



# Internal Revenue Service

## What is the purpose of the ACA Application for TCC ?

The purpose of the application is to request authorization to participate in electronic filing of the Affordable Care Act Information Returns. An ACA Transmitter Control Code (TCC) will be assigned for each role on your application. 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 Form 8963, *Report of Health Insurance Provider Information*, please complete an IRS e-file Application.

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

**Issuer** a company that will only transmit information returns for the company listed on the application.

**Transmitter** a company that will transmit information returns on behalf of their own company and/or for multiple EINs not listed on the application.

**Software Developer** a company that writes origination or transmission software according to IRS specifications.

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

You will need the following information to complete a new *ACA Application for TCC*:

- Your firm or organization's EIN

**Note:** If you are a foreign company that does not have an Employer Identification Number (EIN), you cannot complete the application online. You must complete Form 4423, *Application for Filing Affordable Care Act (ACA) Information Returns*.
- Your firm or organization's legal business name, business type, physical and mailing addresses, and phone numbers.

**Note:** The firm or organization's doing business as (DBA) name is needed if different than the legal business name.
- Information about Responsible Officials (minimum of two) and Contacts (minimum of two) including:

**Note:** A Responsible Official may also be a Contact.

  - 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
- The role(s) of your firm/organization
- 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 seven business days.

# Internal Revenue Service

## ACA Application for TCC process

The process for completing an application consists of the following steps:

1. Each Responsible Official (minimum of two required) and Contact (minimum of two required) within the firm or organization must complete the e-Services Secure Access Authentication process before the application can be submitted. Responsible Officials may also be Contacts on the application.
2. Complete all necessary pages on the *ACA Application for TCC*.
3. All Responsible Officials must sign the Application Submission Page with their e-Services PIN to submit the application. **Note:** Responsible Officials may go to the Modify PIN tab to recover their e-Services PIN.
4. After the application is completed and submitted, the IRS will perform checks before assigning the firm or organization their TCC(s).
5. Once the application is completed, all Responsible Officials are authorized to access the application and modify the application as necessary.

## How to access the Application

To access the *ACA Application for TCC*, you must first login to e-Services using your current login information. For more information about the Secure Access Authentication process, see [www.irs.gov](http://www.irs.gov)

- If you haven't previously completed an application the system will take you directly to the ESAM Application Landing Page. Select ACA Application for TCC from the drop down under New Application.
- If you have previously completed an e-Services application you will be asked to select an Organization. Until the first application is in completed status, the Responsible Official will not see their Select Organization page.

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

- Every user will have both *Individual* and Firm/Organization(s) options. Under the Individual profile, you may modify your e-Services PIN, or complete a new application. **Note:** Until the application is in Completed status, Responsible Officials should select the *Individual* option.
- Authorized users of e-Services products may 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.

Select Organization

Select the organization you will represent in this session:

Each item below represents an organization for which you are authorized to perform work. By selecting an organization, you are logging in as an authorized user of that organization. You will be able to perform work for only that organization.

- Individual
- ACCIDENT FUND COMPANY,
- LOWWYMARK BLACKCROSS BLACKSHIELD, 2022 SPRING DALE AVE, ALEXANDRIA, VA, 22202
- LOWWYMARK BLACKCROSS BLACKSHIELD,
- ACC FUND ACA CE Pharma app, 495 BROADWAY ST, AUSTIN, TX, 78730
- (ACA) JON INCORPORATED, 1234 MAIN STREET , SPRINGFIELD, VA, 22305
- (ACA) LABORER'S UNION, AFLCIO, 123 MAIN STREET T , SPRINGFIELD, VT, 22331
- (ACA) J. WILSON DBA CYPRESS LELAND & SONS, 12345 MAIN STREET , SPRINGFIELD, VA, 22310
- (ACA) CEDAR, AMBER, & THYME PTRSHP, 12345 MAIN STREET , SPRINGFIELD, VA, 22310

[e-Services Privacy Policy](#)

# Internal Revenue Service

## How to access the Application, cont.

When completing a new application, select ACA Application for TCC from the New Application drop down on the ESAM Application Landing Page. Individuals may be authorized to access multiple *ACA Applications for TCCs*. Select the appropriate application and organization for the session.

The screenshot shows the ESAM Application Landing Page with the IRS logo and navigation links. A 'New Application' section contains a dropdown menu with options: 'ACA Application for TCC', 'e-File Application', and 'TIN Match Application'. Below this is a table of applications:

Doing Business As (Trade/Company Name)	Last Update	Application Status	Tracking Number	Application Type	View/Edit	Delete
Application For TCC	10/31/2017	Resubmission Required	2015071512120000423	TCC		
Application for e-File	06/02/2017	Completed	20130123110550110456	e-File		

This screenshot shows a single application entry in the 'All Applications' table:

Doing Business As (Trade/Company Name)	Last Update	Application Status	Tracking Number	Application Type	View/Edit	Delete
WILDWOOD ARCADES	03/27/2017	Saved	20170327170415103761	TCC		

If you selected a Firm/Organization on the Select Organization page, you will see the application affiliated with that organization.

# Internal Revenue Service

## Complete a New ACA Application for TCC

### FIRM INFORMATION PAGE

The first page of the application is about the business; select the business structure from the drop-down menu. Enter the Employer Identification Number (EIN) and Firm/Organization Legal Business name. If your Doing Business As (Trade/Company Name) is different than your Legal Name complete the DBA field. If field is left blank the Firm/Organization Legal Name will appear in the DBA field.

Complete the contact information. If your business address is different than your mailing address, select 'Yes' to indicate the mailing address is different from the location. A Post Office (P.O.) box will **not** be accepted as your business address but can be used as your mailing address.

The screenshot shows the 'Firm Information' page of an ACA application. At the top, there is a navigation bar with tabs: 'Firm Information' (selected), 'Application Details', 'Authorized Users', 'Application Comments', 'Application Summary', and 'Application Submission'. Below the navigation bar, the page displays 'Firm: EIN:' and 'Application Type: ACA Application for TCC'. On the right side, there is a red status indicator: 'Application Status: New Application'. The main heading is 'Firm Information'. Below this, there is a paragraph of instructions: 'Please enter the EIN, Legal Name, Doing Business as Name, Business Type, Phone Number and the address of the physical location of the firm. A Post Office (P.O.) box will not be accepted as the location of your firm. You may also enter an alternate Mailing Address if different than your Physical Address. You may include a P.O. box on your Mailing Address if applicable. The "Required" fields must be completed if you are entering a different Mailing Address.' The form fields include: a checkbox for 'Foreign Filer\*', a 'Business Structure\*' dropdown menu, an 'Employer Identification Number (EIN)\*' field with a hyphen, 'Firm/Organization Legal Name\*' text input, 'Doing Business As (Trade/Company Name)' text input, a 'Business Phone' section with 'Phone Country Code\*' (pre-filled with '001-United States/Canada') and 'Phone Number\*' text inputs, a 'Business Address (Physical Location)' section with 'Country\*' (pre-filled with 'United States'), 'Address Line 1\*', 'Address Line 2', 'Address Line 3', 'City\*', 'Province/State/U.S. Territory\*' (dropdown), and 'Postal Code\*' text inputs, and a 'Mailing Address' section with a radio button question 'Is your mailing address different from your business address' and options 'Yes' and 'No' (selected). At the bottom, there are three buttons: 'PREVIOUS', 'SAVE', and 'CONTINUE', along with a 'Cancel' link on the right.

# Internal Revenue Service

## Complete a New ACA Application for TCC, cont.

### APPLICATION DETAILS PAGE

Select from the applicable roles by checking the box next to the forms you will be supporting and the corresponding transmission method(s). To add the Software Developer role, select 'ADD SOFTWARE PACKAGE' under 'Software Developer Package List' and complete the necessary information.

The roles are defined as:

- **Issuers** are companies who will transmit information returns directly to the IRS only for the company listed on the application.
- **Transmitters** are companies who will transmit information returns on behalf of their own company and/or for multiple EINs not listed on the application to the IRS.
- **Software Developers** are companies who write origination or transmission software according to IRS specifications.

Each role has a separate TCC.

The transmission methods are defined as:

- **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.

**Important:** The software package information must be updated annually. Use the ADD SOFTWARE PACKAGE Tab located on the Application Details page to obtain new Software Identification Numbers for each Tax Year. To add a software package to your application, click the 'ADD SOFTWARE PACKAGE' Tab as shown above and complete the information in the pop window.

The screenshot shows the 'Application Details' page for an ACA Application for TCC. The page has a navigation bar with tabs: Firm Information, Application Details (selected), Authorized Users, Application Comments, Application Summary, and Application Submission. Below the navigation bar, there are input fields for 'Firm BBS EIN:' and 'Application Type: ACA Application for TCC. Tracking Number:'. The 'Application Status' is 'Saved'. The page is divided into three main sections: 'Issuer', 'Transmitter', and 'Software Developer Package List'. Each section has a 'Forms' table with columns for 'Form' and 'Transmission Method'. The 'Issuer' section has two rows of forms, one with a checked box for 'ISS-A2A - System Enroller' and one with a checked box for 'ISS-UI for ACA Internet Transmitter'. The 'Transmitter' section has two rows of forms, one with a checked box for 'ISS-A2A - System Enroller' and one with a checked box for 'ISS-UI for ACA Internet Transmitter'. Below the 'Software Developer Package List' section, there is a table with columns 'Type', 'Tax Year', 'Product Name', 'Forms', 'View', 'Edit', and 'Delete'. The table is empty, showing 'No records found'. At the bottom of the page, there are buttons for 'PREVIOUS', 'SAVE', 'CONTINUE', and 'Cancel'.

# Internal Revenue Service

## Complete a New ACA Application for TCC, cont.

### Application Details Page, Cont.,

#### SOFTWARE DEVELOPER PACKAGE INFORMATION 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.

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

- **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 that will only be used by that company.

Provide the Tax Year, Software Product name, Website URL and phone number. Continue to enter the Forms and the transmission method. Enter the software contact information by selecting ADD CONTACT. The system requires at least one Software Developer Contact.

Each software package will be assigned a Software Identification (SWID). If you are creating multiple software packages, select the ADD SOFTWARE PACKAGE button again.

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

**Add Software Package Information**

You are required to select a minimum of one role (Issuer, Transmitter, or Software Developer). You can select any combination of roles. Please use this page to make form and Transmission Method selections. If selecting Software Developer, please select the Package Type(s). Forms and Transmission methods selected on next page by software product type.

Required fields are marked with an asterisk (\*) and must be completed to submit the form.

**Software Package Information**

Package Type (select)

Tax Year\*

Software Product\*

Website URL

Support Country Code (select)  Support Phone Number

**Software Developer Contact List**

Name	Phone Number	Email	View	Edit	Delete
No records found					

**ADD CONTACT**

Forms

1094/1095B

Transmission Method

ISS-A2A - System Enroller

ISS-UI for ACA Internet Transmitter

1094/1095C

ISS-A2A - System Enroller

ISS-UI for ACA Internet Transmitter

Does the software support an Information Return Correction Process?

Yes  No

If yes, please explain the software supported Information Return Correction Process.

**SAVE** **Cancel**

# Internal Revenue Service

## Complete a New ACA Application for TCC, cont.

### AUTHORIZED USERS

Add the Responsible Officials and Contacts required for the ACA Application for TCC.

- 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 Official 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.
- 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.

To add Responsible Officials and/or Contacts, select Role from the Add User option and complete the necessary information. The individual will be listed on the grid.

**Note:** If an individual is listed as a Responsible Official and Contact, they will be listed twice on the grid.

### APPLICATION COMMENTS

To add comments to the application, click on the Add button located at the bottom of the page. Enter your comment and Select 'Save'.

Firm: Rollins Delicatessen | EIN: 00-0000001 | Tracking Number: 20050810155510038382  
Application Type: ACA Application for TCC | Application Status: Saved

### Authorized Users

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. Please enter a minimum of two Responsible Officials.

Contacts are required for all applications. Please enter a minimum of two Contacts and up to a maximum of 10 Contacts. Enter Contacts who will be available on a daily basis to answer IRS questions regarding the application and any processing issues throughout the year.

Organization Role	Name	TIN	Position/Title	Phone/Extension	View	Edit	Delete
Responsible Official	Baker, Melinda	***-**-3333	Tax Officer	807-555-8798			
Responsible Official	Caso, Marcus	***-**-8872	Vico President	980-555-8768			
Contact	Caso, Marcus	***-**-8719	Lead IT Support	980-555-7298			
Contact	Bates, Sven	***-**-3335	Asst. to the VP	980-555-7298			

1-1 of 1 | Page Size: 10 | << Prev Page 1 Next >>

Add User  
Select

< PREVIOUS SAVE CONTINUE > Cancel

Firm: Hillard Horse Show | EIN: -  
Application Type: ACA Application for TCC | Tracking Number: 20170321183736103665 | Application Status: Saved

### Application Comments

You may enter application comments on this page.

Comment(s)

Showing items 0 to 0 of 0 | << Prev 10 Next >>

Date	User Id	Comment
No records found.		

Showing items 0 to 0 of 0 | << Prev 10 Next >>

Add

< PREVIOUS CONTINUE > Cancel

# Internal Revenue Service

## Complete a New ACA Application for TCC, cont.

### APPLICATION SUMMARY

Provides a summary of information completed on the application. Verify all information is correct before selecting continue to complete the Application Submission. If information needs to be revised, use the toolbar along the top of the page to navigate to the appropriate page. Update the information and select 'Save'. Once the application is in Completed status, the TCCs and/or Software IDs will be visible on this page.

Firm Information	Application Details	Authorized Users	Application Comments	Application Summary	Application Submission
Firm: ADMIRAL AU JUS HOUSE   EIN: Application Type: ACA Application for TCC   Tracking Number: 20170406120352104062 <span style="float: right;">Application Status: Submitted Pending Review</span>					
<b>Application Summary</b> <span style="float: right;">Print   Home</span>					
<b>Firm</b>					
Firm/Organization Legal Name:		ADMIRAL AU JUS HOUSE			
Business Structure:		Association			
Business Address:		123 main st			
Business Address City/State/Postal Code:		Austin, TX 01234			
Phone Number:		(012) 345-6789			
Mailing Address:		123 main st			
Mailing Address City/State/Postal Code:		Austin, TX 01234			
<b>Authorized User(s)</b>					
Showing Items 1 to 4 of 4 <span style="float: right;">« Prev 10 Next »</span>					
Role Id	Organization Role	Name	Terms of Agreement Status		
1	Responsible Official	Twenty langrith	Signed		
1	Responsible Official	Angela Beale	Signed		
2	Contact	Twenty langrith	N/A		
2	Contact	Jane Austin	N/A		
Showing Items 1 to 4 of 4 <span style="float: right;">« Prev 10 Next »</span>					
<b>TCC Information</b>					
Role	TIP Indicator	TCC	Status		
Issuer	T				
Transmitter	T				

<b>Form TIP Indicators</b>							
Showing Items 1 to 2 of 2 <span style="float: right;">« Prev 10 Next »</span>							
Role	Forms	TIP Indicator	Transmission Method				
Issuer	1094/1095B	T	ISS-AJA - System Enroler				
Transmitter	1094/1095C	T	ISS-UI for ACA Internet Transmitter				
Showing Items 1 to 2 of 2 <span style="float: right;">« Prev 10 Next »</span>							
<b>Software ID Information</b>							
Showing Items 0 to 0 of 0 <span style="float: right;">« Prev 10 Next »</span>							
Year	SW Package	Status	Software Product Name	Forms	Software ID	Status	Transmission Method
No records found.							
Showing Items 0 to 0 of 0 <span style="float: right;">« Prev 10 Next »</span>							
<b>Software Developer Package List</b>							
Showing Items 0 to 0 of 0 <span style="float: right;">« Prev 10 Next »</span>							
Type	Tax Year	Product Name		Forms			
No records found.							
Showing Items 0 to 0 of 0 <span style="float: right;">« Prev 10 Next »</span>							
<a href="#">PREVIOUS</a>		<a href="#">CONTINUE</a>		Cancel			

# Internal Revenue Service

## Complete a New ACA Application for TCC, cont.

### APPLICATION SUBMISSION

Each Responsible Official must sign the Application Submission 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.

**Note:** Responsible Officials may go to the 'Modify PIN' tab to recover their e-Services PIN.

The screenshot shows the 'Application Submission' page. At the top, there are tabs for 'Firm Information', 'Application Details', 'Authorized Users', 'Application Comments', 'Application Summary', and 'Application Submission'. The page displays the following information:

- Firm: Rollins Delicatessen | EIN: [redacted] | Tracking Number: 20050810155510038382
- Application Type: ACA Application for TCC | Application Status: Saved

The main heading is 'Application Submission'. Below it, there is a declaration: 'Under penalties of perjury, I declare that I have examined this document, including any accompanying statements, and, to the best of my knowledge and belief, it is true, correct, and complete.' This is followed by a request to enter a PIN: 'Please enter your PIN to accept the terms for this application. Your PIN is your electronic signature that you selected when you registered for an eServices account.' A note states: 'The required field is indicated with an asterisk (\*). All required fields on previous pages need to be filled out.'

There is a 'PIN\*\*' input field and a checkbox for 'I accept the Terms of Agreement.' At the bottom, there are 'PREVIOUS' and 'SUBMIT' buttons, and a 'Cancel' link. A footer contains links for 'IRS Privacy Policy', 'Privacy Notice', and 'Glossary'.

The screenshot shows the 'ESAM Application Landing Page'. It includes a welcome message: 'Welcome to the External Services Authorization Management Web Application. Please select an existing application or create a new application. The application will ask you for information regarding your Firm/Organization and person information of the users on the application.'

Below the message is a section titled 'All Applications'. It shows a table with the following data:

Doing Business As (Trade/Company Name)	Last Update	Application Status	Tracking Number	Application Type	View/Edit	Delete
WILDWOOD ARCADES	03/27/2017	Saved	20170327170415103761	TCC	[View/Edit icon]	[Delete icon]

The table is followed by a 'Showing Items 1 to 1 of 1' summary and pagination controls.

After the last Responsible Official has completed the Application Submission page, the following page will be displayed.

If the application is incomplete due to a missing Responsible Official signatures, the Application will be saved pending signatures and the Application Status will be "Signature Required". The Responsible Officials who have not signed the application will need to complete the Application Submission Page before the application can be reviewed and TCC(s) be issued.

The screenshot shows the 'Application is Saved Pending Signatures' page. It displays the following information:

- Firm: Hilliard Horse Show | EIN: [redacted]
- Application Type: ACA Application for TCC | Tracking Number: 20170321183736103665 | Application Status: Signature Required

The main heading is 'Application is Saved Pending Signatures'. Below it, there is a message: 'Thank you for signing your Terms of Agreement. Your application is in "Signature Required" status and awaiting signatures of the other RO(s). All ROs must log into the system and sign the Terms of Agreement before the application will be processed and TCC(s) issued. Please write down this information or print this page for the reference.' A green box contains the tracking number: 'Your tracking number is 20170321183736103665'.

Below this is a section titled 'RO Signatures'. It shows a table with the following data:

Name	Signature Status
Tuesday Langreth	Pending
Jane Austin	Pending
Angela Beale	Signed

The table is followed by a 'Showing Items 1 to 3 of 3' summary and pagination controls. An 'OK' button is at the bottom.

# Internal Revenue Service

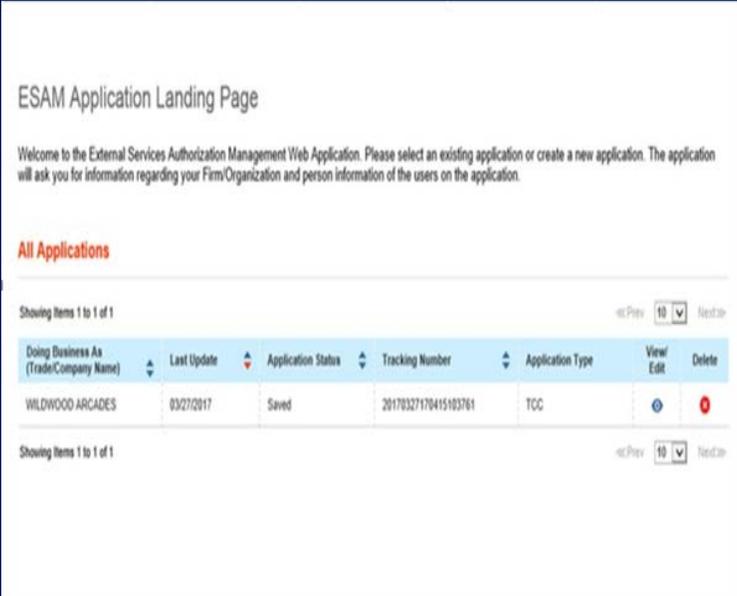
## **Modify or Review an existing ACA Application for TCC**

Once the application is submitted, updates can be made as needed. Login to e-Services and select the application by selecting the eye symbol icon next to the Organization name. This will launch the 'Application Summary' Page to modify or review the application.

If the application is in completed status or has been in completed status, the TCC(s) will be displayed on the 'Application Summary' Page under the TCC Information section.

To revise the application, select the page using the toolbar. Some changes will require each Responsible Officials on the application to re-sign the 'Application Submission' Page. 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



ESAM Application Landing Page

Welcome to the External Services Authorization Management Web Application. Please select an existing application or create a new application. The application will ask you for information regarding your Firm/Organization and person information of the users on the application.

**All Applications**

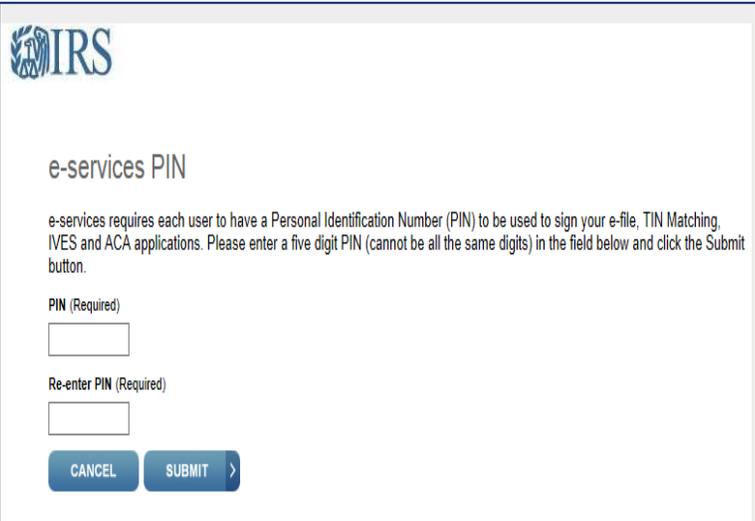
Showing Items 1 to 1 of 1

Doing Business As (Trade/Company Name)	Last Update	Application Status	Tracking Number	Application Type	View/ Edit	Delete
WILLOW ARCADES	03/27/2017	Saved	20170327170415103761	TCC		

Showing Items 1 to 1 of 1

## **Modifying e-Services PIN**

To modify an existing e-Services PIN, select the Modify PIN tab located at the top of the screen. Enter and complete the required fields. This PIN can then be used to sign the *ACA Application for TCC*.



 IRS

### e-services PIN

e-services requires each user to have a Personal Identification Number (PIN) to be used to sign your e-file, TIN Matching, IVES and ACA applications. Please enter a five digit PIN (cannot be all the same digits) in the field below and click the Submit button.

PIN (Required)

Re-enter PIN (Required)