



# I.R.S. IDENTITY PROTECTION PIN INSTRUCTIONS

with **ID.me** verification steps



THE TAX EXPERTS



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Dear Valued Tax Client,

CNBC recently reported, “The IRS flagged more than 1 million tax returns for potential identity theft during the 2023 tax season, according to the U.S. Department of the Treasury, signaling that such fraud continues to be a pervasive problem for taxpayers.”

Fortunately, there is something you can do about it, which is why we put together this simple, step-by-step guide on how to request an Identity Protection (IP) PIN from the IRS through their website (at IRS.gov). This process helps the IRS ensure that a fraudster cannot file a false tax return in your name.

If you already have an account on the IRS website, getting your PIN only takes a few clicks. However, if you do not have an account yet, you’ll first need to verify your identity through a service the government uses called ID.me. An ID.me account will allow you to access your IRS account.

How it works: ID.me will ask for some basic information, such as your name, address, social security number, etc., and will also have you take a picture of the front and back of your driver’s license (or other acceptable document) with your smartphone camera. You’ll also be asked to provide a “live” image scan of your face. Once accepted as valid, the ID.me system will prompt you to complete the last few steps and you will be able to access your IRS account. You can then request your Identity Protection PIN and the IRS will generate a letter with your new PIN and other important details. We recommend saving this file as a PDF file on your device and printing a hard copy you can store in a safe place. If you are a Claremont Management tax client, please upload a copy of this letter to us using the secure client portal.

With the rise of tax return-related identity theft, we strongly urge all of our clients to take advantage of this IRS program. We’re confident that the small investment of your time will be well worth it for the peace of mind it affords you and your family. As always, should you have a question or need assistance, please call us at (847) 398-7010 or email us at savetax@claremontmgmt.com.

Sincerely,

John Cencig and Maria Huja  
CLAREMONT MANAGEMENT CORP.

# **How to get an Identity Protection PIN from the IRS**

INSTRUCTIONS FOR IRS (ID.me) ACCOUNT HOLDERS

## **QUICK LINK**

### **REQUEST AN IRS IDENTITY PROTECTION PIN:**

<https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin>

**NOTE: If these screen shots are too small, you can download a version with larger ones here:**

<https://claremontmgmt.com/IRS-IP-PIN-LARGE.pdf>

1 To request a IRS pin please go [www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin](http://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin) Click "Get an IP PIN"

[www.irs.gov/identity-theft-fraud-scams/get-an-i...](http://www.irs.gov/identity-theft-fraud-scams/get-an-i...)

An Identity Protection PIN (IP PIN) is a six-digit number that prevents someone else from filing a tax return using your Social Security number or Individual Taxpayer Identification Number. The IP PIN is known only to you and the IRS. It helps us verify your identity when you file your electronic or paper tax return. Even though you may not have a filing requirement, an IP PIN still protects your account.

If you are a confirmed victim of tax-related identity theft and we have resolved your tax account issues, we'll mail you a [CP01A Notice](#) with your new IP PIN each year.

If you don't already have an IP PIN, you may get an IP PIN as a proactive step to protect yourself from tax-related identity theft.

If you want to request an IP PIN, please note:

- You must pass an identity verification process.
- Spouses and dependents are eligible for an IP PIN if they can pass the identity verification process.

### How to get an IP PIN

The fastest way to receive an IP PIN is by using the online Get an IP PIN tool. If you wish to get an IP PIN and you don't already have an account on IRS.gov, you must register to validate your identity. The IP PIN tool is generally available starting in mid-January through mid-November. Select the button to get started

[Get an IP PIN](#)

2 Click this image field.

### Identity Protection PIN (IP PIN)

Thank you for your interest in the online IRS Identity Protection PIN application.

Obtaining your IP PIN online is more secure, and convenient, than having a paper notice record.

If you choose to utilize this service, you can obtain your IP PIN online anytime you wish available 24 hours a day from early January until mid-November.

If you would like to participate, please select "Continue" below.

[CONTINUE >](#)

[IRS Privacy Policy](#) | [Privacy Notice](#)

ice-webapp (version 20.7.2)

3 You will then get a page that pops up with a PIN #, print this page or write down the number to be used for the current year filing.

signed in as: John Doe | Home | Logout

## on PIN (IP PIN)

n PIN is:

re it along with your tax records.

Federal tax return as indicated below:

your tax software or practitioner will tell you where to enter your IP PIN for you, your  
ents if applicable.

nter your IP PIN(s) as applicable in the boxes marked "Identity Protection PIN" in  
turn.

ut Your IP PIN

on all federal income tax returns 1040 and 1040 PR/SS and any delinquent returns

4 You are all set, make sure to save your log in information for future access. Call Claremont with the PIN or save the PDF in the portal.

# How to set up an ID.me account with the IRS

A STEP-BY-STEP GUIDE

## QUICK LINK

### GET STARTED HERE:

<https://www.irs.gov/payments/your-online-account>

Click button to create your ID.me account (for the IRS).

**NOTE: If these screen shots are too small, you can download a version with larger ones here:**

<https://claremontmgmt.com/IRS-IP-PIN-LARGE.pdf>

1

You must first set up an IRS id.me account

Navigate to [www.irs.gov](http://www.irs.gov)

2

Click "Sign in to Your Account"



### How can we help you?

File Your Taxes for Free



Sign in to Your Account



Get Your

Make a Payment



Get Your Tax Record



Find Fr

Check Your Federal Tax Withholding



Get Answers to Your Tax Questions



Apply

4

Click create a new account

If you don't have an ID.me account, you must create a new account.

#### Sign in with an existing account

Sign in with ID.me

OR

#### Create a new account

ID.me Create an account

#### Frequently Asked Questions

+ How do I verify my identity?

+ What if I can't verify my identity?

3

Click "Sign in to your Online Account"

## Your Online Account

English | [Español](#) | [中文\(简体\)](#) | [中文\(繁體\)](#) | [한국어](#)

### Individuals

Access your individual account information including balance, payments, tax records and more.

Who Should File

Sign in to your Online Account

How to File

When to File

Where to File

Your Information

Tax Record (Transcript)

If you're a new user, have your photo identification ready. More information about identity verification is available on the sign-in page.

### Access Tax Records

- View key data from your most recently filed tax return, including your adjusted gross income, and access transcripts
- View information about your Economic Impact Payments
- View information about your advance Child Tax Credit payments
- View digital copies of certain notices from the IRS

5

Fill in the email and password you would like to use for the account.

If you already have an ID.me account, do not create a new one. [Sign in to your existing account.](#)

\* Indicates a required field

Email \*

Enter your personal email address

Password \*

Enter password

Confirm Password \*

Reenter password

6 Accept the terms

Form fields: Password\*, Confirm Password\*

Remember me  
For your security, select only on your devices.

I accept the ID.me [Terms of Service](#) and [Privacy Policy](#) \*

Create account

8 Read the terms and Click "Continue"

the following:

- Prior sign-ins using your ID.me account (but the names of the websites you access would not be disclosed)
- Multi-factor authentication methods (e.g., text message or push notification)
- The status of your verification (e.g., what steps you have or have not completed; partially entered information)

If you choose not to continue, you will not be able to use your ID.me account to access IRS.

Continue

7 Click Create Account

Form fields: Password\*, Confirm Password\*

Remember me  
For your security, select only on your devices.

I accept the ID.me [Terms of Service](#) and [Privacy Policy](#) \*

Create account

9 You will get a code emailed to the email you registered above you will need to type that in and click Continue.

Resend my verification

OR

Enter the 6-digit code from the email

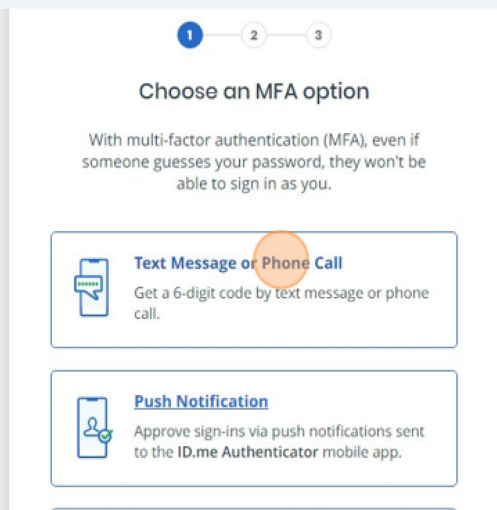
Confirmation Code

838258

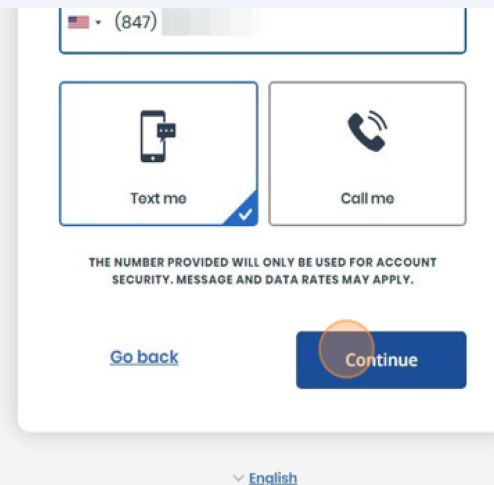
Continue

English

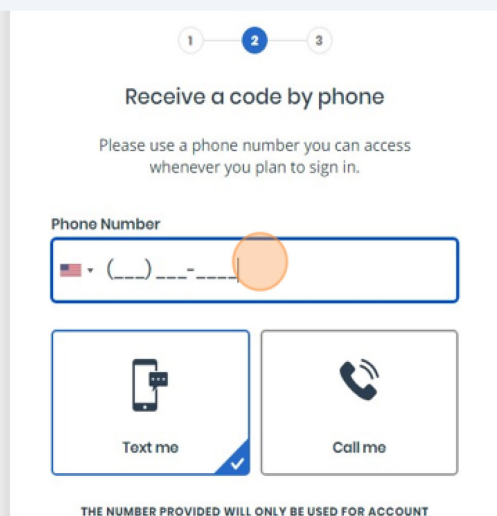
10 You will need to add a second authentication. You can do text as it is the easiest.



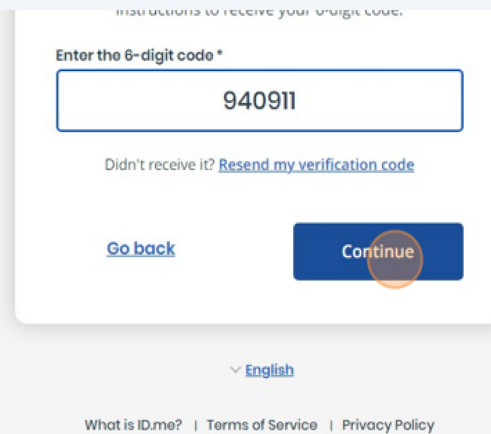
12 Click "Continue"



11 Click the "Phone Number" field.

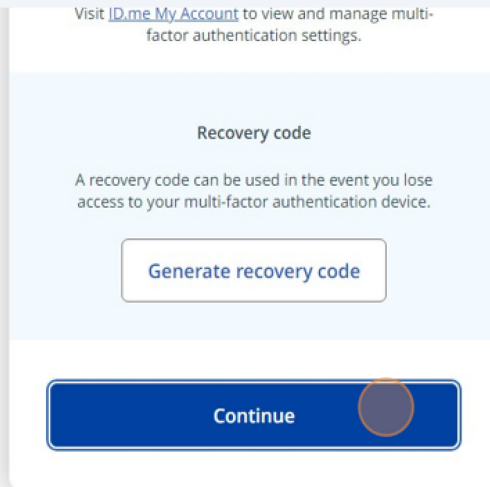


13 Enter code you received in text and Click "Continue"

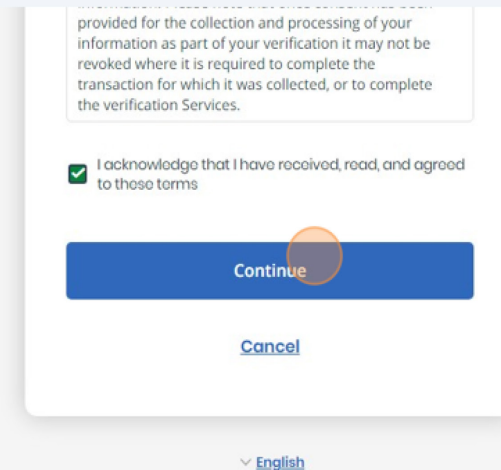




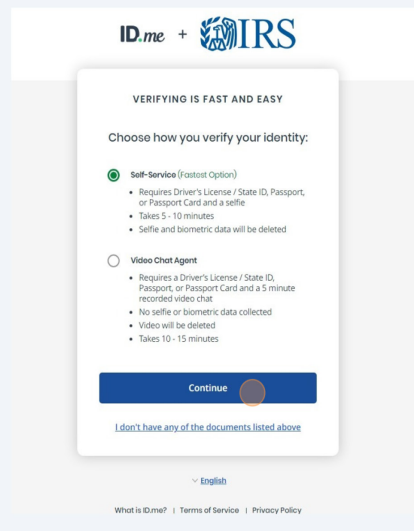
14 Click Continue.



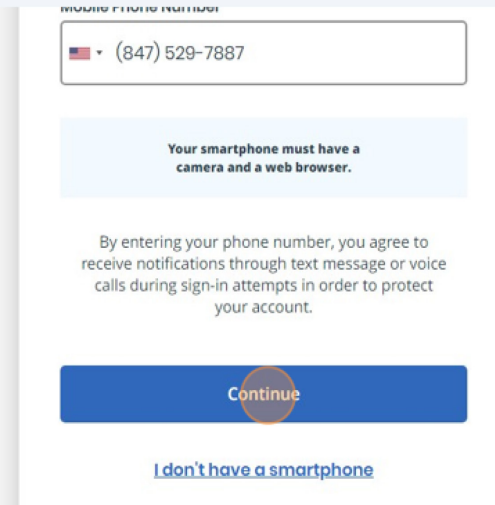
16 Accept Terms and Click "Continue"



15 You will need to verify your Identity, Self-service is the easiest. Click "Continue"



17 Click "Continue"



18 You will receive a text with a link that you need to follow to verify your identity. You will need to submit a picture of your drivers license and scan your face. Once done it will ask you to return to the website on the computer and you can follow the steps below.

19 Click the "Social Security Number (#####)" field.

VERIFY YOUR IDENTITY

1 2 3 4 5

Enter your Social Security number

Social Security Number (#####) \*

#####

The Social Security number is used as a unique identifier to confirm identity. This will not affect your credit score.

Back Continue

20 Click "Continue"

Social Security Number (#####) \*

#####

The Social Security number is used as a unique identifier to confirm identity. This will not affect your credit score.

Back Continue

[I don't have a Social Security Number](#)

English

What is ID.me? | Terms of Service | Privacy Policy

21 Click "☐"

State

Zip Code

Phone number

Mobile Phone

The information I've provided is correct, and I accept the use of [Fair Credit Reporting Act](#) data to verify my identity.

What is The Federal Fair Credit Reporting Act? ^

No Yes

22 Click here.

Mobile Phone [redacted]

The information I've provided is correct, and I accept the use of [Fair Credit Reporting Act](#) data to verify my identity.

What is The Federal Fair Credit Reporting Act? ^

No Yes

See our [Privacy Policy](#) for how we treat your data.

English

23 Click Allow. After you should be logged in to your IRS account. Here you can access your account.

Phone  Street  
 City  State  
 Postal Code

You can remove this access at any time by changing your [ID.me](#) account settings.

Allow Deny

English