

► **Sample Letter of Application for a Transmitter**

Date
[Firm name]
1234 Main Street
Norman, OK 73069

Internal Revenue Service
Attn: Excise Unit – Stop 5701G
Cincinnati, OH 45999

- 4030 New
- 4030 Revised

To whom it may concern:

This letter is an application to participate in the IRS *Electronic Filing Program* for Forms 720-TO and 720-CS as a transmitter.

The following name(s), telephone number(s) and email(s) of the individual(s) to be issued User-IDs, logon and passwords and may be contacted within [Firm name] regarding our participation in the Forms 720-TO and 720-CS Electronic Filing Program:

Primary Contact:

Name: (First, MI, Last) Telephone / FAX Number email address

Contact:

Name: (First, MI, Last) Telephone / FAX Number email address

Transmitter EIN:

The 10-digit **Security Code** (ISA04) for testing is as follows:

The 15-digit **Interchange Sender ID** (ISA06):

The 2-15 digit **Application Sender's Code** (GS02) (Left justified with no embedded spaces or blanks):

[Firm name] LOA for Transmitter

I understand that, upon acceptance into the electronic filing program, [Firm name] will be added to the published list of IRS Approved Transmitters.

I understand and agree to prerequisites for participation in the Forms 720-TO and 720-CS electronic filing program.

I will comply with all electronic filing and security guidelines in the Excise Tax EDI Guide – Publication 3536.

Signature of Transmitter's Authorized Signatory

Print Name (First, MI, Last)

Title

Telephone number

Email address