

## 1099 Electronic Filing – Step by step instructions to upload a file to the IRS website.

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### [1099 Electronic Filing – Step by step instructions to upload a file to the IRS website.](#)

<http://fire.irs.gov>\_ to connect to FIRE (Filing Information Returns Electronically)

#### **First time connection to the FIRE system:**

You must create a new account.

#### **Subsequent connection to the FIRE system:**

Click “Log On”

Enter

- TCC
- Company EIN
- Company name (must be an exact match to what IRS has on file)
- User ID
- Password

Click “Login”

Click “Main Menu”

#### **Uploading your file to the FIRE system:**

At Menu Options, click “Send Information Returns”

Enter

- TCC
- Company EIN

Click “Submit”

The system will display company info. This info will be used to email the transmitter, so be sure the email address is accurate. Update as appropriate and click “Accept.”

Click on Original File.

Enter your 10-digit PIN

Click “Submit”

Click “Browse” to locate and select the 1099-NEC (or 1099-MISC) file.

Click “Upload”.

When the upload is complete, the screen will display the total bytes received and the name of the file you just uploaded. If you have a second file to upload, click the appropriate button to select and upload the second file. When finished, Click “Main Menu.”

It is your responsibility to check your file's acceptability; therefore, check back into the system in 1-2 business days using the Check File Status option. You are looking for the status of “Good.”

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