

Steps to apply for TCC Code to File 1099s Electronically

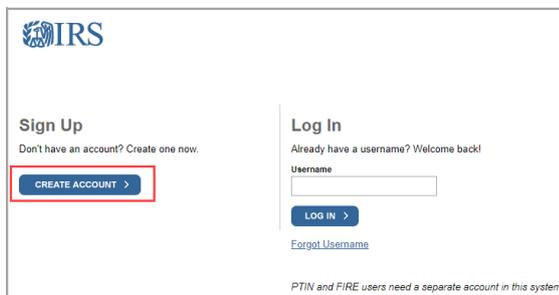
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Steps to apply for TCC Code to File 1099s Electronically

(To the best of SGA's Knowledge, this is the process. SGA does not assign the TCC Code. Any questions should be directed to the IRS)

Form 4419, Application for Filing Information Returns Electronically (FIRE) Transmitter Control Code (TCC) Fill In option has been replaced by the online [Information Return \(IR\) Application for Transmitter Control Code \(TCC\)](#).

1. You will first be required to verify your personal identity to create an account and file the application form. You will choose Create Account under Sign Up.



The screenshot shows the IRS website's login and sign-up interface. On the left, under the 'Sign Up' heading, there is a link 'Don't have an account? Create one now.' and a blue button labeled 'CREATE ACCOUNT >' which is highlighted with a red rectangular box. On the right, under the 'Log In' heading, there is a link 'Already have a username? Welcome back!', a text input field for 'Username', a blue button labeled 'LOG IN >', and a link 'Forgot Username'. At the bottom of the page, there is a small note: 'PTIN and FIRE users need a separate account in this system'.

Have this information ready before creating account:

- Email address
 - Social Security Number (SSN) or Individual Tax Identification Number (ITIN)
 - Tax filing status and mailing address
 - One financial account number linked to your name:
 - Credit card – last 8 digits (no American Express, debit or corporate cards) or
 - Student loan – (Enter the student loan account number provided on your statement. The account number may contain both numbers and letters. Do not include any symbols.) Additionally, we can't verify student loans issued by Nelnet. or
 - Mortgage or home equity loan or
 - Home equity line of credit (HELOC) or
 - Auto loan
 - Mobile phone linked to your name (for faster registration) or ability to receive an activation code by mail
- 2.** Once your identity has been confirmed you will be prompted to Create a Username and Password.

Create Your User Profile

We've been able to confirm your identity. Now you will create a user profile. This is the last step in the process.

Create a Username and Password

Username

Password

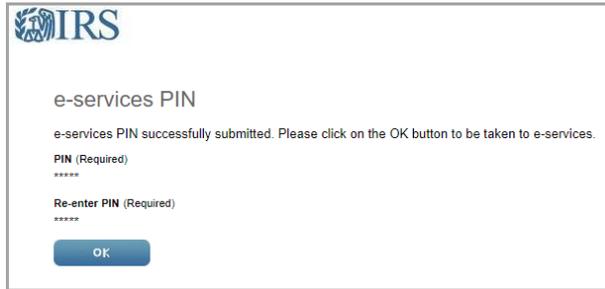
Re-enter Password

Enter a username of your choice. Your username cannot be changed once set. The username should be 8-10 characters and cannot be an email address, SSN, or contain a space, or a special character (l@#%*&*).

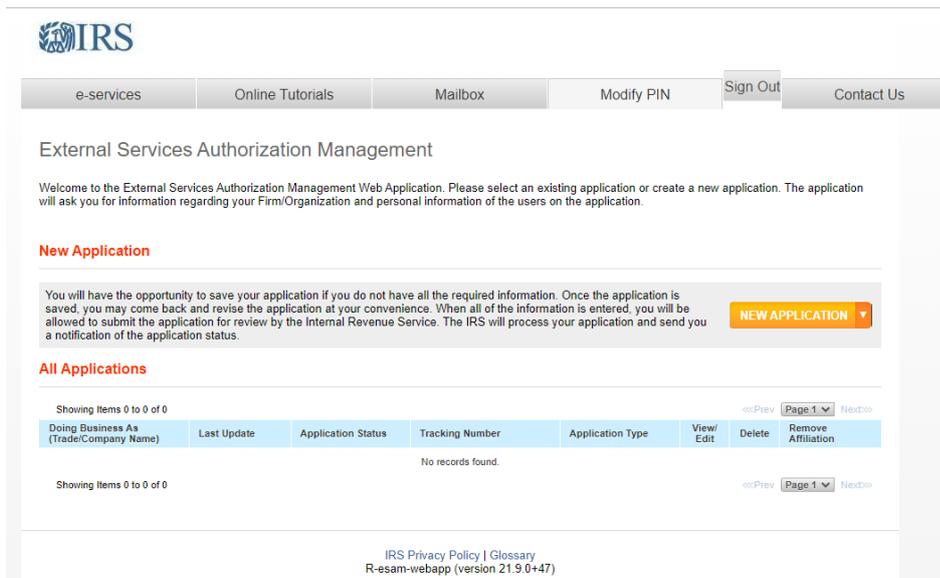
Password Rules:

- Between 8 and 32 characters long.
- Must contain at least one numeric and one special character (l@#%*&*).
- At least one uppercase and at least one lowercase letter.
- Matching password must be re-entered.

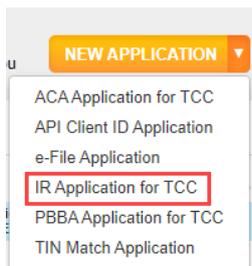
3. Create a unique 5-digit pin that will be associated with your e-services account.



4. Upon completion you will be routed to the [External Services Authorization Management Tool](#). Bookmark this site for future reference.



5. You will choose New Application > IR Application for TCC



6. Once you are assigned a code, please send it to SGA to setup electronic filling.