

Individual Attestation for 4 Hour and 16 Hour Programs

After obtaining permission from the Tax Department to take the Tax Preparer Training through this website, the following guidelines must be followed. These guidelines will ensure that you will receive the appropriate credit.

Guidelines:

1. You must have received permission from the Tax Department to take the Tax Preparer Training through this website.
2. You must download the Individual Attestation form for either the 4 Hour Course or the 16 Hour Course, depending on which program you are required to complete.
3. Your individual attestation form must include your Online Services ID (not your NYTPRIN), email address, phone number, first name, and last name. If you do not have an Online Services ID, you should call the Contact Center at (518) 485-7884 to obtain one.
4. Either before or immediately after completing the training, you must log on to your Online Services account, go to the Tax Preparer landing page and then click on the SLMS button. ***Without this step being completed, the Department will not be able to give you credit for the courses that you have taken.***
5. You must indicate the date(s) that the training was taken.
6. After the training is complete, you must complete all required information on the attestation form, sign it and scan it to a PDF.
7. Email the completed scanned PDF of the signed attestation form to:
PreparerEducationReg@tax.ny.gov.
8. If you are unable to scan and email the attestation form, you may fax it to (518) 435-8864 or mail the signed attestation to the following address:

NYS Department of Taxation and Finance
Office of Professional Responsibility
W.A. Harriman Campus
Albany, NY 12227