



## TAX PREPARER ANNUAL CERTIFICATION OF ACKNOWLEDGEMENT

This certification must be received on or before February 1<sup>st</sup>, 2024 if you provide tax preparation services during calendar year 2024. Submit your completed certification online at [cabq.gov/consumer](http://cabq.gov/consumer) or as a PDF attachment via email to [consumer@cabq.gov](mailto:consumer@cabq.gov) or by mail to:

Office of Consumer Protection  
P.O. Box 1293, Albuquerque, NM 87103

### Tax Preparer Business Information

Tax Preparer Business Name	Physical Address
Daytime Phone	Provide an email address to receive City communications, including notices of violations: (optional)

Mailing address (or if same as physical address write "same")

New Mexico Business Tax Identification Number (BTIN)	Albuquerque Business Registration Number

### Tax Preparer Information

Please list the name and IRS Preparer Tax Identification Number (PTIN) for each individual who will provide tax preparation services at this business during the year (attach additional pages if needed). <sup>1</sup>	
Name	PTIN

### Individual Signing this Certification

Name	Position/Job Title

By signing below I affirm that I have read the Albuquerque Tax Preparer and Consumer Rights Ordinance, Revised Ordinances of Albuquerque Sections 13-20-1-1 through 13-20-1-9 and will comply in good faith with its requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The complete ordinance can be found online at <https://www.cabq.gov/clerk/documents/o-22-53.pdf>  
Compliance information and FAQ's available at [www.cabq.gov/consumer](http://www.cabq.gov/consumer).  
Direct questions to [consumer@cabq.gov](mailto:consumer@cabq.gov) or 505-768-4596.

<sup>1</sup> "Providing tax preparation services" means "preparation, advice, assistance in the preparation of, or assumption of final responsibility for another person's preparation of a consumer's federal or state personal income tax return for compensation or valuable consideration in the City of Albuquerque."