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.
- <u>How to access the application</u>
- ACA Application for TCC navigation

Complete a New ACA Application for TCC

- _Firm Information_
- <u>Responsible Officials</u>
- <u>Contacts</u>
- <u>Application Details</u>
- <u>Software Developer</u>
- <u>Summary</u>
- <u>Terms of Agreement</u>

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 it's 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:
 - Taxpayer Identification Number; (Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
 - Date of birth (DOB) and US Citizenship
 - 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* Ogranization, if the option is available on their Select Organziation 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.

Select the organization you will represent in this	session:
	you are authorized to perform work. By selecting an organization, you are you will be able to perform work for only that organization.
Individual	
ACCIDENT FUND COMPANY,	
LOWWMARK BLACKCROSS BLACKSHIELD,	2022 SPRING DALE AVE, ALEXANDRIA, VA, 22202
LOWWMARK BLACKCROSS BLACKSHIELD,	
ACC FUND ACA CE Pharma app,	495 BROADWAY ST, AUSTIN, TX, 78730
C (ACA) JON INCORPORATED,	1234 MAIN STREET , SPRINGFIELD, VA, 22305
C (ACA) LABORER'S UNION, AFLCIO,	123 MAIN STREET T , SPRINGFIELD, VT, 22331
(ACA) J. WILSON DBA CYPRESS LELAND & SO	NS, 12345 MAIN STREET , SPRINGFIELD, VA. 22310
(ACA) CEDAR, AMBER, & THYME PTRSHP.	12345 MAIN STREET , SPRINGFIED, VA, 22310
Submit Selected Organization	

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:

- 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.

		-				
MIRS						
e-services		Online Tutorials		Mailbox	Sign Out	Contact Us
ACA Applicati	on for T	CC				
					xisting ACA Information Return Application on anal information of the Responsible Officials	
New Application						
come back and revise	the application	on at your convenience. W	hen all of t	he required information is	on. Once the application is saved, you may entered, you will be allowed to submit the send you a notification of the application	START
Signature(s) Requ	iired					Show All
Organization	\$	Last Update	\$	Status	Tracking Number	Actions
				No records found.		
						0 items
Saved Application						Show All
Organization	¢	Last Update	¢	Status	Tracking Number	Actions
				No records found.		
						0 items
Processed Applic	ations					Show All
Organization	\$	Last Update	\$	Status	Tracking Number	Actions
				No records found.		
						0 items
			IRS P	rivacy Policy Glossary		

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.

e-service	9S	Online Tutorials	Mailbox		Sign Out	Contact Us
Firm	Responsible Officials	Contacta	Application Details	Summary	Commenta	Terms of Agreement

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.

e-services	On	line Tutorials	Mailbox	Sign Out	Contact Us
Firm Information	Responsible Officials	Contacts	Application Details	Summary Comments	Terms of Agreement
Application Status:	New				
Firm Informat	ion				
Please enter the EIN.	Legal Name, Doing	Business as Name, Bu	siness Type, Phone Number	and the address of the physical locati	on of the firm. A Post Office
P.O.) box will not be a	ccepted as the local	ation of your firm. You n	nay also enter an alternate M	lailing Address if different than your Pl eted if you are entering a different Mai	hysical Address. You may
		quired fields necessary required fields for the f		ation. These fields can be left blank w	hen saving.
					-
Business Informa Employer Identification N					
Reveal EIN					
.egal Name*					
Doing Business as Name	•				
Business Type*					
Select Phone Number**	~				
Mailing Address					
Address Line 1**					
Address Line 2					
City**					
State/U.S. Territory** Select	~	Zip/Postal Code**			
		Seeabbe police			
s your business address Yes	s different than your n	naming address:			

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.

WIRS							
e-services	Online Tutorials	Mailbox		Sign	Out	Conta	act Us
Firm Respondent Official	nsible Is Contacts	Application Details	Sum	imary	Comments	Terms of Agreemen	rt
Firm: AAAACOMPANY DBA	EIN:				Application	Status: Signa	ture Required
contact with the IRS. They hav information returns program a	individual with responsibility and a re authority to sign revised applicat dhered to. A Responsible Official n sk (*) are required fields necessary	tions, and are responsible nay be responsible for m	e for ensu	uring that all requi	e Responsible Offici rements of the IRS	ial is the first p electronic filinç	oint of 1 of
Add New Responsible	e Official	Responsible ()fficial I	List			
First Name*	Middle Initial	Name	🗢 ss	N/ITIN	Phone Number	Edit	Delete
Last Name*	Suffix	mant, VERONICA		- ** - 1210	(512) 333-4444	1	S
Position or Title* Select U.S. Citizen* Social Security Number (SSN) Reveal SSN Date of Birth(mmidd/yyyy)* Email Address* Telephone Country Code* 001-United States/Canada Phone Number* Will this person also be a conta Yes No CLEAR ADD	or Individual Tax ID Number (ITIN)* act? QREVIOUS	CANCEL	AVE	CONTINUE	>		
		IRS Privacy Policy G R-esam-webapp (versio)			

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.

e-services	O	nline Tutorials	Mailbo	x	S	ign Out	Contact	Js
rm formation	Responsible Officials	Contacts	Application Details		Summary	Commenta	Terms of Agreement	
Firm: AUSTIN COM	PUTING FIRM DB	A EIN:				Application Sta	tus: Signature f	Require
						ontacts. Enter Contacts w	ho will be availa	ible on
elds indicated with a	in asterisk (*) are n	arding the application ar equired fields necessar	y to save this page.		ghout the year.			
Add New Cont			Contact Li	st				
First Name*	Middl	le Initial	Name	\$	SSN/ITIN	Phone Number	Edit	Delete
Last Name*	Suffic		AustinFIRST,	Jane	*** - ** - 0612	(349)394-9393	1	0
Desilies as Titlet		1	Ferguson, Gar	ry .	*** - ** - 1203	(111)222-3434	11	0
Position or Title*			aust, john		*** - ** - 5917	(949)400-0303	1	0
Social Security Numb Individual Tax ID Num Reveal SSN Date of Birth(mmidd) Email Address*	iber (min) * 							of 3 items
Telephone Country C 001-United States/Ca Phone Number*								
CLEAR	ADD							

APPLICATION DETAILS

On this page you are required to select a one or more roles (Issuer, Transmitter, or Software Developer). Each role is assigned it's 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.

e-services	Onlir	ne Tutorials	Mailbox	Sign Out	Contact Us
	aponsible ficiala	Contacta	Application Details Sur	mmary Commenta	Terms of Agreement
Firm: AUSTIN COMPUT	ING FIRM DBA	EIN:		Applicatio	n Status: Signature Require
Application Det	ails				
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n next page by software	product type.			d 03 96	
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1094/1095B		ISS-UI for ACA Interne			
]ISS-A2A - System Enr	oller		
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Transmitter					
orms	Tr	ansmission Method			
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100410000		ISS-UI for ACA Interne	t Transmitter		
1094/1095C]ISS-A2A - System Enr	oller		
		ISS-UI for ACA Interne	t Transmitter		
oftware Developer	Package List				
	u \$	Software Product N	ame	Forms	Edit Delet
Type Tax Yes				1094/1095B, 1094/1095C	

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.

Software Developer Package

Each software package will be assigned a Software ID (SWID). A separate page must be completed for each tax year and for each package type (Online, COTS, In-house), Form Type (Form 1094/1095-B or Form 1094/1095-C) and Transmission Method (ISS-A2A - System Enroller or ISS-UI for ACA Internet Transmitter).

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

ackage Type*					
(select type) 🗸					
Tax Year*					
Software Product N	ame*				
Telephone Country	Code*				
(select)		~			
Phone Number*					
Website Address					
Software Deve	eloper	Contact List			
Name	÷	Phone Number	Email	Edit	Delete
	•		Lindi	Cun	Delete
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ADD					
ADD					
	is and	Transmissions Supported			
	is and	Transmissions Supported			
Package Form	is and				
Package Form	is and	Transmission Method			
Package Form	is and	Transmission Method ISS-A2A - System Enroller ISS-UI for ACA Internet Transmitter			
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Package Form Forms	is and	Transmission Method ISS-A2A - System Enroller ISS-UI for ACA Internet Transmitter			
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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.

e-s	services	Onl	ine Tutorials	Mailbox		Sign Out	Contact Us
im nformation	Respo	naibio In	Contacts	Application Details	Summary	Commenta	Terms of Agreement
Firm: VPG	TEST ABANDON	REALTY	IN:				Application Status: Saved
Summ	ary						🕀 Print Home
O	Your tracking numb	er is 201604	08152157001586				
⁼ or your re	eference, the respon	nses you pro	vided were:				
TCC Info	ormation:						
				There is no TCC Inform	nation.		
Form T/F	P Indicators:						
Role	P Indicators:		Forms	T/P Indicator		sion Method	
Role			1094/1095C	т	ISS-UI for	ACA Internet Transmi	tter
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Role Issuer Transmitte Software D Software 2015 Firm Info EIN: Legal Nam	e IDs: SW Package COTS Package ormation:	Package Status	1094/1095C 1094/1095B 1094/1095B Software Product	T T T Name Forms	ISS-UI for ISS-A2A ISS-A2A Software	ACA Internet Transmi System Enroller System Enroller	Transmission Method ISS-A2A - System Enroller 71-0013707
Role Issuer Transmitte Software D Software 2015 Firm Info EIN: Legal Nam	e IDs: SW Package COTS Package ormation: ne: usiness As" Name:	Package Status	1094/1095C 1094/1095B 1094/1095B Software Product	T T T Name Forms	ISS-UI for ISS-A2A ISS-A2A Software	ACA Internet Transmi System Enroller System Enroller	Transmission Method ISS-A2A - System Enroller 71-0013707 ABANDON REALTY
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Name:			AUST, JOHN
All Roles:			CONTACT, RO
Signature Status:			Pending
Name:			AUSTINFIRST, JANE
All Roles:			RO
Signature Status:			Pending
Contacts:			
Name:			AUST, JOHN
Email Address:			test1@test.com
Phone:			(337)017-9191
All Roles:			CONTACT, RO
Name:			AUSTINFIRST, JANE
Email Address:			test2@test.com
Phone:			(263)819-1818
All Roles:			CONTACT
Application Details:			
Forms 1094/1095C	Transmission Methods ISS-UI for ACA Internet Trans	mitter	
Transmitter			
Forms 1094/10958	Transmission Methods ISS-A2A - System Enroller		
Software Developer I	Package List		
Туре	Tax Year	Software Product Name	Forms
COTS	2015	Tax Pro	1094/10958

TERMS OF AGREEMENT

MIRS	5					
e-servic	es	Online Tutorials	Mailbox		Sign Out	Contact Us
Firm Information	Responsible Officials	Contacts	Application Details	Summary	Comments	Terms of Agreement
Firm: CARS EVE	ERYWHERE EIN:				Applicatio	n Status: Signature Required
Terms of /	Agreement					
account. Fields indicated v submission of the PIN**	r PIN to accept the te with an asterisk (*) are			-		ered for an eServices to be filled out for this final
			IRS Privacy Policy Gli	ossary		

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.

MIRS				
e-services	Online Tutorials	Mailbox	Sign Out	Reports
Firm: AUSTIN CAR CO AC	A EIN:		Ар	plication Status: Submitted
Application Subm	itted			Print Home
information that may be need	r application to the IRS. Your applicati led. Below is your Tracking Number. P ber is 20140821082915000062	on will be reviewed by the IRS. lease write this down or print th	The IRS may need to contact you n his page for future reference.	egarding any additional
		EXIT		
		RS Privacy Policy Glossary esam-webapp (version 15.11.31	1)	

If the application is incomplete due to a missing Reponsible Officals signature, the user will see the following screen after entering their PIN:

		EXIT		
aust, john		Signed		
Ferguson, Gary		Pending		
Names				
RO Signatures				
Vour tracking numb	per is 20141217123528000205			
All ROs must log into the syst information or print this page	tem and sign the Terms of Agreement for the reference.	before the application will be p	rocessed and TCC(s) issued. Plea	se write down this
Thank you for signing your To	erms of Agreement. Your application is	s in "Signature Required" status	and awaiting signatures of the ot	er RO(s).
Application is Ga	red Fending Signature	5.		Print Home
Application is Say	ved Pending Signature	c		District
Firm: AUSTIN COMPUTING	G FIRM DBA EIN: 01-0034230		Applicatio	n Status: Signature Require
e-services	Online Tutorials	Mailbox	Sign Out	Contact Us

The Responsible Officials who have not signed the application will need to log into eservices 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 <u>e-Services</u> page on <u>www.irs.gov</u>. 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.

MIRS								
e-services	Online Tutorials		Mailt	XOX	Sig	gn Out	Contact	Us
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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