

How to Select a Tax Preparer

Tax laws can be complicated and are always changing, which can make preparing your own tax return a scary task. If you're considering hiring a professional tax preparer, it is important to find one with the knowledge to prepare your returns correctly.

Remember: You are responsible for the information on your tax return even if someone else prepares it.

Minnesota does not require tax preparers to be licensed. However, many preparers choose to be licensed or certified. Many belong to professional organizations that require advanced training.

Choosing a Tax Preparer:

If you need help preparing your return, here are some helpful tips to keep in mind when choosing a tax preparer:

- Check the preparer's qualifications. Find out:
 - How **long** they have been preparing tax returns;
 - What **kinds** of returns they have prepared; and
- Check the preparer's history with the Better Business Bureau and the Minnesota Board of Accountancy for any disciplinary actions.
- **Ask** about their service fees.
- Make sure the tax preparer is **accessible, especially after** your return is filed in case you have any questions.



Reputable preparers will ask for all the records necessary to prepare your return, and will return your original documents to you.

Make sure your professional preparer includes the PTIN – Preparer Taxpayer Identification Number – on your tax returns. The law **requires** it.

Be wary of preparers who:

- **Will not** provide you with copies of your returns;
- Offer to create documents to support **false or exaggerated** deductions or claim credits that you may not be entitled to receive;
- Charge you interest on advance refunds, but won't put the interest rate in writing; or
- Want you to sign a **blank** tax form.

Make sure to review your tax return before signing it. Look it over for accuracy. It's important to understand your return before agreeing to sign it.

Taxpayer Rights Advocate

If you have questions, contact the department's Taxpayer Rights Advocate Office. The Department of Revenue is **committed** to making the filing process a **positive experience** for everyone.

During the filing season, **you may qualify for free tax preparation** if you meet certain income, age, or disability guidelines. Visit our website at www.revenue.state.mn.us to find out if you qualify and to locate a site near you.

651-556-6013 or 855-452-0767
dor.tra@state.mn.us

Taxpayer Rights Advocate
Minnesota Revenue
Mail Station 7102
St. Paul, MN 55107-7102