IRS e-file Application Process

For Form 8963 ONLY

Why do I have to create an IRS e-file Application?

Provides authorization to e-file your corporation’s return electronically.

Assignment of an Electronic Filing Identification Number (EFIN) and an Electronic Transmitter Identification Number (ETIN).

Establishes the form type (Form 8963) you will file with IRS.

How do I get started?

All Responsible Official(s) and Contact(s) within your corporation who will be responsible for e-filing your ACA-related forms and/or creating or maintaining your corporate IRS e-file Application will need to ***individually register with e-Services***.

Registration is a one-time, universal process that authenticates you and allows you to do business electronically with IRS.

Once you have successfully registered and confirmed, you are ready to begin the e-file application process for your corporation.

What is e-Services?

e-Services is a suite of products designed for tax professionals and taxpayers to do business with IRS electronically.

e-Services includes:

- Registration.
- IRS *e-file* Application.
- Transcript Delivery Service (TDS).
- Tax Identification Number (TIN) Matching.

e-Services is accessed through a secured environment known as the "**Registered User Portal (RUP)**."

What do I need to create my e-file application?

You must determine who will perform certain functions for your corporation and gather the necessary information to complete your e-file application.

You will need to decide:

Who will be your Responsible Official or Officials (you can have up to 5; we recommend at least 2 for back-up purposes).

You will need:

1) Each individual to be registered and confirmed for e-Services.
2) The organization's Employer Identification Number (EIN).
3) Each individual's Social Security Number, Citizenship status and Date of Birth.

What is a Responsible Official?

A Responsible Official is:

1) An individual with responsibility for and authority over your e-file operation.
2) An individual who is the first point of contact with the IRS and has the authority to create, revise and sign your IRS e-file application.
3) An individual who is responsible for ensuring that your corporation adheres to the provisions of all publications and notices governing IRS e-file. If one individual cannot fulfill these responsibilities, up to four additional Responsible Officials may be identified. It is a good idea to identify at least two persons to act as back-up for each other.

Note: The Responsible Official is not required to be a Principal or Corporate Officer.

You will need the following information for each Responsible Official you want to add to your corporation's IRS e-file *a*pplication: Name, Position Title, U.S. Citizen Status, Social Security Number, Date of Birth and E-mail Address.

Where do I go to complete the e-file Application?

Access the application via e-Services at:

www.irs.gov/eservices

OR

Go to IRS.gov, search for “eservices” and select “e-Services – Online Tools for Tax Professionals” from the results.

Scroll down to "*e*-file Application" and select the "GO" button. (See graphic on next slide.)

Getting started

Home > Tax Pros > e-Services Online Tools for Tax Professionals

e-Services - Online Tools for Tax Professionals

English

- Enrolled Agents
- Annual Filing Season Program Participants
- Enrolled Retirement Plan Agents
- Certified Professional Employer Organizations (CPEO)
- Enrolled Actuaries
- E-File Providers
- Modernized e-File

e-Services is a suite of web-based tools that allow tax professionals, reporting agents, mortgage industry and payers to complete transactions online with the IRS. The tools include Registration Services, e-file Application, Transcript Delivery System and Taxpayer Identification Number (TIN) Matching. These services are only available to approved IRS business partners as noted below and not to the public.

Authorized business partners who need assistance using the online tools can contact the e-help Desk at 866-255-0654 International callers must dial 512-416-7750 and ACA 866-937-4130.

e-Services Hot Topics

Subscribe to Quick Alerts: Stay informed about issues affecting e-Services and e-file. See Subscribe to Quick Alerts.

Important information for e-Services users: The IRS is planning major improvements this summer and fall to e-Services that will affect all e-Services users. Please review Important Update about Your e-Services Account for details.

Scam Alert: There are ongoing criminal campaigns to steal tax pro account passwords and client data. See our Protect Your Clients; Protect Yourself for the latest alerts.

Registration Services

All tax professionals and payers who wish to use e-Services must register online to create an individual user account. Registration Services allows you to confirm your registration, revise your information, change your password or PIN and recover a lost password or PIN.

GO

e-Services Secure Object Repository (SOR) Secure Mailbox

The SOR is a secure environment to place and download results for TDS and TIN Matching.

GO

e-file Application

Use our online e-file Application to become an authorized e-file provider. Learn more about IRS e-file that's required for most tax return preparers.

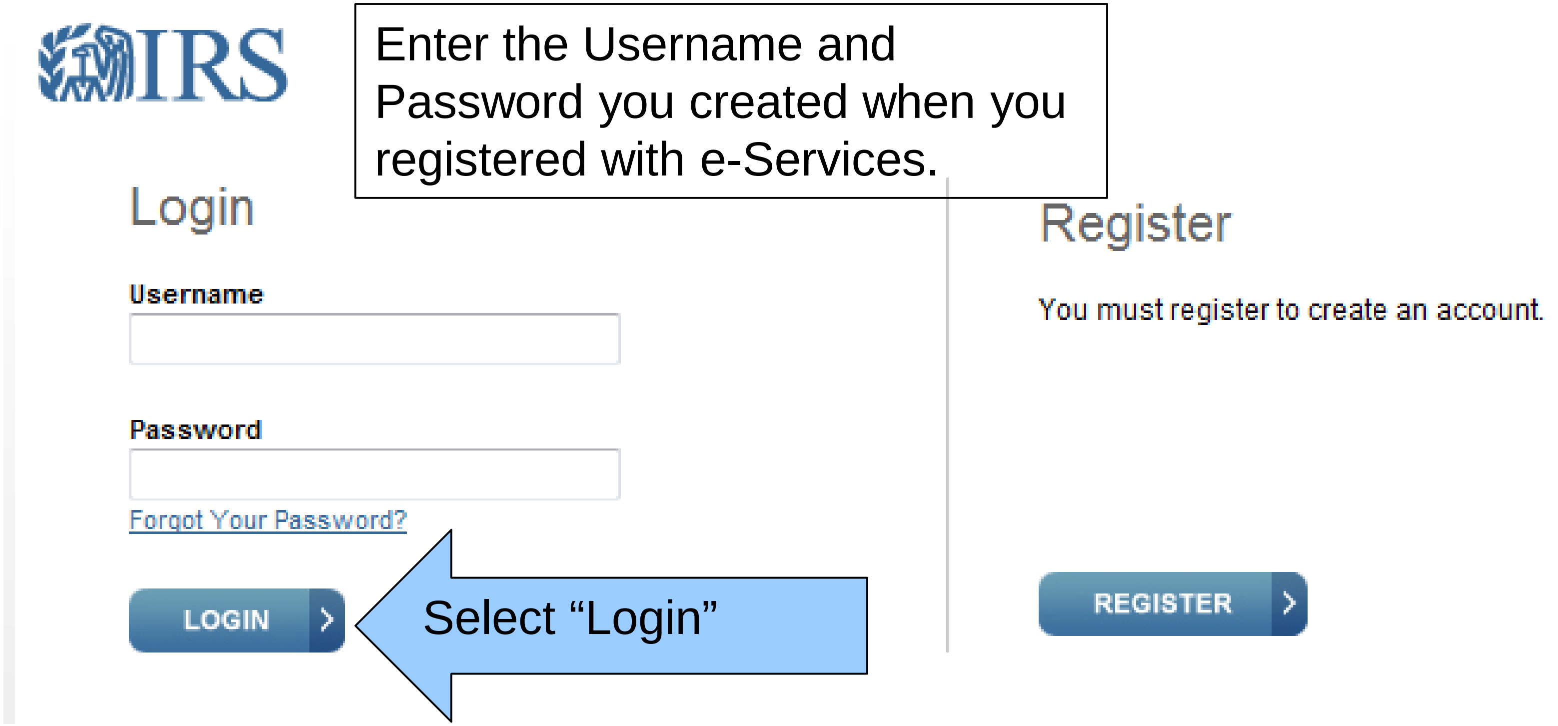
It is only through an approved e-file application that tax professionals, who are Electronic Return Originators (EROs), Circular 230 Practitioners, or Reporting Agents (RAs) , can gain access to the Transcript Delivery System. EROs must e-file five or more returns in a tax season to be eligible. Circular 230 Practitioners need only apply and be approved.

Select "GO"

GO

Login

Enter the Username and Password you created when you registered with e-Services.



Select "Login"

Go to Application

IRS

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

For a new application, select the "individual" radio button

Note: This is the same path a Responsible Official will take when they need to sign an application and accept the Terms of Agreement.

ESAM Application Landing Page

IRS

e-services | Online Tutorials | Mailbox | Sign Out | Contact Us

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 personal information of the users on the application.

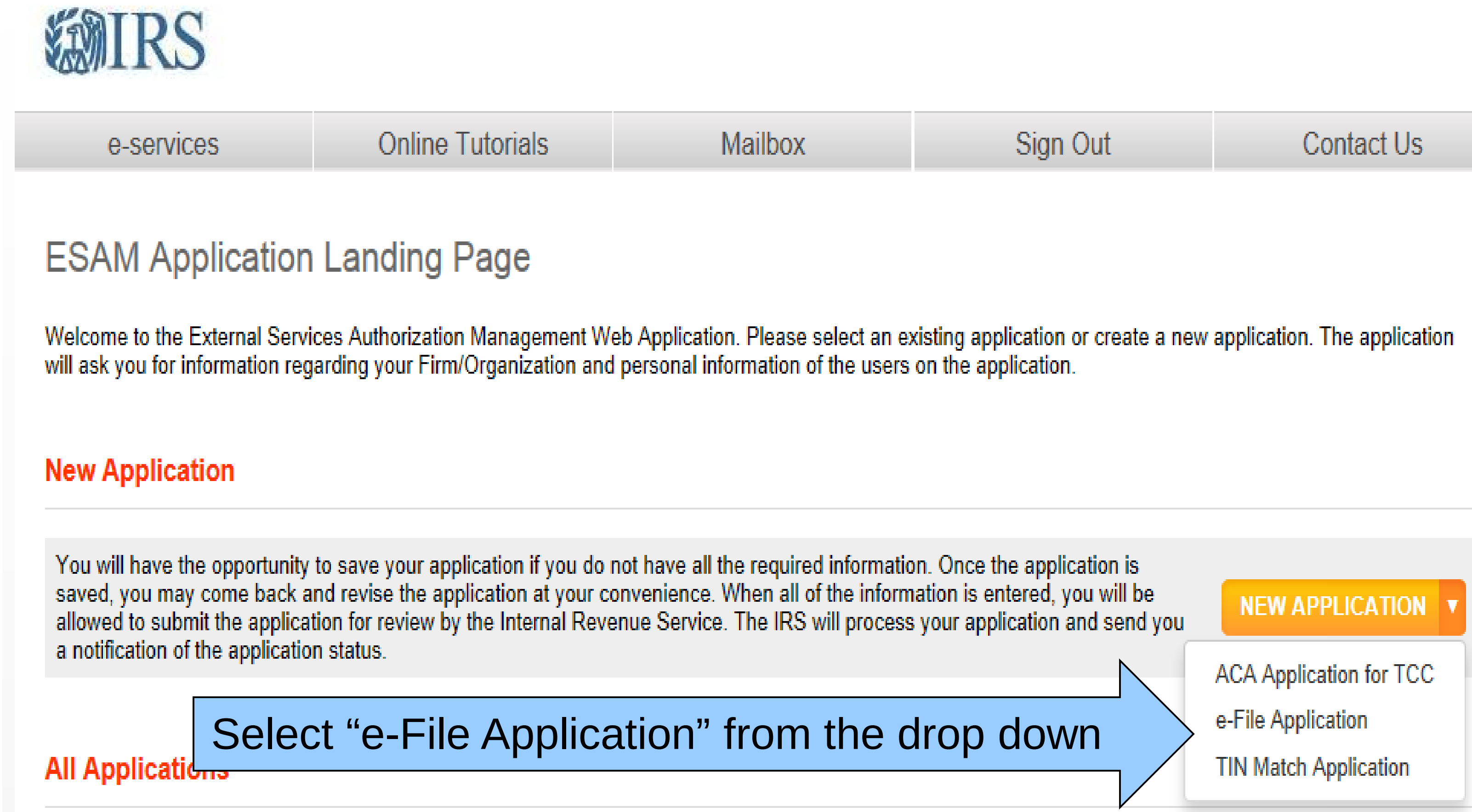
New Application

You will have the opportunity to save your application if you do not have all the required information. Once the application is saved, you may come back and revise the application at your convenience. When all of the information is entered, you will be allowed to submit the application for review by the Internal Revenue Service. The IRS will process your application and send you a notification of the application status.

NEW APPLICATION ▾

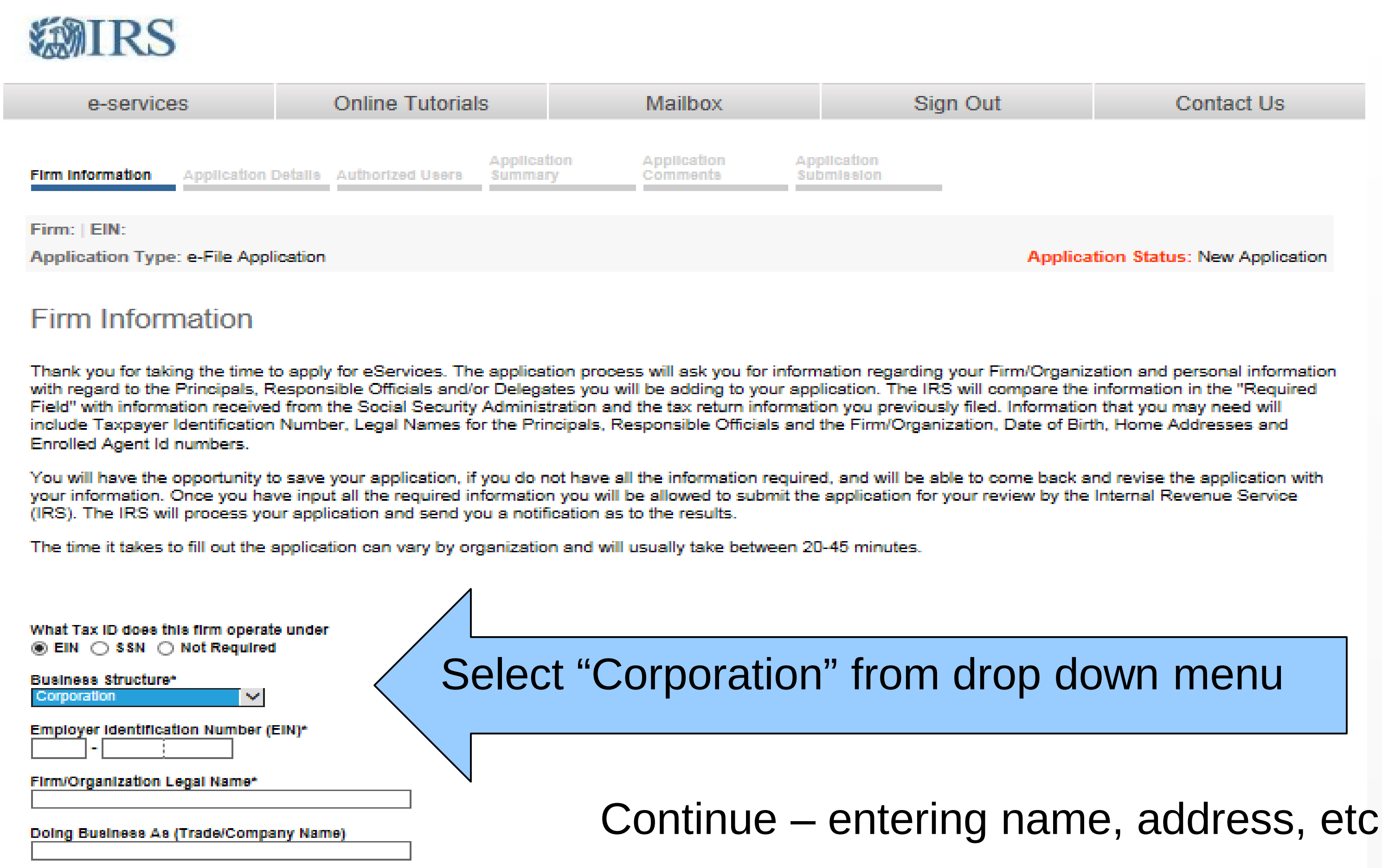
Select “NEW APPLICATION”

New Application



Select “e-File Application” from the drop down

Firm/Organization Information



IRS

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Firm Information | Application Details | Authorized Users | Application Summary | Application Comments | Application Submission

Firm: | EIN:

Application Type: e-File Application

Application Status: New Application

Firm Information

Thank you for taking the time to apply for eServices. The application process will ask you for information regarding your Firm/Organization and personal information with regard to the Principals, Responsible Officials and/or Delegates you will be adding to your application. The IRS will compare the information in the "Required Field" with information received from the Social Security Administration and the tax return information you previously filed. Information that you may need will include Taxpayer Identification Number, Legal Names for the Principals, Responsible Officials and the Firm/Organization, Date of Birth, Home Addresses and Enrolled Agent Id numbers.

You will have the opportunity to save your application, if you do not have all the information required, and will be able to come back and revise the application with your information. Once you have input all the required information you will be allowed to submit the application for your review by the Internal Revenue Service (IRS). The IRS will process your application and send you a notification as to the results.

The time it takes to fill out the application can vary by organization and will usually take between 20-45 minutes.

What Tax ID does this firm operate under

EIN SSN Not Required

Business Structure*

Corporation

Employer Identification Number (EIN)*

Firm/Organization Legal Name*

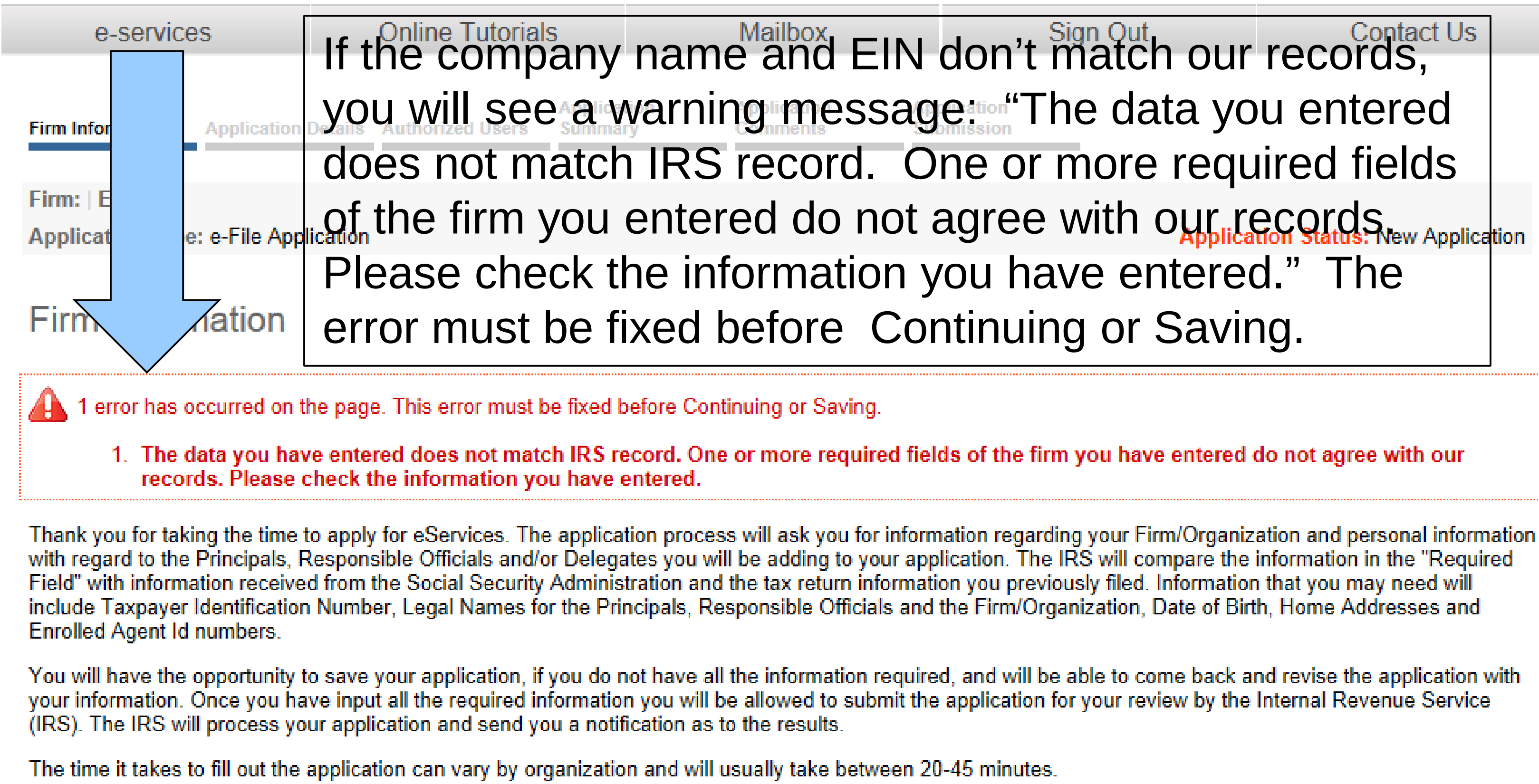
Doing Business As (Trade/Company Name)

Select "Corporation" from drop down menu

Continue – entering name, address, etc.

If Firm information doesn’t match?

If the company name and EIN don’t match our records, you will see a warning message: “The data you entered does not match IRS record. One or more required fields of the firm you entered do not agree with our records. Please check the information you have entered.” The error must be fixed before Continuing or Saving.



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Firm Infor | Application Details | Authorized Users | Application Summary | Applicant Comments | Application Submission

Firm: | E

Applicat e: e-File Application — Application Status: New Application

Firm ation

1 error has occurred on the page. This error must be fixed before Continuing or Saving.

1. **The data you have entered does not match IRS record. One or more required fields of the firm you have entered do not agree with our records. Please check the information you have entered.**

Thank you for taking the time to apply for eServices. The application process will ask you for information regarding your Firm/Organization and personal information with regard to the Principals, Responsible Officials and/or Delegates you will be adding to your application. The IRS will compare the information in the "Required Field" with information received from the Social Security Administration and the tax return information you previously filed. Information that you may need will include Taxpayer Identification Number, Legal Names for the Principals, Responsible Officials and the Firm/Organization, Date of Birth, Home Addresses and Enrolled Agent Id numbers.

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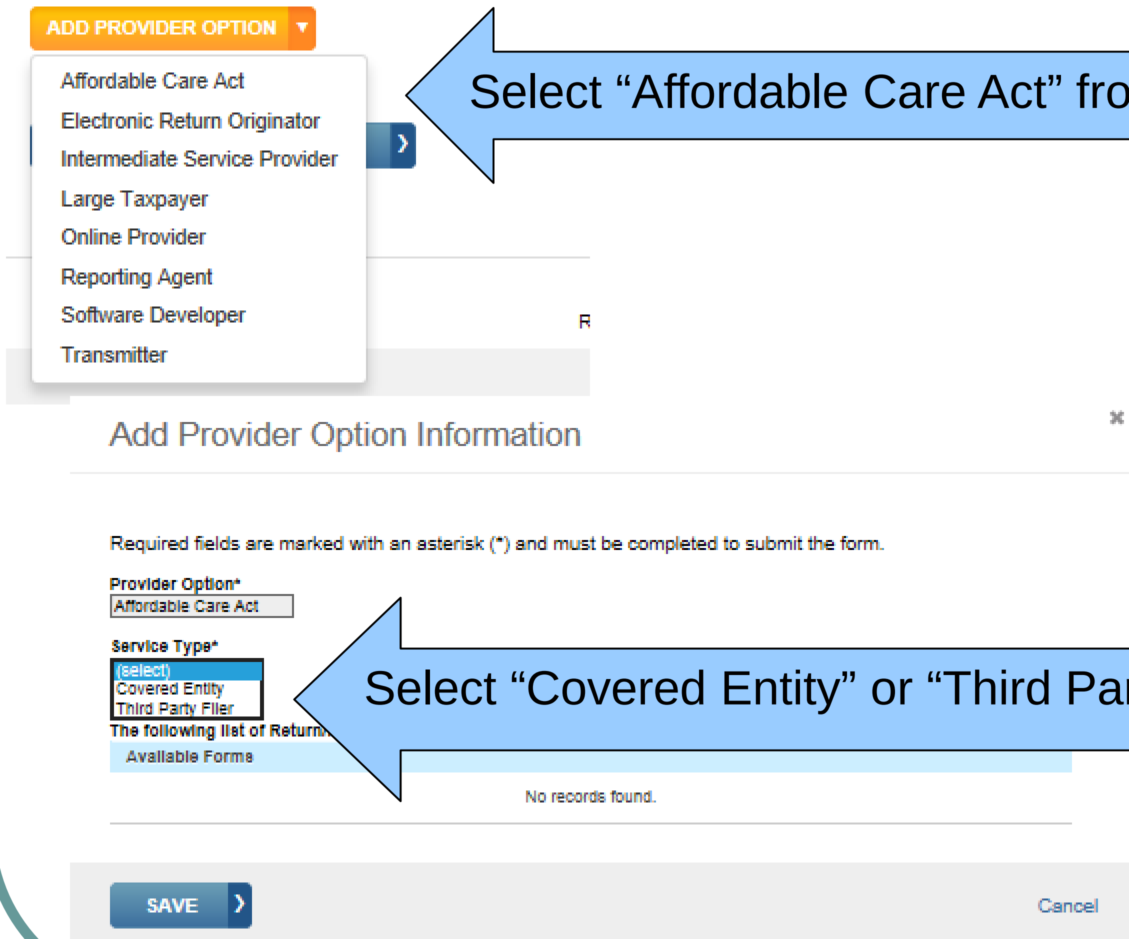
What is the ACA Provider option?

Programs Applying For:

Type of "Provider":

Affordable Care Act (ACA) Provider – An ACA Provider is a health insurance provider reporting net premiums written (“covered entity”) that originates the electronic submission of its own information report (Form 8963), or a third party that will transmit the report on behalf of a covered entity.

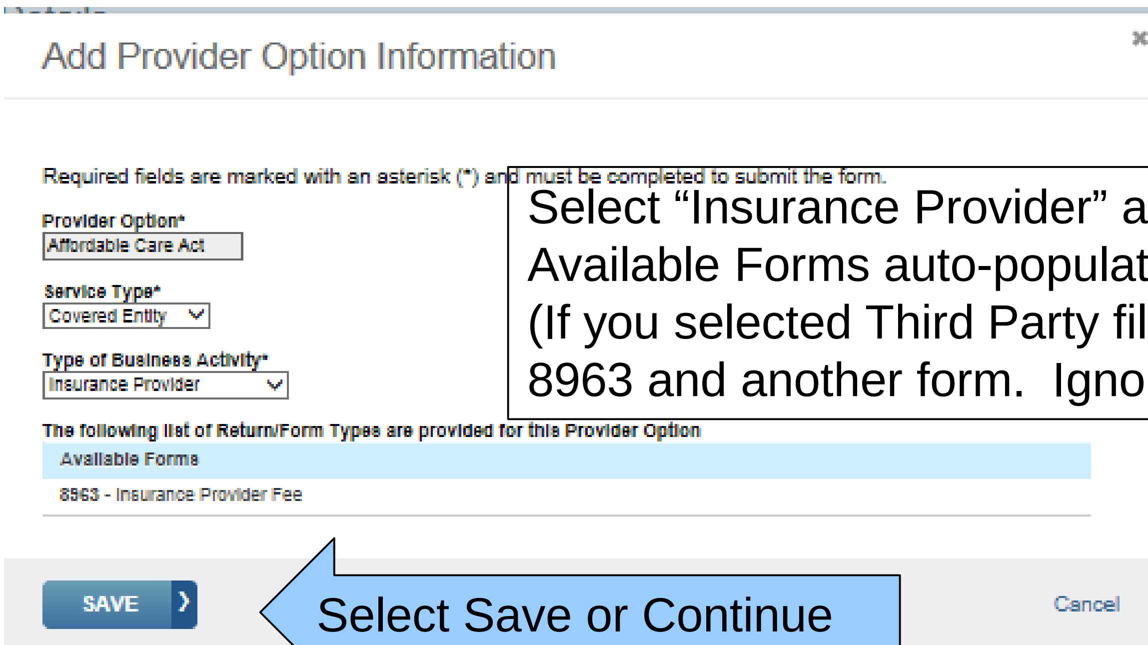
Program Applying For



Select “Affordable Care Act” from drop down menu

Select “Covered Entity” or “Third Party Provider” from pop up

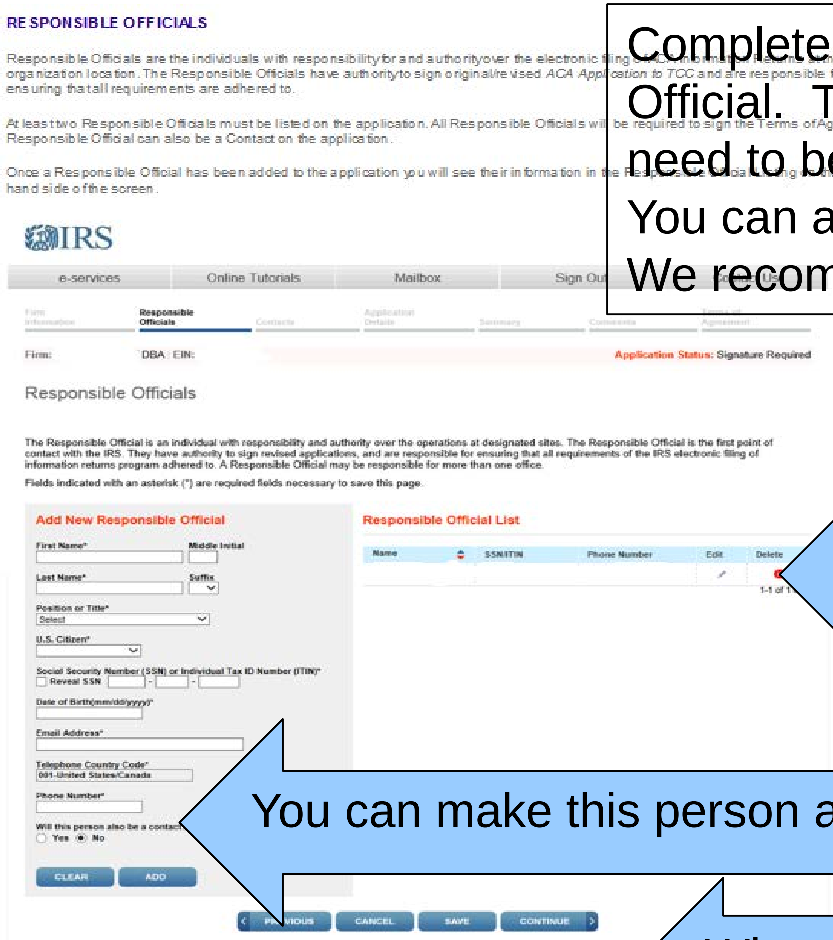
Available Form or Forms



Select "Insurance Provider" and note that the Available Forms auto-populates with Form 8963. (If you selected Third Party filer, you will see Form 8963 and another form. Ignore the second form.)

Select Save or Continue

Your Role within the Organization



Complete fields for each Responsible Official. The Responsible Official does not need to be a Principal or Officer.
You can add up to 5 Responsible Officials. We recommend at least 2.

As Responsible Officials are added, you will see them listed here.

You can make this person a contact for communication purposes.

When done adding, select “Continue”

Application Contacts

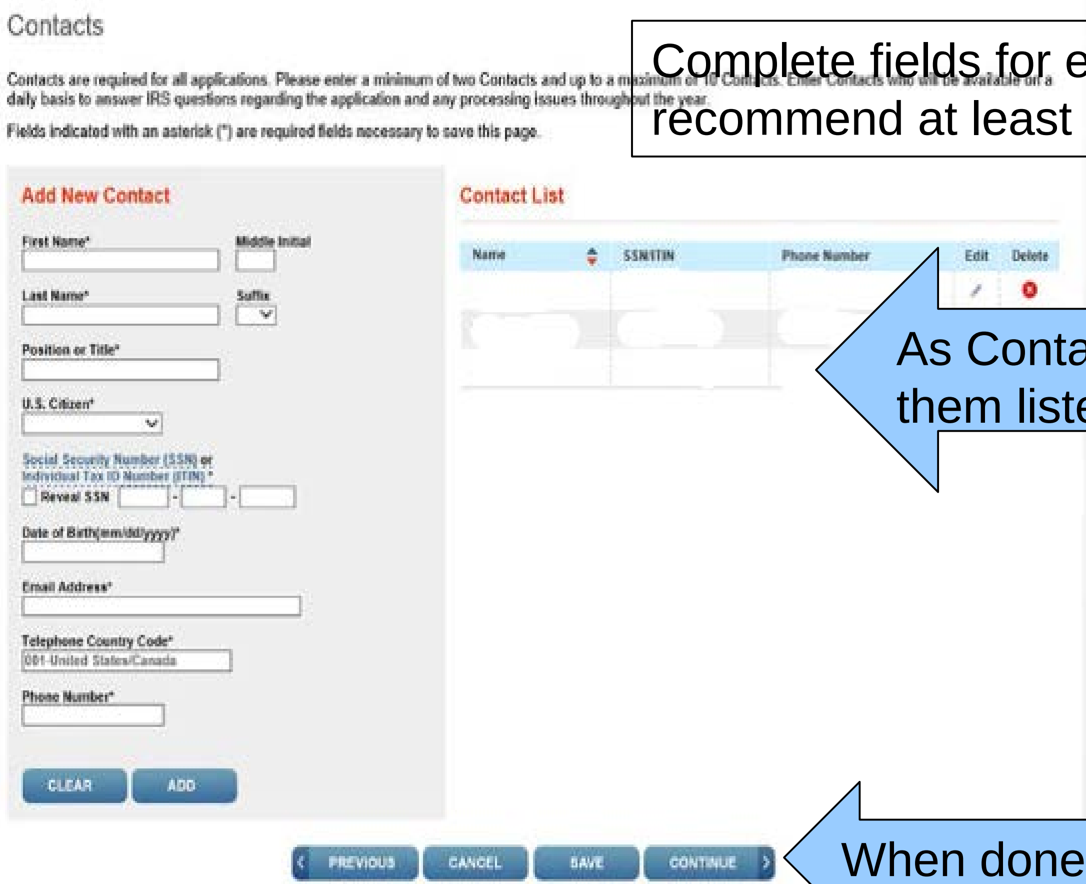
Contacts are required for all applications.

Please enter a minimum of 2 contacts, up to a maximum of 10.

Enter contacts who will be available on a daily basis to answer questions regarding the application or any processing issues throughout the year.

Responsible Officials can also be Contacts, but don’t have to be.

Add Application Contacts



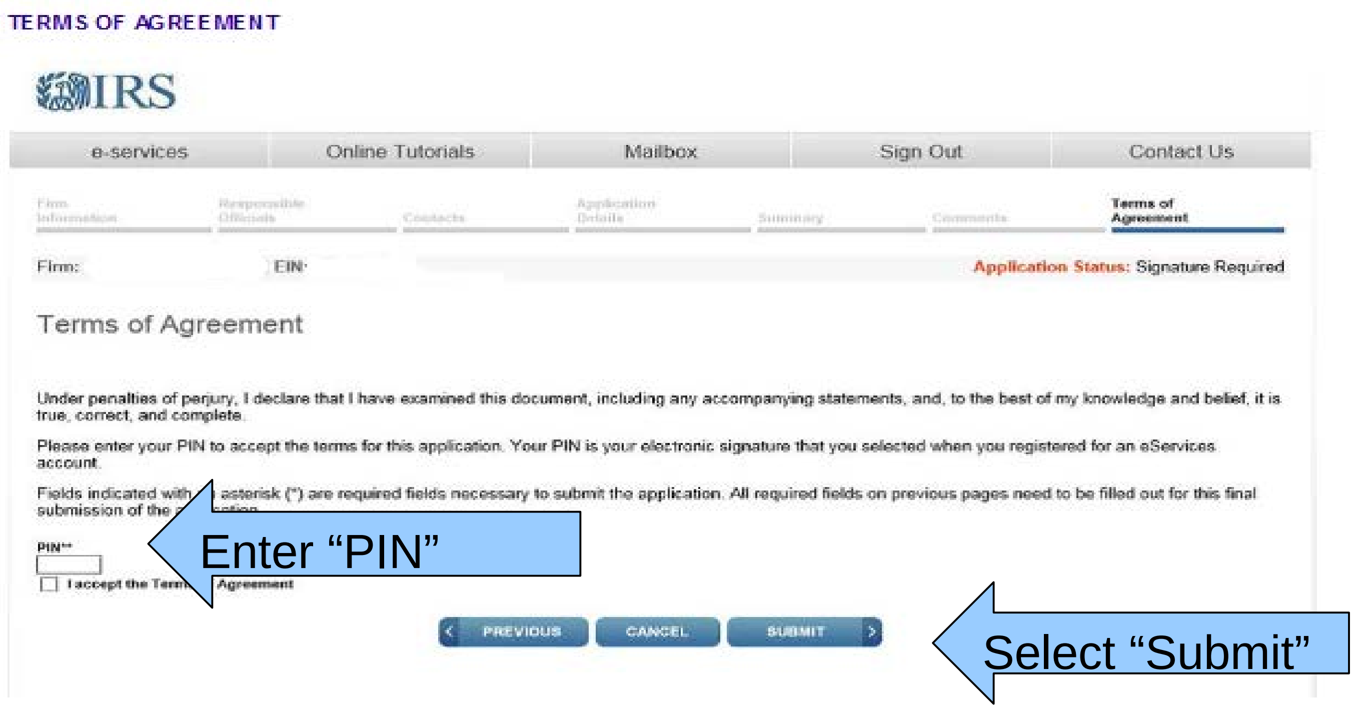
Complete fields for each Contact. Again, we recommend at least 2.

As Contacts are added, you will see them listed here

When done adding, select “Continue”

Terms of Agreement

You must review and sign Terms of Agreement using the PIN selected when you registered for e-Services.



Application Status

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.

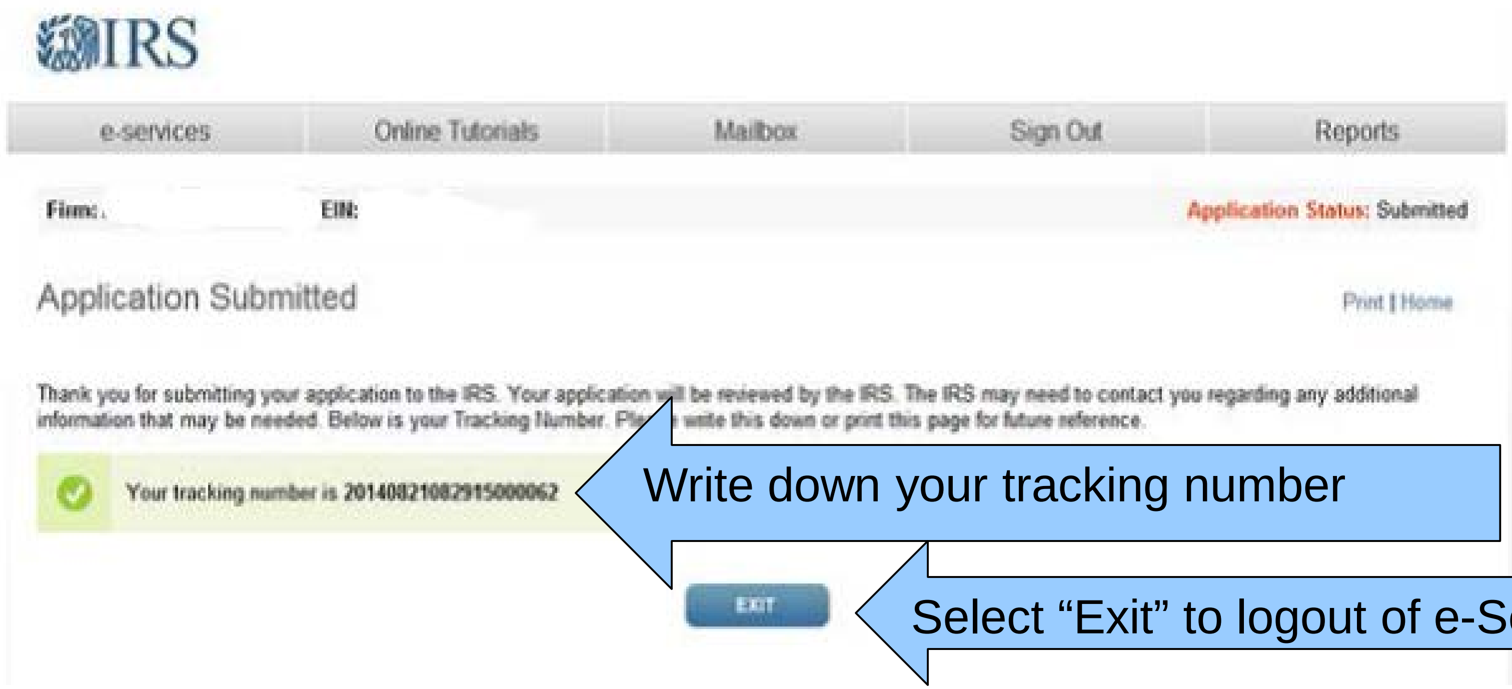
Reminder: All Responsible Officials and Contacts on the application must have completed the e-Services registration process before an application can be submitted.

The other Responsible Official(s) can login any time after you save the e-File application, select the “Individual” radio button and sign the Terms of Agreement.

Maintaining your e-file Application

It is important that the Responsible Officials update, delete or add Responsible Officials on the e-File Application as their roles and authorities with the firm change or when they are no longer associated with the firm.

Submission Complete



Write down your tracking number

Select “Exit” to logout of e-Services

If you need to call the e-Help Desk (1-866-937-4130) about your application, you will need to provide the tracking number.

Processing of Your e-file Application

The IRS will validate your IRS e-file application. This may take several days to complete.

You will not be able to change/modify your IRS e-file application until this validation process is completed.

After completing the validation process, the IRS will assign you an EFIN and ETIN.

The IRS will mail an acceptance letter welcoming you to the e-file program which will contain your EFIN and ETIN and be sent to the mailing address you provided when you created your e-file application.

ETIN and EFIN and Status

Once the application is submitted and all processing is complete, the Provider can login and see its ETIN and EFIN and the status.

EFIN(s)

Showing Items 1 to 1 of 1 ≪Prev Page 1 Next≫

EFIN	EFIN Status	Effective Date
	Active	10/22/2013 07:41 AM

Showing Items 1 to 1 of 1 ≪Prev Page 1 Next≫

ETIN(s)

Showing Items 1 to 1 of 1 ≪Prev Page 1 Next≫

ETIN	ETIN Type	ETIN Status	Effective Date	Provider Option	Service Type
	Production	Active	06/11/2017 05:42 AM	Affordable Care Act	Not for Profit

Showing Items 1 to 1 of 1 ≪Prev Page 1 Next≫

PREVIOUS CONTINUE Cancel

Next Step

If you have changes to your e-File application, remember that each Responsible Official may have to re-sign the application.

Communications are mailed (or emailed if provided) so be sure to keep addresses (and email addresses) up-to-date.

As soon as your e-Services registration and e-File applications are complete and the EFIN and ETIN are assigned and active, you have everything you need to begin the upload of your Form 8963. Visit irs.gov/Form8963downloadlogin for more information.

e-Help Desk

The IRS e-Help Desk is available to answer any questions you may have on the e-Services IRS e-file application Process.

1-866-937-4130

Monday - Friday

6:30 am to 6:00 pm CST