



IRIS App **for TCC**

TUTORIAL

Table of Contents

Part 1 What is the purpose of the IRIS Application for TCC?	3
Part 2 How to Access the IRIS Application	5
Part 3 Complete a New IRIS Application for TCC	7
3.1 FIRM INFORMATION PAGE.....	7
3.2 APPLICATION DETAILS PAGE	8
3.3 SOFTWARE PACKAGES PAGE	9
3.4 ADD SOFTWARE PACKAGE INFORMATION Pop-Up.....	9
3.5 AUTHORIZED USERS.....	10
3.6 APPLICATION COMMENTS	11
3.7 APPLICATION SUMMARY	11
3.8 APPLICATION SUBMISSION.....	12
Part 4 Modify or Review an Existing IRIS Application for TCC	13

Part 1 What is the purpose of the IRIS Application for TCC ?

The purpose of the Information Returns Intake System (IRIS) Application for Transmitter Control Code (TCC) is to request authorization to participate in electronic filing of information returns through IRIS. The application currently supports the Form 1099 Series (includes Forms 1097, 1098, 1099, 3921, 5498, and W-2G).

Complete the online IRIS Application for TCC if your firm or organization meets the definition of any of the following roles:

- **Issuer:** A business that will only transmit information returns for the company listed on the application.
 - **Transmitter:** A third-party business that will transmit information returns on behalf of their own company and/or other businesses not listed on the application.
 - **Software Developer (SWD):** A business that creates software packages that interface with IRS system to allow authorized users to transmit information returns directly to the IRS via Application -to-Application (A2A) transmission method.
- Note:** When Completing the application, you must select one or more roles but cannot select both 'Issuer' and 'Transmitter'.

An IRIS TCC will be assigned for each of the roles and transmission methods you select. These roles are not mutually exclusive, for example, your firm or organization may be both a Transmitter and a Software Developer.

You will need the following information to complete a new IRIS Application for TCC:

- Your firm or organization's Employer Identification Number (EIN).
 - Your firm or organization's legal business name, business type, physical and mailing addresses, and phone numbers.
- Note:** Your firm or organization's doing business as (DBA) name is needed if different than the legal business name.
- Information about Responsible Officials (RO), minimum of two; Authorized Delegate (AD), minimum zero and maximum of 2; and Contacts, minimum of two and maximum of 250.
- Exception:** If you are a 'Sole Proprietorship', 'S-Corporation' or 'Limited Liability Single Member' business structure, a minimum of one RO and Contact is required.
- Form(s) you will be filing.

- Transmission method(s) you will use.

For each authorized user listed on the application, you will need their:

- Taxpayer Identification Number - Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
- Date of birth (DOB) and U.S. Citizenship
- Contact information including e-mail address, title, phone number
- Role(s) of your firm//organization

The IRS will review your application information and supply a written confirmation as to your acceptance or rejection into the program. Processing times may vary; however, the typical application will be processed within 45 business day

IRIS Application for TCC process

The process for completing an application consists of the following steps:

1. Each RO and AD listed on the application must be able to sign in and access the application. If they do not already have a sign in for this process, they will need to create an account. Any contact listed on the application will also need to create an account, if they don't already have one, to access IRIS.
2. Complete all necessary pages on the IRIS Application for TCC.
3. All ROs must sign the 'Application Submission' page with their 5-digit PIN to submit the application. ADs **cannot** sign the initial application until the application goes to 'Completed' status.
4. After the application is submitted and completed and submitted, the IRS will perform checks before assigning TCC(s) to the firm or organization their TCC(s).
5. When the application is in 'Completed' status, all ROs and ADs are authorized to access the application and modify the application as necessary.

Note: You will be able to view and use your TCC(s) before you receive your TCC Acceptance letter via the United States Postal Service.

Part 2

How to Access the IRIS Application

To access the IRIS Application for TCC, click the 'Access IRIS Application for TCC' option at irs.gov/iristcc and create a new account or sign in with an existing account. The system will take you to the 'Select Your Organization' page. On this page you will select the firm/organization you are representing.

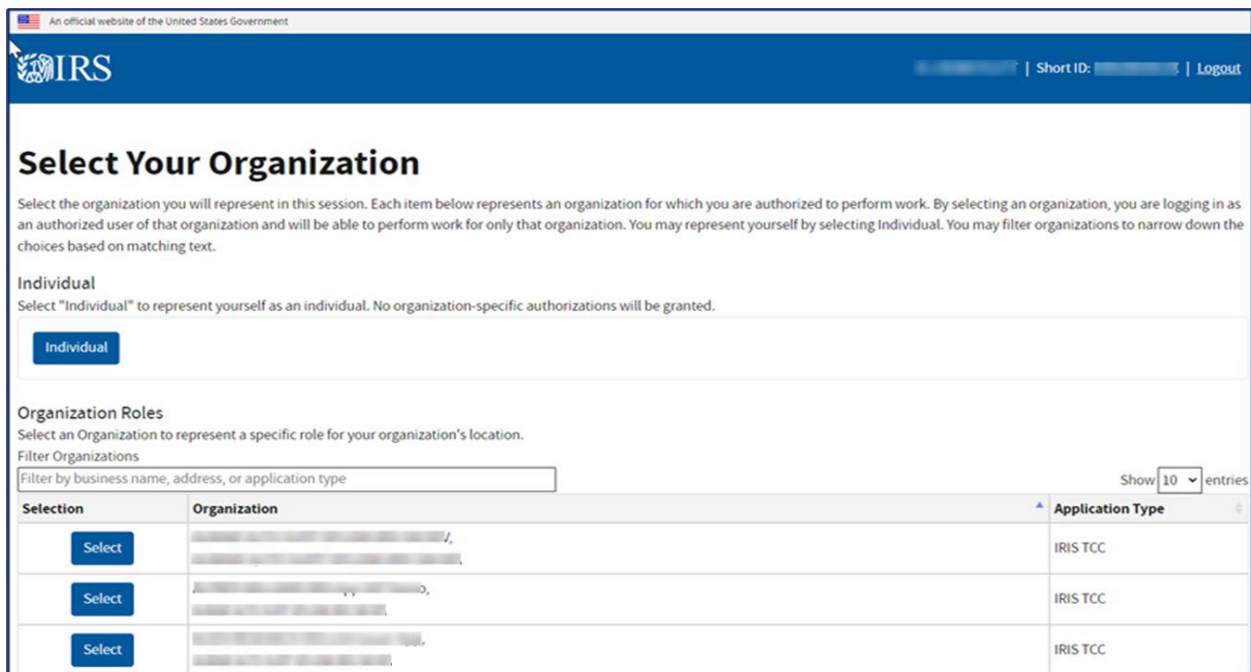
There are two types of firms or organizations you may choose from on the 'Select Your Organization' page:

- Every user will have both 'Individual' and 'Firm/Organization(s)' options. Under the 'Individual' profile, you may complete a new application or see a listing of all applications you are associated with.

Until the application is in 'Completed' status, ROs should select the 'Individual' option.

- Authorized users of e-Services products may have one or more firm/organizations.
- Firm/organizations that have completed the IRIS Application for TCC process will have IRIS TCC listed in the 'Application Type' column to the side of their name.

If you are affiliated to multiple firm/organizations, you may use the 'filter' boxes under either 'Firm Roles' or 'Organization Roles'.



An official website of the United States Government

IRS | Short ID: | Logout

Select Your Organization

Select the organization you will represent in this session. Each item below represents an organization for which you are authorized to perform work. By selecting an organization, you are logging in as an authorized user of that organization and will be able to perform work for only that organization. You may represent yourself by selecting Individual. You may filter organizations to narrow down the choices based on matching text.

Individual
Select "Individual" to represent yourself as an individual. No organization-specific authorizations will be granted.

Organization Roles
Select an Organization to represent a specific role for your organization's location.

Filter Organizations
Filter by business name, address, or application type

Show 10 entries

Selection	Organization	Application Type
Select	[Redacted]	IRIS TCC
Select	[Redacted]	IRIS TCC
Select	[Redacted]	IRIS TCC

After selecting 'Individual', the system will take you to the 'External Services Authorization Management (ESAM)' landing page. Click on the arrow next to 'New Application' and select 'IRIS Application for TCC'.

If you selected a firm/organization on the 'Select Your Organization' page, you will only see the application affiliated with that organization.

Doing Business As (Trade/Company Name)	Last Update	Application Status	Tracking Number	Application Type	View/Edit	Delete
MCMTC-1000000-1100000-IRIS	04/13/2023	Completed	202304131400100000	IRIS-TCC		Delete

Part 3

Complete a New IRIS Application for TCC

3.1 | FIRM INFORMATION PAGE

The first page of the application is about the business. Select your business structure from the drop-down menu. Enter the 'Employer Identification Number' (EIN) and 'Firm/Organization Legal Name'. If your 'Doing Business As' name (DBA) is different than your legal name, complete the 'DBA' field. If the 'DBA' field is left blank, the 'Firm/Organization Legal Name' will autofill in the 'DBA' field.

You must acknowledge if you will be participating in the Combined Federal/State Filing Program (CF/SF). If you select 'Yes', a pop-up box will ask you to confirm your selection.

Complete the phone country code, phone number, country, address, city, state, and zip code fields. If your business address is different than your mailing address, select 'Yes' to indicate the mailing address is different from the location. A Post Office (P.O.) box will not be accepted as your business address but can be used as your mailing address.

IRIS

e-services | Online Tutorials | Mailbox | Modify PIN | Profile | Contact Us

Firm Information | Application Details | Software Packages | Authorized Users | Application Comments | Application Summary | Application Submission

Doing Business as Name: | EIN:
Application Type: IRIS Application for TCC Application Status: New Application

Firm Information

Please enter the EIN, Legal Name, Doing Business as Name, Business Structure, Phone Number and the address of the physical location of the firm. A Post Office (P.O.) box will not be accepted as the location of your firm. You may also enter an alternate Mailing Address if different than your Physical Address. You may include a P.O. box on your Mailing Address if applicable.

Required fields are marked with an asterisk (*) and must be completed to submit the form.

Business Structure*
Select:

Employer Identification Number (EIN)*
 -

Firm/Organization Legal Name*

Doing Business As (Trade/Company Name)

Will you participate in the Combined Federal/State Filing (CF/SF) program?
 Yes No

Business Phone

Phone Country Code* **Phone Number***

Business Address (Physical Location)

Country*

Address Line 1*

Address Line 2

Address Line 3

City*

Province/State/U.S. Territory* **Postal Code***

Mailing Address

Is your mailing address different from your business address
 Yes No

3.2 | APPLICATION DETAILS PAGE

Select from the applicable roles by checking the box next to the forms you will be supporting and the corresponding transmission method(s).

The roles are defined as:

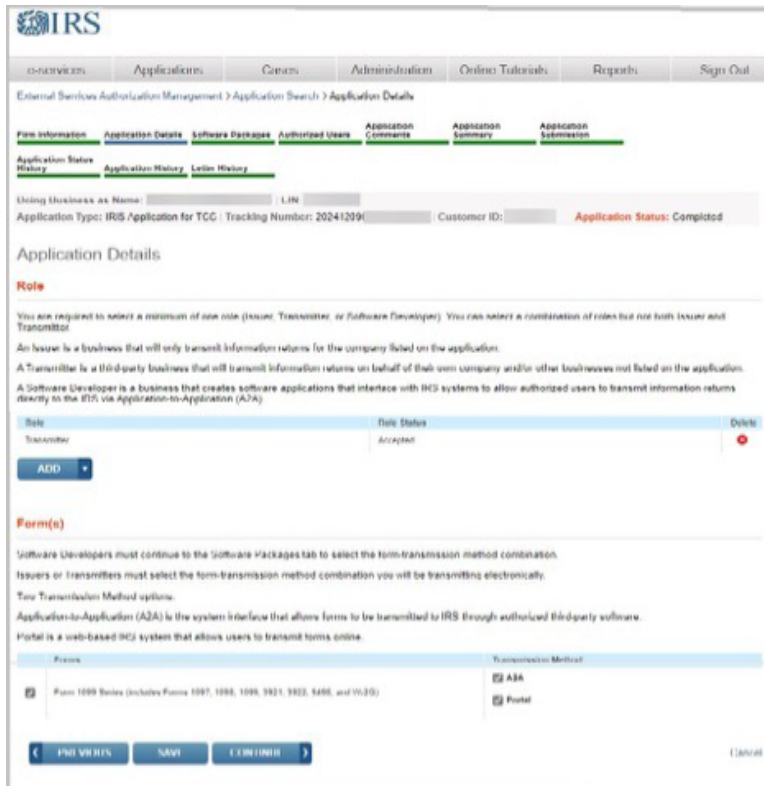
- **Issuer** is a business that will only transmit information returns for the company listed on the application.
- **Transmitter** is a third-party sending the electronic information returns data directly to the IRS on behalf of any business, including their own.
- **Software Developer (SWD)** is a business that creates software applications that interface with IRS systems to allow authorized users to transmit information returns directly to the IRS via Application-to-Application (A2A). Not used with the Portal transmission method.

The transmission methods are defined as:

- **Application-to-Application (A2A)** is the system interface that allows forms to be transmitted in XML format to the IRS through authorized third- party software.
- **Portal** is a web-based IRS system that allows users to enter and transmit forms online. It is also known as the Taxpayer Portal.

Each role/transmission method will be issued a separate TCC.

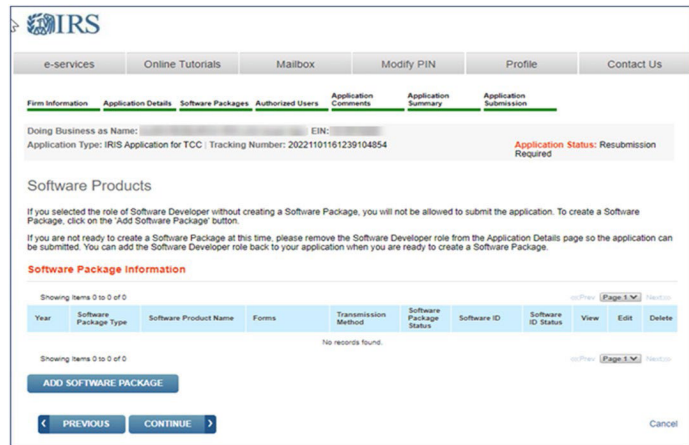
Important: If you are a Software Developer but are not ready to create a software package, you must remove the Software Developer role to submit the application.



3.3 | SOFTWARE PACKAGES PAGE

Only complete if you are a 'Software Developer' who will create software applications according to IRS specifications.

To add a software package, select 'Add Software Package' located under 'Software Package Information' table.



3.4 | ADD SOFTWARE PACKAGE INFORMATION Pop-Up

SWDs must select at least one of the following software package types:

- **Online Package:** A software package that allows issuers to complete the forms online and a third-party will transmit the information to the IRS.
- **Commercial-Off-The-Shelf (COTS) Package:** A software package created and sold commercially for use within the purchaser's company.
- **In-house Package:** A software package that is developed within a company solely for in-house use. This type of package will not be marketed or sold.

Provide the Website URL, Tax Year, Software Product name, and phone number. Select the form type your software will support from the 'Forms' drop-down, and the transmission method. Enter the software contact information by selecting 'Add Contact'. The system requires at least one Software Developer Contact.

Select the radio button to indicate whether the software will support the Combined Federal State Filing (CF/SF) Program. Select the radio button to indicate whether the software will support the correction process.

Each software package will be assigned a Software Identification (SWID). If you are creating multiple software packages, select 'Add Software Package button again and complete the required information.

Note: Two of the same type of packages (e.g., two online packages) with the same Tax Year, must have unique names.

3.5 | AUTHORIZED USERS

Add the Responsible Officials (ROs), Authorized Delegates (ADs), and ‘Contacts’ required for the IRIS Application for TCC.

- **ROs** are individuals with responsibility for and authority over the business entity. ROs are the first point of contact with the IRS. They have authority to sign original/revised applications and are responsible for ensuring that all requirements are adhered to. At least two ROs must be listed on the application unless you are a ‘Sole Proprietor’ or ‘Single Member LLC’. All ROs will be required to sign the ‘Terms of Agreement’. An RO can also be a Contact on the application.
- **ADs** are optional for all applications. An AD is an individual that is given the authority by the ROs to maintain and sign a revised application and transmit returns. A minimum of zero and maximum of 2 individuals can be listed as AD. An AD can also be a ‘Contact’ on the application but can’t be an RO.
- **‘Contacts’** should be available for inquiries from the IRS on a daily basis. There is a minimum of 2 required contacts, unless you are a for ‘Sole Proprietor’ or ‘Single Member, LLC, and a maximum of 50 contacts allowed per application. The ‘Contact’ listed on the application does not have to be the individual listed as a ‘Contact’ on the information return.

To add ROs, ADs, or Contacts, select their user role from the ‘Add User’ option and complete the required information. The individual will be listed on the ‘Authorized User(s)’ grid.

Note: If an individual is listed as an RO/AD and ‘Contact’, they will be listed twice.

The screenshot shows the IRS External Services Authorization Management interface. At the top, there is a navigation bar with 'e services', 'Applications', 'Cases', 'Administration', 'Online Tutorials', 'Reports', and 'Sign Out'. Below this is a breadcrumb trail: 'External Services Authorization Management > Application Search > Authorized Users'. A secondary navigation bar includes 'Firm Information', 'Application Details', 'Software Packages', 'Authorized Users', 'Application Comments', 'Application Summary', and 'Application Submission'. Underneath, there are links for 'Application Status History', 'Application History', and 'Letter History'. The main content area displays application details: 'Doing Business as Name: [redacted] | EIN: [redacted]', 'Application Type: IRIS Application for TCC | Tracking Number: 202412[redacted] | Customer ID: [redacted]', and 'Application Status: Completed'. Below this is the 'Authorized Users' section, which includes explanatory text about Responsible Officials, Contacts, and Authorized Delegates. At the bottom of this section is the 'Authorized User(s)' table.

Role Id	Organization Role	Name	TIN	Phone/ Extension	View	Edit	Delete
1	Responsible Official	[redacted]	[redacted]	[redacted]			
1	Responsible Official	[redacted]	[redacted]	[redacted]			
2	Authorized Delegate	[redacted]	[redacted]	[redacted]			
3	Contact	[redacted]	[redacted]	[redacted]			
3	Contact	[redacted]	[redacted]	[redacted]			
3	Contact	[redacted]	[redacted]	[redacted]			

At the bottom of the table, there is a pagination control showing 'Showing Items 1 to 6 of 6' and a page number 'Page 1'. Below the table is an 'ADD' button with a dropdown arrow.

3.6 | APPLICATION COMMENTS

To add comments to the application, select the 'Application Comments' tab at the top of the page, click 'Add' at the bottom of the page. In the pop-up window, enter your comment and Select 'Save'.

The screenshot shows the 'Application Comments' page in the IRIS system. At the top, there are navigation tabs: 'e-services', 'Online Tutorials', 'Mailbox', 'Modify PIN', 'Profile', and 'Contact Us'. Below these are sub-tabs for the application: 'Firm Information', 'Application Details', 'Software Packages', 'Authorized Users', 'Application Comments' (selected), 'Application Summary', and 'Application Submission'. The main content area displays 'Doing Business as Name' and 'Application Type: IRIS Application for TCC | Tracking Number: 2022110161239104854'. The 'Application Status' is 'Resubmission Required'. The 'Application Comments' section is titled 'Application Comments' and states 'You may enter application comments on this page.' Below this, there is a table for 'Comment(s)' with columns for 'Date', 'User Id', and 'Comment'. The table is currently empty, showing 'Showing Items 0 to 0 of 0' and 'No records found.' At the bottom, there is an 'ADD' button and navigation buttons for 'PREVIOUS' and 'CONTINUE'.

3.7 | APPLICATION SUMMARY

Provides a summary of information completed on the application. Verify all information is correct before selecting continue to complete the 'Application Submission' page. If information needs to be revised, use the toolbar along the top of the page to navigate to the appropriate page. Update the information and select 'Save'. Once the application is in 'Completed' status, the TCCs and/or Software IDs will be visible on this page.

The screenshot shows the 'Application Summary' page in the IRIS system. At the top, there are navigation tabs: 'e-services', 'Online Tutorials', 'Mailbox', 'Modify PIN', 'Profile', and 'Contact Us'. Below these are sub-tabs for the application: 'Firm Information', 'Application Details', 'Software Packages', 'Authorized Users', 'Application Comments', 'Application Summary' (selected), and 'Application Submission'. The main content area displays 'Doing Business as Name: AL02ND-100000-1002003 IRIS Test Part1 | EIN: 00-0000000' and 'Application Type: IRIS Application for TCC | Tracking Number: 20230404214305105333'. The 'Application Status' is 'Completed'. The 'Application Summary' section is titled 'Application Summary' and includes a 'Print | Home' link. The 'Firm' section displays various fields for firm information, such as 'Firm/Organization Legal Name', 'Business Structure', 'Business Address', 'Business Address City/State/Postal Code', 'Phone Number', 'Mailing Address', and 'Mailing Address City/State/Postal Code'. The 'Authorized User(s)' section displays a table with columns for 'Role Id', 'Organization Role', 'Name', and 'Terms of Agreement Status'. The 'Role' section displays a table with columns for 'Role' and 'Role Status'. The 'Form & Transmission Method' section displays a table with columns for 'Role', 'Forms', 'Transmission Method', and 'Request Additional TCC'. The 'TCC Information' section displays a table with columns for 'Role', 'Forms', 'Transmission Method', 'TCC', 'TCC Status', 'Effective Date', and 'TCC TIP Indicator'. At the bottom, there are navigation buttons for 'PREVIOUS' and 'CONTINUE'.

3.8 | APPLICATION SUBMISSION

Each RO **must** sign the ‘Application Submission’ page using their 5-digit PIN. The application will be processed after all ROs have entered their PIN and accepted the ‘Terms of Agreement’. An AD cannot sign an application until the initial application goes to ‘Completed’ status.

After the last RO has completed the ‘Application Submission’ page, ‘Application Status’ displayed on the upper right will be ‘Submitted Pending Review.’

If the application is incomplete due to a missing RO signature, the application will be saved pending signatures and the ‘Application Status’ will be ‘Signature Required.’ The ROs who have not signed the application will need to complete the ‘Application Submission’ page before the application can be reviewed and TCC(s) be issued.

The screenshot shows the IRS e-services interface for application submission. At the top, there are navigation tabs: e-services, Online Tutorials, Mailbox, Modify PIN, Profile, and Contact Us. Below these are tabs for the application process: Firm Information, Application Details, Software Packages, Authorized Users, Application Comments, Application Summary, and Application Submission (which is currently selected). The main content area displays the user's information, including 'Doing Business as Name' and 'EIN'. The 'Application Status' is shown as 'Resubmission Required'. The user is presented with the 'Application Submission and Terms of Agreement' section, which includes a detailed notice about the privacy act and a 'Terms of Agreement' section. At the bottom, there is a PIN input field, a checkbox for 'I accept the Terms of Agreement', and 'PREVIOUS' and 'SUBMIT' buttons.

The screenshot shows the confirmation page after the application has been submitted. The navigation tabs at the top are the same as in the previous screenshot. The 'Application Status' is now 'Submitted Pending Review'. The main heading is 'Application Submitted'. Below this, a message thanks the user for submitting the application and provides the tracking number. A green box with a checkmark icon highlights the tracking number: 20050810155510038382. An 'OK' button is located at the bottom of the page.

Part 4

Modify or Review an Existing IRIS Application for TCC

After the application moves to 'Completed' status, updates can be made as needed by the ROs or ADs. Sign in and select the application by selecting the eye symbol icon under the View/Edit column for the Organization. This will launch the 'Application Summary' page to modify or review the application.

If the application is in 'Completed' status or has been in 'Completed' status, the TCC(s) will be displayed on the 'Application Summary' page under the 'TCC Information' section.

To revise the application, select the page using the toolbar. Some changes will require all ROs or all ADs on the application to re-sign the 'Application Submission' page. Below are examples of when application would need to be re-signed (this list is not all inclusive):

- Firm's DBA Name
- Role changes or additions
- Software Developer Package Type

Modifying Your PIN

To modify an existing PIN, select the 'Modify PIN' tab located at the top of the screen. Enter and complete the required fields. The newly created PIN can be used immediately to sign the IRIS Application for TCC. A prior PIN is not needed to create a new PIN.

The screenshot shows the IRIS External Services Authorization Management web application. At the top, there is a navigation bar with tabs: e-services, Online Tutorials, Mailbox, Modify PIN, Profile, and Contact Us. Below the navigation bar, the page title is "External Services Authorization Management". A welcome message states: "Welcome to the External Services Authorization Management Web Application. Please select an existing application or create a new application. The application will ask you for information regarding your Firm/Organization and personal information of the users on the application." Below this, there is a section titled "All Applications" with a table of applications. The table has columns: Doing Business As (Trade/Company Name), Last Update, Application Status, Tracking Number, Application Type, View/Edit, and Delete. A single application is listed with a status of "Completed" and an application type of "IRIS-TCC".

Doing Business As (Trade/Company Name)	Last Update	Application Status	Tracking Number	Application Type	View/Edit	Delete
[REDACTED]	04/13/2023	Completed	23000404240001000000	IRIS-TCC	[Eye Icon]	Delete

The screenshot shows the IRIS e-services PIN modification form. At the top, there is a navigation bar with tabs: e-services, Online Tutorials, Mailbox, Modify PIN, Profile, and Contact Us. Below the navigation bar, the page title is "e-services PIN". A message states: "e-services requires each user to have a Personal Identification Number (PIN) to be used to sign your e-file, TIN Matching, IVES and ACA applications. Please enter a five digit PIN (cannot be all the same digits) in the field below and click the submit button." Below this, there is a section titled "Required fields are marked with an asterisk (*) and must be completed to submit the form." There are two input fields: "PIN*" and "Confirm PIN*". Below the input fields, there is a "SUBMIT" button and a "Cancel" link.