

Request for Appeal

You must complete the information in the spaces below, including your signature(s) and the date.

Continuing Education Provider name

Program name

Program number(s)	Year of review
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Mailing address	City	State	ZIP code
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Identify the item(s) that you disagree with on Letter 4890 Notice of Denial or on the Summary of Findings Report that you received with the Letter 5015 Notice of Revocation. Tell us why you disagree. You can add more pages if this is not enough space. Please refer to the appropriate [Continuing Education Provider Standards](#) in your remarks.

CE Provider standard number	Reason why you disagree
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CE Provider standard number	Reason why you disagree
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CE Provider standard number	Reason why you disagree
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CE Provider standard number	Reason why you disagree
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Signature(s) of Designated Official for Provider

Name	Signature	Date
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Name	Signature	Date
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Purpose of this form: You can use this form to appeal a Letter 4890 Notice of Denial or a Letter 5015 Notice of Revocation of your IRS-approved CE Provider status. You must complete this form in its entirety and attach all supporting information, explanations or documents for the appeal to be considered valid.

Instructions: Upload the completed form through your secure email in your online CE provider account or mail it to the address on the Letter 4890 or Letter 5015. The IRS must receive this form within 30 calendar days of the date of the denial or revocation letter. Once a valid appeal is received, a determination will be made. You will receive a notice that your appeal has either been upheld or overturned.

If you received a Letter 5015 Notice of Revocation and take no action within 30 calendar days, you will be removed from the public listing of IRS approved CE Providers and be prohibited from reinstatement as an approved IRS CE Provider for a period of two years from the date of revocation. Your website should not indicate that you are an approved IRS CE provider nor advertise IRS approved programs. Any outstanding PTIN records not uploaded must be submitted within 10 calendar days.