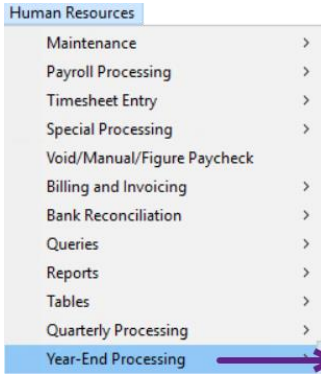




BULK TIN MATCHING

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

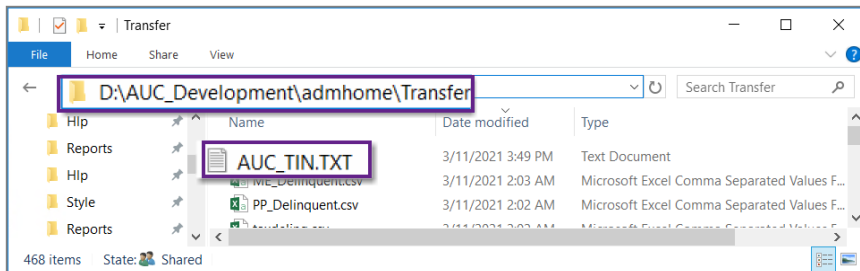
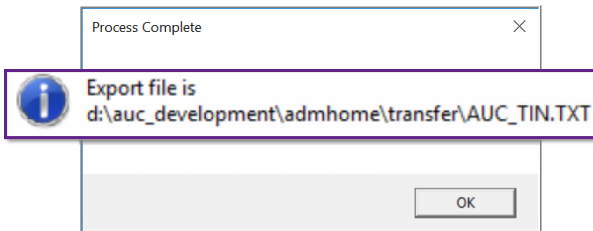
IRS TIN Matching
This process creates a .txt bulk file to submit to the IRS. Anyone paid and their ACA covered individuals will be reported. The field identifier is the empl# and ACA line.

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
2001101010KAREN M OSTEGREN          000023
2001105002RONALD O POWERS          000023 2
2001101016KEITH S BUSSEY          000031
2001105003PAULA WHITTEN          000031 2
2001101019KEITH F MOORE          000040
  
```

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

IRS TIN Matching - Bulk Filing			
Field	Starting Posiiton	Ending Position	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