Explanation for "Yes" answer to felony conviction:

Is the firm current with its business taxes, including any corporate and employment tax obligations? If "No", provide explanation.*
(select) ▼

Explanation for "No" answer to tax compliance:

SAVE > Cancel

Application Summary continued

In the Jurat & Personal Information section, there's a Personal Credentials link for each RP listed. This is ONLY displayed for the PPO or Principal Consent (PC) and is used to add each RP's required professional status and credential, if applicable. Click the link, which will bring up a pop-up of the RP's personal credentials page. **Note:** The Professional Credentials section could contain credentials from other application types (i.e., e-file) that aren't applicable to the Acceptance Agent application, but you won't be able to edit or delete them.

Enter a professional status for each RP unless already shown and validated. Click the Add Credential dropdown button to select and add each status and credential, if applicable. Each RP must have at least one professional status unless the organization status is VITA.

Authorized User(s)

Showing items 1-6 of 6 <<< Prev Page 1 Next >>>

Role Id	Organization Role	Name	Position/Title	Phone
1	Principal, Partner, or Owner of the Business			
2	Principal Consent			
3	Responsible Party			
3	Responsible Party			
3	Responsible Party			
4	Primary Contact			
5	Alternate Contact			

Showing items 1-6 of 6 <<< Prev Page 1 Next >>>

Jurat & Personal Information

Showing items 1-4 of 4 <<< Prev Page 1 Next >>>

Name	Organization Role	SSN / ITIN	Person Suitability Answers and Jurat Signature	Jurat Status and Jurat Acceptance Date	Professional Status	Suitability Status
						None
			Person Suitability Answers and Jurat Signature		Personal Credentials	None
					Personal Credentials	None
					Personal Credentials	None

Showing items 1-4 of 4 <<< Prev Page 1 Next >>>

Office Codes

Showing items 0-0 of 0 <<< Prev Page 1 Next >>>

Office Code	Status	Effective Date
No Records Found	No Records Found	N/A

Showing items 0-0 of 0 <<< Prev Page 1 Next >>>

< PREVIOUS CONTINUE > Cancel

Personal Credentials

Required fields are marked with an asterisk (*) and must be completed to submit the form.

Professional Status
Please enter your Professional Credentials here.

The IRS will verify professional status and may request additional information and/or documentation as evidence.

Responsible Parties must notify the IRS within 30 days of all changes to the Professional Credentials they originally submitted on this application.

Professional Credentials

1-8 of 8 <<< Prev Page 1 Next >>>

Type	State	License EA No.	Expires	Expiration Date	Edit	Delete
Attorney	Rhode Island	12345	Does Expire	12/31/2099		
Bank Official	N/A	N/A	Does Not Expire	N/A		
Certified Public Accountant (CPA)	Texas	xx-00000-xx	Does Expire	12/31/2099		
Enrolled Agent	N/A	P1234567	Does Not Expire	N/A		
Electronic Return Originator (ERO)	N/A	12345	Does Not Expire	N/A		
Officer of a Publicly Held Corporation	N/A	N/A	Does Not Expire	N/A		
Other	N/A	N/A	Does Not Expire	N/A		
Tax Preparer	N/A	P1234567	Does Expire	12/31/2023		

1-8 of 8 <<< Prev Page 1 Next >>>

Add Credential

Select

EXIT

Personal Credentials continued

When Attorney, CPA or Other is selected, an additional pop-up will appear of the professional status selected and will affect which fields are displayed. Enter the required information and click Save.

Personal Credentials

Required fields are marked with an asterisk (*) and must be completed to submit the form.

Professional Status

Please enter your Professional Credentials here.

The IRS will verify professional status and may request additional information and/or documentation as evidence.

Responsible Parties must notify the IRS within 30 days of all changes to the Professional Credentials they originally submitted on this application.

Professional Credentials

Type	State	License/EA Number	Expires	Expiration Date	Edit	Delete
Certified Public Accountant	ID	012345678	Expires	10/27/2023		

ADD CREDENTIAL

- Attorney
- Certified Public Accountant
- Enrolled Agent
- ERO
- Tax Preparer
- Other

EXIT

Add Credential

Please select the U.S. State or Territory in which you are licensed or credentialed and enter your license or credential number and the expiration date. CPAs must provide a copy of an unexpired credential (a valid CPA license).

Required fields are marked with an asterisk (*) and must be completed to submit the form.

Profession

State*

Number*

Expire*

SAVE **Cancel**

Add Credential

Please insert a brief explanation that best describes the professional status.

Required fields are marked with an asterisk (*) and must be completed to submit the form.

Profession

Brief Description*

SAVE **Cancel**

Add Credential

Please select the U.S. State or Territory in which you are licensed or credentialed and enter your license or credential number and the expiration date. Attorneys must attach a copy of an unexpired credential. (Record from the state bar).

Required fields are marked with an asterisk (*) and must be completed to submit the form.

Profession

State*

Number*

Expire*

SAVE **Cancel**

Application Summary continued

Also in the Jurat & Personal Information section, there's a Person Suitability Answers and Jurat Signature link for each RP. Each RP can ONLY see/access their own link. Click the link, which will bring up a pop-up of the personal suitability questions, training certification statement, privacy act and jurat. Each RP is required to answer each suitability question, read the statement, privacy act and jurat, check the checkbox attesting to the statement, enter their e-Services PIN, and then click Save.

Authorized User(s)

Showing items 1-6 of 6 <<< Prev Page 1 Next >>>

Role Id	Organization Role	Name	Position/Title	Phone
1	Principal, Partner, or Owner of the Business			
2	Principal Consent			
3	Responsible Party			
3	Responsible Party			
3	Responsible Party			
4	Primary Contact			
5	Alternate Contact			

Showing items 1-6 of 6 <<< Prev Page 1 Next >>>

Jurat & Personal Information

Showing items 1-4 of 4 <<< Prev Page 1 Next >>>

Name	Organization Role	SSN / ITIN	Person Suitability Answers and Jurat Signature	Jurat Status and Jurat Acceptance Date	Professional Status	Suitability Status
						None
			Person Suitability Answers and Jurat Signature		Personal Credentials	None
					Personal Credentials	None
					Personal Credentials	None

Showing items 1-4 of 4 <<< Prev Page 1 Next >>>

Office Codes

Showing items 0-0 of 0 <<< Prev Page 1 Next >>>

Office Code	Status	Effective Date
No Records Found	No Records Found	N/A

Showing items 0-0 of 0 <<< Prev Page 1 Next >>>

[PREVIOUS](#)
[CONTINUE](#)
[Cancel](#)

Personal Suitability Questions, Training Certification Statement, Privacy Act and Jurat

Required fields are marked with an asterisk (*) and must be completed to submit the form.

Suitability Questions

Have you been convicted of a felony in the last 10 years? If "Yes", provide explanation.*

Explanation for "Yes" answer to felony conviction:

Are you currently incarcerated or have you been incarcerated in a federal or state prison during the last two years? If "Yes", provide an explanation including the date of release if applicable.*

Explanation for "Yes" answer to incarceration:

Are you current with your individual and business taxes, including any corporate and employment tax obligations? If "No", provide explanation.*

Explanation for "No" answer to tax compliance:

Training Certification Statement for ITIN Acceptance Agents

I certify that I have read this training module. I further certify that I understand how to complete Form W-7 and the supporting and the supplemental documentation to attach that apply. I am aware of who may sign Form W-7, and when a Power of Attorney Form 2848 is required.

I fully comprehend that if my firm/organization is approved as a Certifying Acceptance Agent (CAA), and I am named as a Responsible Party on the Application to Participate in the IRS Acceptance Agent Program (AA Application), I will be authorized to sign and submit Form W-7 (CAA), Certificate of Accuracy for IRS Individual Taxpayer Identification Number, where applicable. I understand that in order to authenticate original documents or certified copies of documents from the issuing agency I must have physical receipt of the documents.

Privacy Act and Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. Your response is voluntary. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by code section 6103. The estimated average time to complete this form is 30 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we will be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W-CAR:MP-TT:SP, 1111 Constitution Ave. NW, Washington, DC 20224. Do NOT send this form to this address. Instead, enclose it with the magnetic tape and send it to the Service Center to which you submit your tapes or send it to the transmission reception site that received your transmitted returns.

Jurat

Under penalties of Perjury, I declare that I have examined this application and read all accompanying information, and to the best of my knowledge and belief, the information being provided is true, correct, and complete. I, or my institution and its employees acting on behalf of the institution will comply with all of the provisions of the Revenue Procedure for Acceptance Agents and related publications each year of our participation. Acceptance for participation is not transferable. I understand that if this institution is sold or its organizational structure changes, a new application must be filed. I further understand that noncompliance will result in the institution and/or the individuals listed on this application, being suspended from participation in the IRS Acceptance Agent program. I am authorized to make and sign this statement on behalf of the institution.

I have read and accept the Training Certification Statement, Privacy Act and Paperwork Reduction Act Notice, and Jurat Acceptance.

Please enter your PIN. Your PIN is your electronic signature that you have selected when you registered.

PIN**

If you have forgotten your PIN, please use the Modify PIN link to reset your PIN.

[SAVE](#)
[Cancel](#)

Application Summary continued

When you're done taking these actions, all RPs listed on the application need to log onto e-Services and access their Person Suitability Answers and Jurat Signature link. Once each RP has saved their responses, you'll be able to verify they've all signed when the Jurat Status and Jurat Acceptance Date column shows Signed with the date of occurrence. Then click Continue.

IRS

e-services | Online Tutorials | Mailbox | Modify PIN | Sign Out | Contact Us

Firm Information | **Authorized Users** | **Application Summary** | Application Submission

Doing Business as Name: | EIN: Agreement Status:
 Application Type: Agreement Type: Application Status:
 Tracking Number: | Location App Outcome:

Application Summary

Firm

Acceptance Agent Type: _____
 Firm/Organization Legal Name: _____
 Organization Status: _____
 Business Address: _____
 Business Address City/State/Postal Code: _____
 Phone Number: _____
 Fax Number: _____
 Email Address: _____
 Mailing Address: _____
 Mailing Address City/State/Postal Code: _____
 Included on the published list of Acceptance Agents located on the IRS website: _____
 Firm Suitability Status: _____

[Update Firm Suitability Answers](#)

Authorized User(s)

Showing items 1-6 of 6 <<< Prev Page 1 Next>>>

Role Id	Organization Role	Name	Position/Title	Phone
1	Principal, Partner, or Owner of the Business			
2	Principal Consent			
3	Responsible Party			
3	Responsible Party			
4	Responsible Party			
4	Primary Contact			
5	Alternate Contact			

Showing items 1-6 of 6 <<< Prev Page 1 Next>>>

Jurat & Personal Information

Showing items 1-4 of 4 <<< Prev Page 1 Next>>>

Name	Organization Role	SSN / ITIN	Person Suitability Answers and Jurat Signature	Jurat Status and Jurat Acceptance Date	Professional Status	Suitability Status
			Person Suitability Answers and Jurat Signature			None
			Person Suitability Answers and Jurat Signature		Personal Credentials	None
					Personal Credentials	None
					Personal Credentials	None

Showing items 1-4 of 4 <<< Prev Page 1 Next>>>

Office Codes

Showing items 0-0 of 0 <<< Prev Page 1 Next>>>

Office Code	Status	Effective Date
No Records Found	No Records Found	N/A

Showing items 0-0 of 0 <<< Prev Page 1 Next>>>

[PREVIOUS](#) [CONTINUE](#) [Cancel](#)

Application Submission

This will bring you to the Application Submission page. You're required to submit the application using your e-Services pin. After reading the jurat, checking the checkbox, and entering your pin, click Submit.

External Services Authorization Management > Agreement Summary > Application Submission

Firm Information | **Authorized Users** | **Application Summary** | **Application Submission**

Doing Business as Name: | EIN: | Agreement Type: | Customer ID: | **Agreement Status:**
Tracking Number: | Location App Outcome: | **Location App Status:**

Application Submission

You have completed the application process and all required information has been entered. You are now able to submit this application for review and approval by the IRS. Acceptance for participation is not transferable. You further understand that noncompliance will result in the firm and/or the individuals listed on this application, being suspended from participation in the Acceptance Agent program. You are authorized to make and sign this statement on behalf of the firm.

Jurat

Under the penalties of Perjury, I declare that I have examined this application and read all accompanying information, and to the best of my knowledge and belief, the information being provided is true, correct, and complete. I or my institution and its employees acting on behalf of the institution will comply with all of the provisions of the Revenue Procedure for Acceptance Agents and related publications each year of our participation. Acceptance for participation is not transferable. I understand that if this institution is sold or its organizational structure changes, a new application must be filed. I further understand that noncompliance will result in the institution and/or the individuals listed on this application, being suspended from participation in the IRS Acceptance Agent Program. I am authorized to make and sign this statement on behalf of the institution.

PIN*

I accept the Terms of Agreement

Submission Complete


Your application submission is now complete. You'll be provided a tracking number, which you can use to keep track of the status of your application. You'll also need your unique Customer ID to be able to upload your required documents using our CAA Document Upload Tool (DUT).

External Services Authorization Management > Agreement Summary > Submission Complete

Doing Business as Name:	EIN:	Agreement Type:	Customer ID:	Agreement Status:
Application Type:				
Tracking Number:	Location App Outcome:			Location App Status:

Submission Complete

The application has been successfully submitted to the IRS. Below is your Tracking Number. Please print this page or record this number for future reference.

 Your tracking number is **XXXXXXXXXXXX**

[IRS Privacy Policy](#) | [Glossary](#)
R-esam-webapp (version 23.12.152)

Document Upload Tool

After submitting your application, access the CAA Document Upload Tool at [IRS.gov/caaReply](https://irs.gov/caaReply). Click Ok.

The screenshot shows the IRS website interface. At the top, there is a blue navigation bar with the IRS logo on the left and links for Help, News, English, Charities & Nonprofits, and Tax Pros on the right. Below this is a secondary navigation bar with links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions, along with a search box. The breadcrumb trail reads: Home / File / Individuals / How to File / New ITIN Acceptance Agent Program Changes / Form 13551. The main heading is "Application to Participate in the IRS Acceptance Agent Program". Below the heading is a warning message: "THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!". The warning text states: "Warning: By accessing and using this U.S. government computer system, you are consenting to system monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities, including detection and prevention of any unauthorized use of this system. The system you are accessing may contain confidential tax information and is designed exclusively for use by authorized persons to interact with the IRS and retrieve confidential tax information using only their own account. Any other use of this system that is inconsistent with the intended purposes of the system is an unauthorized use of the system and strictly prohibited." Below the warning is a paragraph about unauthorized use: "Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including, but not limited to, penalties applicable to knowingly or intentionally accessing a computer without authorization or exceeding authorized access as defined under 18 U.S.C. 1030, and as applicable, penalties for the willful unauthorized access or inspection of taxpayer records under 26 U.S.C. 7213A and 26 U.S.C. 7431." At the bottom of the warning section is a blue button labeled "OK".

Document Upload Tool continued

This will bring you to the CAA Document Upload Tool landing page. To upload your required documents (limited to Forensic Training Certificates, Professional Credentials, Citizenship documents, Non-Profit Exemption letter) click the Enter Unique/Customer ID button.

An official website of the United States government

IRS

Help | News | English | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Search

Home / File / Individuals / How to File / New ITIN Acceptance Agent Program Changes / Form 13551

Application to Participate in the IRS Acceptance Agent Program

The purpose of this tool is to aid foreign participants (business location is abroad i.e. not in the U.S.) in the online delivery of their application and required documents, if either the Principal, Partner, or Owner of the Business, or any individual listed as a Responsible Party doesn't have a Taxpayer Identification Number (i.e. SSN/ITIN). These participants will also use this tool to respond to IRS notices about their submitted application.

This tool is also for use by other (non-foreign) participants in the AA program who have already accessed e-services on IRS.gov, submitted their application, and are uploading their required documents (i.e. Forensic Document Certificate, Professional Credentials, Exempt status letter, etc.) or providing a response to an IRS notice.

If you are unable to use the tool based on the above requirements, you may contact us at itinprogramoffice@irs.gov for further guidance.

Create Form 13551

Use this option to complete, review, and print Form 13551.

CREATE A NEW APPLICATION

Upload Complete Application

Use this option to upload your signed Form 13551 and required documents.

UPLOAD MY APPLICATION

Upload Required Documents/Respond to IRS Notice

Use this option to upload your required documents or to respond to an IRS notice about a previously submitted application.

ENTER UNIQUE/CUSTOMER ID

Document Upload Tool continued

Enter your unique Customer ID, Legal Business Name (as it appears on your application), and Employer Identification Number (EIN) in the applicable fields, then click Next.

An official website of the United States government

 Help | News | English | Charities & Nonprofits | Tax Pros

File Pay Refunds Credits & Deductions Forms & Instructions Search

[Home](#) / [File](#) / [Individuals](#) / [How to File](#) / [New ITIN Acceptance Agent Program Changes](#) / [Form 13551](#) / Response

Application to Participate in the IRS Acceptance Agent Program

This option is for (non-foreign) participants in the AA program who have already accessed e-services on IRS.gov, submitted their application, and are uploading their required documents (i.e. Forensic Document Certificate, Professional Credentials, Exempt status letter, etc.). This option is also for all participants who are providing a response to an IRS notice. Please locate your customer/unique ID on the IRS letter you received. Carefully review your letter to ensure that you have all of the requested information available to finalize your submission. In order to upload the requested documents, you must first enter your customer/unique ID, legal business name as it appears on the IRS notice and assigned Employer Identification Number (EIN).

All fields marked with an asterisk * are required.

Customer/Unique ID *

Legal Business Name *

EIN *

 [show](#)

NEXT

Document Upload Tool continued

Follow the steps provided to upload your documents, and then click Submit when you're finished.

The screenshot shows the IRS website's document upload tool. At the top, there is a navigation bar with the IRS logo, a search bar, and links for Help, News, English, Charities & Nonprofits, and Tax Pros. Below the navigation bar, the breadcrumb trail reads: Home / File / Individuals / How to File / New ITIN Acceptance Agent Program Changes / Form 13551 / Response Upload. The main heading is "Application to Participate in the IRS Acceptance Agent Program". Below this, the text reads: "To submit your documents, follow these steps:" followed by a list of instructions. The instructions include: 1. Scan or take a photo of your documents; 2. Upload your scan or photos, with sub-points: Maximum number of files is 40; If you reach the maximum limit, please try to consolidate your files into a single pdf file; Ensure each image in the pdf is in portrait view prior to uploading; File types allowed are: .pdf, .jpeg, .jpg, and .png; Maximum file size is 15 MB for each file; Maximum number of pages for each PDF is 160 pages; If your upload fails more than once, try re-scanning or taking a clearer photo of the documents; File types .pdf cannot be previewed; Files cannot contain the following special characters: `!@5%&*+=[]{};':",<->/?~`; 3. Submit your response after all files have been uploaded. Below the instructions is a file upload area with a dashed border, containing the text "Drag and drop files here, or" and a blue button labeled "SELECT FILES TO UPLOAD". Below the button, it says "Total: 0 bytes". At the bottom of the page, there are two buttons: "BACK" and "SUBMIT".

An official website of the United States government

IRS

Help | News | English | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Search

Home / File / Individuals / How to File / New ITIN Acceptance Agent Program Changes / Form 13551 / Response Upload

Application to Participate in the IRS Acceptance Agent Program

To submit your documents, follow these steps:

Before uploading your required documents or providing your response to the IRS notice, please ensure all required documents are available. When you are ready to upload, follow the steps below:

1. Scan or take a photo of your documents
2. Upload your scan or photos
 - Maximum number of files is 40
 - If you reach the maximum limit, please try to consolidate your files into a single pdf file.
 - Ensure each image in the pdf is in portrait view prior to uploading.
 - File types allowed are: .pdf, .jpeg, .jpg, and .png
 - Maximum file size is 15 MB for each file
 - Maximum number of pages for each PDF is 160 pages
 - If your upload fails more than once, try re-scanning or taking a clearer photo of the documents.
 - File types .pdf cannot be previewed
 - Files cannot contain the following special characters: `!@5%&*+=[]{};':",<->/?~`
3. Submit your response after all files have been uploaded

Drag and drop files here, or

SELECT FILES TO UPLOAD

Total: 0 bytes

BACK SUBMIT

If your upload is successful, you'll see an acknowledgement page which means your documents have now been submitted for review. Once your application is reviewed, if additional information is needed, we'll contact you by letter. Please don't submit additional documents unless specifically requested by IRS letter, as this may delay your processing time. **Reminder:** It can take up to 60 days (two months) from the date of submission for your application to be processed.

Signing the Agreement

After your application is reviewed and your information is verified, you'll now be able to sign your agreement. On the Application Summary page, you'll see the Agreement Status is updated to Pending Agreement Signature and the Location App Status is Completed. A reminder letter will be sent on the sixth day after the Agreement Status has been updated if you haven't signed it yet. **Note:** You can periodically check the status of your application (see page 25 for instruction).

To sign the agreement, click the View Agreement Summary link. ONLY the Principal, Partner, or Owner of the Business, and Principal Consent can view/access this link.

IRS

e-services | Online Tutorials | Mailbox | Modify PIN | Profile | Contact Us

External Services Authorization Management > Agreement Summary > Application Summary

Firm Information | Authorized Users | Application Summary | Application Submission

Doing Business as Name: | EIN: | Agreement Status: | Location App Status: |
Application Type: | Agreement Type: | Customer ID: |
Tracking Number: | Location App Outcome: |

Application Summary

[View Agreement Summary](#) [Print | Home](#)

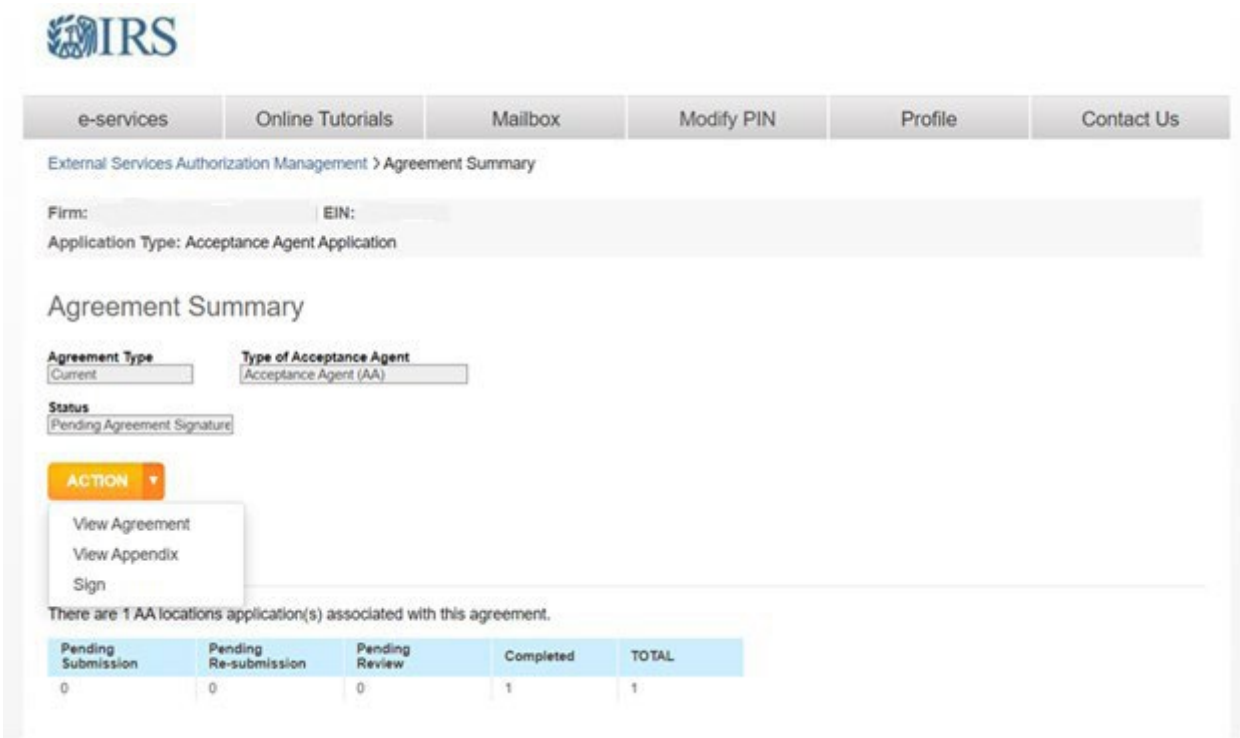
Firm

Acceptance Agent Type: _____
Firm/Organization Legal Name: _____
Organization Status: _____
Business Address: _____
Business Address City/State/Postal Code: _____
Phone Number: _____
Fax Number: _____
Email Address: _____
Mailing Address: _____
Mailing Address City/State/Postal Code: _____
Included on the published list of Acceptance Agents located on the IRS website: _____
Firm Suitability Status: _____

[Update Firm Suitability Answers](#)

Signing the Agreement continued

This will direct you to the Agreement Summary page. Click the Action dropdown button and select Sign.



IRS

e-services Online Tutorials Mailbox Modify PIN Profile Contact Us

External Services Authorization Management > Agreement Summary

Firm: EIN:

Application Type: Acceptance Agent Application

Agreement Summary

Agreement Type
Current

Type of Acceptance Agent
Acceptance Agent (AA)

Status
Pending Agreement Signature

ACTION ▾

- View Agreement
- View Appendix
- Sign

There are 1 AA locations application(s) associated with this agreement.

Pending Submission	Pending Re-submission	Pending Review	Completed	TOTAL
0	0	0	1	1

AA Agreement Confirmation

Once signed, the status will change to Pending Agreement Approval. The agreement is now pending an approval by the IRS.

e-services | Online Tutorials | Mailbox | Modify PIN | Profile | Contact Us

External Services Authorization Management > Agreement Summary

Firm: | EIN: |
Application Type: Acceptance Agent Application

Agreement Summary

Agreement Type: | Type of Acceptance Agent:

Status:

ACTION ▾

Location Summary

There are 1 AA locations application(s) associated with this agreement.

Pending Submission	Pending Re-submission	Pending Review	Completed	TOTAL
0	0	0	1	1

Filter Criteria

Approved Agreement

You'll know when the IRS approved the Agreement when the Agreement Status is updated to Approved. When you return to the Application Summary page, it'll now show your office code, which is required when submitting W-7 applications for your clients. **Note:** You'll also receive a congratulatory letter once your agreement has been approved.

The screenshot shows the IRS External Services Authorization Management interface. At the top, there are navigation tabs: e-services, Online Tutorials, Mailbox, Modify PIN, Profile, and Contact Us. Below these, the breadcrumb trail reads: External Services Authorization Management > Agreement Summary > Application Summary. A progress bar indicates the current step: Firm Information, Authorized Users, Application Summary (highlighted), and Application Submission. The main content area displays key information: Doing Business as Name, Application Type, Tracking Number, EIN, Agreement Type, Customer ID, Agreement Status (highlighted in red), and Location App Outcome. Below this is the 'Application Summary' section with a 'Print | Home' link. A 'View Agreement Summary' link is also present. The 'Firm' section contains various input fields: Acceptance Agent Type, Firm/Organization Legal Name, Organization Status, Business Address, Business Address City/State/Postal Code, Phone Number, Fax Number, Email Address, Mailing Address, Mailing Address City/State/Postal Code, and Firm Suitability Status. A link to 'Update Firm Suitability Answers' is at the bottom.

The screenshot shows two sections of the IRS application. The top section is 'Authorized User(s)', displaying a table with 6 columns: Role ID, Organization Role, Name, Position/Title, and Phone. It shows 5 rows of data, including Principal, Partner, or Owner of the Business, Principal Contact, and Responsible Party. The bottom section is 'Jurat & Personal Information', displaying a table with 8 columns: Name, Organization Role, SSN/ITIN, Person Suitability Answers and Jurat Signature, Jurat Status and Jurat Acceptance Date, Professional Status, and Suitability Status. It shows 4 rows of data, all with a 'Passed' suitability status. Below this is the 'Office Codes' section, showing a table with 3 columns: Office Code, Status, and Effective Date. One office code is listed with a status of 'Current' and an effective date of 08/17/2023. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons, and a 'Cancel' link.

Update an existing Acceptance Agent Application

If you're the Principal, Partner, or Owner of the Business (PPO), or the Principal Consent (PC), who needs to either resume working on your existing application, update your existing agreement (including renew), or check the status of your application; on the personality level page (after signing in) under the Firm Roles section, click the Select button next to the row that shows Acceptance Agent (AA) as the Application Type.

If you're a Responsible Party (RP) who needs to answer their suitability questions, on the personality level page (after signing in) under the Organization Roles section, click the Select button next to the row that shows Acceptance Agent (AA) as the Application Type.

From the ESAM landing page, click the Continue button under the Manage Acceptance Agent Agreement section. The PPO or PC will be directed to the Agreement Summary page. RPs will be directed to the Application Summary page.

Select Your Organization

Select the organization you will represent in this session. Each item below represents an organization for which you are authorized to perform work. By selecting an organization, you are logging in as an authorized user of that organization and will be able to perform work for only that organization. You may represent yourself by selecting individual. You may filter organizations to narrow down the choices based on matching text.

Individual
Select "individual" to represent yourself as an individual. No organization-specific authorizations will be granted.

Firm Roles
Select a firm to represent your organization across all locations.
Filter Firms
Filter by legal name or application type

Selection	Firm	Application Type
Select		
Select		

Organization Roles
Select an organization to represent a specific role for your organization's location.
Filter Organizations
Filter by business name, address, or application type

Selection	Organization	Application Type
Select		

e-services | Online Tutorials | Mailbox | Modify PIN | Profile | Contact Us

External Services Authorization Management

External Services Authorization Management

Welcome to the External Services Authorization Management Web Application. Please select an existing application or create a new application. The application will ask you for information regarding your Firm/Organization and personal information of the users on the application.

Manage Acceptance Agent Application

Click Continue to manage your Acceptance Agent Application. **CONTINUE**

Manage e-File Application

Click Continue to

- View or update a current e-file application
- Add a new location
- Replace an Authorized User
- Request reports

CONTINUE

IRS Privacy Policy | Glossary
R-esam-webapp (version 23.12.152)

Agreement Summary Page

This is the Agreement Summary page once one application has been **approved**. It displays the:

- Agreement Type
- Type of Acceptance Agent
- Status of your Agreement
- The Agreement's Approved Date
- Approved Acceptance Agent Type
- Acceptance Agent Correspondence Option
- Expiration Date

The Action drop-down button allows you to:

- View your Agreement (PPO only)
- View your Appendix (PPO only)
- Add a Location

Location Summary: This table contains the number of AA Applications associated with the Agreement and their current application status:

- Pending Submission
- Pending Re-submission
- Pending Review
- Completed
- Total

Filter Criteria: Can be used to filter through your list of locations.

Locations: Displays each location indicated in the summary with the following details:

- DBA
- Business Address
- Location Status
- Outcome
- Office Code
- Tracking Number
- View
- Delete (Only accessible before an application is submitted)

External Services Authorization Management > Agreement Summary

Firm: | EIN:

Application Type:

Agreement Summary

Agreement Type: | Type of Acceptance Agent:

Status:

Approved Date: | Approved Acceptance Agent Type: | AA Correspondence Option: | Expiration Date:

ACTION ▾

- Add Location
- View Agreement
- View Appendix

There are 2 AA locations application(s) associated with this agreement.

Pending Submission	Pending Re-submission	Pending Review	Completed	TOTAL

Filter Criteria

Row	Filter By	Operator	Value	Remove
+				

APPLY FILTERS >

Locations (2 of 2)

Showing Items 1 to 2 of 2 « Prev (Page 1 of 1) Next »

Doing Business As (Trade/Company Name)	Business Address	Location Status	Outcome	Office Code	Tracking Number	View	Delete
						🔍	🗑️
						🔍	🗑️

Showing Items 1 to 2 of 2 « Prev (Page 1 of 1) Next »

IRS Privacy Policy | Glossary
R-esam-webapp (version 23.12.152)

Updating Information

The PPO and PC can update the following information:

- Doing Business As (DBA)
- Telephone/Fax Number (except for the Country Code)
- Business/Mailing Address (except for the Country Code)
- E-mail Address
- Published list of AAs
- Authorized Users: *
 - Can't update, add or delete the PPO.
 - PC can't replace or delete themselves.
 - At least one RP is required for each location to continue to operate.
- RPs' Personal Credentials*

*Will require validations by the IRS. You'll be notified by letter of the results.

Note: RPs are only allowed to answer their suitability questions. All other entries can only be updated by either the PPO or PC.

Any changes to the information originally submitted on an application should be updated within 30 days of occurrence.

Updating Information continued

To update your information, from the Agreement Summary page under the Locations section, you'll click the View icon of the location you'd like to update. This will bring you back to the Application Summary page.

Firm: EIN:

Application Type:

Agreement Summary

Agreement Type
Current

Type of Acceptance Agent
Certifying Acceptance Agent (CAA)

Status
Approved

Approved Date
10/11/2023

Approved Acceptance Agent Type
Certifying Acceptance Agent (CAA)

AA Correspondence Option
Both

Expiration Date
12/31/2027

ACTION ▾

Location Summary

There are 2 AA locations application(s) associated with this agreement.

Pending Submission	Pending Re-submission	Pending Review	Completed	TOTAL


Filter Criteria

Row	Filter By	Operator	Value	Remove
+				

APPLY FILTERS >

Locations (2 of 2)

Showing Items 1 to 2 of 2 << Prev Page 1 Next >>

Doing Business As (Trade/Company Name)	Business Address	Location Status	Outcome	Office Code	Tracking Number	View	Delete
							

Showing Items 1 to 2 of 2 << Prev Page 1 Next >>

Updating Information continued

To update your Firm Information, click the Firm Information link at the top. To update your Authorized Users, click the Authorized Users link at the top. To update your RPs' personal credentials, click the Personal Credentials link of the RP being updated.

External Services Authorization Management > Agreement Summary > Application Summary

[Firm Information](#) [Authorized Users](#) [Application Summary](#) [Application Submission](#)

Doing Business as Name: | EIN: | Agreement Type: | Customer ID: | Agreement Status:
 Application Type: | Agreement Type: | Customer ID: | Agreement Status:
 Tracking Number: | Location App Outcome: | Location App Status:

Application Summary [Print](#) [Home](#)

[View Agreement Summary](#)

Firm

Acceptance Agent Type:
 Firm/Organization Legal Name:
 Organization Status:
 Business Address:
 Business Address City/State/Postal Code:
 Phone Number:
 Fax Number:
 Email Address:
 Mailing Address:
 Mailing Address City/State/Postal Code:
 Included on the published list of Acceptance Agents located on the IRS website:
 Firm Suitability Status:
[Update Firm Suitability Answers](#)

Authorized User(s)

Showing items 1-6 of 6 [View Print](#) [Page 1](#)

Role Id	Organization Role	Name	Position/Title	Phone
1	Principal, Partner, or Owner of the Business			
2	Principal Contact			
3	Responsible Party			
3	Responsible Party			
4	Primary Contact			
5	Alternate Contact			

Showing items 1-6 of 6 [View Print](#) [Page 1](#)

Jurat & Personal Information

Showing items 1-4 of 4 [View Print](#) [Page 1](#)

Name	Organization Role	SSN / ITIN	Person Suitability Answers and Jurat Signature	Jurat Status and Jurat Acceptance Date	Professional Status	Suitability Status
	Principal, Partner, or Owner of the Business		N/A	N/A	N/A	Passed
	Responsible Party		Personal Suitability Answers and Jurat Signature	Signed 08/15/2023	Validated Personal Credentials	Passed
	Responsible Party			Signed 08/15/2023	Validated Personal Credentials	Passed
	Responsible Party			Signed 08/15/2023	Validated Personal Credentials	Passed

Showing items 1-4 of 4 [View Print](#) [Page 1](#)

Office Codes

Showing items 0-0 of 0 [View Print](#) [Page 1](#)

Office Code	Status	Effective Date
00123456	Current	08/11/2023

Showing items 0-0 of 0 [View Print](#) [Page 1](#)

[PREVIOUS](#) [NEXT](#) [Cancel](#)

Updating Information continued

For the Firm Information, once you update the applicable fields, click Save. If adding an Authorized User, click the Add button to select the appropriate organization role for each additional Authorized User. **Note:** A maximum of ten RPs, and one of each Contact for each location are allowed.

If updating an existing Authorized User, click the Edit icon to update the applicable fields then click Save. For the Personal Credentials, click the Edit icon to update the applicable fields, then click Save.

Firm Information

Please enter the Acceptance Agent Type, Organization Status, EIN, Organization Legal Name, Doing Business as Name, EFIN, Business Address (physical location), Mailing Address, Business Phone Number, Fax Number, & Email Address. A Post Office (P.O.) box will not be accepted as the physical location of your firm. You may also enter an alternate Mailing Address if different than your Business Address (physical location). You may include a P.O. box on your Mailing Address if applicable. Also complete the Additional Information section on this page.

Required fields are marked with an asterisk (*) and must be completed to submit the form.

Type of Acceptance Agent* (Select) Approved AA Type

Organization Status* (Select)

EIN*

Is this a publicly held corporation? Yes No

Other organization status description*

Legal Entity* (Select)

Employer Identification Number (EIN)*

Firm/Organization Legal Name*

Doing Business As (Trade/Company Name)

EFIN

Business Phone

Phone Country Code* Phone Number*

Business Fax

Fax No. Country Code Fax Number

Business Email

Business Email Address*

External Services Authorization Management > Agreement Summary > Authorized Users

Authorized Users

Principal, Partner or Owner of the Business: For entities with shares of interests traded on a public exchange, or which are registered with the Securities and Exchange Commission, that individual is (a) the "principal" officer if the business is a corporation, (b) a general "partner", if a partnership, (c) the "owner" of an entity that is disregarded as separate from its owner, or (d) a grantor, owner or trustee, if a trust. For all other entities, it is the person who has a level of control over, or entitlement to, the funds or assets in the entity that, as a practical matter, enables the individual, directly or indirectly, to control, manage or direct the entity and the disposition of its funds and assets. The Principal, Partner or Owner of the Business is the named individual with responsibility and authority for the entity. They may also designate a Principal Consent(s) who will have similar authority for all locations. Designating a Principal Consent is optional.

Responsible Party: This person(s) designated by the Principal, Partner, or Owner of the Business (or Principal Consent) is the only individual(s), other than the Principal, Partner or Owner of the Business (if also listed as a Responsible Party), who has authority to sign Form W-7, Application for IRS Individual Taxpayer Identification Number (Acceptance Agents' Use Only section), Form W-7 (COA), Certificate of Accuracy for IRS Individual Taxpayer Identification Number, and the Jurat on this application. Each business location, as represented by a single Acceptance Agent (AA) application, is permitted to select up to ten Responsible Parties. A Responsible Party can only be assigned to one location at a time. A minimum of one Responsible Party is required for each location in order for that location to remain active.

Principal Consent: The individual with similar authorities as the Principal, Partner, or Owner of the Business including adding or modifying Responsible Parties and submission/resubmission of applications and signing the jurat on behalf of the Principal, Partner, or Owner. This individual can't be the Principal, Partner, or Owner of the Business, Responsible Party (RP), Primary Contact, or Alternate Contact on this application.

Primary Contact: The individual who will be available daily to answer IRS questions regarding this application and any processing issues throughout the year. One Primary Contact is required for the applications.

Alternate Contact: The individual who will be available daily to answer IRS questions regarding this application and any processing issues throughout the year if the primary contact is not available. One Alternate Contact is optional for the applications.

Authorized User(s)

Showing items 1 to 3 of 3

Role Id	Organization Role	Name	SSN/ITIN	Phone/Extension	View	Edit	Delete
1	Principal, Partner, or Owner of the Business						
3	Responsible Party						
4	Primary Contact						

Showing items 1 to 3 of 3

ADD **PREVIOUS** **CONTINUE** Cancel

IRS Privacy Policy | Glossary
R-esam-webapp (version 23.12.152)

Personal Credentials

Required fields are marked with an asterisk (*) and must be completed to submit the form.

Professional Status

Please enter your Professional Credentials here.

The IRS will verify professional status and may request additional information and/or documentation as evidence.

Responsible Parties must notify the IRS within 30 days of all changes to the Professional Credentials they originally submitted on this application.

Professional Credentials

1-8 of 8 <<< Prev Page 1 Next>>>

Type	State	License EA No.	Expires	Expiration Date	Edit	Delete
Attorney	Rhode Island	12345	Does Expire	12/31/2099		
Bank Official	N/A	N/A	Does Not Expire	N/A		
CPA	Texas	xx-0000-xx	Does Expire	12/31/2099		
Enrolled Agent	N/A	P1234567	Does Not Expire	N/A		
ERO	N/A	12345	Does Not Expire	N/A		
Officer of a Publicly Held Corporation	N/A	N/A	Does Not Expire	N/A		
Other	N/A	N/A	Does Not Expire	N/A		
Tax Preparer	N/A	P1234567	Does Expire	12/31/2023		

1-8 of 8 <<< Prev Page 1 Next>>>

Add Credential

Select

EXIT

Adding Additional Locations

To add additional locations, select Add Location from the Action dropdown button, which will bring you back to the Firm Information page. Certain fields will have pre-populated information from the first application and be locked (read-only). You'll fill out all the applicable fields as you did on your initial application. You'll add your authorized users and add the professional status and credentials for your RPs (if applicable). You'll have all the RPs login; answer each suitability question; read the statement, privacy act and jurat; select the checkbox attesting to the statement; enter their e-Services pin and click Save (see pages 7-13 for reference). After you submit your application, you'll be given another tracking number and unique customer ID. Access the CAA DUT to upload your required documentation (see pages 16-19 for reference). You'll repeat this process for every additional location you add. **Note:** The same mailing address cannot be used for multiple business locations.

External Services Authorization Management > Agreement Summary

Firm: | EIN:

Application Type:

Agreement Summary

Agreement Type: Current | Type of Acceptance Agent: Certifying Acceptance Agent (CAA)

Status: Approved

Approved Date: 10/11/2023 | Approved Acceptance Agent Type: Certifying Acceptance Agent (CAA) | AA Correspondence Option: Both | Expiration Date: 12/31/2027

ACTION

- Add Location
- View Agreement
- View Appendix

There are 2 AA locations application(s) associated with this agreement.

Pending Submission	Pending Re-submission	Pending Review	Completed	TOTAL

Filter Criteria

Row	Filter By	Operator	Value	Remove
+				

APPLY FILTERS

Locations (2 of 2)

Showing Items 1 to 2 of 2

Doing Business As (Trade/Company Name)	Business Address	Location Status	Outcome	Office Code	Tracking Number	View	Delete

Showing Items 1 to 2 of 2

IRS Privacy Policy | Glossary
R-esam-webapp (version 23.12.152)

Renewals


Acceptance Agent Agreements remain in effect through December 31st of the fourth calendar year after approval. Thereafter the agreement is expired. To avoid a lapse in status, Acceptance Agents must submit a renewal application at least six months prior to the expiration of their Agreement to retain their Acceptance Agent status.

The Renewal process is very similar to the New Application process. After signing into e-Services, selecting your application from the personality level page, and clicking continue from the ESAM landing page, you'll be directed back to the Agreement Summary page (see page 25 for reference). Starting on January 1st of the expiring year, a warning message and option to renew the agreement is displayed. Click the Renew button.

Firm: | EIN:

Application Type:

Agreement Summary

 Your agreement is about to expire at the end of this year. To start working on your renewal agreement, click on the Renew button.

Agreement Type Current	Type of Acceptance Agent Certifying Acceptance Agent (CAA)	RENEW	
Status Approved			
Approved Date 10/03/2023	Approved Acceptance Agent Type Certifying Acceptance Agent (CAA)	AA Correspondence Option Applicant Only	Expiration Date 12/31/2023

ACTION ▼

Renewals continued

This will bring you to the Firm Information page. Certain fields will have pre-populated information from the first application and be locked (read-only). You'll fill out all the applicable fields as you did on your initial application. You'll add your authorized users and add the professional status and credentials for your RPs (if applicable). You'll have all the RPs login; answer each suitability question; read the statement, privacy act and jurat; select the checkbox attesting to the statement; enter their e-Services pin and click Save (see pages 7-13 for reference). After you submit your application, you'll be given another tracking number and unique customer ID. Access the CAA DUT to upload your required documentation (see pages 16-19 for reference). The Agreement Type will show as renewal, and the Agreement Status will show as submitted. During this time, your current agreement is still active.

After your renewal application is reviewed and the information is verified, you'll be able to sign your agreement when the Agreement Status is updated to Pending Agreement Signature and the Location App Status is Completed (see page 20 for reference). Once the renewal agreement is signed and approved, it becomes the current agreement and the prior one is no longer searchable in ESAM.

Adding Additional Locations

For renewal participants who'll have multiple locations, we suggest creating all your renewal applications before submitting **any** of them. (ESAM automatically saves a draft of your application.) To do so, on the Application Summary page of your first renewal application, instead of clicking the Continue button at the bottom to go to the Submission page, click the View Agreement Summary link. Click the Action dropdown button and select Add Location.

IRS

e-services | Online Tutorials | Mailbox | Modify PIN | Profile | Contact Us

External Services Authorization Management > Agreement Summary > Application Summary

Firm Information | Authorized Users | Application Summary | Application Submission

Doing Business As Name: | EIN: | Agreement Status: **Agreement Status:**

Application Type: | Agreement Type: | Customer ID: | Location App Status: **Location App Status:**

Tracking Number: | Location App Outcome:

Application Summary Print | Home

View Agreement Summary

Firm

Acceptance Agent Type:

Firm/Organization Legal Name:

Organization Status:

Business Address:

Business Address City/State/Postal Code:

Phone Number:

Fax Number:

Email Address:

Mailing Address:

Mailing Address City/State/Postal Code:

Included on the published list of Acceptance Agents located on the IRS website:

Firm Suitability Status:

Update Firm Suitability Answers

Agreement Summary

To go back to the current agreement summary, click on the View Current Agreement Summary button.

VIEW CURRENT AGREEMENT SUMMARY

Agreement Type: [Renewal] | Type of Acceptance Agent: [Acceptance Agent (AA)]

Status: [Submitted]

ACTION ▼

Add Location

Location Summary

There are 1 AA location application(s) (including deleted/closed locations) associated with this agreement.

Pending Submission	Pending Re-submission	Pending Review	Completed	Deleted	TOTAL
0	0	1	0	0	1

Filter Criteria

Row	Filter By	Operator	Value	Remove
+				

APPLY FILTERS >

Locations (1 of 1)

Showing Items 1 to 1 of 1

Doing Business As (Trade/Company Name)	Business Address	Location Status	Outcome	Office Code	Tracking Number	View	Delete

Showing Items 1 to 1 of 1

IRS Privacy Policy | Glossary
E-esam-webapp (version 23.12.131)

Adding Additional Locations continued

This will again bring you to the Firm Information page. You and your RPs will fill out all the applicable fields as you did on your initial application. After you submit your application, you'll be given another tracking number and unique customer ID. Access the CAA DUT to upload your required documentation. During this time, your current agreement is still active and can be viewed by clicking the View Current Agreement Summary button.

After your renewal applications are reviewed and the information is verified, you'll be able to sign your agreement. Once the renewal agreement is signed and approved it becomes the current agreement, and:

- The prior agreement is no longer searchable in ESAM.
- The previous location applications associated with the prior agreement are deleted.
- Any previous locations that weren't included in the renewal agreement cannot operate (submit W7s as an Acceptance Agent).
- Additional location applications can continue to be added to the renewal agreement.

Agreement Summary

Agreement Type: Type of Acceptance Agent: [VIEW CURRENT AGREEMENT SUMMARY](#)

Status:

ACTION ▾

Location Summary

There are AA location application(s) (including deleted/closed locations) associated with this agreement.

Pending Submission	Pending Re-submission	Pending Review	Completed	Deleted	TOTAL

Filter Criteria

Row	Filter By	Operator	Value	Remove
+				

[APPLY FILTERS](#) ▸

Locations (1 of 1)

Showing items 1 to 1 of 1

Doing Business As (Trade/Company Name)	Business Address	Location Status	Outcome	Office Code	Tracking Number	View	Delete

Showing items 1 to 1 of 1

IRS Privacy Policy | Glossary
E-esam-webapp (version 23.12.131)