

### Purpose of Form

A corporate officer and an electronic return originator (ERO) use Form 8879-S when the corporate officer wants to use a personal identification number (PIN) to electronically sign a corporation's electronic income tax return, and if applicable, consent to electronic funds withdrawal. A corporate officer who does not use Form 8879-S must use **Form 8453-S**, S Corporation Declaration and Signature for Electronic Filing. For more information, see the instructions for Form 8453-S.

The ERO must retain Form 8879-S. **Do not send this form to the IRS.**

### ERO Responsibilities

The ERO will:

- Enter the name and employer identification number of the corporation at the top of the form.
- Complete Part I using the amounts (zeros may be entered when appropriate) from the corporation's 2003 income tax return.
- Enter on the authorization line in Part II the ERO firm name (not the name of the individual preparing the return) if the ERO is authorized to enter the officer's PIN.
- Give the officer Form 8879-S for completion and review. This can be done by hand delivery, U.S. mail, private delivery service, email, or Internet website.
- Complete Part III including a signature and date.



*You must receive the completed and signed Form 8879-S from the officer before the electronic return*

*is transmitted (or released for transmission).*

### Officer Responsibilities

The corporate officer will:

- Verify the accuracy of the corporation's prepared income tax return.
- Check the appropriate box in Part II to either authorize the ERO to enter the officer's PIN or to choose to enter it in person.
- Indicate or verify his or her PIN when authorizing the ERO to enter it (the PIN must be *five* numbers other than all zeros).
- Sign, date, and enter his or her title in Part II.
- Return the completed Form 8879-S to the ERO by hand delivery, U.S. mail, private delivery service, or fax.

### Important Notes for EROs

- **Do not send Form 8879-S to the IRS unless requested to do so.** Retain the completed Form 8879-S for 3 years from the return due date or IRS received date, whichever is later.
- Enter the corporate officer's PIN on the input screen only if the corporate officer has authorized you to do so.
- Provide the officer with a copy of the signed Form 8879-S upon request.
- Provide the officer with a corrected copy of the Form 8879-S if changes are made to the return (for example, based on the officer's review).
- See **Pub. 4163**, Modernized e-File Information for Authorized IRS *e-file* Providers of Forms 1120/1120S, for more information.

**Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Internal Revenue Code section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

- Recordkeeping** . . . . . 4 hr., 18 min.
- Learning about the law or the form** . . . . . 28 min.
- Preparing the form** . . . . . 1 hr., 29 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Products Coordinating Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **Do not** send the form to this address. Instead, keep it for your records.

