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.
**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.
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.

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

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.

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

**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.