



Rhode Island Department of Revenue

Division of Taxation

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TAX ADMINISTRATION

ADVISORY FOR TAX PROFESSIONALS
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Tax preparers encouraged to review data security practices

Take time amid coronavirus pandemic to ensure client data is secure

PROVIDENCE, R.I. – The Rhode Island Division of Taxation provides the following message to tax preparers: As you change business practices in response to the coronavirus pandemic (COVID-19), it is critical that you take the time to review your data security practices. Whether you are working from home or in the office, ensure that your clients' data is secure.

If you believe your data has been compromised, call the Division at (401) 574-8829 (choose option # 3). Or send an email to Tax.Assist@tax.ri.gov and put "Possible Data Breach" in the subject field, with your contact information (and nothing more) in the body of the email.

Keep your business safe by taking the following steps regularly:

- **Track your daily e-file acknowledgements.** If there are more acknowledgements than returns that you know you filed, dig deeper.
- **Track your weekly Electronic Filing Identification Number (EFIN) usage.** The Internal Revenue Service posts the number of returns filed with your EFIN weekly.
 1. Access your [IRS e-Services account](#) and your EFIN application.
 2. Select "EFIN Status" from the application.
 3. Contact the [IRS e-help Desk](#) if your return totals exceed your number of returns filed.
 4. Update your EFIN application with all phone, address, or personnel changes.
- **Track your weekly Preparer Tax Identification Number (PTIN) usage.** If you are an attorney, CPA, enrolled agent, or [Annual Filing Season Program](#) participant, and you file 50 or more returns, you can check your PTIN account for a weekly report.
 1. Access your [online PTIN account](#).
 2. Select "View Returns Filed Per PTIN."
 3. Complete federal form 14157 to report excessive use or misuse of your PTIN.
- **If you have a Centralized Authorization File (CAF) Number, keep your authorizations up to date.** Remove authorizations for taxpayers who are no longer your clients. For more information, see [IRS Publication 947](#).
- **Create your online accounts using Secure Access** to help prevent account takeovers. Learn how to register for [Secure Access](#).

The Rhode Island Division of Taxation, part of the Rhode Island Department of Revenue, has normal operating hours from 8:30 a.m. to 3:30 p.m. business days. For more information, contact the Division of Taxation at (401) 574-8829 or see <http://www.tax.ri.gov/contact>
