



e-Services

IRS e-file Application Process for SPEC Partners

Electronic Filing Identification Number (EFIN)

Introduction ►

To protect the integrity of the Volunteer Return Preparation Program, SPEC has procedures in place for processing the *e-file* application. These pages contain steps for submitting an on-line *e-file* Application.

References ►

- Publication 3189, *Volunteer e-file Handbook*
- www.irs.gov
- Publication 1084, *IRS Volunteer Site Coordinator's Handbook*
- Publication 3112, *IRS e-file Application and Participation*

Methods to Obtain an EFIN ►

The method for obtaining an EFIN is the on-line e-file Application. This application is available through the Registered User Portal (RUP) at the www.irs.gov website. Each individual listed as a responsible official must register for e-services prior to submitting the e-file application electronically.

What is the RUP? ►

The Registered User Portal (RUP) is the IRS Internet portal that allows registered individuals to access selected tax data and other sensitive applications. All partners can create an e-services account. Once a partner representative has confirmed registration, he/she will be able to access the e-file application electronically. This will allow the partner to:

- Submit a new e-file application
- Revise an existing e-file application
- Monitor the status of an e-file application

Benefits of Using the RUP

New Application Submission ►

There are many benefits to registering for e-services and submitting EFIN applications electronically. If you do not enter all the required information upon submission, a message will display the missing information. You can then enter the required information and successfully submit the application. If the application had been submitted on paper, the application would be returned for completion, delaying the application process.

Revising an Existing e-File Application ►

The partner representative will have access to the e-file application to make changes when appropriate. Even if the original application was submitted on paper, once registered for e-services, you will have access to the application electronically. You will be allowed to update a telephone number, address or other pertinent information whenever necessary.

Monitoring an e-File Application ►

A partner will have the ability to monitor their application once they have registered for e-services. They can view the 'Application Summary' page which displays where in the process the application is located. They can also obtain their EFIN prior to receiving their acceptance letter.

If the application is still in process, the summary page will show:

- Provider Option Status – ERO – Applied
- EFIN status – Active • Application Status – Submitted New

If the application process is completed, the summary page will show:

- Provider Option Status – ERO – Accepted
- EFIN Status – Active
- Application Status – Completed

Obtaining the Necessary Application

Accessing e-Services

Access to e-services is through the Registered User Portal (RUP) on the www.irs.gov website. Below are the steps to navigate the on-line e-services process:

Access **www.irs.gov**.

1. Click on the **Tax Professionals** tab located at the top of the home page.



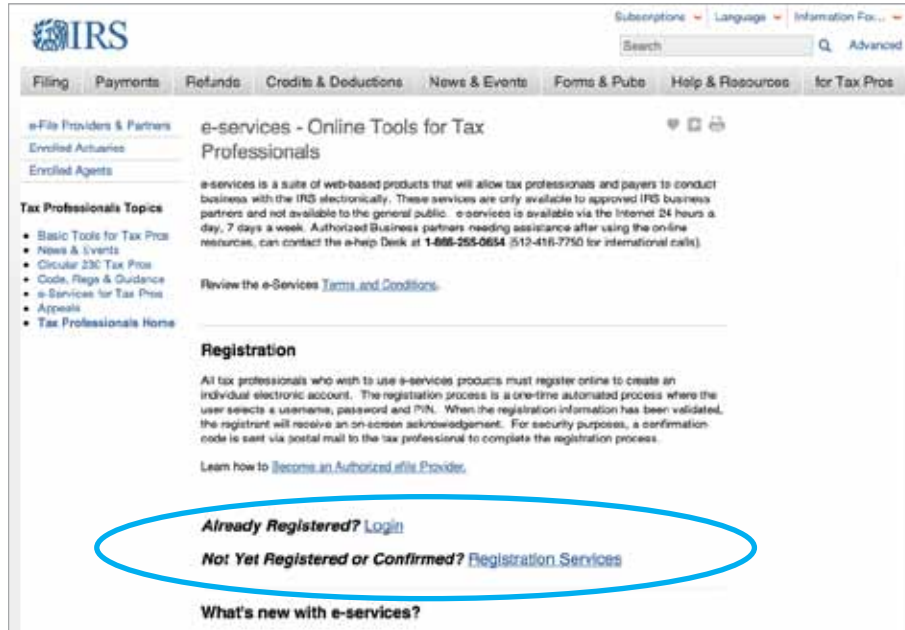
2. Click on the “e-services for Tax Pros” link in the menu on the left



Obtaining the Necessary Application, Continued

Accessing e-Services (continued) ►

3. On the screen titled e-services – On-line Tools for Tax Professionals select either **“Login”** or **“Registration Services.”** Select **“Login”** if already registered or **“Registration Services”** if not.



The e-services process involves collecting personal data for the sole purpose of authenticating the user's identity. The required elements for the registration process are:

- Legal name (verified with IRS and Social Security Administration (SSA) records)
- Social Security Number (verified with SSA records)
- Date of birth (verified with SSA records)
- Telephone number
- e-mail address
- Adjusted Gross Income (AGI) from either the current year or prior year filed tax return (verified from IRS records)
- Username. Select a preferred username. Read the onscreen rules for selecting a username
- Password and PIN. Select a password and PIN. Read the helpful on-screen hints on selecting a secure, unique password and PIN
- A reminder question to recover a forgotten username/ password
- Home mailing address (verified from IRS records). If you have moved since you last communicated with the IRS, update the information when registering

Obtaining the Necessary Application, Continued

Accessing e-Services

(continued) ►

Registering for e-services is a two step process. Step one is a one time automated process which cannot be completed without the above-mentioned items. You should have this information available before continuing the registration process. Step two is a confirmation code that will be mailed to the Partner's home address within seven to ten days. The partner must confirm registration within 28 days to complete the registration process.

Note: The partner is not a registered user until the registration is confirmed.

Below are screen shots to help you in the registration process.

On the screen titled e-services – On-line Tools for Tax Professionals select “**Registration Services.**” You will be taken to the following screen. Click on Registration.

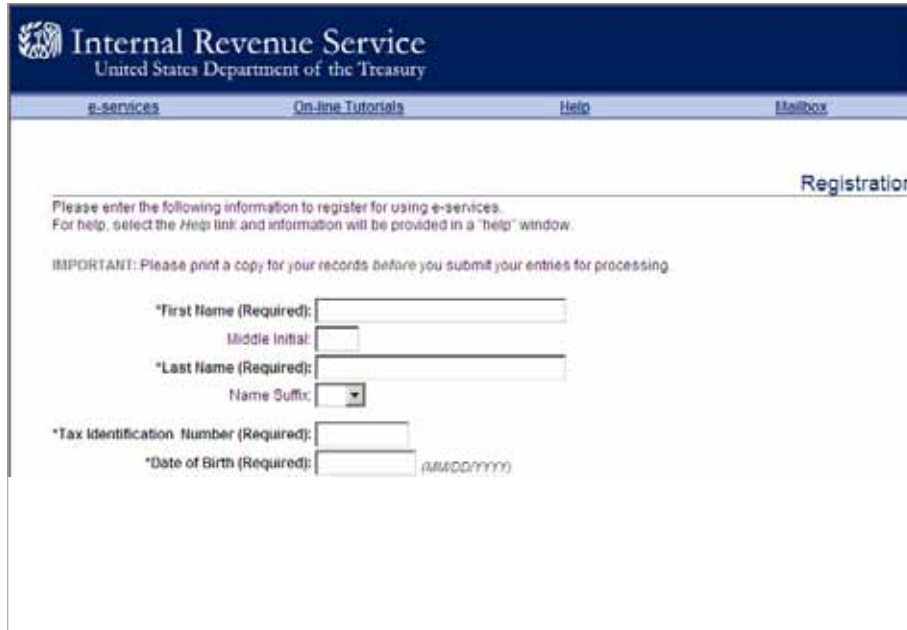


Obtaining the Necessary Application, Continued

Accessing e-Services

(continued) ►

Complete the registration fields and select “**accept**” to submit. You must use your home address. Also, you will need to enter your adjusted gross income from your most recent federal income tax return.



The screenshot shows the IRS e-services Registration page. At the top is the IRS logo and the text "Internal Revenue Service United States Department of the Treasury". Below this is a navigation bar with links for "e-services", "On-line Tutorials", "Help", and "Mailbox". The main heading is "Registration". The text below the heading says: "Please enter the following information to register for using e-services. For help, select the Help link and information will be provided in a 'help' window." Below this is a note: "IMPORTANT: Please print a copy for your records before you submit your entries for processing." The registration form includes the following fields: "First Name (Required):" with a text box, "Middle Initial:" with a text box, "Last Name (Required):" with a text box, "Name Suffix:" with a dropdown menu, "Tax Identification Number (Required):" with a text box, and "Date of Birth (Required):" with a text box and a "(MM/DD/YYYY)" label.

The screen below will display if the previous step was completed correctly. While waiting for the confirmation letter, you can begin modifying existing applications or begin a new EFIN application. However, you must input the confirmation code before submitting the applications.

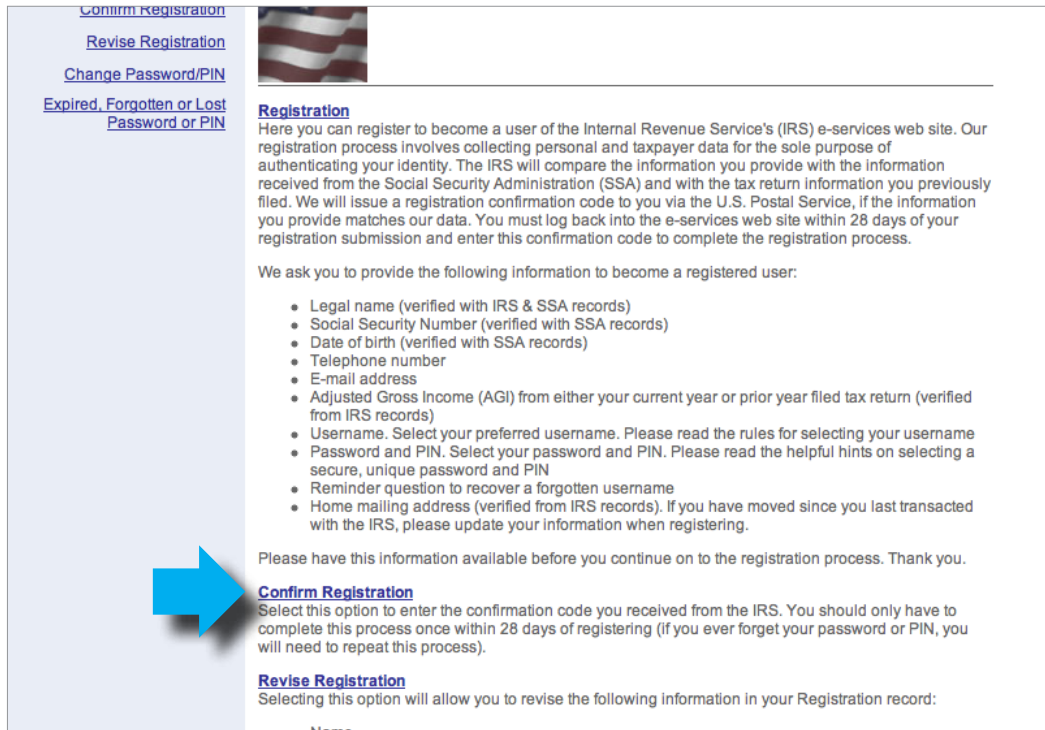


The screenshot shows the IRS e-services Registration Success page. At the top is the text "Registration Services Menu ► Registration Success". Below this is the heading "Registration Success". The main heading is "Registration Received and Successfully Processed". Below this is the text "Congratulations!". The text below the heading says: "Your initial registration information has been received and successfully processed. In the next few days, you should receive a letter via U.S. mail from the IRS. This letter will contain a confirmation code and instructions for completing the e-services confirmation process. You will have 28 days from the date of the letter to complete the confirmation process. If you do not complete this confirmation process within 28 days of the date of the letter, your account will be deactivated and you will be required to repeat the entire registration process." Below this is the text: "Until you complete the confirmation process, your access to e-services is restricted to the following functions only:". Below this is a list of functions: "If you are a Tax Professional, you may [apply for a PTIN](#)" and "You may also [update your Registration data](#)". Below this is the text "You may also do the following:". Below this is a list of actions: "Select [Return to Registration Services Menu](#) to make another selection." and "Select [Return to e-services](#) to view the tax professionals page." Below this are two buttons: "Return to Registration Services Menu" and "Return to e-services". At the bottom is the text "e-services Privacy Policy".

Obtaining the Necessary Application, Continued

Confirming Registration on e-Services ►

Within seven business days of registering on e-Services, a letter from the IRS should be delivered via US mail to your home address. After receiving the letter from the IRS, return to the Registration Services page and click on “**Confirm Registration.**”



[Confirm Registration](#)
[Revise Registration](#)
[Change Password/PIN](#)
[Expired, Forgotten or Lost Password or PIN](#)

Registration

Here you can register to become a user of the Internal Revenue Service's (IRS) e-services web site. Our registration process involves collecting personal and taxpayer data for the sole purpose of authenticating your identity. The IRS will compare the information you provide with the information received from the Social Security Administration (SSA) and with the tax return information you previously filed. We will issue a registration confirmation code to you via the U.S. Postal Service, if the information you provide matches our data. You must log back into the e-services web site within 28 days of your registration submission and enter this confirmation code to complete the registration process.

We ask you to provide the following information to become a registered user:

- Legal name (verified with IRS & SSA records)
- Social Security Number (verified with SSA records)
- Date of birth (verified with SSA records)
- Telephone number
- E-mail address
- Adjusted Gross Income (AGI) from either your current year or prior year filed tax return (verified from IRS records)
- Username. Select your preferred username. Please read the rules for selecting your username
- Password and PIN. Select your password and PIN. Please read the helpful hints on selecting a secure, unique password and PIN
- Reminder question to recover a forgotten username
- Home mailing address (verified from IRS records). If you have moved since you last transacted with the IRS, please update your information when registering.

Please have this information available before you continue on to the registration process. Thank you.

[Confirm Registration](#)
Select this option to enter the confirmation code you received from the IRS. You should only have to complete this process once within 28 days of registering (if you ever forget your password or PIN, you will need to repeat this process).

[Revise Registration](#)
Selecting this option will allow you to revise the following information in your Registration record:

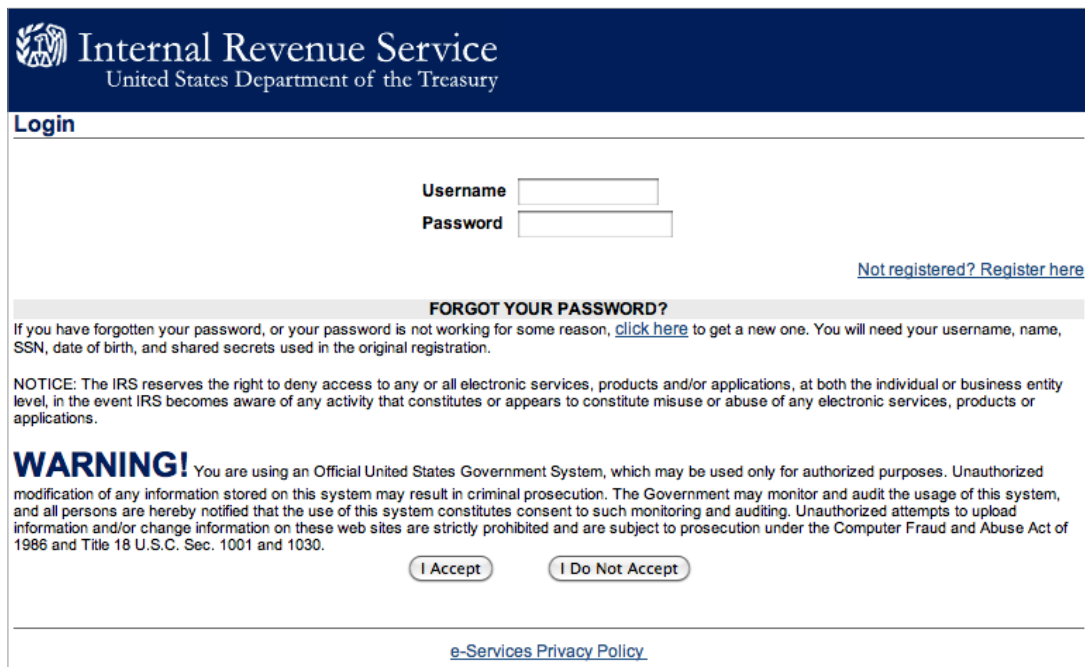
• Name

You will then be taken to a login screen.

Obtaining the Necessary Application, Continued

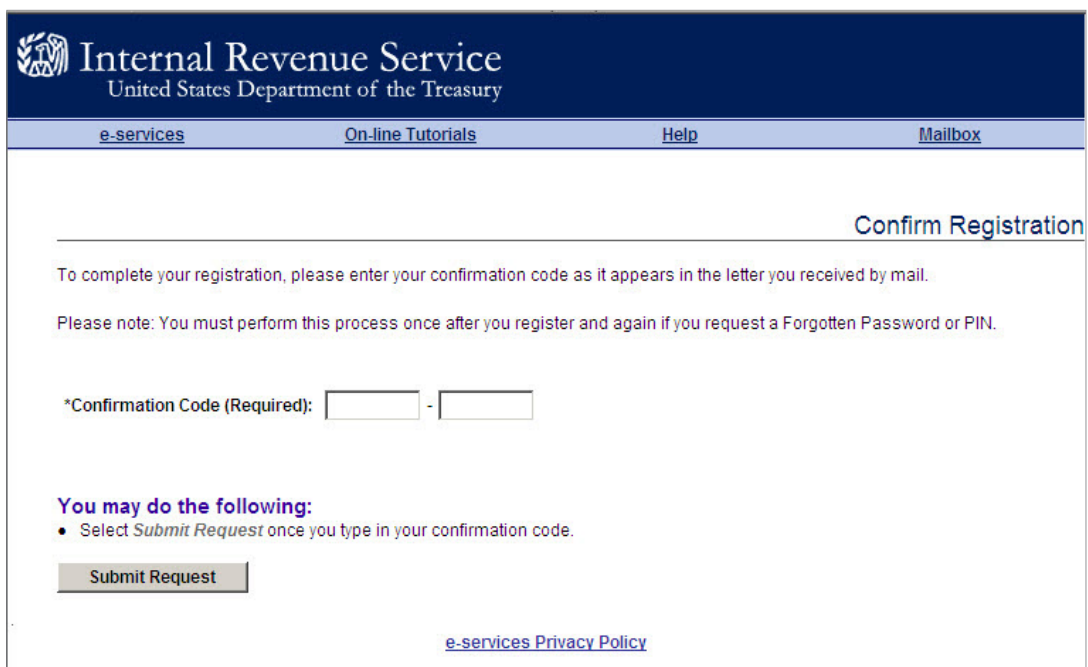
Confirming Registration on e-Services ▶

Enter your user name and password. Then click “**I Accept**” on the login screen.



The screenshot shows the IRS Internal Revenue Service login page. At the top is the IRS logo and the text "Internal Revenue Service" and "United States Department of the Treasury". Below this is a "Login" section with input fields for "Username" and "Password". To the right of the password field is a link: "Not registered? Register here". Below the login fields is a section titled "FORGOT YOUR PASSWORD?" with a paragraph of text explaining how to reset a password. Below that is a "WARNING!" section with a paragraph of text about the system's security and a link to the "e-Services Privacy Policy". At the bottom of the warning section are two buttons: "I Accept" and "I Do Not Accept".

At the next screen, you should enter the Confirmation Code from the letter you received. Press “**Submit Request**.”

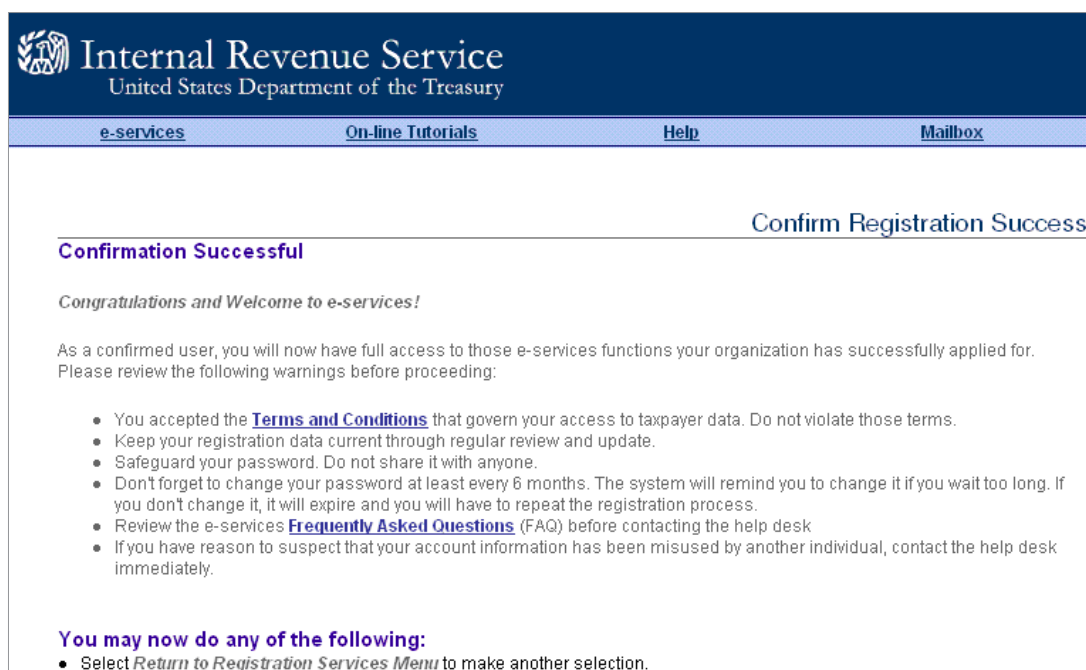


The screenshot shows the IRS Internal Revenue Service "Confirm Registration" page. At the top is the IRS logo and the text "Internal Revenue Service" and "United States Department of the Treasury". Below this is a navigation bar with links: "e-services", "On-line Tutorials", "Help", and "Mailbox". The main heading is "Confirm Registration". Below this is a paragraph of text: "To complete your registration, please enter your confirmation code as it appears in the letter you received by mail." Below that is another paragraph: "Please note: You must perform this process once after you register and again if you request a Forgotten Password or PIN." Below this is a form for the confirmation code, labeled "*Confirmation Code (Required):" with two input fields separated by a hyphen. Below the form is a section titled "You may do the following:" with a bullet point: "Select Submit Request once you type in your confirmation code." Below this is a button labeled "Submit Request". At the bottom of the page is a link to the "e-services Privacy Policy".

Obtaining the Necessary Application, Continued

Confirming Registration on e-Services ►

The screen below will display if the previous steps were completed correctly.



The screenshot shows the IRS e-Services interface. At the top is the IRS logo and the text 'Internal Revenue Service' and 'United States Department of the Treasury'. Below this is a navigation bar with links for 'e-services', 'On-line Tutorials', 'Help', and 'Mailbox'. The main content area has a title 'Confirm Registration Successful' in the top right corner. Below the title, it says 'Confirmation Successful' in bold. Then, it says 'Congratulations and Welcome to e-services!'. A paragraph follows: 'As a confirmed user, you will now have full access to those e-services functions your organization has successfully applied for. Please review the following warnings before proceeding:'. This is followed by a bulleted list of five warnings: 1. You accepted the Terms and Conditions that govern your access to taxpayer data. Do not violate those terms. 2. Keep your registration data current through regular review and update. 3. Safeguard your password. Do not share it with anyone. 4. Don't forget to change your password at least every 6 months. The system will remind you to change it if you wait too long. If you don't change it, it will expire and you will have to repeat the registration process. 5. Review the e-services Frequently Asked Questions (FAQ) before contacting the help desk. 6. If you have reason to suspect that your account information has been misused by another individual, contact the help desk immediately. Below the list, it says 'You may now do any of the following:' followed by a bulleted list: 1. Select Return to Registration Services Menu to make another selection.

Remember, the confirmation code must be entered within 28 days of the date of the letter or the account will be deactivated.

Once registration is confirmed, the partner will have access to the on-line e-file application. To access the IRS e-file application:

- Log in to e-services using your login and password
- Click on “application”
- Click on “e-file [application](#)”

Completion of the e-File Application

Steps Needed to Complete the e-File Application ►

Before the partner is able to submit the e-file application, they must obtain a Site Identification Number (SIDN) from their local SPEC Office. AARP sites will obtain SIDNs from their state Admin Specialist. Once the SIDN is obtained the application can be completed. The following information is required when completing an application:

- Identify as 'new' or 'revised'
- Check the box for Volunteer Organization
- Firm name must contain program type (VITA/TCE/AARP), site name and SIDN
- "doing business as" (DBA) should be the name of the site followed by the SIDN
- Business address should be the physical location of the site
- Mailing address if different from the physical address
- If site is not open 12 months, enter the Territory Office address and telephone number
- Contact name/phone number should be the partner's
- Alternate contact/phone number should be the Territory Office (i.e. Atlanta Territory Office)
- Only the Electronic Return Originator should be checked "yes"
- Check the box that matches your "not-for-profit" service
- Form 1040 should be selected
- The application should have two (2) Responsible Officials
- Responsible Official information needs to be completed for each individual.

Once you have all this information, you may input the information into e-services. The following screen shots should assist you in completing the e-file application.

Completion of the e-File Application, Continued

Completing the e-File Applicationn ►

Once the registration process is confirmed, log in to ‘eservices’ to access the e-file application electronically. To access the IRS e-file application:

- Log into e-services using your login and password
- Click on “application”
- Click on “e-file application”

Under Business Type, select “**Volunteer Organization.**” All VITA or TCE sites, even if the organization has an Employer Identification Number, must select NO for the next question. Click OK in the dialog box and then click “Next.”

The screenshot displays the IRS e-file application interface. At the top, a navigation bar includes links for e-services, On-line Tutorials, Help, Mailbox, Sign out, and Contact Us. The main heading is "e-file Application: Firm/Organization Business Type". Below this, a paragraph explains the application process, mentioning Form 8633 and the requirement to provide personal information for principals and responsible officials. A dropdown menu for "Business Type (Required)" is open, showing a list of options: Association, Corporation, Credit Union, Federal Government Agency, Limited Liability Company, Limited Liability Partnership, Local Government Agency, Partnership, Personal Service Corporation, Sole-Proprietorship, State Government Agency, Volunteer Organization, and a scroll bar. The "Volunteer Organization" option is highlighted. To the right of the dropdown, a blue callout box with a white arrow pointing to the dropdown contains the text "Select Volunteer Organization". Below the dropdown, there is a question: "*Does your firm have an Employer Identification Number(EIN)? (Required)" with a "No" button.

Completion of the e-File Application, Continued

Completing the e-File

Application (continued) ►

Enter the following information on the Volunteer Organization:

- Firm/Organization Role: "Responsible Official"
- Firm/Organization Legal Name and DBA should be the same and should include the SIDN.

Click "**Next**" when finished.

[e-services](#) [On-line Tutorials](#) [Help](#) [Mailbox](#) [Sign out](#) [Contact Us](#)

e-file Application: Volunteer Organization

If your firm is a partnership or a corporation, provide the firm's Employer Identification Number (EIN). If your Firm is a sole proprietorship, with employees, provide the business Employer Identification Number (EIN) . If you do not have employees, provide the Social Security Number (SSN).

If your firm is a sole proprietorship, enter the name of the sole proprietor. If your firm is a partnership or corporation, enter the name shown on the firm's tax return.

If, for the purpose of IRS e-file, you or your firm use a "Doing Business As" (DBA) name(s) other than your firm's legal name, include the DBA name

Please select the appropriate role as a Principal or a Responsible Official for this firm/organization.

*Firm/Organization Role(Required):

*Firm/Organization Legal Name (Required):

Doing Business As (DBA) (if other than Legal Name):

When you have finished Volunteer Organization, you may:

- Select *Previous* to go back to the Firm/Organization Business Type page.

**ENTER
SIDN in Firm and
DBA fields**

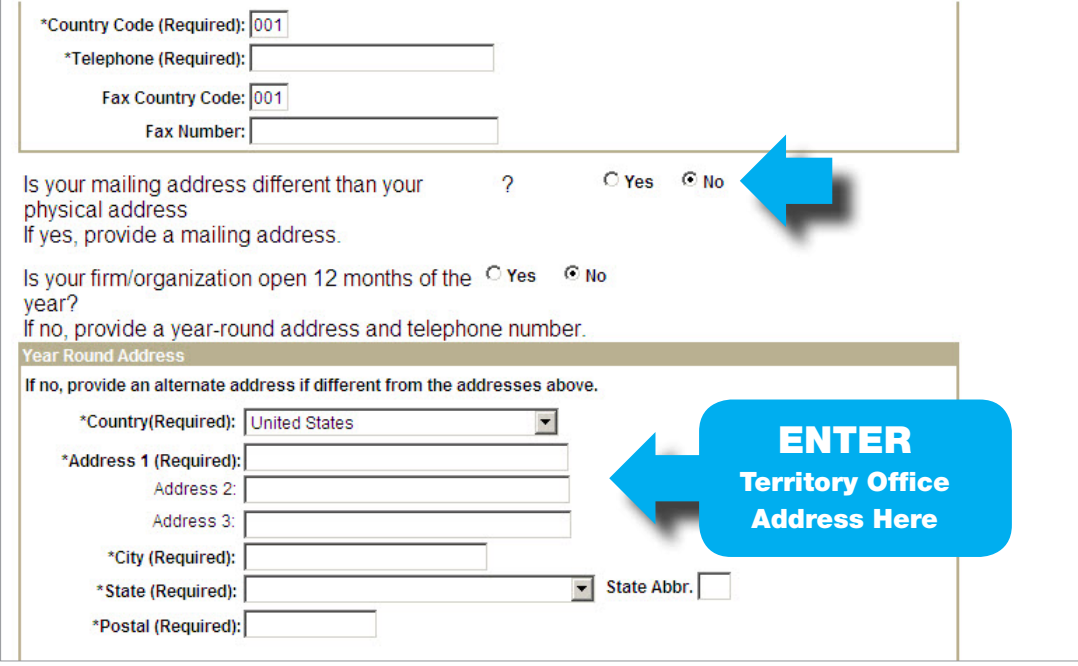
Completion of the e-File Application, Continued

Completing the e-File

Application (continued) ▶

Enter the organization's address and phone number. Always answer **"No"** for the question, **"Is your firm/organization open 12 months of the year?"** Enter the SPEC Territory Office address in the fields for the **"Year Round"** address.

Entering this information will ensure your SPEC Relationship Manager is alerted whenever there is an issue with your EFIN. Click **"Next"** when finished.



The screenshot shows a web form for completing an e-file application. At the top, there are fields for *Country Code (Required) with a dropdown menu showing '001', *Telephone (Required) with a text input field, Fax Country Code with a dropdown menu showing '001', and Fax Number with a text input field. Below these is a question: 'Is your mailing address different than your physical address?' with radio buttons for 'Yes' and 'No'. A blue arrow points to the 'No' button. Below this is another question: 'Is your firm/organization open 12 months of the year?' with radio buttons for 'Yes' and 'No'. Below this is a section titled 'Year Round Address' with a sub-header 'If no, provide an alternate address if different from the addresses above.' This section contains fields for *Country(Required) with a dropdown menu showing 'United States', *Address 1 (Required) with a text input field, Address 2 with a text input field, Address 3 with a text input field, *City (Required) with a text input field, *State (Required) with a dropdown menu, State Abbr. with a text input field, and *Postal (Required) with a text input field. A large blue arrow points from a blue box containing the text 'ENTER Territory Office Address Here' to the Address 1 field.

*Country Code (Required): 001

*Telephone (Required):

Fax Country Code: 001

Fax Number:

Is your mailing address different than your physical address ? ☐ Yes ☒ No

If yes, provide a mailing address.

Is your firm/organization open 12 months of the year? ☐ Yes ☒ No

If no, provide a year-round address and telephone number.

Year Round Address

If no, provide an alternate address if different from the addresses above.

*Country(Required): United States

*Address 1 (Required):

Address 2:

Address 3:

*City (Required):

*State (Required): State Abbr.:

*Postal (Required):

ENTER Territory Office Address Here

Completion of the e-File Application, Continued

Completing the e-File Application (continued) ▶

On the next screen, enter the information for each of the Responsible Officials. A Responsible Official is an individual with authority over the e-file operation at a location. If the responsible official will also be a primary contact, click the appropriate selection. After adding the responsible officials, click “**Next**.”

Name	TIN	Organization Role	Title	Authorities	Edit	Associated Locations	
LEBORING, LOIS	XXXX-XX-1470	Responsible Official		Authorities	Edit	Associated Locations	Delete

*First Name (Required):

Middle Initial:

*Last Name (Required):

Name Suffix:

*Position Title (Required):

*U.S. Citizen (Required):

*Social Security Number (Required):

*Date of Birth (Required):

Email Address:

Is this person also a primary contact? ☐ No ☒ Yes

*Country Code (Required):

*Phone Number (Required):

- Select *Add* to add a responsible official.
- Select *Clear* to clear the form.

Partner will ENTER Official information

You will then be taken to the Contacts page. Enter the complete information for the primary contact.

Make sure your SPEC Relationship Manager is also included as an Alternate Contact. Click “**Next**” when finished.

Completion of the e-File Application, Continued

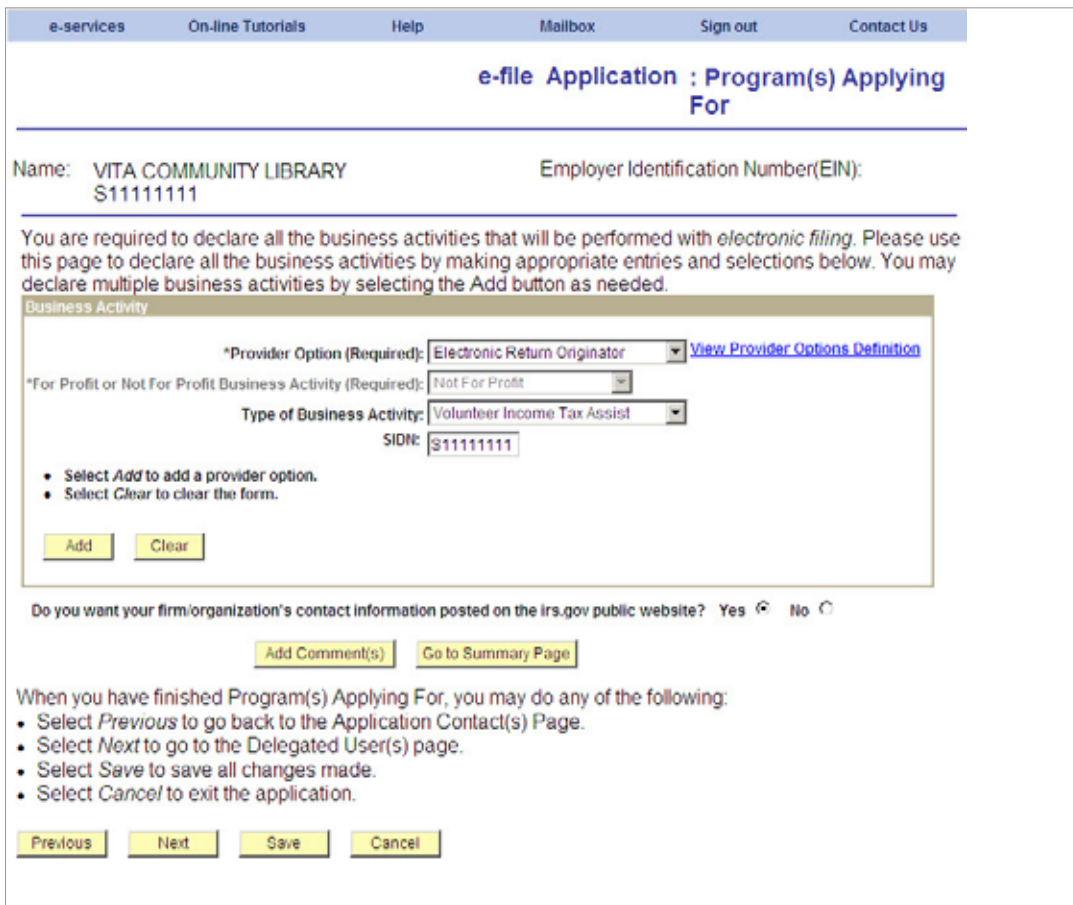
Completing the e-File

Application (continued) ►

On the Programs Applying For page, select the following:

- Electronic Return Originator
- Not for Profit
- Volunteer Income Tax Assist (or Tax Counseling for the Elderly)
- The SIDN provided by your SPEC Relationship Manager

When finished, click “**Add**” and then “**Next.**” You will then be taken to the Forms page.



e-services On-line Tutorials Help Mailbox Sign out Contact Us

e-file Application : Program(s) Applying For

Name: VITA COMMUNITY LIBRARY Employer Identification Number(EIN): S11111111

You are required to declare all the business activities that will be performed with *electronic filing*. Please use this page to declare all the business activities by making appropriate entries and selections below. You may declare multiple business activities by selecting the Add button as needed.

Business Activity

*Provider Option (Required): [View Provider Options Definition](#)

*For Profit or Not For Profit Business Activity (Required):

Type of Business Activity:

SIDN:

- Select **Add** to add a provider option.
- Select **Clear** to clear the form.

Do you want your firm/organization's contact information posted on the [irs.gov](#) public website? Yes ☒ No ☐

When you have finished Program(s) Applying For, you may do any of the following:

- Select *Previous* to go back to the Application Contact(s) Page.
- Select *Next* to go to the Delegated User(s) page.
- Select *Save* to save all changes made.
- Select *Cancel* to exit the application.

On the Forms page, select:

- Electronic Return Originator
- Not for Profit
- Check the box for 1040

When finished, click “**Add**” and then “**Next.**”

Completion of the e-File Application, Continued

Completing the e-File

Application (continued) ►

Click “**Next**” on the Delegated Users page.

Click “**Next**” on the Application Status page.

Click “**Next**” on the Personal Information page. VITA and TCE sites are not required to answer any of the “**Professional Status**” or “**Suitability Information**” questions on this page.

Click “**Next**” on the Comments page.

On the Application Submission & Completion page, enter your PIN and click “**Submit**.”

e-services	On-line Tutorials	Help	Mailbox	Sign out	Contact Us
e-file Application: Application Submission & Completion					
Name: VITA COMMUNITY LIBRARY S11111111			Employer Identification Number(EIN):		
<p>You have completed the application process and all required information has been entered. You are now able to submit this application for review and approval by the IRS.</p> <p>This firm and employees will comply with all of the provisions of the Revenue Procedure for Electronic Filing of Individual Income Tax Returns and Business Tax Returns, and related publications, for each year of our participation. Acceptance for participation is not transferable. I understand that if this firm is sold or its organizational structure changes, a new application must be filed. I further understand that noncompliance will result in the firms and/or the individuals listed on this application, being suspended from participation in the IRS e-file program. I am authorized to make and sign this statement on behalf of the firm.</p> <p>Please enter your PIN to accept the terms for this application. Your PIN is your electronic signature that you selected when you registered.</p> <p>*PIN (Required): <input type="text"/></p> <p>e-file application Menu Page Add Comment(s) Go to Summary Page</p> <p>When you have finished Application Submission, you may do any of the following:</p> <ul style="list-style-type: none">• Select <i>Previous</i> to go back to the e-file application Menu page.• Select <i>Submit</i> to this application.• Select <i>Cancel</i> to exit the application. <p>Previous Submit Cancel</p>					

Completion of the e-File Application, Continued

Completing the e-File

Application (continued) ▶ _____ After successfully submitting the application, a tracking number will be received.

e-services	On-line Tutorials	Help	Mailbox	Sign out	Contact Us
------------	-------------------	------	---------	----------	------------

e-file Application : Submission Complete

Name: VITA COMMUNITY LIBRARY
S11111111

Employer Identification Number(EIN):

Thank you for submitting your e-file application to the IRS. If Principals/Responsible Officials are listed on the application and have not entered Professional Status information, they are required to submit Fingerprint cards within thirty (30) days of the submission of this application to:

Andover Submission Processing Center
310 Lowell Street Stop 983
Andover MA. 01812

Please include the tracking number below with your Fingerprint Cards. The Fingerprint Cards must be received in order for your e-file application to be processed.

For additional information regarding Fingerprint Cards, please click this link: [To Become an Authorized IRS E-file Provider.](#)

If you have any questions, please call the e-help desk at 1-866-255-0654.

Tracking Number
20100513080107187332

Communication with Electronic Products & Services Support (EPSS)

Contacting the e-help Desk ▶ _____ Partners may contact the e-help Desk about inquiries regarding the status of their e-file application. Partners must provide EFIN/ TIN, name and company name. Providing this information is essential for the e-help Desk assistor to determine the partner is authorized to receive information.

The contact information for the e-help Desk is **1-866-255-0654**.

