

IRS Electronic PIN Checklist

Not sure which IP PIN steps apply to you?

This quick checklist is designed to help you quickly identify your situation and take the next steps. Whether you file your own taxes, work with a tax professional, or claim a dependent, use the section below to confirm you have the correct IRS Identity Protection PIN in place before you mail a payment or submit your return.

Scenario A: You're filing your own tax return.

Best for DIY filers using tax software or paper forms:

1. Check if you already have an IP PIN.
 - Look for an IRS notice (often CP01A) from a prior year.
 - If you opted in online before, sign in to your IRS Online Account and check your Profile section.
2. Apply for or retrieve your IP PIN online.
 - Go to the IRS "[Get an IP PIN](#)" page.
 - Sign in to your IRS Online Account or create one if needed.
 - Complete the identity verification steps.
 - View and save your six-digit IP PIN.
3. Use the IP PIN when filing.
 - Enter the IP PIN on your tax return, even if you are mailing a payment or paper return.
 - Keep the IP PIN with your tax records for the year.
4. Store it safely.
 - Save it in a secure digital location or your tax folder.
 - You will need a new IP PIN each calendar year.

Scenario B: You're working with a tax professional.

Best for taxpayers using a CPA, EA, or tax preparer.

1. Ask if an IP PIN is required for your return?
 - This is especially important if you have had identity theft issues in the past or opted into the IP PIN program.
2. Retrieve or apply for your IP PIN.
 - Log in to your IRS Online Account and find it under Profile.
 - If you do not have one and want extra protection, apply through the [IRS site](#).
3. Share the IP PIN securely.
 - Provide the IP PIN directly to your tax professional.
 - Do not email it unless they confirm a secure method.
4. Confirm it's included before filing.
 - Ask your preparer to confirm the IP PIN is entered on your return.
 - This helps avoid IRS rejections or processing delays.

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Scenario C: You need an IP PIN for a dependent.

Best for parents or guardians filing on behalf of a child or dependent.

1. Know that you can't retrieve it online.
 - The IRS does not allow IP PIN retrieval online for dependent taxpayers.
2. Call the IRS Identity Protection line.
 - Call **800-908-4490** to request help retrieving or assigning an IP PIN for a dependent.
 - Be prepared to verify your identity and the dependent's information.
3. Use the IP PIN on the dependent's return.
 - Enter the dependent's IP PIN when filing your return.
 - This applies whether you file electronically or by mail.
4. Keep records organized.
 - Store each dependent's IP PIN separately with your annual tax documents.
 - Remember that each IP PIN changes every year.

How to apply for an IP PIN

Option A: Apply online (fastest).

1. Go to the IRS "[Get an IP PIN](#)" page and choose the option to get/request an IP PIN.
2. Sign in or create your IRS Online Account and complete identity verification.
3. Once approved, your IP PIN is shown in your account under "Profile."

Option B: If you can't verify online, use [Form 15227](#) (if eligible).

1. Use Form 15227 (Application for an IP PIN) (available online).
2. The IRS will contact you to verify your identity (phone verification is part of this process).
3. After verification, you'll receive your IP PIN (this route is typically slower than online).

Option C: In-person help at a Taxpayer Assistance Center (TAC).

- If you're ineligible for [Form 15227](#) or need another route, the IRS says you can schedule an appointment at a TAC to request an IP PIN (call **844-545-5640** to schedule).

Quick tips so you don't get stuck.

- An IP PIN is six digits and you'll want it on hand before you file, whether you file electronically or by paper.
- Save it somewhere secure (password manager or your tax file folder). If you misplace it, use the retrieval steps above.

Helpful reminder!

If the IRS has issued you or your dependent an IP PIN, it is *required*. Filing without it can lead to delays, rejected returns, or additional verification steps.