

# Internal Revenue Service

## Enrolled Agent Exam – Part THREE

Exam Year May 1, 2018 – February 28, 2019

### Table of Contents

Lesson 1. Practice Before the IRS	
Changes to Regulate Paid Return Preparers	Mandatory Registration of Paid Preparers
AFSP Preparer Directory	Oversight of Rules Governing Authority to Practice
Practice Before the IRS	Who Can Practice Before IRS
Enrolled Retirement Plan Agents	Enrolled Actuaries
Registered Tax Return Preparers	Unenrolled Return Preparers
Special Relationship Preparer Limited Practice	Eligibility for Enrollment
Former IRS employees as EAs and ERPAs	Application Process
Roster of EAs, ERPAs, and RTRPs	Renewal Process for EAs and ERPAs
EA and ERPA CE Requirements	Qualifying CE Programs
Measurement of CE Coursework	EA and ERPA Retest Every Three Years Option
CE Waiver	CE Record Keeping Requirements
Noncompliance with Renewal Requirements	Inactive Status
Inactive Retirement Status	Rules of Practice
IRS Requests for Records or Information	Section 7525 Protection
Other Duties	Due Diligence
Disbarred Persons	General Rules for Former Government Employees
Practitioner Fees	Fee Publication
Advertising and Solicitation Restrictions	Taxpayer Privacy Rules
Tax Shelter Marketing	Return of Client Records
Conflicting Interests	Returns and Documents Standards
Best Practices for Tax Advisors	Adequate Disclosure
Competence	Compliance
Written Advice Requirements	Sanctions
Incompetence and Disreputable Conduct	Disciplinary Proceedings
Conferences and Voluntary Consents	Contents of a Complaint
Service of Complaint	Answer and Default
Supplemental Charges	Representation and Hearings
Administrative Law Judge Decision and Appeal	Effect of Disbarment, Suspension, or Censure
Notice of Final Order	Expedited Suspension Procedures
Petition for Reinstatement	Declaration of Taxpayer Rights (Publication 1, Rev. 7-2017)
Internal Revenue Service Organizational Chart	Form 14157 Complaint: Tax Return Preparer
Form 8275 Disclosure Statement	Form 8275-R Regulation Disclosure Statement
Form 8886 Reportable Transaction Disclosure Statement	

Lesson 2. Completion of the Filing Process	
Income Tax Return Preparer	More Than One Preparer
Return Preparer Employer Records	Client Records
Return Signature Requirements	Disclosures
Basic Records	Proof of Payment Records
Specific Records	Employer Payroll and Benefits Record Keeping
Preparer EIC Due Diligence Records	General Records Retention
Preparer Penalties	Understatement of Taxpayer Liability
Avoiding Section 6694 Penalties	Response to Preparer Penalty Notification
Preparer Standards Based on Return Position	Individual Taxpayer Penalties
Failure to Pay Estimated Taxes	Accuracy Related Penalties
Payee TIN Penalties	Back-up Withholding
Retirement Plan Comparison Table	
Lesson 3. Representation	
Power of Attorney	Signing Income Tax Return
POA Not Required in Tax Court Cases	When a POA is Required
Types of POA Representatives	Non-IRS Power of Attorney
Declaration of Representative	Centralized Authorization File (CAF)
Civil Penalty Representation	Documents Not Processed on CAF
Representative Recognized	Revoking a Power of Attorney
Form 2848 Signatures	POA Not Required
Third Party Disclosure	Freedom of Information Act of 1966
Form 2848 Power of Attorney and Declaration of Representative	Form 8821 Tax Information Authorization
Lesson 4. Electronic Filing	
e-File Mandate	
Taxpayers May Choose Not to e-File	e-File Mandate Exceptions
Preparer Hardship Waiver	Free Programs Increase e-Filing
Modernized e-File (MeF) Overview	Individual Returns Not Subject to e-File Mandate
Individual e-Filing Due Dates	Decedent's Return and Form 1310 e-File
Timely e-Filing	Rejected Returns
Business e-File	Tax Exempt Organizations e-File
Filing Information Returns Electronically	Authorized e-File Provider
e-File Provider Application Process	e-File Provider Eligibility
Principal and Responsible Officials	Other Individuals on IRS e-file Applications
Denial to Participate in IRS e file	Selected Operating Guidelines as e-File Provider
e-File Publications	Monitoring of Authorized e-file Providers
When to Submit a New EFIN Application	Federal / State e-File
Electronic Return Originator	Intermediate Service Provider
Online Filing	DCN Replaced with Submission ID
ERO Responsibilities	Refund Options Using Direct Deposit
ERO Record Keeping Requirements	Signatures Required for Tax Return Changes
Electronic Signatures	Redesigned Form 8453 for Individual Returns
When and Where To File Form 8453	Declaration Document and e-File Authorization Form 8879
Alternative Signature Methods for ERO	e-File Authorization for Extension Using Form 8878
e-Filing Advertising Standards	Disclosure of Tax Return Information

Web Site Registration with IRS	Electronic Federal Tax Payment System (EFTPS)
Payroll Federal Tax Deposits Using EFTPS	Electronic Choices Using EFTPS
Employer Federal Tax Returns	Payroll Tax Deposit Schedule Rules
Employment Tax e-File System	Payroll Tax Penalties
Filing Forms W-2 Electronically	Employer Federal Tax Return Due Dates
Protecting Taxpayers from Identity Theft	Identity Verification Service
Form 941 Employer's Quarterly Tax Return	Form 945 Annual Return of Withheld Federal Income Tax
Form 8453 U.S. Individual Income Tax Transmittal for an IRS e-File Return	Form 8878 IRS e-file Signature Authorization for Form 4868 or Form 2350
Form 8879 IRS e-File Signature Authorization	Form 8888 Allocation of Refund (Including Savings Bonds Purchases)
Form 8944 Preparer e-File Hardship Waiver Request	Form 8948 Preparer Explanation for Not Filing Electronically
Form 9325 Acknowledgment and General Information for Taxpayers e-Filing	Excerpts from Publication 1345 e-File Handbook

### Lesson 5. Examinations, Appeals and Authority

Examination Selection Criteria	
Civil Examination Methods	Examination Notices and Basics
Repeat Examinations	Examination Representation
Partnership Audits	Confidentiality Privilege
Potential Third Party Contacts	Badges of Fraud
Procedure for Closing an Audit	If Taxpayer Agrees with Tax Changes
If Taxpayer Later Agrees	If Taxpayer Disagrees with Tax Changes
Audit Reconsideration	Suspension of Interest and Penalties
Stop Interest from Accruing	Tax Payment or Deposit
Abatement of Interest Due to IRS Error	Appeal Rights Within IRS
Appeals to the Courts	Tax Court
Recovering Administrative and Litigation Costs	Refund Before Final Determination
Claims for Refund	Limit on Claim for Refund
Processing Claims for Refund	Reduced Refund by Offsets
Tax Research	Regulations
Revenue Rulings	Revenue Procedures
Private Letter Rulings	Technical Advice Memorandums
Notices	Announcements
Internal Revenue Manual	Tax Court Decisions
Appellate Courts	Supreme Court
Significance of Court Decisions	Relief from Joint and Several Liability
Innocent Spouse Relief	Relief by Separation of Liability
Equitable Relief	Taxpayer Advocate Service Assistance
Form 843 Claim for Refund and Request for Abatement	Form 8379 Injured Spouse Allocation
Form 8857 Request for Innocent Spouse Relief	

### Lesson 6. Collection Process

Alternative Payment Programs	Undue Hardship Extension of Time to Pay
Payment Plan up to 120 Days	Guaranteed Installment Agreement (\$10,000 or Less Owed)
Installment Agreement (\$50,000 or Less Owed)	In-Business Trust Fund Express Installment Agreements
Modifying Collection Process	Offer in Compromise
Taxpayer OIC Qualifications	Collection Information Statements

OIC Necessary Living Expenses	IRS Accepts or Rejects OIC
Private Debt Collection	Notice of Federal Tax Lien
Releasing a Lien	Withdrawal of Lien
Commencement of a Bankruptcy	Collection Appeal Rights
Collection Appeals Program (CAP)	Appealing a Lien or Notice of Levy
Notice of Levy	Levy on Wages
Levy on Bank Accounts	Federal Payment Levy Program
Releasing a Levy	Property Items That Cannot be Levied
Seizure and Sale	Trust Fund Recovery Penalty
Worker Classification Settlement Programs	Form 433-A (OIC) Collection Information Statement for Wage Earners and Self-Employed
Form 433-B (OIC) Collection Information Statement for Businesses	Form 656 Offer in Compromise
Form 8952 Application for Voluntary Classification Settlement Program (VCSP)	Form 9465 Installment Agreement Request