IRS e-file Application Process

For Form 8947 and

Form 8963 ONLY

Why do I have to create an IRS e-file Application?

- Provides authorization to e-file your corporation's return electronically.
- Assignment of an Electronic Filing Identification Number (EFIN) and an Electronic Transmitter Identification Number (ETIN).
- Establishes the form type (8963 / 8947) you will file with IRS.

How do I get started?

- All Responsible Official(s) and Delegated User(s) within your corporation who will be responsible for e-filing your ACA related and/or creating or maintaining your corporate IRS e-file Application will need to ***individually register with e-Services.***

- Registration is a one-time, universal process that authenticates you and allows you to do business electronically with IRS.

- Once you have successfully registered and confirmed you are ready to begin the e-file application process for your corporation.

What is e-Services?

- e-Services is a suite of products designed for tax professionals and taxpayers to do business with IRS electronically.
- e-Services includes:
  - Registration
  - IRS e-file application
  - Tax Identification Number (TIN) Matching Application
- e-Services is accessed through a secured environment known as the “**Registered User Portal (RUP)**”.

What do I need to create my e-file application

You must determine who will perform certain functions for your corporation and gather the necessary information to complete your e-file application.

You will need to decide:

- Who will be your Responsible Official(s) (you can have up to five; recommend two for back-up purposes).

You will need:

- Each individual to be registered and confirmed for e-Services.
- The organization's Employer Identification Number (EIN).
- Each individual(s) Social Security Number and Date of Birth.

What is a Responsible Official?

A Responsible Official is:

- An individual with responsibility for and authority over your e-file *o*peration.
- An individual who is the first point of contact with the IRS and has the authority to create, revise and sign your IRS e-file application.
- An individual who is responsible for ensuring that your corporation adheres to the provisions of all publications and notices governing IRS e-file. If one individual cannot fulfill these responsibilities, up to four additional Responsible Officials may be identified. It is a good idea to identify at least two persons to act as back-up for each other.
- An individual who is a U.S. citizen or legal resident alien (lawful permanent resident) and has attained the age of 18 as of the date of the application.

Note: The Responsible Official is not required to be a Principal or Corporate Officer.

You will need the following information for each Responsible Official you want to add to your corporation's IRS e-file *a*pplication: Name, Position Title, U.S. Citizen Status, Social Security Number, Date of Birth and E-mail Address.

Where do I go to complete the e-file Application?

- **Access the application via e-Services at www.irs.gov/eservices .**

OR

- **Go to IRS.gov**
- **Search for "eservices"**
- **Select "e-Services – Online Tools for Tax Professionals"**
- **Select "Login or Register" on the left side of the screen**

e-Services – Online Tools for Tax Professionals

e-Services

Online tools for tax professionals

Login or Register

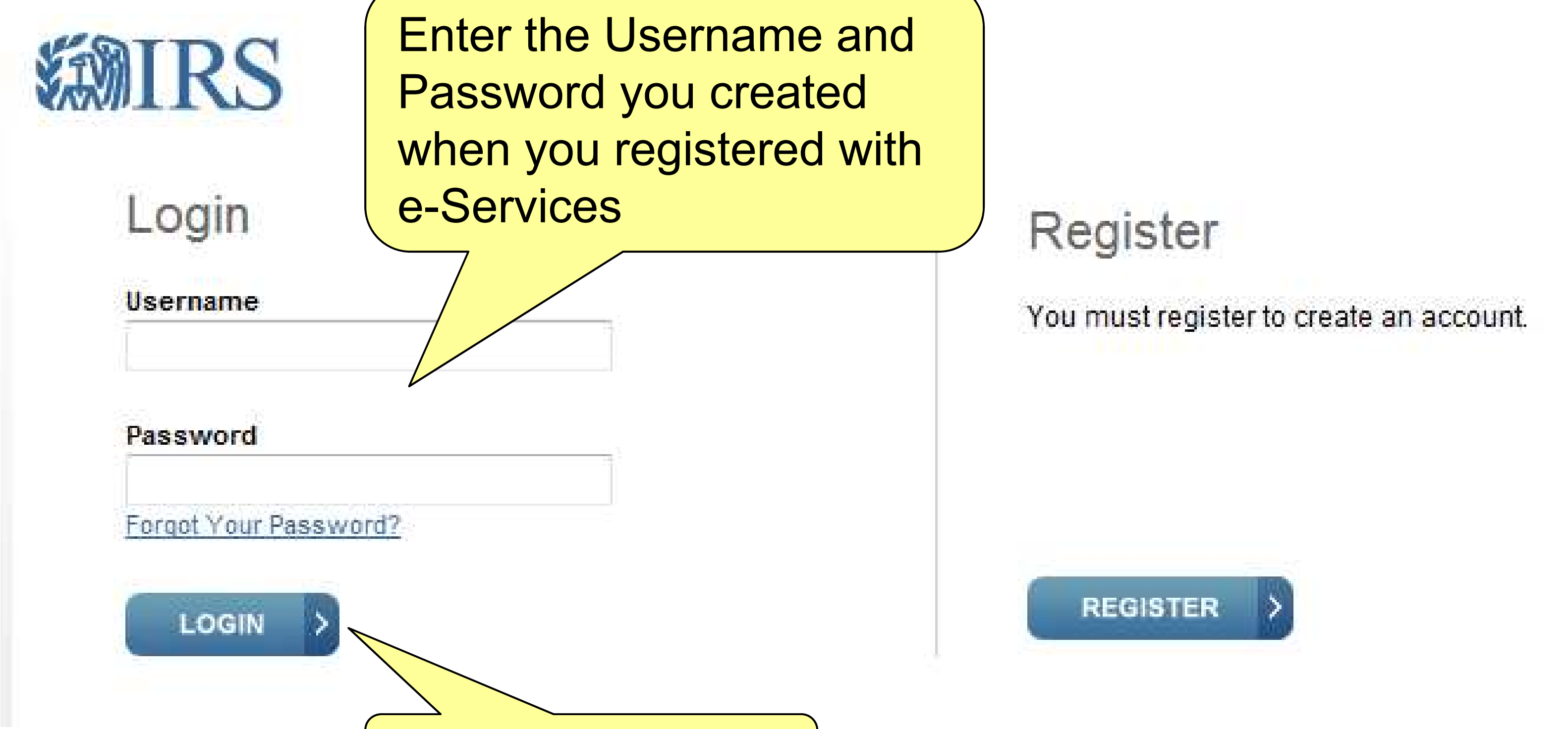
e-Services - Online Tools for Tax Professionals

e-Services is a suite of web-based tools that allow tax professionals and payers to complete certain transactions online with the IRS. The tools include Registration Services, e-file Application, Transcript Delivery and TIN Matching. These services are only available to approved IRS business partners as noted below and not to the public.

Authorized business partners who need assistance using the online tools can contact the e-help Desk at 1-866-255-0654. International callers must dial 512-416-7750.

Select “Login or Register”

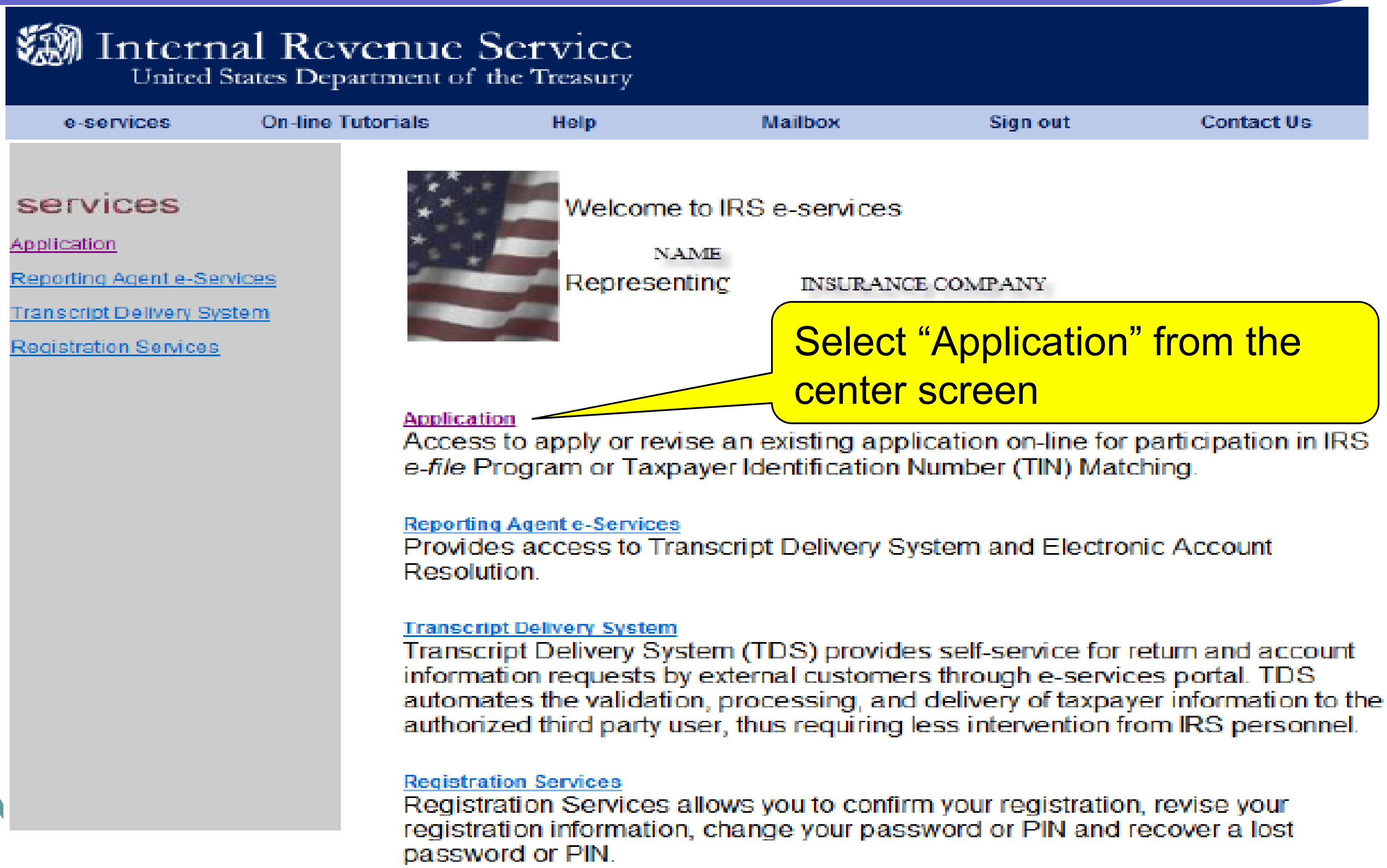
Login



Enter the Username and Password you created when you registered with e-Services

Then Select Login

Go to Application



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services

Application

Reporting Agent e-Services

Transcript Delivery System

Registration Services

Welcome to IRS e-services

NAME

Representing INSURANCE COMPANY

Select "Application" from the center screen

Application

Access to apply or revise an existing application on-line for participation in IRS *e-file* Program or Taxpayer Identification Number (TIN) Matching.

Reporting Agent e-Services

Provides access to Transcript Delivery System and Electronic Account Resolution.

Transcript Delivery System

Transcript Delivery System (TDS) provides self-service for return and account information requests by external customers through e-services portal. TDS automates the validation, processing, and delivery of taxpayer information to the authorized third party user, thus requiring less intervention from IRS personnel.

Registration Services

Registration Services allows you to confirm your registration, revise your registration information, change your password or PIN and recover a lost password or PIN.

e-Services Applications Available

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services

Application
Reporting Agent e-Services
Transcript Delivery System

Select "e-File Application" from the center screen

e-File Application

The Application to participate in the IRS *e-file* Program can be submitted on-line. The IRS will review your application information and supply a written confirmation as to your acceptance or rejection into the program. You may use this either to create a new Application or to revise an existing one.

ACA Application for TCC

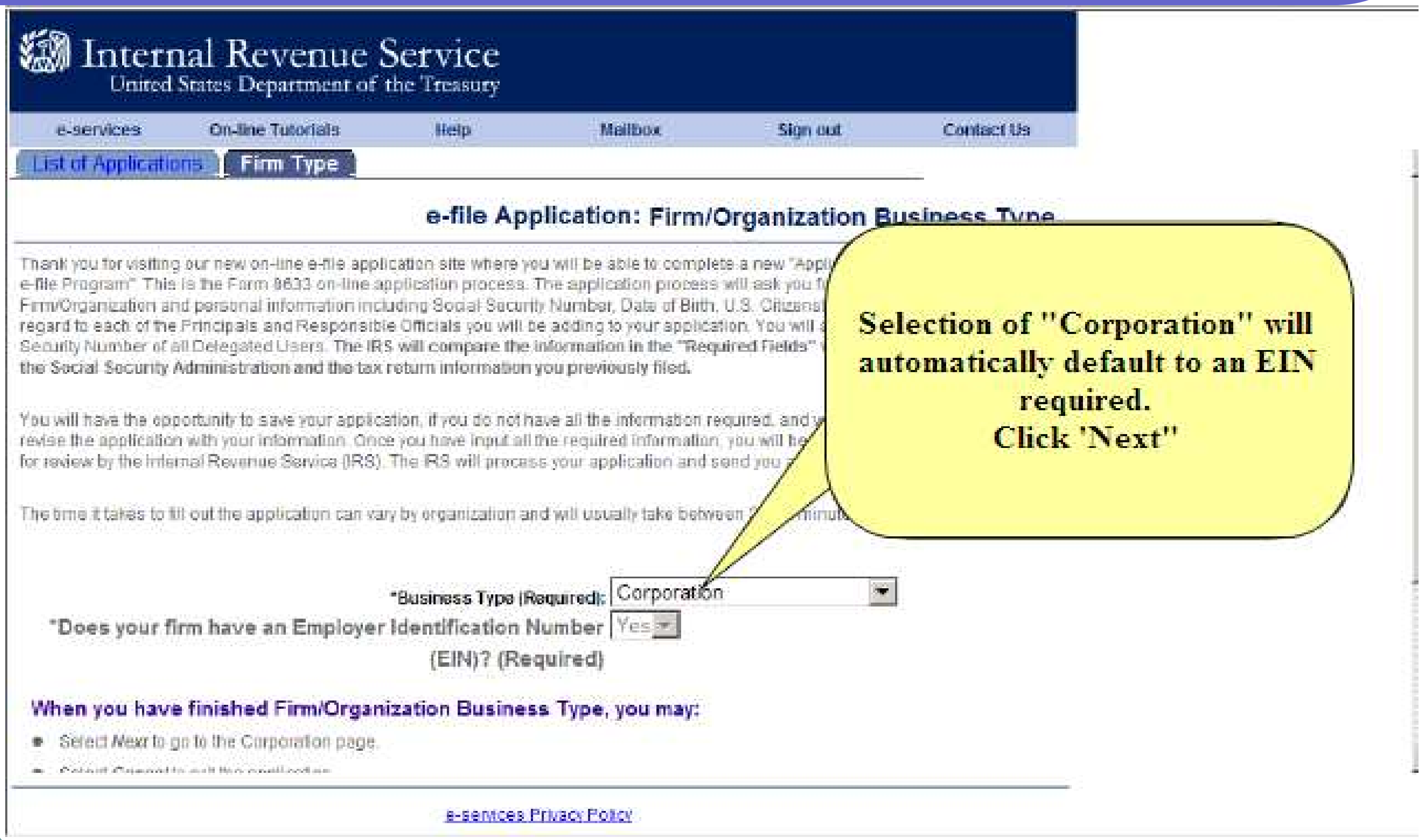
The application to participate in IRS Affordable Care Act electronic filing of information returns is available on-line. The IRS will review the information submitted on your application and send an acceptance or rejection letter. You may use this link to create a new application or to revise an existing one.

New TIN Matching Application

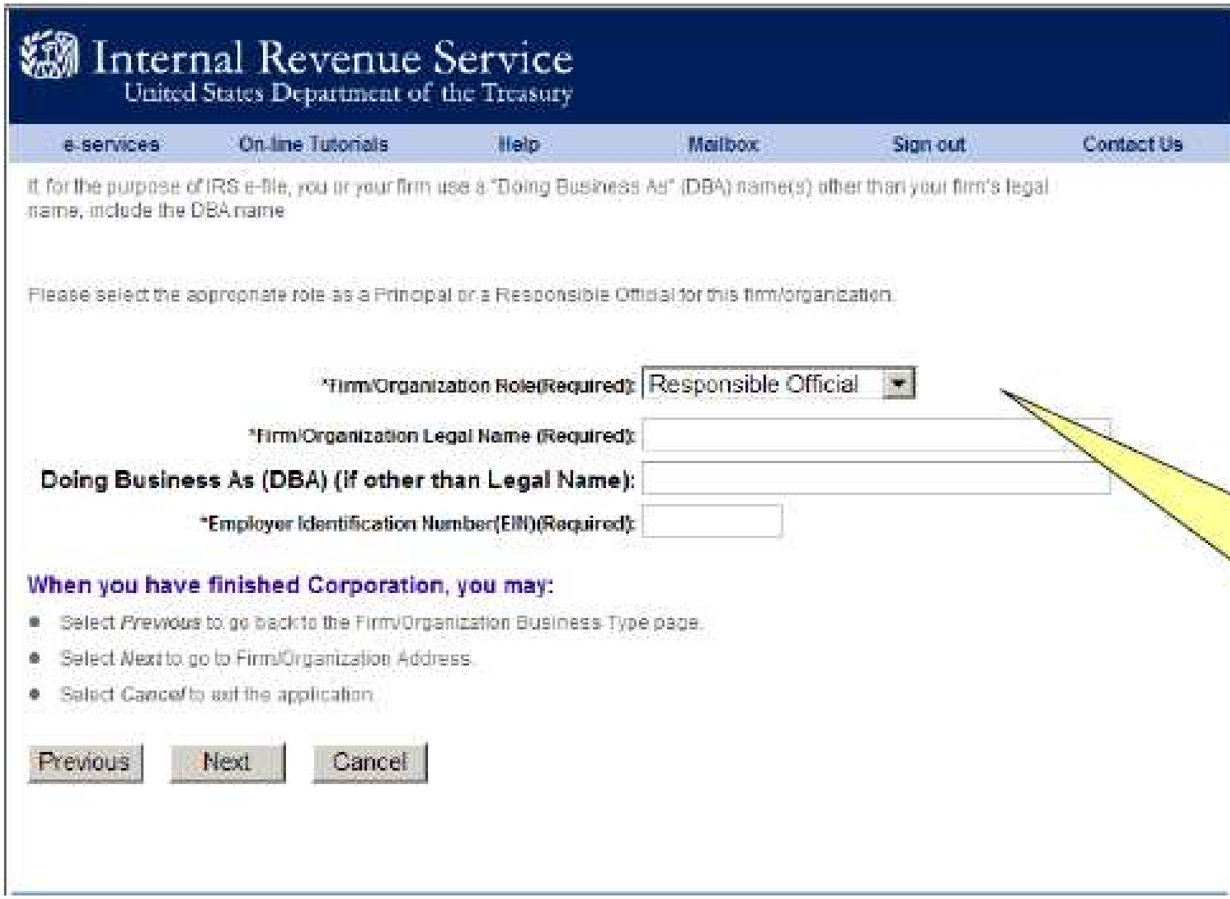
Payers may apply for Taxpayer Identification Number (TIN) Matching, an on-line product which allows you to submit TIN/Name combinations for verification against IRS records.

New Application

Firm/Organization Business Type



Your Role within the Organization



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If for the purpose of IRS e-file, you or your firm use a "Doing Business As" (DBA) name(s) other than your firm's legal name, include the DBA name

Please select the appropriate role as a Principal or a Responsible Official for this firm/organization.

*Firm/Organization Role(Required): Responsible Official

*Firm/Organization Legal Name (Required):

Doing Business As (DBA) (if other than Legal Name):

*Employer Identification Number(EIN)(Required):

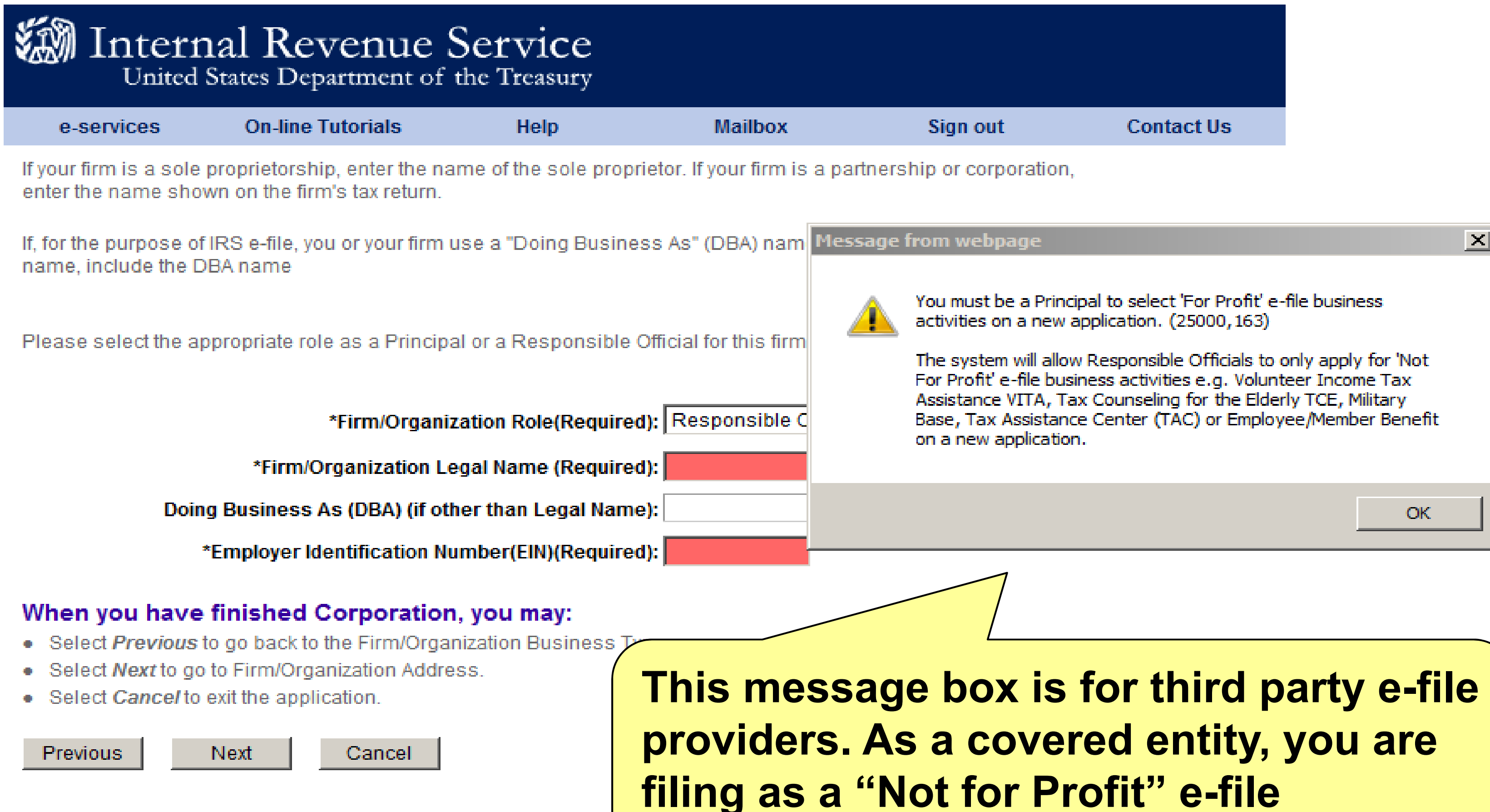
When you have finished Corporation, you may:

- Select *Previous* to go back to the Firm/Organization Business Type page.
- Select *Next* to go to Firm/Organization Address.
- Select *Cancel* to exit the application.

Previous | Next | Cancel

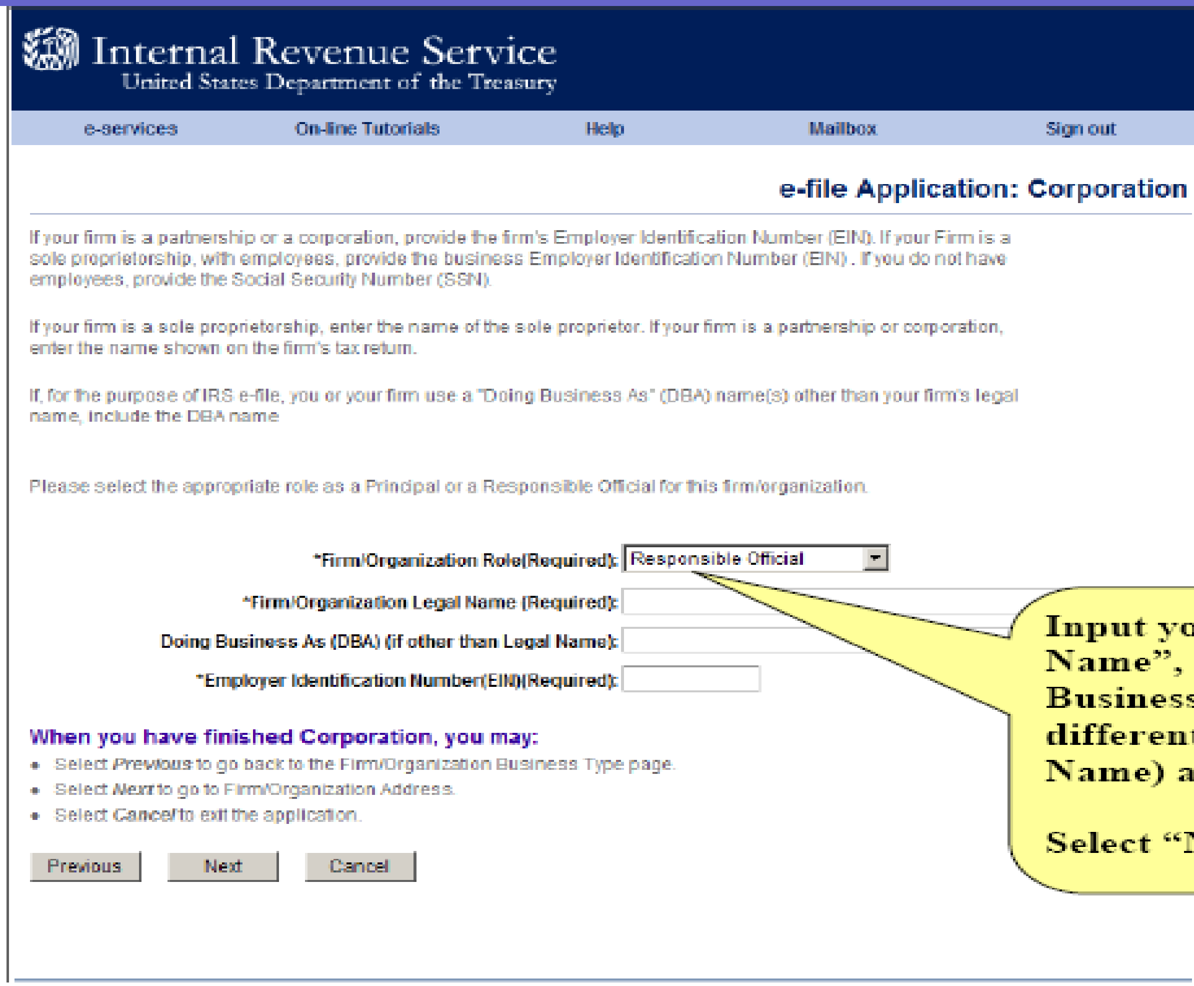
Select "Responsible Official" from the drop down menu (NOT PRINCIPAL).

Principal or Responsible Official?



This message box is for third party e-file providers. As a covered entity, you are filing as a "Not for Profit" e-file business. Select "OK" to continue.

Legal Name Required



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e-file Application: Corporation

If your firm is a partnership or a corporation, provide the firm's Employer Identification Number (EIN). If your Firm is a sole proprietorship, with employees, provide the business Employer Identification Number (EIN) . If you do not have employees, provide the Social Security Number (SSN).

If your firm is a sole proprietorship, enter the name of the sole proprietor. If your firm is a partnership or corporation, enter the name shown on the firm's tax return.

If, for the purpose of IRS e-file, you or your firm use a "Doing Business As" (DBA) name(s) other than your firm's legal name, include the DBA name.

Please select the appropriate role as a Principal or a Responsible Official for this firm/organization.

*Firm/Organization Role(Required): Responsible Official

*Firm/Organization Legal Name (Required):

Doing Business As (DBA) (if other than Legal Name):

*Employer Identification Number(EIN)(Required):

When you have finished Corporation, you may:

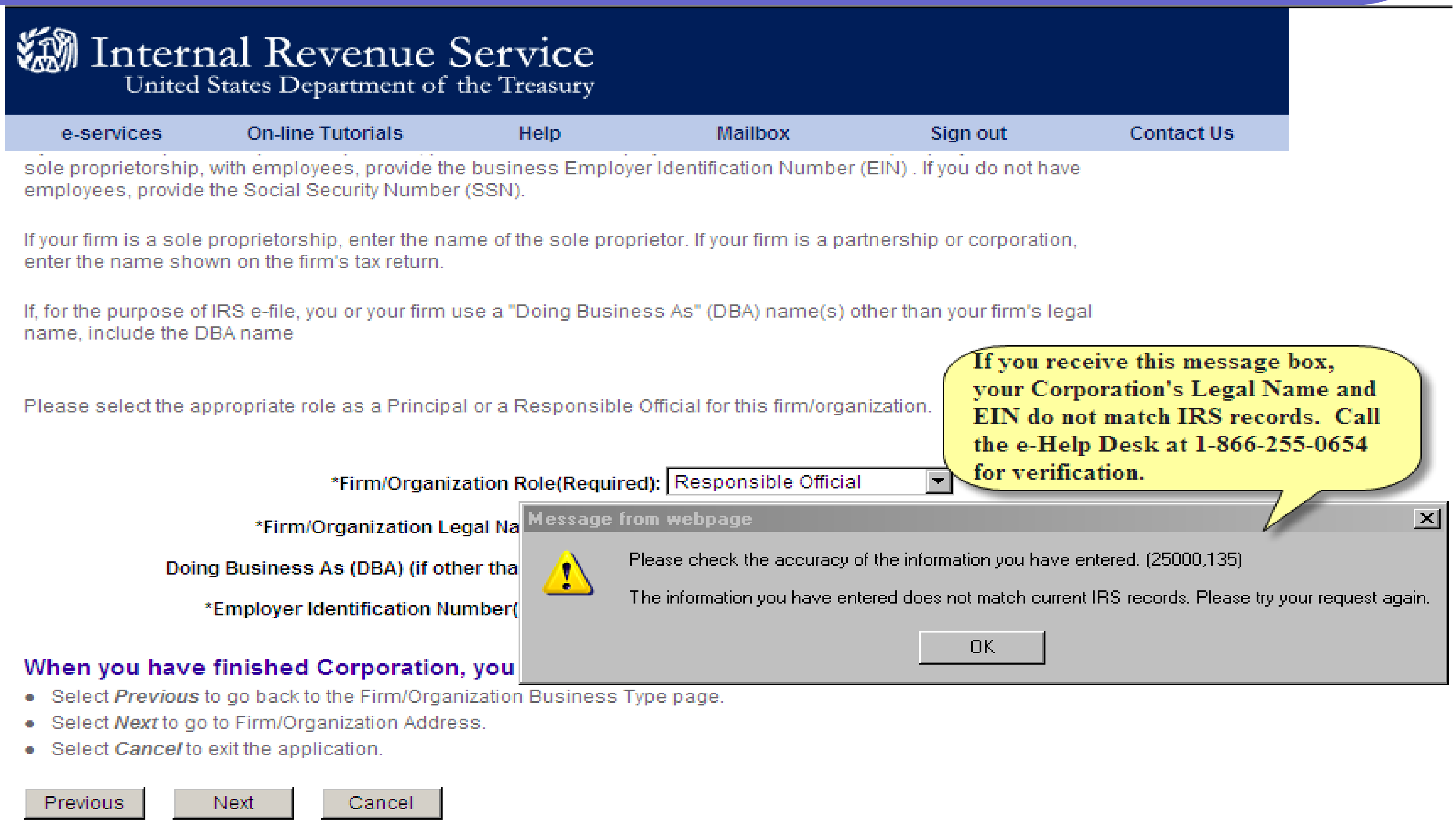
- Select *Previous* to go back to the Firm/Organization Business Type page.
- Select *Next* to go to Firm/Organization Address.
- Select *Cancel* to exit the application.

Previous | Next | Cancel

Input your "legal Name", "Doing Business As" (if different from Legal Name) and EIN.

Select "Next."

What if my Corporation and Legal Name do not match IRS records?



Firm/Organization Address

Physical Address (Required)

*Country(Required): United States
*Address 1 (Required):
Address 2:
Address 3:
*City (Required):
*State (Required): State Abl
*Postal (Required):

Business Phone & Fax Number

*Country Code (Required): 001
*Telephone (Required):
Fax Country Code: 001
Fax Number:

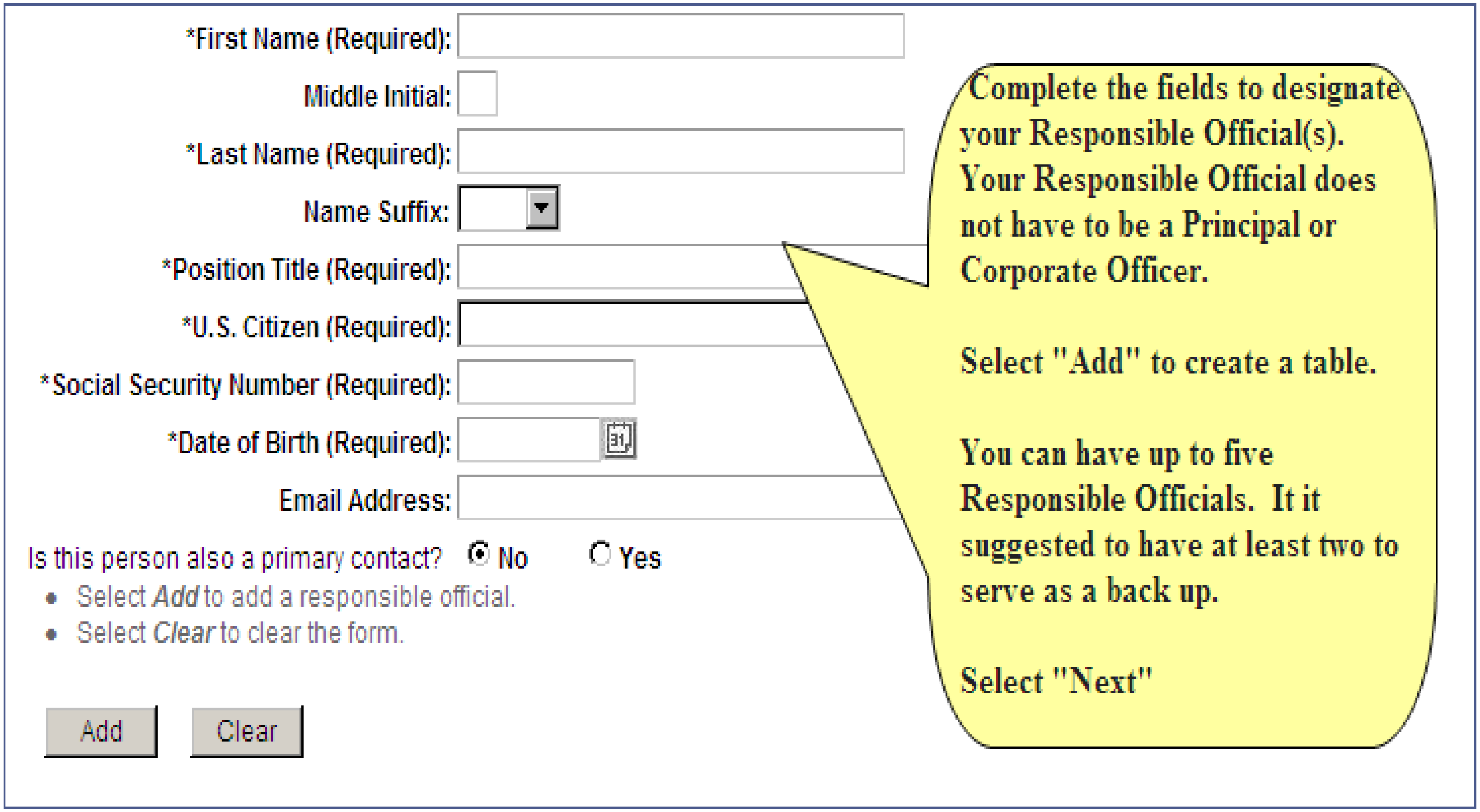
Enter the Firm's physical location, business telephone number and mailing address if different.
Select "Next"

Is your mailing address different than your physical address? Yes No
If yes, provide a mailing address.

Is your firm/organization open 12 months of the year? Yes No
If no, provide a year-round address and telephone number.

When you have finished Firm/Organization Address, you may:

Responsible Official



*First Name (Required):

Middle Initial:

*Last Name (Required):

Name Suffix:

*Position Title (Required):

*U.S. Citizen (Required):

*Social Security Number (Required):

*Date of Birth (Required):

Email Address:

Is this person also a primary contact? No Yes

- Select *Add* to add a responsible official.
- Select *Clear* to clear the form.

Add Clear

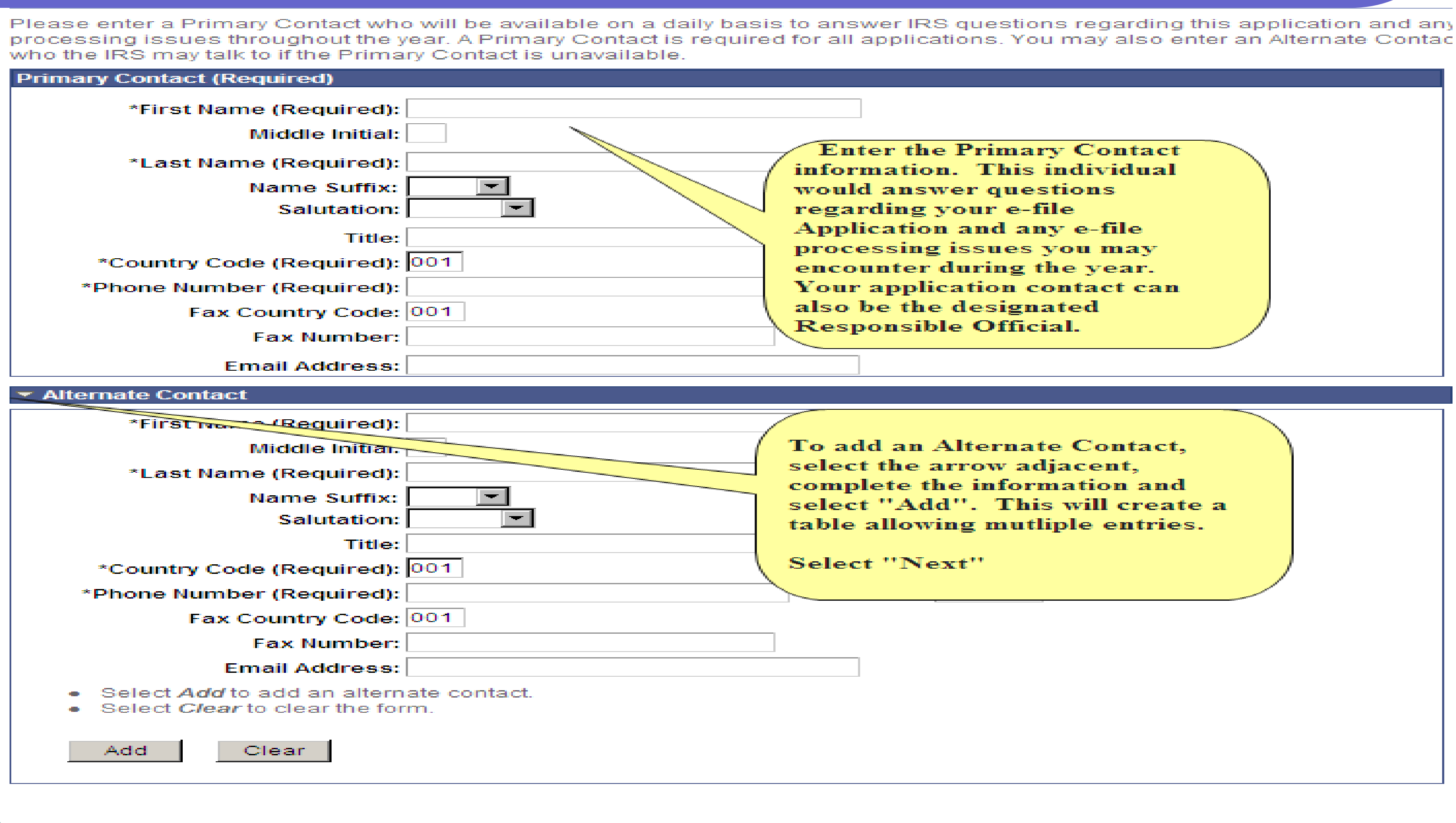
Complete the fields to designate your Responsible Official(s). Your Responsible Official does not have to be a Principal or Corporate Officer.

Select "Add" to create a table.

You can have up to five Responsible Officials. It it suggested to have at least two to serve as a back up.

Select "Next"

Application Contacts



Please enter a Primary Contact who will be available on a daily basis to answer IRS questions regarding this application and any processing issues throughout the year. A Primary Contact is required for all applications. You may also enter an Alternate Contac who the IRS may talk to if the Primary Contact is unavailable.

Primary Contact (Required)

*First Name (Required):
Middle Initial:
*Last Name (Required):
Name Suffix:
Salutation:
Title:
*Country Code (Required): 001
*Phone Number (Required):
Fax Country Code: 001
Fax Number:
Email Address:

Enter the Primary Contact information. This individual would answer questions regarding your e-file Application and any e-file processing issues you may encounter during the year. Your application contact can also be the designated Responsible Official.

Alternate Contact

*First Name (Required):
Middle Initial:
*Last Name (Required):
Name Suffix:
Salutation:
Title:
*Country Code (Required): 001
*Phone Number (Required):
Fax Country Code: 001
Fax Number:
Email Address:

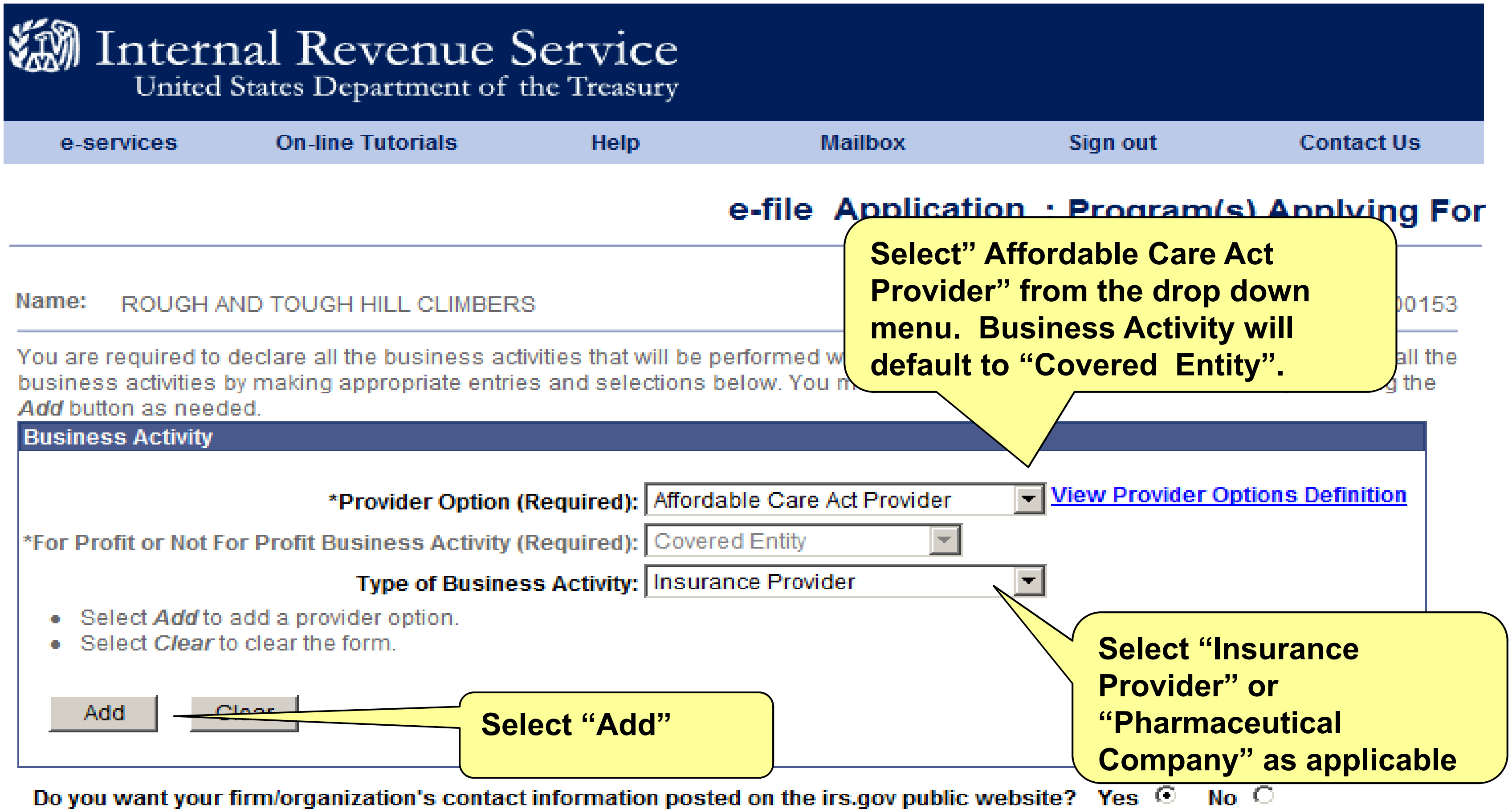
- Select *Add* to add an alternate contact.
- Select *Clear* to clear the form.

Add Clear

To add an Alternate Contact, select the arrow adjacent, complete the information and select "Add". This will create a table allowing mutliple entries.

Select "Next"

Program(s) Applying For



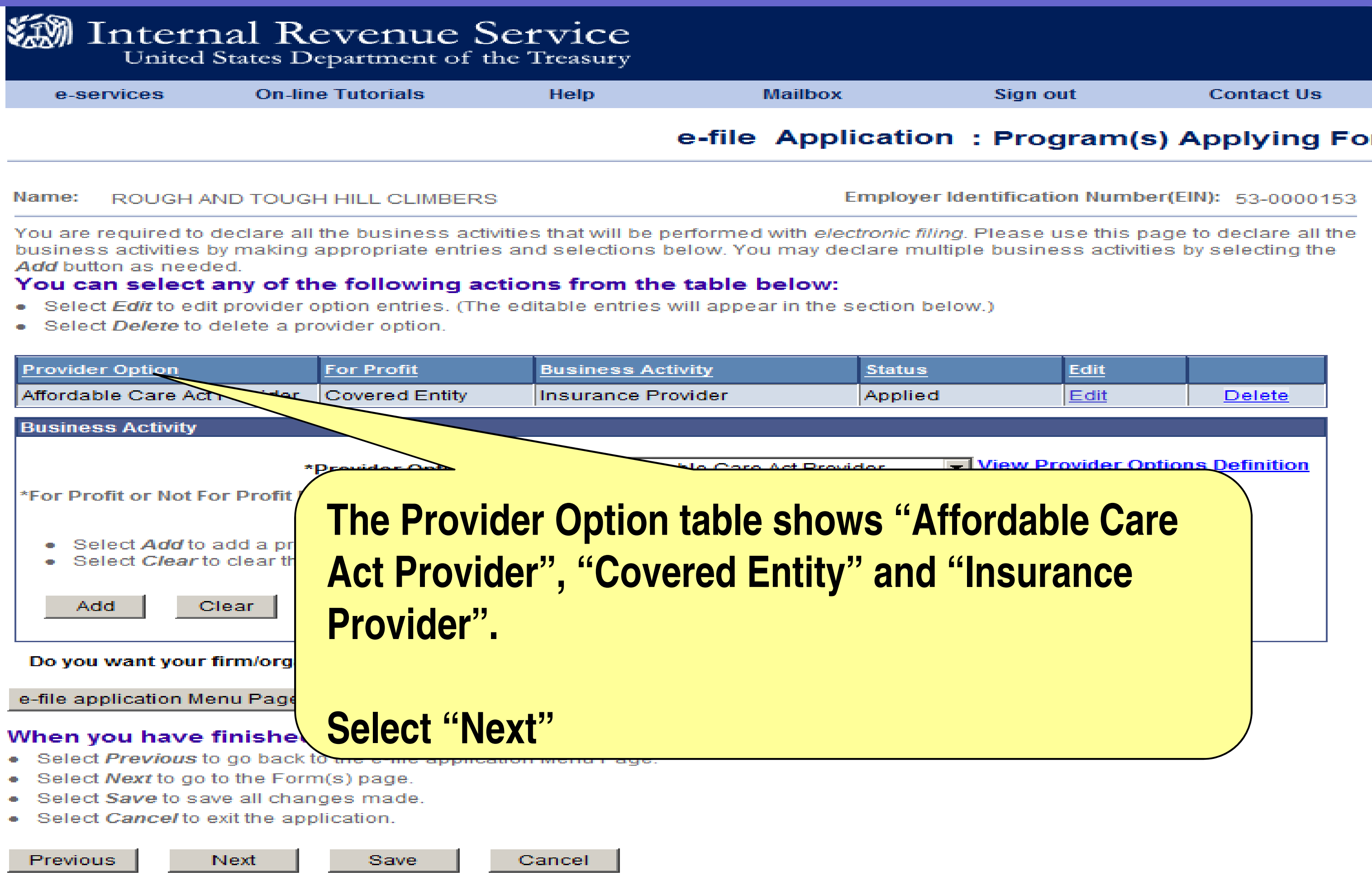
What is a ACA Provider?

- **ACA Provider** – An ACA Provider is a business or entity engaged in manufacturing or importing branded prescription drugs sold to specified government programs ("covered entity") or a health insurance provider reporting net premiums written (“covered entity”) that originates the electronic submission of its own information report(s), or a third party that will transmit report(s) on behalf of a covered entity.

For Filers of ACA Information "Returns"

- **<u>Note: The ACA Provider role is not for filers of ACA Information "returns." Filers of the following ACA Information "returns" must apply for an ACA Transmitter Control Code (TCC) not a Provider role in efile - search "AIR" in irs.gov for more information:</u>**
  - Form 1094-B, *Transmittal of Health Coverage Information Returns*
  - Form 1095-B, *Health Coverage*
  - Form 1094-C, *Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns*
  - Form 1095-C, *Employer-Provided Health Insurance Offer and Coverage*

Review Information Shown



The Provider Option table shows "Affordable Care Act Provider", "Covered Entity" and "Insurance Provider".

Select "Next"

Application Form(s)

e-file Application : Form(s)

Name: ROUGH AND TOUGH HILL CLIMBERS

Employer Identification Number(EIN): 53-0000153

You are required to select the return/form type you are planning to e-file.
You must select at least one form type for each provider type.

***Provider Option (Required):** Affordable Care Act Provider

***For Profit (Required):** Covered Entity

***Return/Form Type (Required)**

☑ 8963 - Insurance Provider Fee

- Select *Add* to add an e-file form.
- Select *Clear* to clear the form.

Add   Clear

Return/Form Type will default to:
“8963 – Insurance Provider Fee”
or
“8947 – Branded Prescription Drug Fee”
depending on the business activity.

Select “Add”

Responsible Official Authorities

Responsible Official Authorities

You may delegate authorities to individuals, however, by delegating these responsibilities you will still be responsible for this person's actions and activities.

Please select one or more of the following...

- [x] View Application Information
- [x] Update Application Information
- [x] Sign & Submit Revised Applications
- [x] Add, Delete & Change Responsible Officials

All authorities will default to the Responsible Official. You must deselect any authority you do not want assigned to a Responsible Official.

When you have finished your editing, you may:

- Select *OK* to apply all changes and return to Responsible Official(s).
- Select *Cancel* to discard all changes and return to the Responsible Official(s) page.

OK Cancel

What is a Delegated User?

- A Delegated User is an individual within your organization, other than a Responsible Official. This user is an employee, partner or other member of the organization. This user may also be someone who has a business relationship with the organization and whom you want to perform activities for your organization.
- You will need the following information for each Delegated User you want to add to your corporation's IRS e-file Application: Name, Social Security Number, Title and E-mail Address.

Delegated User(s)

As with the Responsible Official screens, complete the information, click "Add" and a table will be created with a list of your Delegated User(s).

Delegated Authorities

As with the Responsible Official screens, select "Delegated Authorities" for each of your Delegated Users to identify their permissions.

Permissions

Unlike Responsible Officials, Delegated Users are not automatically assigned all permissions. You must click on the box for any authority you want to assign your Delegated User.

Click "OK" when finished.

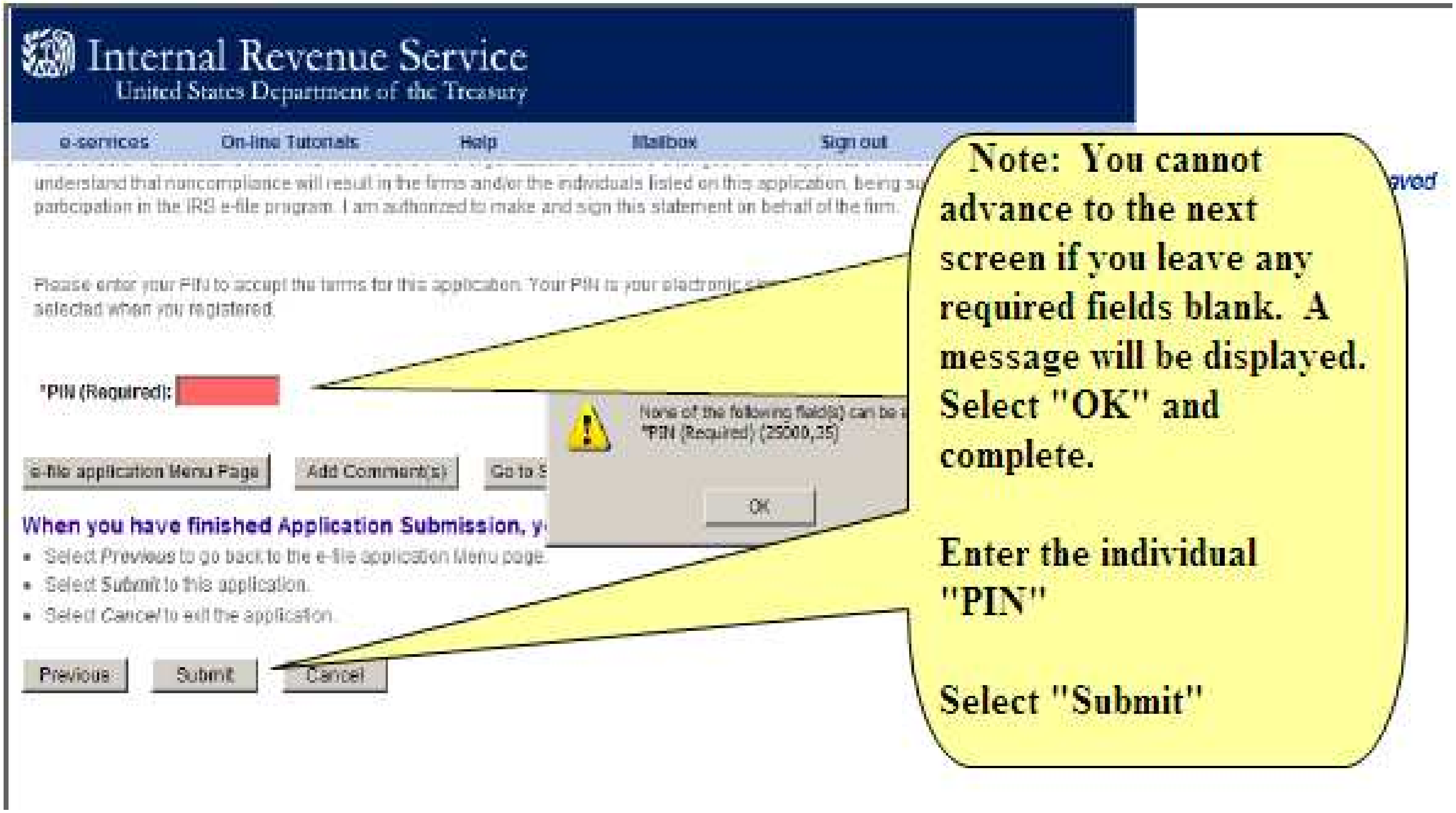
Application Status

Application Status shows activity on your IRS e-file Application with the time and date of that activity.

Maintaining your e-file Application

It is important that Responsible Officials and/or Delegated Users update or delete their roles and authorities on the IRS *e-file* Application when they are no longer associated with the firm and its EFIN or their position in the firm no longer warrants the assigned authorities.

Application Submission

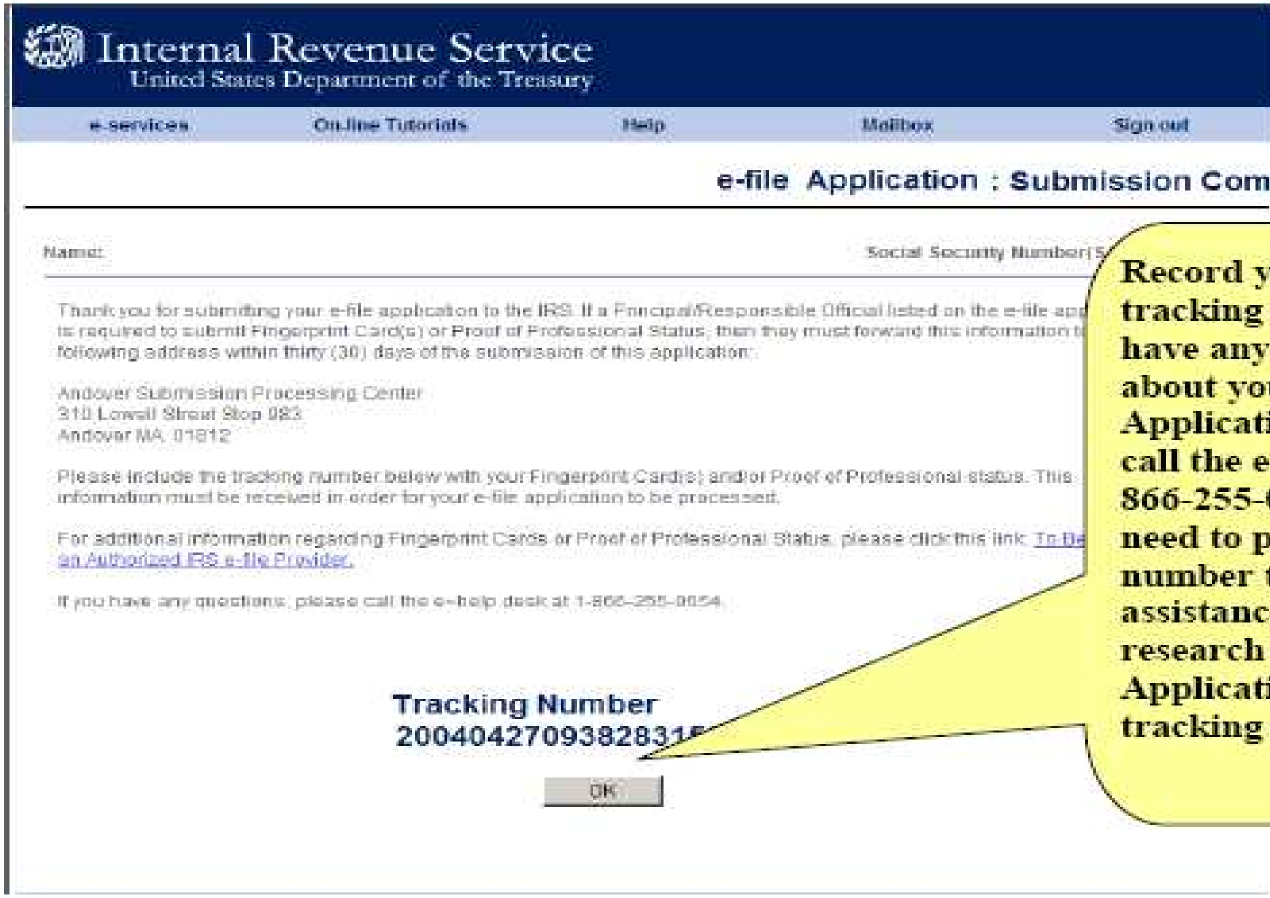


Note: You cannot advance to the next screen if you leave any required fields blank. A message will be displayed. Select "OK" and complete.

Enter the individual "PIN"

Select "Submit"

Submission Complete



Record your 20-digit tracking number. If you have any questions about your IRS *e-file* Application and need to call the e-Help Desk (1-866-255-0654), you will need to provide this number to obtain assistance. They can research your Application using this tracking number.

Processing of Your e-file Application

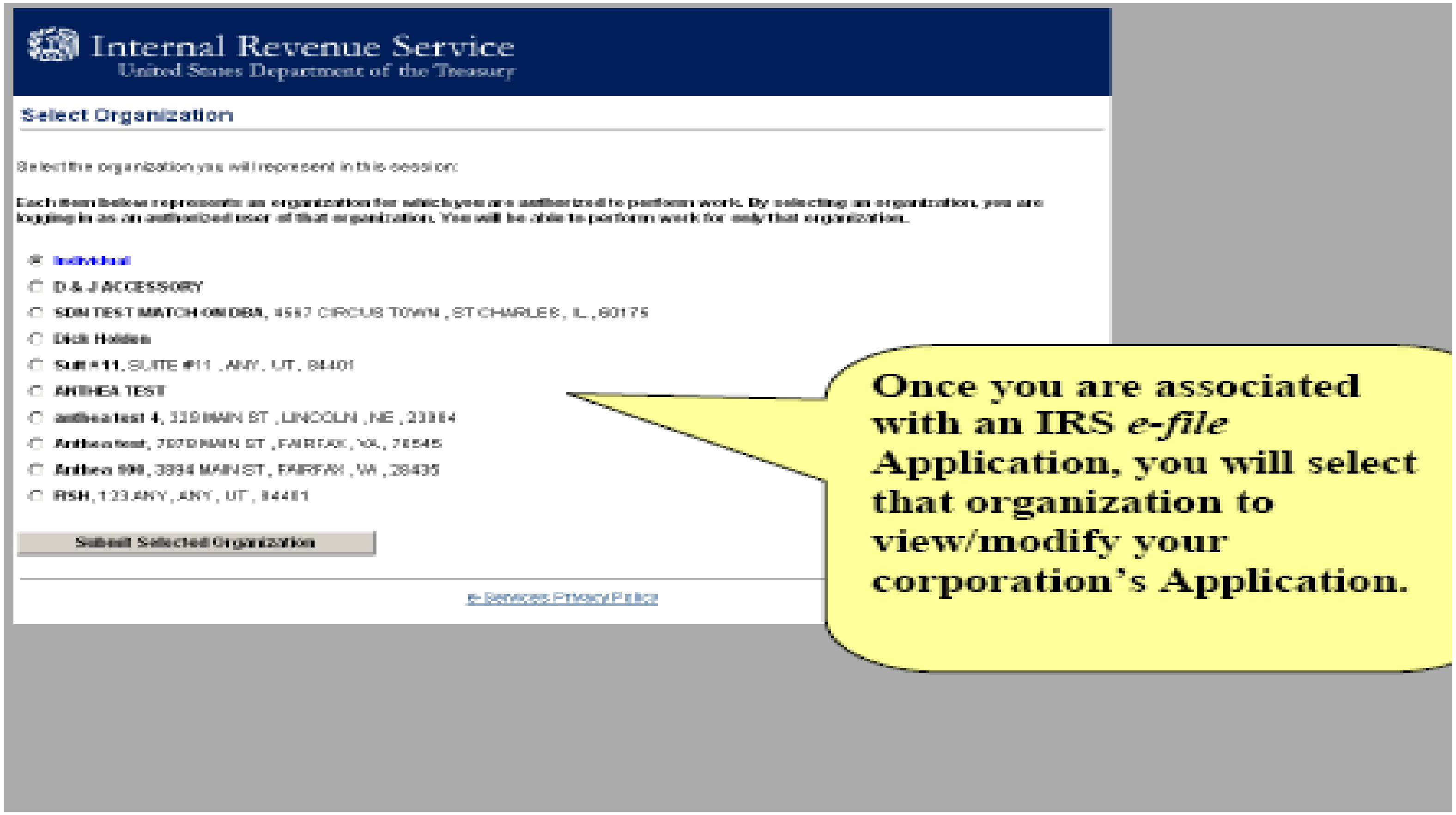
- The IRS will validate your IRS e-file application. This may take several days to complete.
- You will not be able to change/modify your IRS e-file application until this validation process is completed.
- After completing the validation process, the IRS will assign you an EFIN and ETIN.
- The IRS will mail an acceptance letter welcoming you to the e-file program which will contain your EFIN and ETIN and be sent to the mailing address you provided when you created your e-file application.

What about changes to my e-file application?

- If there are any changes that would affect your corporation's IRS e-file application, it must be revised online within thirty days. This is important for several reasons. If the IRS does not have current addresses, any communication from the IRS (letters, publications, or other materials) may not be received. If any of these items are returned to the IRS indicating that the address has changed, you will be temporarily removed from participation in IRS e-file. **This means that all returns submitted after that time will be rejected until the address information is updated**.

- The same is true for telephone numbers. If the IRS tries to call a number that has changed or has been disconnected, you will be temporarily removed from participation in IRS e-file until new telephone numbers are provided. Keep in mind that changes submitted on an IRS e-file application will not change the address of record for the tax records nor will a change to tax records automatically update information associated with your EFIN.

Revising Your e-file Application



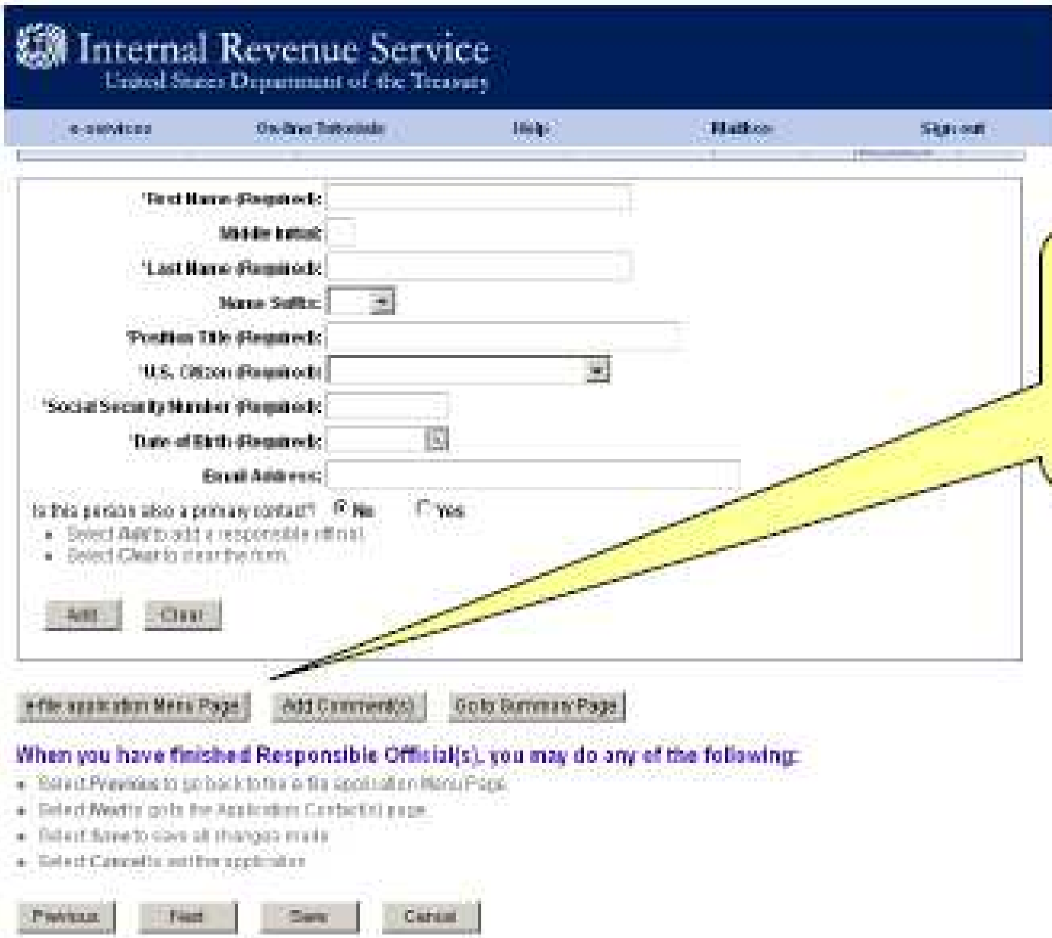
Once you are associated with an IRS *e-file* Application, you will select that organization to view/modify your corporation's Application.

IRS e-file Application Menu

This Menu allows you to go directly to various areas of your IRS *e-file* Application.

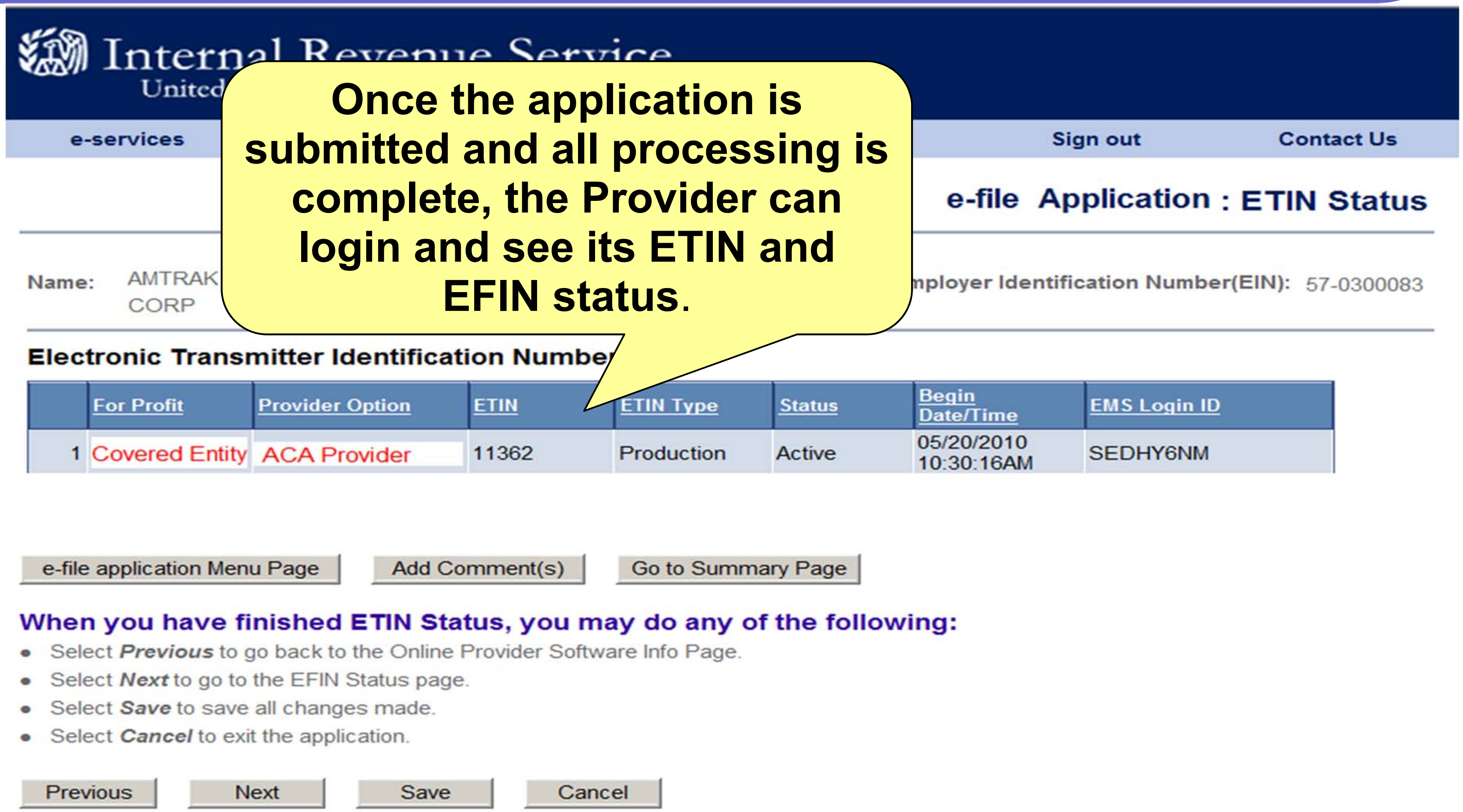
Click on any of the links to view/modify that area of your Application

Navigating the Screens



This link is available on every screen to navigate back to the main Menu Page.

ETIN Status



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Once the application is submitted and all processing is complete, the Provider can login and see its ETIN and EFIN status.
e-file Application : ETIN Status
Name: AMTRAK CORP
mployer Identification Number(EIN): 57-0300083
Electronic Transmitter Identification Numbe
For Profit
Provider Option
ETIN
ETIN Type
Status
Begin Date/Time
EMS Login ID
1
Covered Entity
ACA Provider
11362
Production
Active
05/20/2010 10:30:16AM
SEDHY6NM
e-file application Menu Page
Add Comment(s)
Go to Summary Page
When you have finished ETIN Status, you may do any of the following:
Select Previous to go back to the Online Provider Software Info Page.
Select Next to go to the EFIN Status page.
Select Save to save all changes made.
Select Cancel to exit the application.
Previous
Next
Save
Cancel

EFIN Status

This table will contain your 6-digit EFIN. An EFIN is required in order for you to e-file your corporation's return with the IRS.

e-Help Desk

The IRS e-Help Desk is available to answer any questions you may have on the e-Services IRS e-file application Process.

1-866-937-4130

Monday - Friday

6:30 am to 6:00 pm CST