

**INSTRUCTIONS FOR  
FILLING OUT YOUR ANSWER SHEET  
BOARD OF TAX PRACTITIONER EXAMINATIONS**

**\*\*\*IMPORTANT\*\*\* - Read before beginning your exam & completing your answer sheet:**

Examination results will be reported to each candidate in written form via the U.S. Postal Service within **30 days** – especially during peak examination season (Sept. through Feb.). **DO NOT** contact the board office prior to your 30 days as this will delay the processing of examination results. Exam results are **NOT** given over the telephone or by appearing at the board office at any time or for any reason.

Please be sure you follow these instructions thoroughly in completing your answer sheet(s) as an incorrect/incomplete answer sheet(s) may delay grading **OR** invalidate your examination.

Item Description:	How to Complete:
<b>ID NUMBER</b>	<p>Your ID number is a series of numbers. This number is listed as "License#:" on your examination packet as well as the manila envelop in which your examination materials came in.</p> <p>In the space marked "ID Number", beginning from left to right, write the "License#:" in the blank space provided. <b>DO NOT</b> write in the "dash" or letter that follows the number – <b>ONLY</b> the series of numbers listed.</p> <p>Then fill in the corresponding bubbles located directly underneath the series of numbers you have written.</p>
<b>PHONE NUMBER</b>	<b>LEAVE THIS SECTION BLANK</b>
<b>TEST FORM</b>	<p>Fill in bubble "A".</p> <p><b>NOTE:</b> <i>Fill in "A" for all examinations.</i></p>
<b>NAME</b>	<p>Beginning from left to right, write you're LAST Name, leave one space, your FIRST Name, leave one space, and your MIDDLE Initial in the blank space provided.</p> <p><b>NOTE:</b> <i>If you have a hyphenated name, <b>DO NOT</b> place the hyphen in the blank space provided. If you have a long name, fill in as much as the blank space provided allows.</i></p> <p>Then fill in the corresponding bubbles located directly underneath your written name. Make sure to leave ONE blank space between your LAST, FIRST and MIDDLE Initial.</p>
<b>CODE</b>	<p style="text-align: center;"><b>If you are taking the:</b></p> <p><b>PREPARER</b> examination, write in the blank space provided – "PP" and fill in the corresponding bubbles underneath.</p> <p><b>CONSULTANT</b> examination, write in the blank space provided – "CC" and fill in the corresponding bubbles underneath.</p> <p><b>CONSULTANT State ONLY</b> examination, write in the blank space provided – "SS" and fill in the corresponding bubbles underneath.</p>
<b>SUBJ SCORE</b>	<b>LEAVE THIS SECTION BLANK</b>

\*\*\* Lastly, complete the: Name; Subject; Date; and Hour/Day portion of your answer sheet.  
See sample answer sheet for details.\*\*\*

**Number of questions and time allotted per examination:**

- Preparer Examination: 200 questions / 5 hours
- Consultant Examination: 200 questions / 5 hours
- Consultant State ONLY Examination: 50 questions / 1.5 hours