

► **Sample Letter of Application for a Terminal Operator and/or Carrier**

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

637 Registration #

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

- 4030 New
- 4030 Revised

To whom it may concern:

This letter is a **[New or Revised]** application to participate in the IRS *Electronic Filing Program* for Forms 720-TO and 720-CS.

**[Firm Name]** understands and agrees to the following, which are prerequisites for participation in the electronic filing program.

- Comply with all electronic filing and security guidelines set forth in the Excise Tax EDI Guide - Publication 3536,
- Abide by the record keeping requirements set forth in Internal Revenue Code Section 6001.

If the Authorized Signatory changes, **[Firm Name]** will notify the Internal Revenue Service, by the submission of a **Revised Letter of Application**, signed by the new Authorized Signatory, no later than 5 days before the filing of another information return. **[Firm name]** understands this action will result in the issuance of a new Authorization Code that must be used for the next submission.

In accordance with the requirements defined in the Excise Tax EDI Guide - Publication 3536, the 10-digit Security Code (ISA04) for **[Firm Name]** is as follows:

Attached is a list of the terminals that **[Firm name]** operates listed by the grouping election, including those that are active, inactive, closed, or of any other status.

Also attached is a list of all terminals that will submit electronic Form 720-TO / CS files to the IRS under **[Firm name]**

EIN:

**[Firm Name]** **[will/will not]** use an approved third party transmitter to submit electronic 720-TO and/or 720-CS information to the Internal Revenue Service.

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Transmitter’s Company Name      EIN      Contact person      Telephone Number

Please issue User-ID and password to the following individuals who will send and retrieve electronic files and may be contacted by IRS regarding our participation in the *Form 720-TO/ CS Electronic Filing Program*:

Excise Tax Contact:

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

EDI Contact:

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

Each time the 10 digit Security Code, and the 10-digit IRS Authorization Code appears in my electronic submission, I understand these codes represent the authorized signature, as if I had actually signed the return on behalf of **[Firm Name]**, including the following statement:

“Under penalties of perjury, I declare that I have examined this return and accompanying schedules, and, to the best of my knowledge and belief, they are true, correct and complete.”

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Signature of Electronic Filer’s Authorized Signatory

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Print Name                      (First, MI, Last)

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Title

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Telephone number

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Email address

Enclosures:

Lists of grouped terminals and TCNs as directed above (if applicable)

Form 8821 for return to transmitter 997 and 151 acknowledgments and terminal inventory reports

Form 8821, IRC 6103 (c) consent form (concerning state disclosure consent)

# Approved Terminal Grouping Election Information

[ Firm Name ]

Company EIN:

15-digit **Interchange Sender ID** (ISA06) (Left justified with no embedded spaces or blanks):

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

## Group Filing Options (check one)

- Carrier only**
- All TCNs – one file containing all TCNs, submit only one ISA06/GS02 and use EIN for ISA06 value**
- Individual TCNs – only one TCN reported per file, submit one unique ISA06/GS02 per TCN and use TCN for ISA06 value**
- Group of TCNs – terminal operator defined groups of TCNs in separate files, submit one unique ISA06/GS02 for each defined TCN group and use any value other than TCN or EIN for ISA06**
- Group of TCNs – including Carrier**

## List of Terminals for each Group of TCNs

<b>TCN</b>	<b>Terminal Name</b>	<b>State of TCN location</b>	<b>Status</b>
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**Note:** Attach a separate list for each different Interchange Sender ID (ISA06) under which reports will be filed. See instructions for grouping of multiple terminals in Section III of IRS Publication 3536. Each list must include all the information above as well as the TCN list by Group.

This LOA is a sample layout intended to be printed on company "letterhead" with the relevant information necessary to begin the *ExSTARS* EDI process and must be signed by someone authorized in the corporation to sign an IRS Tax return. Subsequent changes, with the exception of a change in the authorized signatory or the 10-digit Security Code (ISA04) may be made by any of the users identified by the company as the company contacts by email, FAX or letter to the *ExSTARS* Help Desk. For subsequent changes a company may "cut & paste" only the applicable paragraphs or language necessary to communicate the change.