



Updates for Tax Preparers

February 24, 2016

1. **Paid Tax Preparers:** Pursuant to Title 11, Guam Code Annotated, Chapter 40, The Tax Preparers Act, any individual who wishes to prepare a Guam Tax return for a fee must have at least one of the following requirements:
 - a. Any person licensed by the Guam Board of Accountancy (a Certified Public Accountant)
 - b. Any person who is a member of the Guam Bar Association (an Attorney)
 - c. Any Trust company or Trust business
 - d. Any person licensed to practice before the Internal Revenue Service (an Enrolled Agent) or
 - e. Any person who has passed a competency test (Tax Preparers Exam) administered by the Department of Revenue and Taxation - Technical Research and Appeals Bureau scheduled during the 4th quarter of the year.

NOTE: All Department licensed tax preparers must renew their licenses by June 30th. [Applications, clearance forms and surety bonds (3 originals are required) are available at govguamdocs.com.]

2. **Preparer Tax Identification Number "PTIN":** All paid tax preparers who are responsible for the preparation and accuracy of tax returns and claims for refund who do not have an IRS issued PTIN must now register and renew a DRT issued PTIN before June 30 for a fee.
 - a. PTIN applications (Form W-12) are available on irs.gov.
 - b. PTIN is valid for one (1) year only.

Any questions contact the Technical Research and Appeals Bureau at 635-1813.

/S/ John P. Camacho, Director