
Instructions for Form 2587, Application for Special Enrollment Examination

General Information

Prometric will be administering the Special Enrollment Examination on behalf of the IRS. The examination is offered in three parts via computer at approximately 300 testing centers managed by Prometric. Examination candidates should go to www.prometric.com/irs for examination information, including:

- » How to register, schedule and pay for an examination
- » Examination locations
- » Length of the examinations
- » Examination content outline
- » Carryover rules
- » Test center regulations, including required identification

The fee is \$101.00 for each of the three parts of the examination. The examination fee is not refundable.

Preparer Tax Identification Number (PTIN)

Applicants based in the U.S. need a Preparer Tax Identification Number (PTIN) in order to register for any examination. Those candidates who do not have a PTIN should request one by completing a Form W-7P, Application For Preparer Tax Identification Number. You can apply on-line, by mail or by fax. The on-line process is the quickest method. To apply on-line go to www.irs.gov, click on "Tax Professionals" and then scroll down to "e-services - on-line tool for Tax Professionals".

Once you have registered for e-services, follow the instructions to have a PTIN assigned. For additional information regarding requesting a PTIN and for special rules for foreign based test candidates without a PTIN, please go to www.prometric.com/irs. Foreign based test candidates who are not eligible to obtain a PTIN should check the "N/A" box.

Registration, Scheduling and Payment

Before registering, scheduling and paying, you must complete Form 2587. Once Form 2587 is completed, you may register, schedule and pay for your examination with Prometric. Candidates should complete Form 2587 only one time under our new registration process. For example, if you register in 2010, but do not pass all parts of the examination, you will not have to complete Form 2587 in order to register for the examination in 2011.

There are three ways to register, schedule and pay for the Special Enrollment Examination:

1. To express register, visit www.prometric.com/irs and complete this form on-line. You can then immediately register, schedule and make payment on-line. This is the only way to complete the process in the same day.
2. You may fax this form to 1-800-347-9242. Wait one full calendar day and then either: log on to www.prometric.com/irs or call 1-800-306-3926, to register, schedule and pay.
3. You may mail this completed form to: Prometric, Attn: IRS Special Enrollment Examination, 1260 Energy Lane, St. Paul, MN 55108. Wait six to 10 calendar days, and then either log on to www.prometric.com/irs or call 1-800-306-3926, to register, schedule and pay.

Paperwork Reduction Act Notice

We ask for the information on this application to carry out the requirements of Title 31, Code of Federal Regulations, Subtitle A, Part 10, Section 10.4(a). We need the information to identify applicants for the Special Enrollment Examination. 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. The time needed to complete this form will vary depending on individual circumstances. The estimated average time is 6 minutes.

If you have comments concerning the accuracy of this time estimate or other suggestions, please write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6406, Washington, DC 20224. DO NOT send the application to this address. Instead, mail the form to Prometric, Attn: IRS Special Enrollment Examination, 1260 Energy Lane, St. Paul, MN 55108.

Privacy Act Notice

Collection of this information is authorized by Section 330 of Title 31, United States Code, and Part 10 of the Title 31, Code of Federal Regulations. The primary use of this information is for the administration of the enrolled agent program, including administration of a written examination testing for special competence in tax matters. Information may be disclosed to contractors for administration of the special enrollment exam and for other tax administration purposes, to the Department of Justice for civil or criminal litigation or to seek legal advice, to Federal, state or foreign agencies or bodies for their investigation of violations of law or regulation, or for hiring or retaining an individual, or for granting a security clearance, license, contract, grant, or other benefit, or to other persons to obtain information not otherwise reasonably available and needed to administer the enrolled agent program. Furnishing the information on this form is voluntary but failure to do so may result in failure to grant you enrollment.