

Uploading 1099/1096 Information to the IRS's "FIRE" Web Site

These instructions assume you have set up an account with the IRS and have a PIN. This is a different PIN than the one used to e-file tax returns. If you have not set up an account, in CWU2012, go to **E-Filing > 1099/1098 E-Filing > Transmit File/View Results** and click **Open Web Site**. Click **Create New Account** on the left side of the web page (<http://fire.irs.gov>).

It is important to note the name and location of the upload file displayed at the bottom of the **E-Filing > 1099/1098 E-Filing > Create File** screen in CWU. You will need this information in step 10 below.

To Upload 1099/1096/1098s

- 1) In CWU2013, go to **E-Filing > 1099/1098 E-Filing > Transmit File/View Results**. With <http://fire.irs.gov> displayed, click **Open Web Site**.
- 2) On the left side of the page, click **Log On**.
- 3) Enter your **User ID** and **Password**.
- 4) Click **Click here to continue** at the top of the screen.
- 5) Click **Send Information Returns** on the left side of the screen.
- 6) Enter your **TCC** and **TIN** and click **Submit**.
- 7) Verify your filing information and click **Accept**.
- 8) Click **Original File** on the left side of the screen.
- 9) Enter your PIN and click **Submit**.
- 10) Click **Browse** to specify the file in CWU to upload to the IRS.
- 11) Once the file displays in the **File Name** field, click **Upload**.