



## General Instructions

**Purpose of Form:** Only submit paper Form 4419 to revise current Transmitter Control Code (TCC) information or to request an additional TCC for a form type listed in Box 8. If you do not have a TCC to transmit through the FIRE System, complete Fill-in Form 4419 at <https://fire.irs.gov/>.

**Revised TCC information:** Complete Blocks 1-5, 9 and 10. An authorized signature is required.

A revised Form 4419 can only be submitted if you are updating information for a previously approved Form 4419 for the following:

- Block 3 - Legal name and address
- Block 5 - Person to contact or contact information

### Additional TCC Request

**Only submit paper Form 4419 if you are requesting an additional TCC for a form type that you currently have an active TCC or for another form type listed in Box 8.** Complete Blocks 1 –10. An authorized signature is required.

You may not need more than one TCC. Transmitters who file for multiple payers may submit one application and use the assigned Transmitter Control Code (TCC) for all payers. You may transmit files for as many companies as you need under the one TCC.

We will delete your TCC if you don't use the TCC to transmit information returns for two consecutive tax years. Once deleted from our database, you will need to submit a new Form 4419. A new TCC will be assigned.

**Note:** In order to file electronically through the FIRE System, you must have software or a service provider that will create the file in the standard ASCII format. A scanned or PDF document will **not** be accepted.

**Forms W-2:** Do not use Form 4419 to request authorization to electronically file Form W-2. Form W-2 information is only sent to the Social Security Administration (SSA). Refer to Social Security Administration (SSA) website at <https://www.ssa.gov>.

This application is subject to review before the approval to transmit electronically is granted and may require additional documentation at the request of the IRS. If a determination is made concerning the validity of the information returns transmitted electronically, the IRS has the authority to revoke the TCC and terminate the release of files.

## Specific Instructions

**Due Date:** Submit Form 4419 by November 1st of the year before information return(s) are due to ensure you are ready to electronically file. Form 4419 received after November 1st may not be processed in time to meet your electronic filing needs. Allow 45 days for processing.

**When completing this form, please print or type clearly.**

**Block 1** - Check a box to indicate the purpose for the form. **Required.**

**Block 2** - Enter your current TCC. **Required.**

**Block 3** - Enter the legal name associated with the EIN in Block 4 and the complete address of the organization that will submit electronic files (transmitter and/or payer). **Required.**

**Block 4** - Enter the employer identification number (EIN), Qualified Intermediary Number (QI-EIN), Withholding Partnership Number (WP-EIN), or Withholding Trust Number (WT-EIN) of the organization transmitting the electronic files. A social security number is not permitted. **Required.**

**Block 5** - Enter the name, position title, email address and telephone number (with area code) of the person to contact about this application. This should be a person who is knowledgeable about the electronic filing of your information returns. **Required.**

**Block 6** - Provide the reason an additional TCC is necessary. **Required.**

**Block 7** - Only check the box next to the form types for which you are requesting an additional TCC. A separate TCC will be assigned for each box checked in Block 8. **Required.**

**Block 8** - Enter the tax year you will begin filing the forms electronically.

**Block 9 - Affidavit.** This application must be completed and submitted by: (a) the owner, if the applicant is a sole proprietorship, (b) the president, vice president, or other principal officer, if the applicant is a corporation, (c) a responsible and duly authorized member or officer having knowledge of its affairs, if the applicant is a partnership, government entity, or other unincorporated organization, or (d) the fiduciary, if the applicant is a trust or an estate.

Check the box to confirm that you have read the affidavit and are authorized to sign on behalf of the transmitter and/or payer. **Required.**

**Block 10** - The form must be signed and dated by an official of the company or organization requesting authorization to file electronically. **Required.**

For further information concerning the electronic filing of information returns, visit [IRS.gov](https://irs.gov). The following publications are available:

- **Publication 1220**, *Specifications for Electronic Filing of Forms 1097, 1098, 1099, 3921, 3922, 5498, and W-2G*
- **Publication 1187**, *Specifications for Electronic Filing of Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding*
- **Publication 1239**, *Specifications for Electronic Filing of Form 8027, Employer's Annual Information Return of Tip Income and Allocated Tips*
- **Publication 4810**, *Specifications for Electronic Filing of Form 8955-SSA, Annual Registration Statement Identifying Separated Participants With Deferred Vested Benefits*

### How to submit Form 4419:

- Fill-In Form 4419 at <https://fire.irs.gov>. (Original TCC request)
- **Mail or Fax Form 4419 (Revised or Additional TCC) to:**  
Internal Revenue Service  
230 Murall Drive, Mail Stop 4360  
Kearneysville, WV 25430  
Fax: (877) 477-0572 (within the U.S.)  
(304) 579-4105 (International)

### Contact the IRS Monday through Friday

- (866) 455-7438 (Toll Free)
- (304) 263-8700 (International)

**Note:** A TCC will not be issued over the phone or via email.

If you don't receive your TCC within 45 days, contact the IRS at the phone numbers listed above.

Refer to About Form 4419, Application for Filing Information Returns Electronically (FIRE), for recent developments.

## Privacy Act and Paperwork Reduction Act Notice

The authority for requesting this information is Internal Revenue Code sections 7801, 6011(f) and 6109. The primary purpose for requesting the information is to identify you and to verify your fitness to transmit returns using the Filing Information Returns Electronically (FIRE) System. Your response is mandatory if you are required to file returns electronically. If you do not provide all or part of the information, we may not be able to process your application; providing false or fraudulent information may subject you to penalties. We may give this information to the Department of Justice for use in civil and/or criminal litigation, to the public to help identify approved electronic filing practitioners, and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, and to federal law enforcement and intelligence agencies to combat terrorism.

We ask for the information on these forms to carry out the Internal Revenue Laws of the United States. 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 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 Code section 6103.

The time needed to provide this information would vary depending on individual circumstances. The estimated average time is:

Preparing Form 4419 . . . . . 20 minutes.

If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. Write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. DO NOT SEND FORM 4419 TO THIS OFFICE. Refer to the instructions above on where to mail or fax.