e-Services

IRS e-file Application Process for SPEC Partners

Publication 5110 (Rev. 10-2013) Catalog Number 65070Y Department of the Treasury **Internal Revenue Service** www.irs.gov

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'sHandbook*
- 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 eservices 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

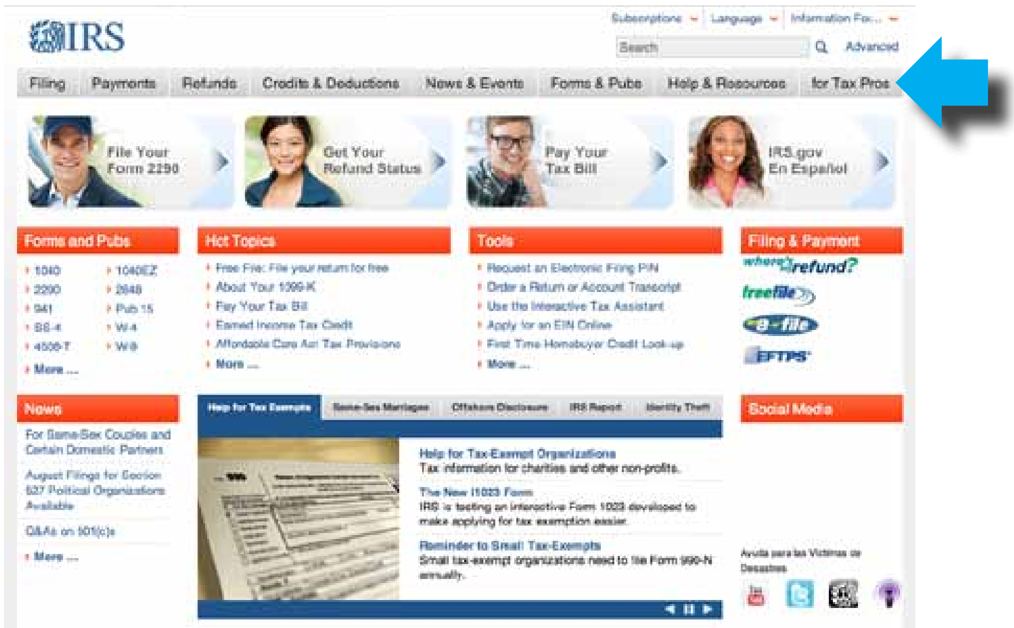
Obtaining the Necessary Application

Accessing e-Services ▶

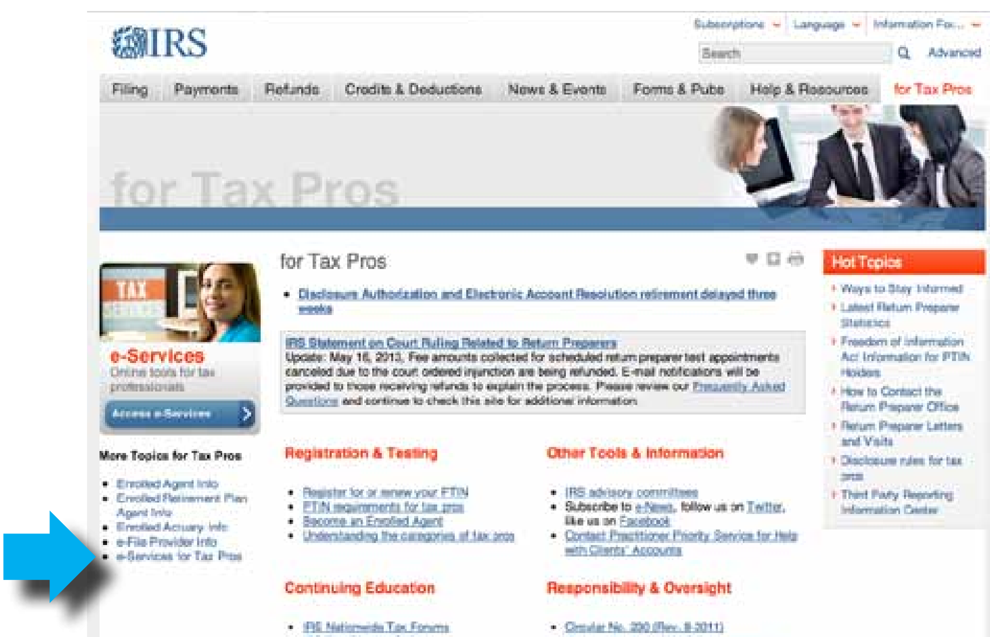
Access to e-services is through the Registered User Portal (RUP) on the www.irs.gov website. Below are the steps to navigate the on-line e-services process:

Access **www.irs.gov**.

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



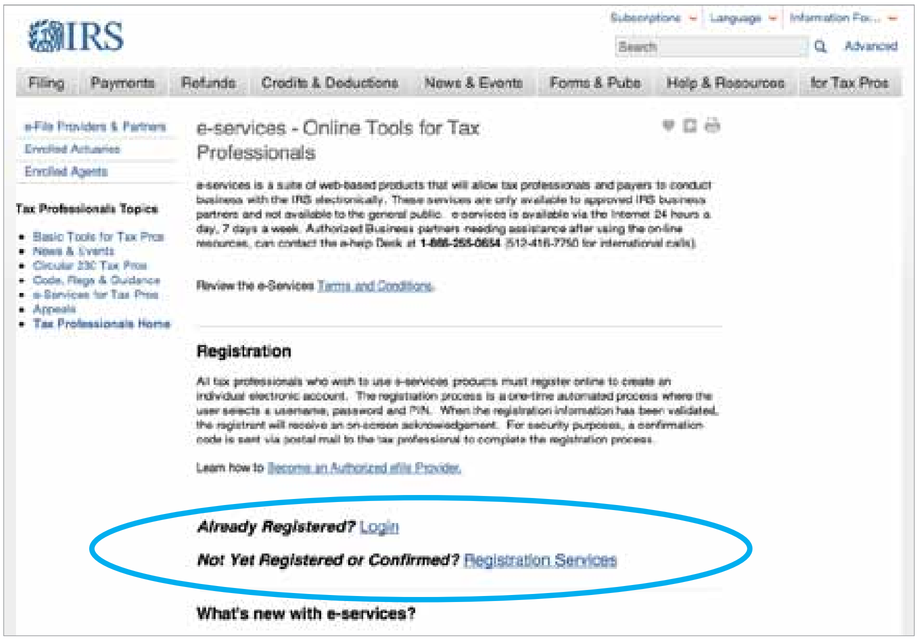
2. Click on the "**e-services for Tax Pros**" link in the menu on the left



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.

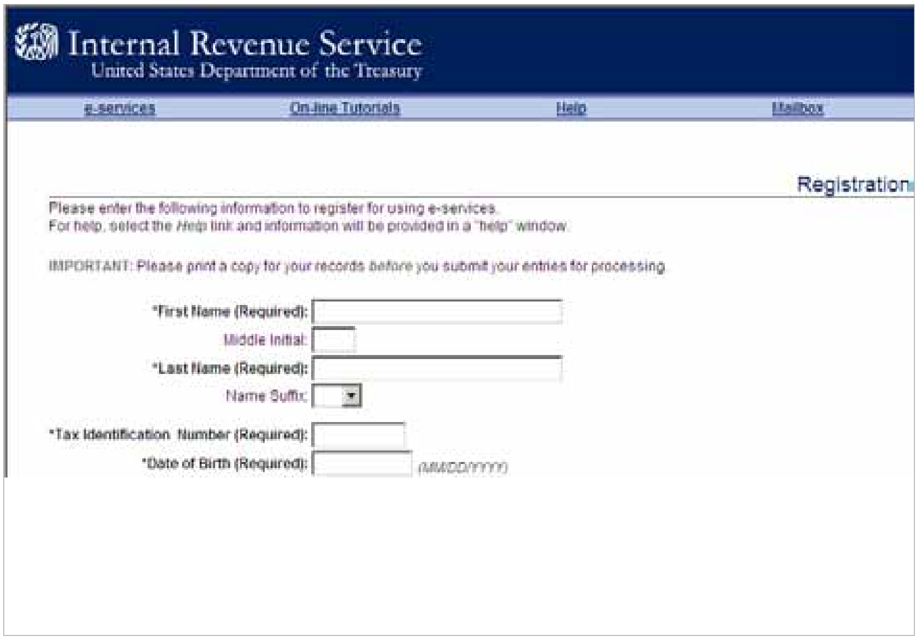
Below are screen shots to help you in the registration process.

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.

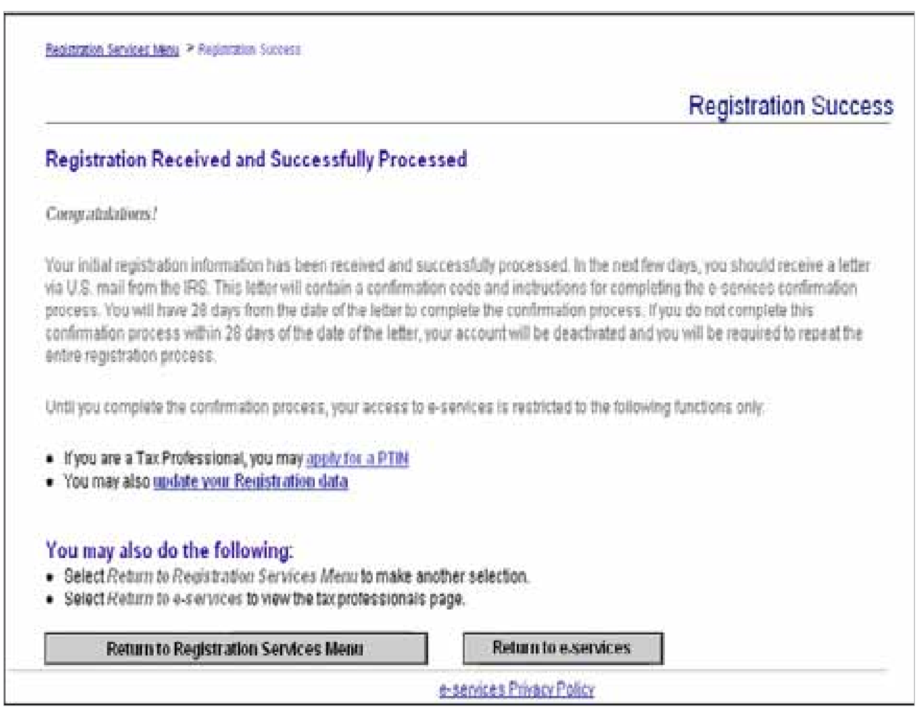
Obtaining the Necessary Application, Continued

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.



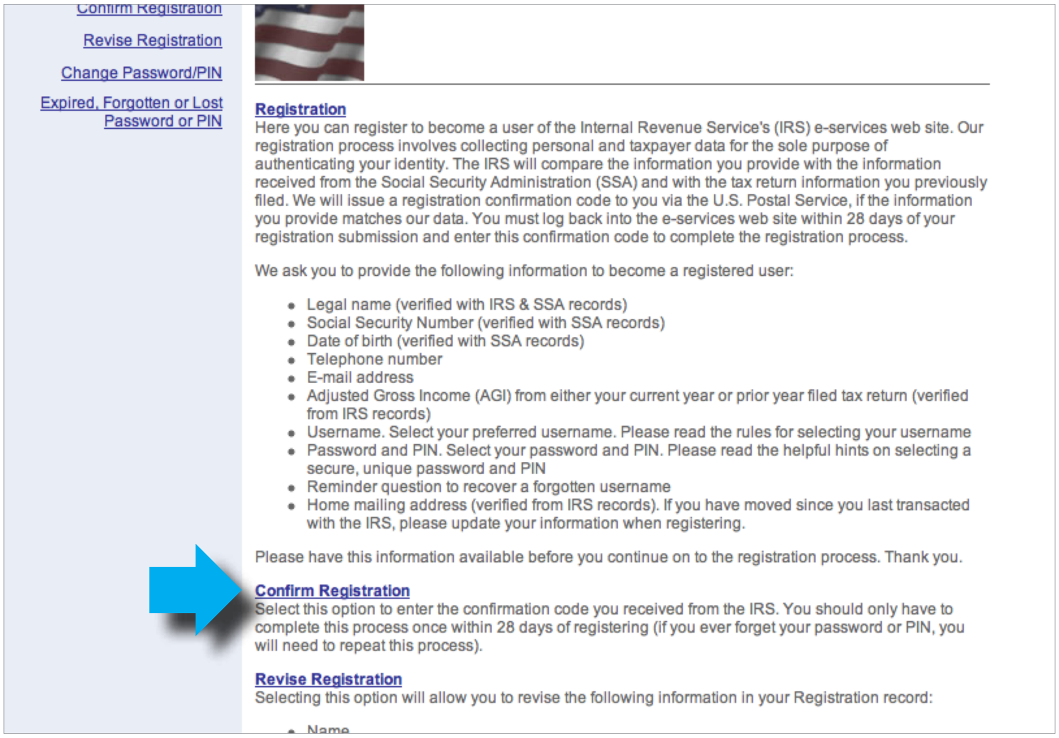
The screen below will display if the previous step was completed correctly. While waiting for the confirmation letter, you can begin modifying existing applications or begin a new EFIN application. However, you must input the confirmation code before submitting the applications.



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:

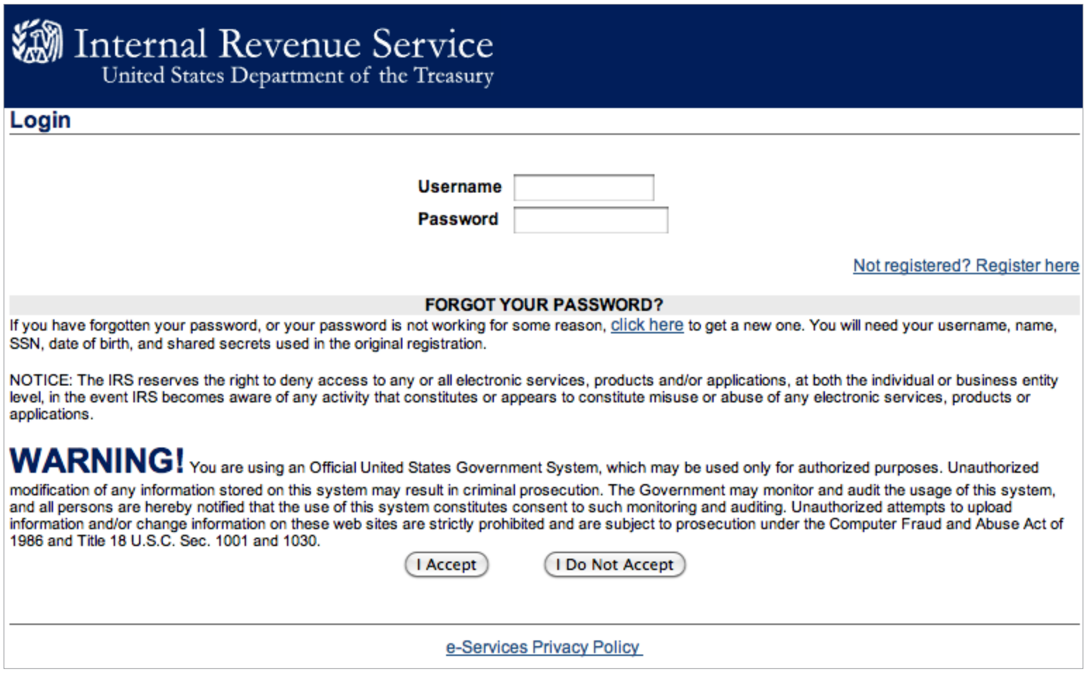
- Name

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.



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Login

Username

Password

Not registered? Register here

FORGOT YOUR PASSWORD?

If you have forgotten your password, or your password is not working for some reason, click here to get a new one. You will need your username, name, SSN, date of birth, and shared secrets used in the original registration.

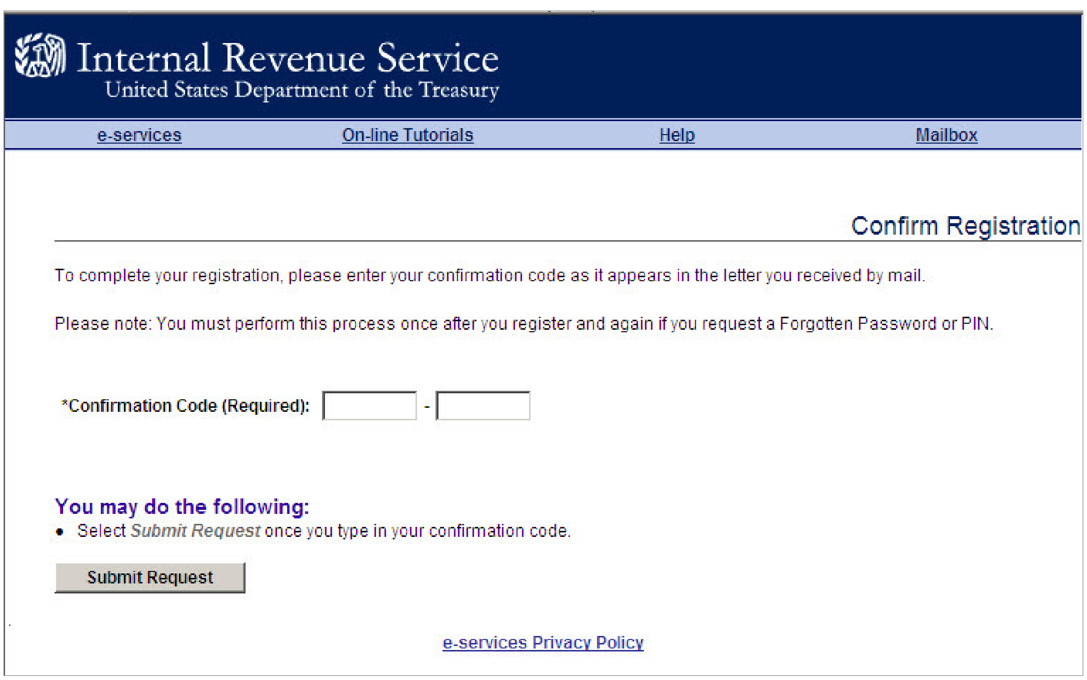
NOTICE: The IRS reserves the right to deny access to any or all electronic services, products and/or applications, at both the individual or business entity level, in the event IRS becomes aware of any activity that constitutes or appears to constitute misuse or abuse of any electronic services, products or applications.

WARNING! You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

I Accept | I Do Not Accept

e-Services Privacy Policy

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



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Confirm Registration

To complete your registration, please enter your confirmation code as it appears in the letter you received by mail.

Please note: You must perform this process once after you register and again if you request a Forgotten Password or PIN.

*Confirmation Code (Required): -

You may do the following:

- Select *Submit Request* once you type in your confirmation code.

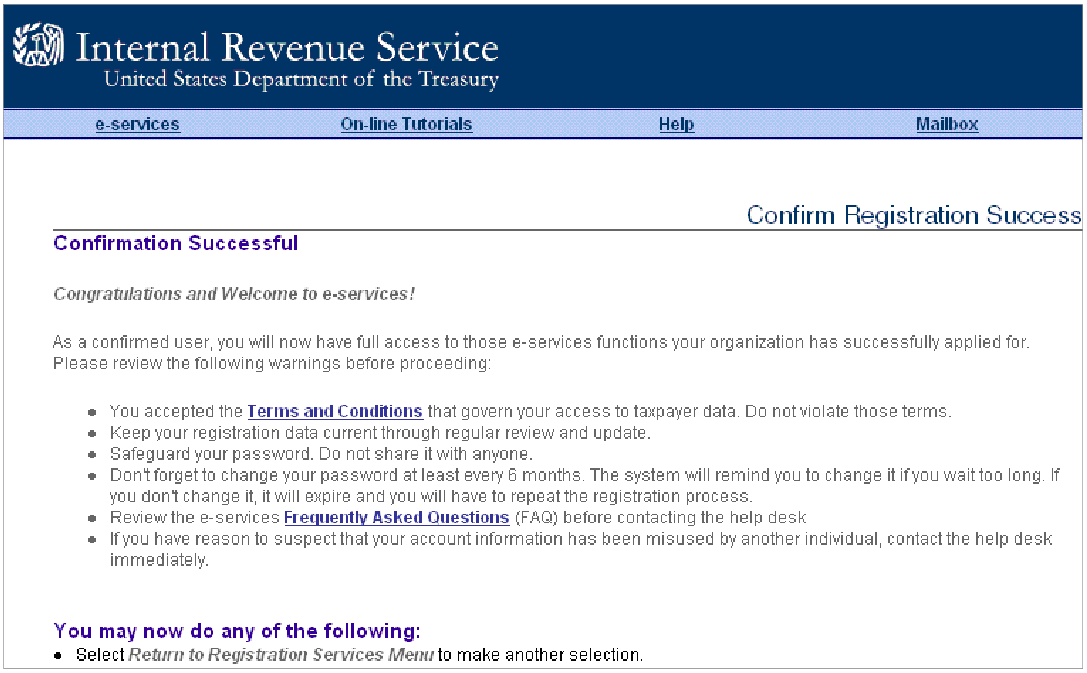
Submit Request

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.



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Confirm Registration Success

Confirmation Successful

Congratulations and Welcome to e-services!

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:

- You accepted the **Terms and Conditions** that govern your access to taxpayer data. Do not violate those terms.
- Keep your registration data current through regular review and update.
- Safeguard your password. Do not share it with anyone.
- 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.
- Review the e-services **Frequently Asked Questions** (FAQ) before contacting the help desk
- If you have reason to suspect that your account information has been misused by another individual, contact the help desk immediately.

You may now do any of the following:

- 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."

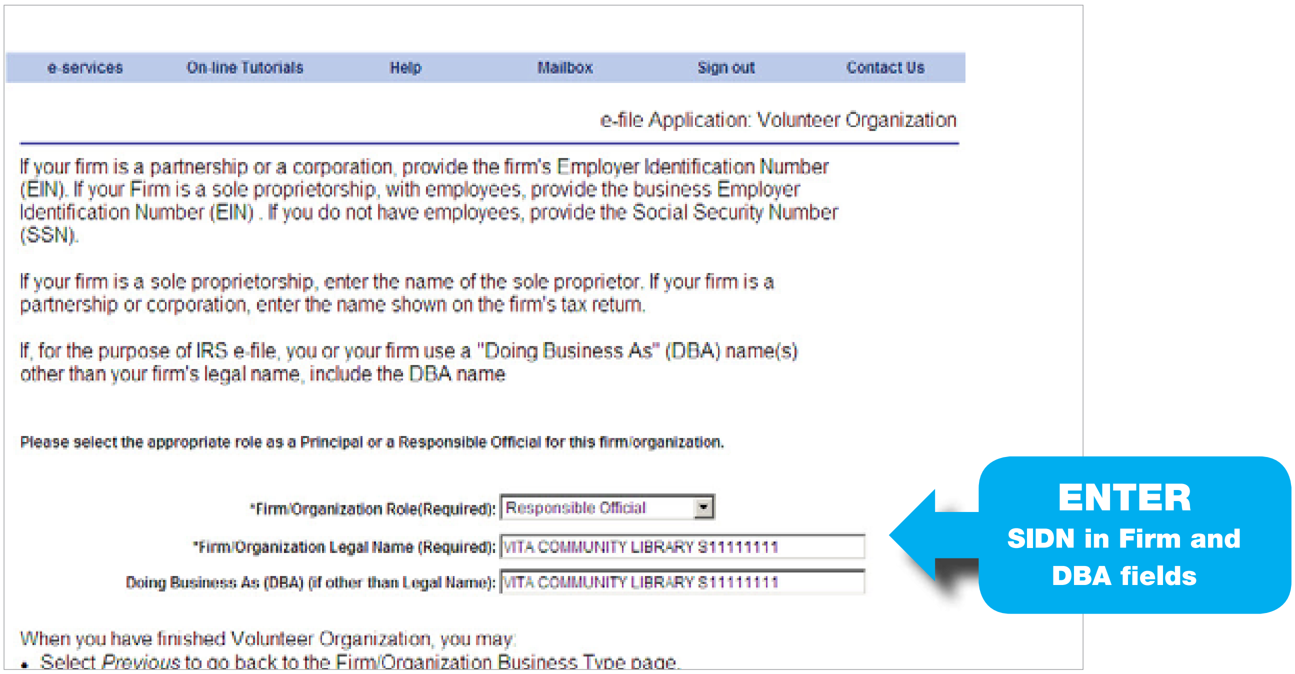
Completion of the e-File Application, Continued

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.

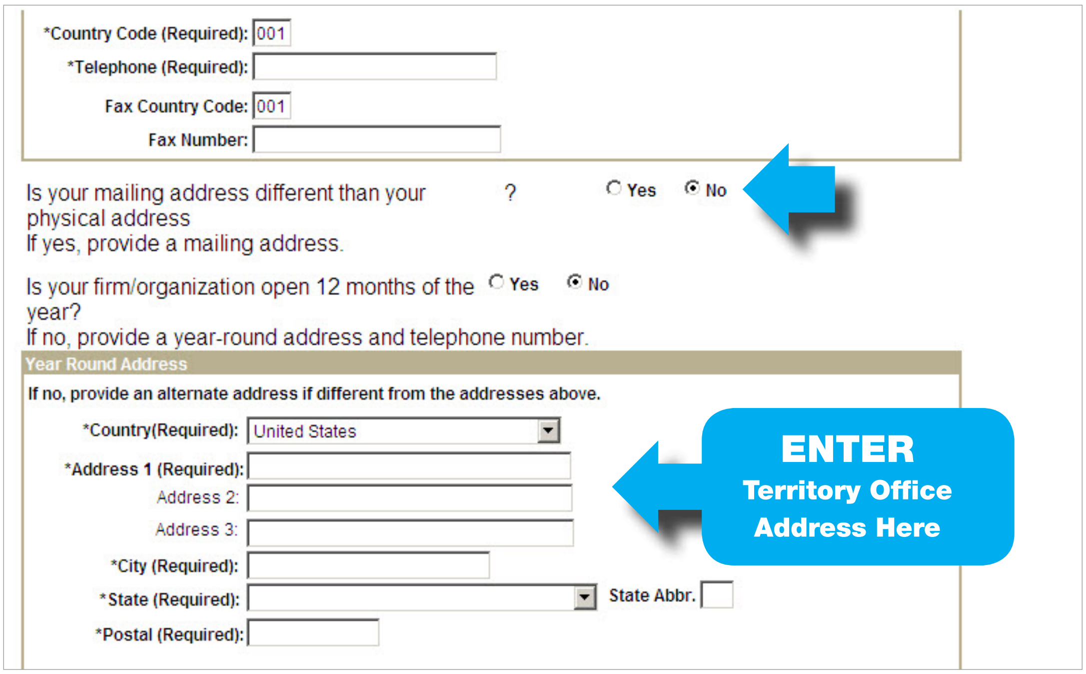


Completion of the e-File Application, Continued

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.

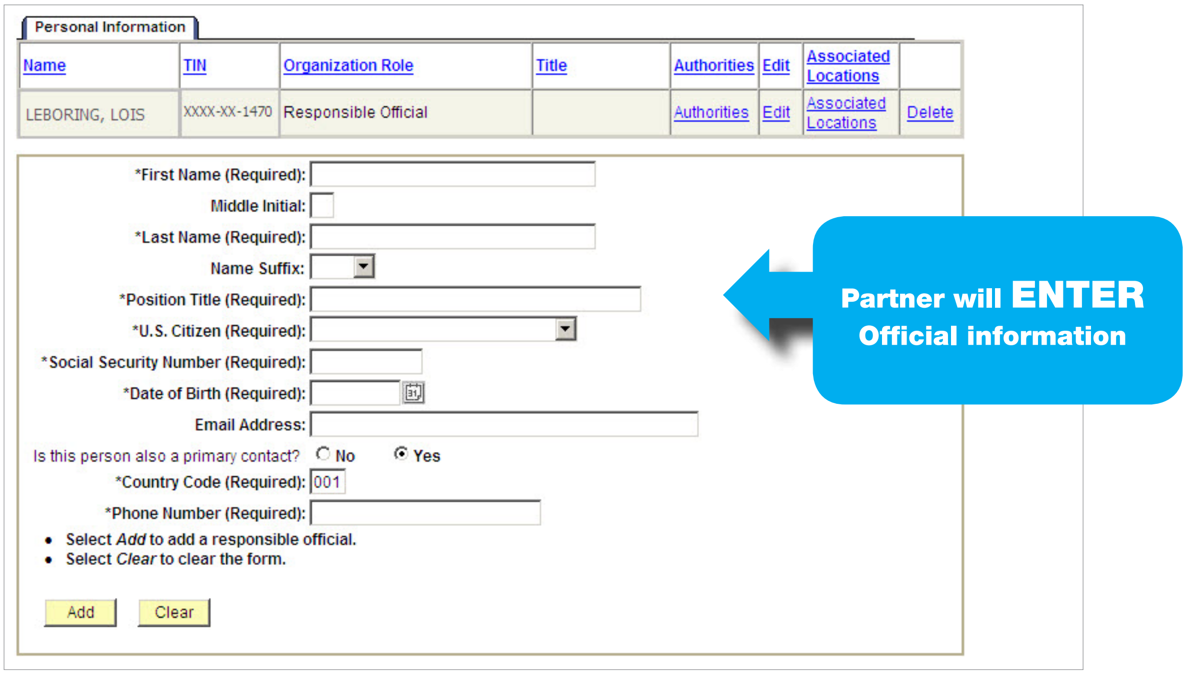
Entering this information will ensure your SPEC Relationship Manager is alerted whenever there is an issue with your EFIN. Click "**Next**" when finished.



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**."



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.

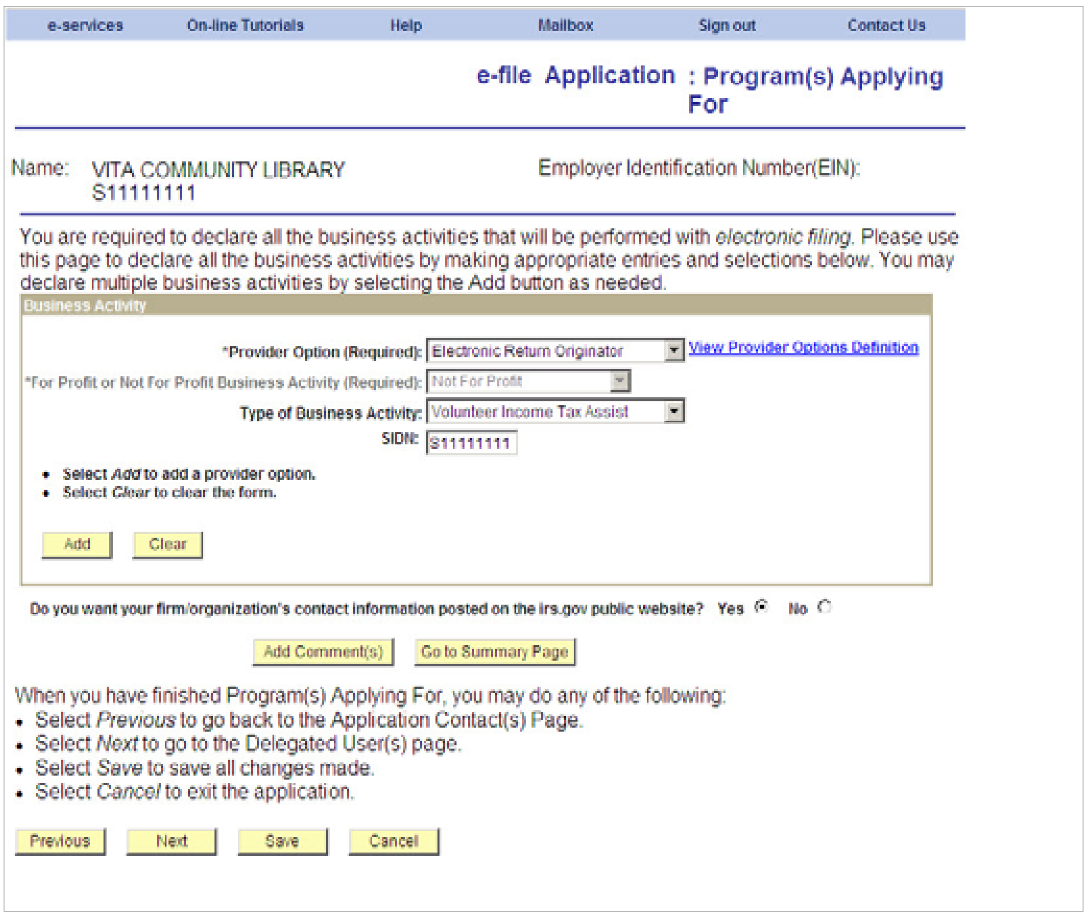
Completion of the e-File Application, Continued

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 theElderly)
- The SIDN provided by your SPEC Relationship Manager

When finished, click “**Add**” and then “**Next.**” You will then be taken to the Forms page.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e-file Application : Program(s) Applying For

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

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): Electronic Return Originator View Provider Options Definition

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

Type of Business Activity: Volunteer Income Tax Assist

SIDN: S11111111

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

Add Clear

Do you want your firm/organization's contact information posted on the irs.gov public website? Yes No

Add Comment(s) Go to Summary Page

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.

Previous Next Save Cancel

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)

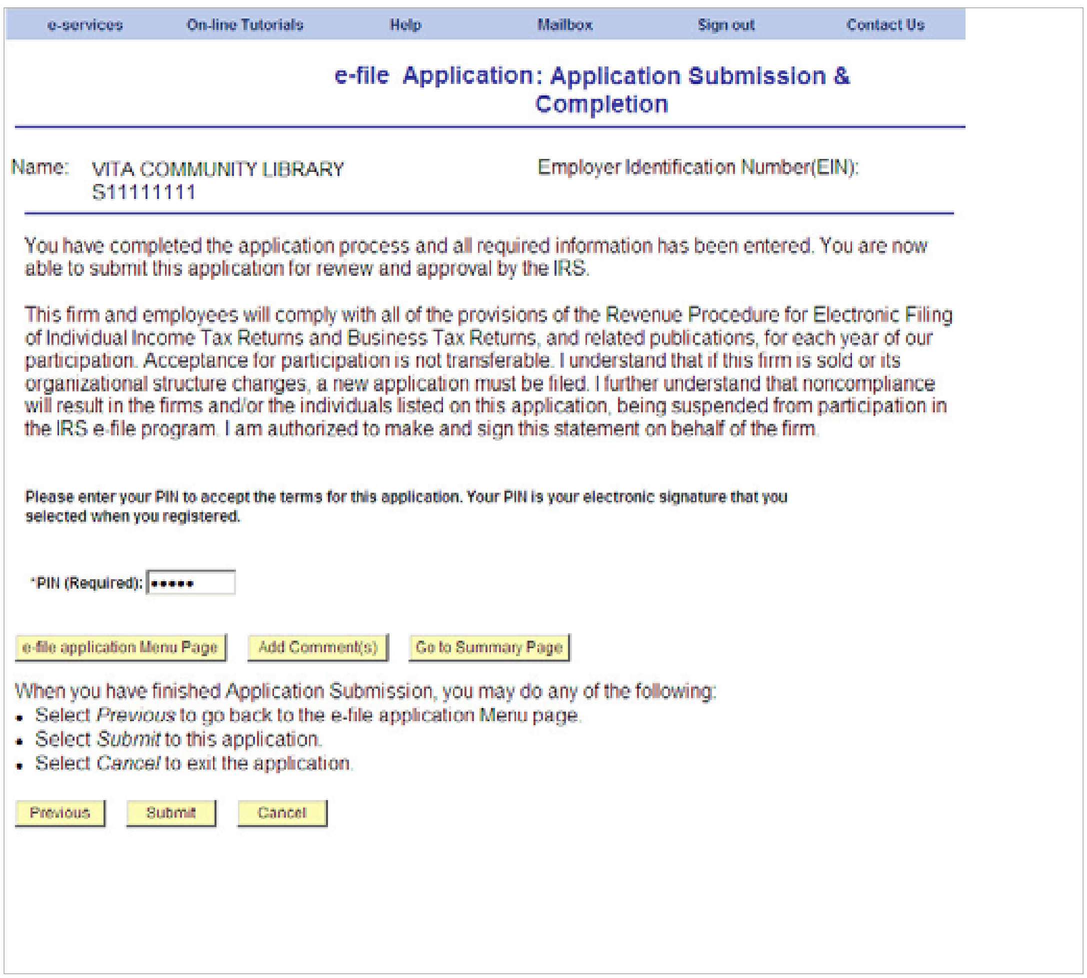
Click "**Next**" on the Delegated Users page.

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**."



Completion of the e-File Application, Continued

Completing the e-File Application (continued) ▶

After successfully submitting the application, a tracking number will be received.

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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**.