How do I request a Transmitter Control Code (TCC) to electronically file Affordable Care Act (ACA) Information Returns?

To electronically file ACA Information Returns, a firm or an organization must submit the ACA Application for TCC. After you register with e-Services, you will have access to the ACA Application for TCC. Once your application is approved, you can review and update your application online as needed.

This tutorial provides guidance on steps to complete, modify and submit an ACA Application for TCC. Select from the following:

The ACA Application for TCC Process

- Purpose of ACA Application for TCC
- Information that is needed to complete application
- How to access the application
- ACA Application for TCC navigation

Complete a New ACA Application for TCC

- Firm Information
- Responsible Officials
- Contacts
- Application Details
- Software Developer
- Summary
- Terms of Agreement

Modify an ACA Application for TCC
Purpose of ACA Application for TCC

The purpose of the application is to request authorization to electronically file the Affordable Care Act (ACA) Information Returns and to receive an ACA Transmitter Control Code (TCC). The application currently supports the following:

- Form 1094-B, Transmittal of Health Coverage Information Returns
- Form 1095-B, Health Insurance Coverage
- Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns
- Form 1095-C, Employer-Provided Health Insurance Offer and Coverage

**Note:** If you are electronically filing Forms 8963, Report of Health Insurance Provider Information or Form 8947, Report of Branded Prescription Drug Information, please complete an IRS e-file Application.

Complete the ACA Application for TCC if your firm or organization is performing one of the following:

- **Issuer:** Files their own ACA Information Returns.
- **Transmitter:** Sends electronic information return data directly to the IRS on behalf of other businesses.
- **Software Developer:** Writes origination or transmission software according to IRS specifications.

Each of the roles listed above will be assigned its own TCC. These roles are not mutually exclusive, for example, your firm or organization may be both a Transmitter and Software Developer.

Information needed to complete the ACA Application for TCC

**Note:** If you are a foreign company that does not have an Employer Identification Number (EIN) you will need to complete a Form 4423, Application for Filing Affordable Care Act (ACA) Information Returns.

- Your firm or organization’s EIN.
- Your firm or organization’s legal business name, business type, physical and mailing addresses, and phone numbers.

**Note:** If the Firm or organization’s doing business as (DBA) name is different than the legal business name, that information will need to be provided.
• Responsible Officials (minimum of two) and Contact Information (minimum of two) including:
  o Taxpayer Identification Number; (Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
  o Date of birth (DOB) and US Citizenship
  o Contact information including e-mail address, title, phone number
  
  **Note**: A Responsible Official may also be a Contact.

• The roles of your firm/organization.
  
  **Note**: If you have the role of Software Developer, you will need to complete additional information for the issuance of your Software Identification numbers. Software Developer information must be updated yearly.

• The form(s) that you will be filing.

• The transmission method(s) you will use.

The IRS will review your application information and supply a written confirmation as to your acceptance or rejection into the program. Processing times may vary; however, the typical application will be processed within five business days.

**How to access the Application**

To access the ACA Application for TCC, you must first login to e-Services using your current login information.

When you login to e-Services, you may be asked to select an Organization.

An Organization is a profile under which you work in e-Services. Think of an organization as the ‘hat’ you are wearing during an e-Services session. Some days, you may want to work on your personal e-Services profile. Other days, you are representing a particular firm or organization and their work. E-Services users may represent multiple firms or organizations in various roles depending on their job responsibilities.

There are two types of organizations you may choose from on the Select Organization e-Services page:

• Every user has an *Individual* Organization. Under this profile, you may edit your e-Services registration information or complete a new application.
  
  **Note**: Until the application has been completed, the Responsible Officials should select the *Individual* Organization, if the option is available on their Select Organization page.
• Authorized users of e-Services products may also have one or more Firm/Organizations.

**Note:** Organizations that have completed the *ACA Application for TCC* process will have (ACA) in front of their Organization name.

If you have never completed an application, once you login, the system will take you directly to the Landing Page. Select ACA Application for TCC from the landing page.
ACA Application for TCC navigation

You do not have to complete an ACA Application for TCC in one session. The typical process for completing an application for most firms or organizations will consist of the following steps:

1. Each Responsible Official (there must be at least two) and Contact (there must be at least two) within the firm or organization must have completed the registration process for e-Services before the application can be completed. Responsible Officials may also be Contacts.
2. A Responsible Official will begin the application and designate other individuals in the firm or organization who are authorized to be either a Responsible Official or Contact.
3. All Responsible Officials must sign the Terms of Agreement and submit the application.
4. After the application is completed and submitted, the IRS will perform checks before assigning the firm or organization the TCC(s).
5. All users listed as Responsible Officials are authorized to access the application can modify and update the application as necessary. After an application has been submitted and accepted, Responsible Officials within the firm or organization may update the application as needed.
Individuals may be authorized to access multiple ACA Application for TCCs, select the appropriate application and organization for the session.
Use the toolbar along the top of the application to navigate to a specific page of the application.

Select the save button to save information on the page at any time. The application will automatically save as you move from page to page.

**Complete a New ACA Application for TCC**

*Fields indicated with an asterisk (*) are required fields necessary to save this page.*

*Fields indicated with two asterisks (**) are required fields for the final submission of this application. These fields can be left blank when saving.*

**FIRM INFORMATION**

The first page you will complete is about the business and you will need to enter the Employer Identification Number (EIN), legal business name, doing business as (DBA) name and business type.

Select from the business type from the following list:

- Association
- Corporation
- Credit Union
- Federal Government Agency
- Limited Liability Corporation
- Limited Liability Partnership
- Local Government Agency
- Partnership
- Personal Service Corporation
- Sole-Proprietorship
- State Government Agency
- Volunteer Organization
After you have selected your business type you will need to add your phone number and mailing address. If you’re business address is different than your mailing address you will also need to answer yes to the question and complete the address fields. After completing the required fields select Continue.

A Post Office (P.O.) box will not be accepted as your business address.
RESPONSIBLE OFFICIALS

A Responsible Officials are the individuals with responsibility for and authority over the electronic filing of ACA Information Returns at the firm or organization location. The Responsible Officials has authority to sign original/revised ACA Application for TCC, and is responsible for ensuring that all requirements are adhered to.

At least two Responsible Officials must be listed on the application. All Responsible Officials will be required to sign the Terms of Agreement. A Responsible Official can also be a Contact on the application.

Once a Responsible Official has been added to the application you will see their information in the Responsible Official Listing on the Right hand side of the screen.
Responsible Officials

The Responsible Official is an individual with responsibility and authority over the operations at designated sites. The Responsible Official is the first point of contact with the IRS. They have authority to sign revised applications and are responsible for ensuring that all requirements of the IRS electronic filing of information returns program adhered to. A Responsible Official may be responsible for more than one office.

Fields indicated with an asterisk (*) are required fields necessary to save this page.

Add New Responsible Official

First Name* 
Middle Initial

Last Name* 
Suffix

Position or Title* 
Select

U.S. Citizen*

Social Security Number (SSN) or Individual Tax ID Number (TIN)*

Date of Birth (mm/dd/yyyy)*

Email Address*

Telephone Country Code*

001-Joined States/Canada

Phone Number*

Will this person also be a contact?

Yes ☐ No ☐

CLEAR  ADD

IRS Privacy Policy | Glossary
R-esam-webapp (version 16.6.43)
CONTACTS

Contacts should be available for inquiries from the IRS on a daily basis. There is a minimum of 2 required contacts and a maximum of 10 contacts allowed per application. Once a Contact has been added to the application you will see their information in the Contacts List on the Right hand side of the screen. The Contact listed on the application does not have to be the individual listed as a Contact on the information return, if any.
APPLICATION DETAILS

On this page you are required to select a one or more roles (Issuer, Transmitter, or Software Developer). Each role is assigned its own TCC. You select the roles by checking the box next to the form type or types you will be supporting or selecting 'Add' under the Software Developer Package List.

The roles are defined as following:

- **Issuer**: Files their own ACA Information Returns.
- **Transmitter**: Sends electronic information return data directly to the IRS on behalf of other businesses.
- **Software Developer**: Writes origination or transmission software according to IRS specifications.

Transmission methods need to be selected at this time.

- **ISS-A2A - System Enroller**: This option involves a machine-to-machine process that allows Payers/Issuers, Transmitters or Software Developers to create XML and send to the IRS as Simple Object Access Protocol (SOAP) message.
- **ISS-UI for ACA Internet Transmitter**: A web user interface that allows Payers/Issuers, Transmitters or Software Developers to file forms with the IRS and check submission status.

Software Developers must select at least one of the following software packages:

- **Online Packages**: These packages will enable companies to complete the forms on-line and a third party will transmit the information to the IRS.
- **COTS Package**: A package that will be sold for a customer to use within their office.
- **In-house Packages**: A package that is developed within a company solely for that company's use.
SOFTWARE DEVELOPER Pop-Up

Only complete the pop-up if you will either write origination or transmission software according to IRS specifications. If you will not be creating these types of packages select cancel.

Each software package will be assigned a Software Identification (SWID). Complete all required fields in relation to the type of packages you will be creating. If you are creating multiple software packages you will need to complete multiple Software Developer pop-
ups. The system requires at least one Software Developer Contact to be listed on this page. The information contained on this page will be used to issue your Software Identification Numbers.

**Note**: Two of the same type of packages (two online packages) with the same Tax Years must have unique names.

The Application Details page must be updated annually to issue new Software Identification Numbers for the new tax year. To add a software package for the new tax year to your application, click the add button under the Software Developer Package List as shown above and complete the information in the pop window.
SUMMARY

This is a summary of a saved application. Verify all information is correct before selecting continue to complete the Terms of Agreement. If you identify information that needs to be revised, use the toolbar along the top of the page to navigate to the appropriate page. Update the information and save it and use the toolbar to navigate back the Summary page. Once the application is in Completed status, the TCCs and/or Software IDs will be visible on this page.
Responsibility Officials:

Name: AUSTIN, JOHN
All Roles: CONTACT, RO
Signature Status: Pending

Name: AUSTIN, JANE
All Roles: RO
Signature Status: Pending

Contacts:

Name: AUSTIN, JOHN
Email Address: test1@texas.com
Phone: (237) 917-0191
All Roles: CONTACT, RO

Name: AUSTIN, JANE
Email Address: test2@texas.com
Phone: (263) 910-1918
All Roles: CONTACT

Application Details:

Issuer:

Forms  Transmission Methods
10441099G  ISS-UI for ACA Internet Transmitter

Transmitter:

Forms  Transmission Methods
10941095B  ISS-ADA - System Encoder

Software Developer Package List

<table>
<thead>
<tr>
<th>Type</th>
<th>Tax Year</th>
<th>Software Product Name</th>
<th>Forms</th>
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<tbody>
<tr>
<td>COTS</td>
<td>2015</td>
<td>Tax Pro</td>
<td>10941095B</td>
</tr>
</tbody>
</table>

PREVIOUS CANCEL SAVE CONTINUE
**TERMS OF AGREEMENT**

Each Responsible Official must sign the Terms of Agreement using the PIN created during the e-Services Registration process. The application will be processed after all Responsible Officials have entered their PIN and accepted the Terms of Agreement.

Reminder: All Responsible Officials and Contacts on the application must have completed the registration process for e-Services before application can be submitted.
If the application is incomplete due to a missing Responsible Officials signature, the user will see the following screen after entering their PIN:
The Responsible Officials who have not signed the application will need to log into e-services and access the application, accept the Terms of Agreement, and sign using their PIN created during the e-Services registration before the application is in Submitted status.

**Modify an ACA Application for TCC**

Once the application is submitted, updates to the application can be made as needed through the ACA Application for TCC on the e-Services page on www.irs.gov. Login to your account and select ACA Application for TCC from the main menu.

Select the application you wish to update by selecting the pen symbol icon next to the Organization name.

Some changes will require the Responsible Officials on the application to sign into e-Services and re-sign the ACA Application for TCC. Below are examples of when application would need to be re-signed (this list is not all inclusive):

- Firm’s DBA Name
- Role changes or additions
- Software Developer Package Types