

## **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

Human Resources		
Maintenance	>	Click on:
Payroll Processing	>	
Timesheet Entry	>	Human Resources  Year End Processing  IRS TIN Matching
Special Processing	>	
Void/Manual/Figure Paycheck		to display the prompt.
Billing and Invoicing	>	
Bank Reconciliation	>	Enter the required warrant check date range (this ensures capturing data for the
Queries	>	entire filing year).
Reports	>	
Tables	>	Enter the name of the folder where the file will be created.
Quarterly Processing	>	
Year-End Processing	>	IRS TIN Matching

III 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 (mmddyyyy)	From: 01-Dec-2020 To: 11-Mar-2021
Enter Employee TIN Matching Export Directory (ex: D:\ADMHOME\TRANSFER):	d:\auc_development\admhome\transfer
Optional: Entity Code	
	Lookup OK Cancel Clear All

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

Process Complete	×					
Export file is d:\auc_development\admhome\transfer\AUC_TIN.TXT						
	ОК					
I     Image: Imag	- □ X ~ 0					
← 📘 D:\AUC_Development\admhome\Tra	ansfer 〜 ひ Search Transfer タ					
Hip 🖈 ^ Name	Date modified Type					
Reports	3/11/2021 3:49 PM Text Document					
HIP * HIP	3/11/2021 2:03 AM Microsoft Excel Comma Separated Values F					
📜 Style 🖈 🔯 PP_Delinquent.csv	3/11/2021 2:02 AM Microsoft Excel Comma Separated Values F					
Reports 🖈 🗸 🦷 👘	2/44/0004/0.00 AM METHODA Front Common Common Market Market					
468 items State: 🎎 Shared						

Upload the file according to the instructions from the IRS.



AUC_TIN.TXT - Notepad	- 0	×
File Edit Format View Help		
2001101010KAREN M OSTEGREN	000023	^
2001105002RONALD O POWERS	000023 2	
2001101016KEITH S BUSSEY	000031	
2001105003PAULA WHITTEN	000031 2	
2001101019KEITH F MOORE	000040	
		~
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The file created will conform to the bulk filing specifications, shown below.

IRS TIN Matching - Bulk Filing			
<u>Field</u>	<b>Starting Posiiton</b>	<b>Ending Position</b>	Note
TIN Type	1	1	2 - SS#
Name	2	91	Name of Employee or ACA Covered Individual
Employee#	92	97	AUC Employee #
ACA Line	99	99	ACA Covered Individual Line Number