IRS Fire –Application for TCC/Account Setup

In order to submit the annual 1099 file electronically to the IRS, a Transmitter Control Code (TCC) must be obtained by each district. To obtain a TCC, two individuals from the district must first validate their identity using ID.me, then complete & sign the online application to obtain a TCC. After receiving a TCC, an IRS FIRE account must be created. The following instructions should assist with this process.

Create an id.me account and Validate Identity
1. Click Here, then click the button to create a new (ID.me) account
2. Enter your Email Address
3. Enter & Confirm a Password
4. Check the box to accept the Terms & Privacy Policy
5. Click the Create Account button
6. Click Continue
7. Enter the 6-digit verification code sent to your email and click Continue
8. Choose a Multi-Factor Authentication option
9. Enter a Phone Number or any other requested information and Continue
10. Enter the 6-digit verification code sent to your MFA option and click Continue
11. Click Continue to begin verifying your identity
12. Choose either the Self-Service or Video Chat Agent option and Continue
13. Check the box to acknowledge the terms and Continue
14. Follow the instructions to submit the requested photos (may include front & back of Driver's License and a selfie)
15. Enter your Social Security Number and Continue
16. Create PIN and Continue
17. Verify your information, check the box that information provided is correct, & click Yes
18. Click Allow to provide the IRS with the information needed to validate your identity
19. You will be redirected to the IRS site.

Complete and "sign" the IR Application for TCC
1. Click the Individual button.
2. Accept the Terms of Service that you are representing your district
3. In the New Application drop down, choose "IR Application for TCC (Filing Information Returns Electronically (FIRE))"
4. Enter each field in the Application. Required fields are marked with an asterisk (*). Click Continue at the bottom of each page of the application
    a. For Application Details, be sure to click the checkbox beside:

   ☑ **1097, 1098, 1099, 3921, 3922, 5498 and W-2G**   ☑ **Filing Information Returns Electronically (FIRE)**

    b. For Application Details, be sure to Add the Role of "Issuer"
    c. For Authorized Users, enter information for two (2) individuals as Responsible Officials (RO). This requires Name, Email, SSN, DOB, etc. Check the box to "Add this person as a Contact" when Saving.
5. After all fields are entered, review the Application Summary.
6. To submit, enter the PIN (created above), check the box to accept the Terms & click the Submit button.

2ⁿᵈ Responsible Official

1. The second Responsible Official will also need to create an id.me account and validate identity following the steps above.
2. When redirected, they will click the Select button beside the Organization

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.

| Individual |

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	LACA, 150 S. Quentin Rd., Newark, OH 43055	IR TCC

Showing 1 to 1 of 1 entries   Previous 1 Next

3. Click the View button to open the Application

e-services	Online Tutorials	Mailbox	Modify PIN	Profile	Contact Us

External Services Authorization Management

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.

New Application

You will have the opportunity to save your application if you do not have all the required information. Once the application is saved, you may come back and revise the application at your convenience. When all of the information is entered, you will be allowed to submit the application for review by the Internal Revenue Service. The IRS will process your application and send you a notification of the application status.

| NEW APPLICATION ▼ |

All Applications

Showing Items 1 to 1 of 1   ⟪Prev Page 1 ∨ Next⟫

Doing Business As (Trade/Company Name)	Last Update	Application Status	Tracking Number	Application Type	View/Edit	Delete	Remove Affiliation
LACA	11/07/2022	Signature Required		IR-TCC	👁		

Showing Items 1 to 1 of 1   ⟪Prev Page 1 ∨ Next⟫

Application Submission

4. Click on ▬▬▬▬▬ ▬▬▬▬▬▬▬
5. To submit, enter the PIN, check the box to accept the Terms & click the Submit button.
6. After both ROs have submitted the application, the IRS will mail the TCC. Since this may take several days to receive, return [here](#) & sign in with your id.me login to view the status of the application. Typically after 48 hours, the TCC will be available. You could also call 1-866-455-7438, option 3, then option 4 to obtain your TCC by phone.

Create IRS FIRE Account

1. Go to https://fire.irs.gov
2. Click the **Create New Account** link
3. Input the TCC, EIN, Company Name (as listed on the IR Application for TCC)
4. Input a User ID, Password (8-20 characters with 1 uppercase, 1 lowercase, 1 numeric, & 1 special character), then retype to Verify Password
5. Click the Create button

Complete the IRS Form 1099 Submission Configuration in USAS-R

1. Log in to your USAS-R database
2. Go to System>Configuration
3. Edit the IRS Form 1099 Submission Configuration
4. Check the box that "District Will Submit 1099 File to IRS"
5. Type the Transmitter Control Code that was obtained
6. Type a District Contact's Name, Phone, & Email
7. Click Save (Job Parameters are not necessary at this time)

Edit IRS Form 1099 Submission Configuration   + ✕

✔ Save   ⊘ Cancel

☑ District Will Submit 1099 File To IRS

Transmitter Control Code   [_____]

Contact Information

Contact's Name   [_____.]

Contact's Phone   [_____]

Contact's Email   [_____]

Additional Instructions for generating & submitting the 1099 file to the IRS will be provided at the Calendar Year End Fiscal Advisory Meeting and will be listed on the USAS-R Calendar Year End Checklist.