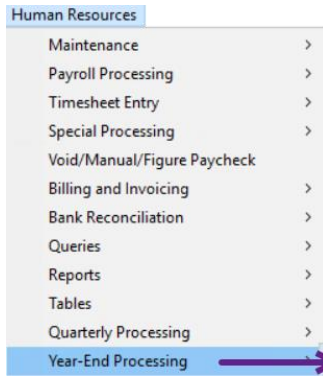




BULK TIN MATCHING

The IRS offers a TIN matching service. Sites wishing to use the service must register with the IRS to participate in the process. The Interactive TIN Matching process will accept up to 25 input name/TIN combination requests online. Results will be returned to the user in real time. In addition, **ADMINS** offers a file to be used in the bulk matching. Visit the link for instructions.

<https://www.irs.gov/pub/irs-pdf/p2108a.pdf>



Click on:

Human Resources ▶ Year End Processing ▶ IRS TIN Matching

to display the prompt.

Enter the required warrant check date range (this ensures capturing data for the entire filing year).

Enter the name of the folder where the file will be created.

Task 6888: IRS TIN Matching

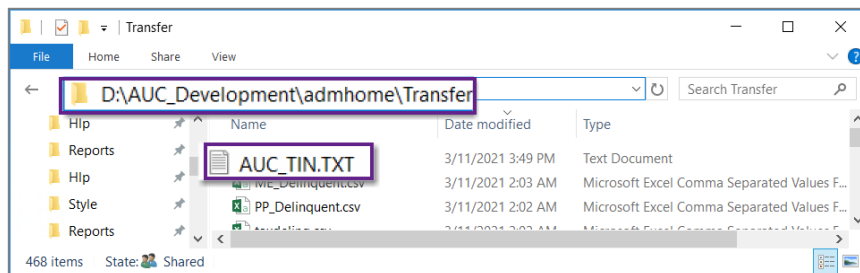
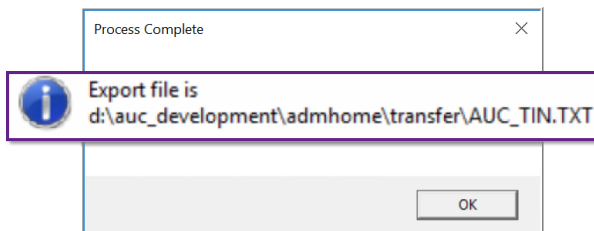
IRS TIN Matching
This process creates a .txt bulk file to submit to the IRS. Anyone paid and their ACA covered individuals will be reported. The field identifier is the empl# and ACA line.

Required: Warrant Check Date Range (mmdyyy) From: To:

Enter Employee TIN Matching Export Directory (ex: D:\ADMHOME\TRANSFER):

Optional: Entity Code

When the process is complete, the system will pop up a message showing the location and name of the export file:



Upload the file according to the instructions from the IRS.



```
AUC_TIN.TXT - Notepad
File Edit Format View Help
2;001101019;KEITH F DION;000040
2;001105004;CHRISTINE DIMARTINO;000092
2;001101030;LYNN M DEWITT;000152
2;001101046;KEITH C PETERSON;000286
2;001101059;MICHAEL J CORRIVEAU JR;000286
2;001105011;HEIDI MELANSON;000286
2;001105012;EMMA MELANSON;000286
2;001105013;ZANE MELANSON;000288
2;001101061;KEITH WHIDDEN;000307
```

The file created will conform to the bulk filing specifications, shown on the left.

The data will include employees and covered individuals for ACA reporting. This TIN matching ensures accurate and timely reporting for W2, 1095C, and 1099R forms.

Bulk TIN Matching requests must be prepared by the user in a .txt file format as follows:

- 1) **TIN TYPE;**
 - a) TIN TYPE – means a one-digit number where
 - i) “1” represents an Employer Identification Number (EIN),
 - ii) “2” represents a Social Security Number (SSN) and
 - iii) “3” represents an unknown TIN type.
- 2) **TIN NUMBER;**
 - a) TIN Number is the 9 - digit SSN or EIN for the taxpayer.
- 3) **NAME;**
 - a) e) TIN Name is the taxpayer’s full name or business name.
Note - Users should omit any special characters that are part of the business name with the exception of hyphens (-) and ampersands (&). Enter a minimum of 1 and a maximum of 40 alphanumeric characters. 7
- 4) **ACCOUNT NUMBER (OPTIONAL)**
 - a) f) Account Number - is an optional field that may contain payor-provided information such as a bank account number. Enter a maximum of 20 alphanumeric characters