

# Tax Professionals Annual Mailing List Application and Order Blank

► For Privacy Act and Paperwork Reduction Notice, see back of this form.



To expedite delivery, please transmit or mail your order (Form 3975) within ten (10) working days of receipt of this form.



Current participants can submit order (Form 3975) on-line at [www.irs.gov/taxpros/page/0,,id=9993,00.html](http://www.irs.gov/taxpros/page/0,,id=9993,00.html)

### Section A—Address and Account Number

**First time participant**, skip to Section B.

**Current participant**, attach peel-off label (from back cover) here or indicate your account number. Make corrections in Section D only.

Account Number

### Section B—Daytime Telephone Number

This will help us to get in touch with you if we have questions about your order.

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### Section C—Number of Tax Professionals in your firm.

### Section D—Complete this section if name and address are different from the mailing label, or you are a New Applicant. Please indicate your postal mailing address.

First name

Last name

Firm/Company

Apt. or Suite #

Street address

City or town

State or Province  ZIP code (left justified)

Foreign Country

Foreign Zip Code

### Section E—Job Code

Check appropriate category that best describes your principal occupation or business. (Check ONLY ONE.)

- 1  Association    3  Banker    5  Accountant    7  Preparer of tax returns    9  Other  
 2  Attorney    4  CPA    6  Enrolled agent    8  Electronic filer "only"

### Section F— Request for Package X, Volumes 1 and 2

Limit: 1 copy per Tax Professional in firm/company.

**TO ORDER:** Indicate the quantity needed in the box provided. If ordering more than 20 copies, please order in increments of 5.



**Mail your Form 3975 to the nearest IRS Area Distribution Center**

Western part of the U.S.	Western Area Distribution Center Rancho Cordova, CA 95743-0001
Central part of the U.S.	Central Area Distribution Center P.O. Box 8909 Bloomington, IL 61702-8909
Eastern part of the U.S. and foreign addresses:	Eastern Area Distribution Center P.O. Box 27322 Richmond, VA 23261-7322

Catalog Number	Package X	Title	Quantity
10232I	Volume 1	Reference Copies of Federal Tax Forms and Instructions	
63514Z	Volume 2		

## Responsibilities of Return Preparers

The importance of the role of income tax preparers is recognized in the Internal Revenue Code, which contains provisions that regulate conduct. These provisions include civil tax penalties that can be imposed on return preparers who:

1. Fail to meet disclosure requirements and certain administrative actions,
2. Engage in certain prohibited practices, or
3. Understate a taxpayer's tax liability on any return or claim for refund.

For more information, see **Pub. 947**, *Practice Before the IRS and Power of Attorney*; **Circular 230**, *Regulations Governing the Practice of Attorneys, Certified Public Accountants, Enrolled Agents, Enrolled Actuaries, and Appraisers before the IRS*; IRS Notice 90-20, 1990-1 C.B. 328; Rev. Proc. 95-95, 1995-2 C.B. 457, IRS Sections 6060, 6109, 6662, 6694, 6695, and 7216; and related income tax regulations.

**Privacy Act and Paperwork Reduction Act Notice.** — The Privacy Act and the Paperwork Reduction Act require that when we ask you for information, we must first tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must tell you what could happen if we do not receive it and whether your response is voluntary, required to obtain a benefit, or mandatory under the law.

As a member of the Tax Professional's Program, your response is voluntary to obtain a benefit: the tax items and tax information offered via this distribution program. If you do not submit the requested information, we may not honor your application to maintain your participation in the Tax Professional's Program.

You are not required to provide 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 Internal Revenue Code section 6103.

The time needed to complete Form 3975 will vary depending on individual circumstances. The estimated average time is 3 minutes.

If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to:

Tax Products Coordinating Committee  
SE:W:CAR:MP:T:T:SP  
1111 Constitution Ave. NW  
Washington, DC 20224

**DO NOT** send order blanks to this address. See the front of this form, Form 3442, and the NTIS order form for specific mailing addresses.