Congratulations on becoming an IRS-approved provider for continuing education credits.

The IRS will be encouraging tax preparers who have CE requirements to seek out agency-approved providers. To assist providers and tax preparers, the IRS has created easily identifiable logos that providers may apply to CE program announcements. Use is optional. However, tax preparers will be directed to look for an "IRS approved" designation by providers.

Attached to this letter is a style guide relating to proper use of the logos. The logos can be found at the links below:

https://ssl.kinsail.com/partners/irs/IRS_CE_Provider_Logo_Color.jpg

https://ssl.kinsail.com/partners/irs/IRS_CE_Provider_Logo_BLACK.jpg
The Return Preparer Office Identity

At-A-Glance Guidelines and Standards

The Return Preparer Office identity represents the branch of the Internal Revenue Service which assists tax return preparers and their specific needs. These identity standards and guidelines provide instructions to facilitate the usage of the new identity to create a consistent visual presentation. This document provides a brief summary of the standards that includes color palette, sizing, positioning and prohibited uses. There is an external and internal version of the Return Preparer Office identity. Please be sure to refer to the appropriate identity guide for the materials you are preparing.

IDENTITY COLOR PALETTE

<table>
<thead>
<tr>
<th>4-Color Identity</th>
<th>Black Identity</th>
<th>Reversed Identity (white)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>100% BLACK</td>
</tr>
</tbody>
</table>

BACKGROUND COLOR USE

- Use the 4-color version of the Return Preparer Office identity on a white background ONLY.
- Use the black version of the identity when applying it to a light/mid-tone background.
- Use the reversed (white) identity on a mid/dark-tone or black background.

| White Background | Light/Mid-tone Background | Black Background |

SIZING AND POSITIONING

Identity should never be smaller than 2.5” wide.

DON'Ts (Prohibited Uses)

- Do not alter the color of the identity.
- Do not alter the position of the identity elements.
- Always re-size the identity in correct proportion.