

**Modernized e-file (MeF)
Information for
Authorized IRS *e-file* Providers for
Business Returns
Tax Year 2007**



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INTERNAL REVENUE SERVICE MISSION STATEMENT

Provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all.

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ADDENDUM

IRS *e-file* Instructions for Large Taxpayers Filing Their Own Corporate Income Tax Return (included at the end of this publication).

PART I

**INTRODUCTION and General
Information**

Using Publication 4163

Publication 4163 is designed to provide Authorized IRS *e-file* Providers and Large Taxpayers specific requirements and procedures for electronic filing through the Modernized e-File (MeF) system. This Tax Year (TY) 2007 revision (August 2008) replaces the April 2008 TY 2007 edition. IRS *e-file* instructions for Large Taxpayers filing their own corporate income tax return was formerly incorporated in Publication 4163. It is now included as an addendum to this publication.

IRS will use the procedures in this publication as a standard for all MeF business *e-file* programs. All publications referenced in this document are available at www.irs.gov. Be sure to check [irs.gov](http://www.irs.gov) frequently for updated information on *e-filing* through MeF (<http://www.irs.gov/efile/content/0,,id=171945,00.html>).

General Information

As a new tax form type is added to the MeF platform (e.g., Form 1120-F), tax returns for that return will only be accepted for the current processing year (e.g., TY 2007). As subsequent tax years are added to the system, MeF will accept the current processing year and two prior tax years. For example, for Tax Year 2007, Form(s) 1120/1120S can only be *e-filed* for TY 2007, TY 2006 and TY 2005.

Authorized IRS *e-file* Providers

Authorized IRS *e-file* Providers are representatives from firms/organizations that develop software, originate electronic returns and/or transmit electronic returns to the IRS and who provide services to a multitude of taxpayer clients. The roles and responsibilities of Providers relate to the *e-file* activity the firm is conducting. The firm identifies its *e-file* activity by selecting the appropriate Provider Option in the IRS *e-file* Application. Each Provider Option is a different role and may have different responsibilities that relate specifically to the *e-file* activity of the firm. Some Providers may have more than one *e-file* business activity. For example, an ERO may also be a Transmitter. Providers must adhere to all IRS *e-file* rules and requirements applicable to their multiple *e-file* roles.

Provider Options include:

- Electronic Return Originators (EROs)
- Transmitters
- Software Developers
- Online Providers
- Intermediate Service Providers (ISPs)

Definitions of Roles and Responsibilities for All Provider Options

The Electronic Return Originator (ERO) is the Authorized IRS *e-file* Provider that originates the electronic submission of a return to the IRS. The ERO is usually the first point of contact for most taxpayers filing a return using IRS *e-file*. Please refer to Publications 1345 and 3112, and Revenue Procedure 2007-40 for additional information.

The Origination of an Electronic Return (ERO Responsibilities)

Although an ERO may also engage in return preparation, that activity is separate and different from the origination of the electronic submission of the return to the IRS. An ERO originates the electronic submission of a return **after** the taxpayer authorizes the filing of the return via IRS *e-file*. The return must have been either prepared by the ERO **or** collected from a taxpayer. An ERO originates the electronic submission by:

- Properly formatting the electronic submission;

And

- Electronically sending the return to a Transmitter that will transmit the return to the IRS (most taxpayers use this method); or
- Directly transmitting the return to the IRS; or
- Providing a return to an ISP for processing prior to transmission to the IRS (rarely used).

In originating the electronic submission of a return, the **ERO** has a variety of **responsibilities**, including, but not limited to:

- Timely originating the electronic submission of returns;
- Providing copies to taxpayers;
- Retaining records and making records available to the IRS;
- Accepting returns **only** from taxpayers and Authorized IRS *e-file* Providers;
- Work with the taxpayer and/or the transmitter to correct a rejected return. If the taxpayer chooses not to have the electronic portion of the return corrected and transmitted to the IRS, or if the electronic portion of the return cannot be accepted for processing by the IRS, the taxpayer must file a paper return. See Part III under the heading "Transmission Perfection Period" for detailed instructions about filing a paper return.



Taxpayers required to *e-file* their return under Treasury Decision (T.D.) 9363 or Section 1224 of the Taxpayer Relief Act of 1997 must contact the e-Help Desk for authorization to file their paper return.

Transmitter

A Transmitter sends the electronic return data directly to the IRS. EROs and Reporting Agents (Form 94X series returns) may apply to be transmitters and transmit return data themselves, or they may contract with an accepted third-party transmitter who will transmit the data for them. A Transmitter must have software and computers that allow it to interface with the IRS.

Transmitter Responsibilities

A Provider participating in MeF as a **Transmitter** must fulfill the requirements below:

- Transmit all electronic portions of returns to the appropriate IRS center within three calendar days of receipt;
- Retrieve the acknowledgement file within two work days of transmission;
- Match the acknowledgement file to the original transmission file and send/make available the acknowledgement file for all rejected and accepted returns, to the ERO, Intermediate Service Provider or Large Taxpayer within two work days of retrieving the acknowledgement file;
- Retain an acknowledgement file received from the IRS until the end of the calendar year in which the electronic return was filed or for nine (9) months after the transmission date for fiscal year filers
- Immediately contact the IRS e-Help Desk toll-free number 1-866-255-0654 for further instructions if an acknowledgement of acceptance for processing has not been received within 24 hours of transmission or if an acknowledgement for a return that was not transmitted in the designated transmission is received;
- Promptly correct any transmission error that causes an electronic transmission to be rejected;
- Contact the IRS e-Help Desk toll-free number 1-866-255-0654 for assistance if the electronic portion of the return has been rejected after three transmission attempts;
- Ensure the security of all transmitted data;
- Ensure against the unauthorized use of its EFIN or ETIN. A Transmitter must not transfer its EFIN or ETIN by sale, merger, loan, gift, or otherwise to another entity.

The Transmitter must notify the ERO, ISP or taxpayer of the following:

Accepted Returns

- Date the transmission was accepted

Rejected Returns

- That the IRS rejected the electronic portion of the taxpayer's return;
- Date the return was rejected;
- The Business Rule explaining why the return rejected can be found at [irs.gov](http://www.irs.gov/efile/article/0,,id=171950,00.html), go to <http://www.irs.gov/efile/article/0,,id=171950,00.html>

- What steps the ERO or taxpayer need to take to correct the errors that caused the reject

Software Developer

A Software Developer develops software for the purposes of formatting electronic return information according to IRS *e-file* specifications and/or transmitting electronic return information directly to the IRS. IRS *e-file* specifications are found in some of the publications mentioned in this document. Software Developers must pass assurance testing (ATS). If an Authorized IRS *e-file* Provider is a Software Developer that performs no other role in IRS *e-file* but that of software development, it's Principals and Responsible Officials do not have to pass a suitability check during the application process. If a Software Developer performs the function of any one of the other Provider Options in addition to that of software development, then suitability checks will apply.

Software Developer Responsibilities:

- Promptly correcting any software error causing returns to reject and distributing the correction; and
- Ensuring its software creates accurate electronic returns; and
- Adhering to specifications provided by the IRS in publications.

Online Provider

An Online Provider transmits business income tax return information prepared by a taxpayer using commercially purchased software or software provided by an online internet site.

Online Provider Responsibilities

When participating in Online Filing, the Online Provider must:

- Ensure that it uses an EFIN or ETIN obtained for Online Filing;
- Ensure that Intermediate Service Provider's (ISP) EFIN is included in the electronic return data, when applicable;
- Transmit Online returns and returns filed using an ERO in separate batches;
- Notify the taxpayer of the status of a return by:
 - sending an electronic transmission to the taxpayer or Intermediate Service Provider, when applicable, within two work days of retrieving the acknowledgement file from the IRS, or;
 - by mailing a written notification to the taxpayer within one work day of retrieving the acknowledgement file;
- Provide the Internet Protocol (IP) information. The information consists of the IP Address, IP Date, IP Time and IP Time Zone.

- Only enter into agreements with companies to allow access to Online Filing if the company correctly captures the IP Address of the computer submitting the return and the date, time, time zone of the computer receiving it.
- Include the Originator Type, “Online Filer”, in the Return Header.

Intermediate Service Provider

An Intermediate Service Provider (ISP) assists with processing return information between ERO (or the taxpayer in the case of Online Filer) and a Transmitter.

The Intermediate Service Provider Responsibilities:

- Including its Electronic Filing Identification Number (EFIN) and the ERO’s EFIN with all return information it forwards to a Transmitter;
- Serving as a contact point between its client EROs and the IRS, if requested;
- Providing the IRS with a list of each client ERO, if requested; and
- Adhering to all applicable rules that apply to Transmitters

Large Taxpayer



Publication 4163 includes an addendum with information for “Large Taxpayers”. The definition on the Large and Mid-Size Business website is: For purposes of electronic filing, the IRS defines a “Large Taxpayer” as a business or other entity with assets of \$10 million or more, or a partnership with more than 100 partners, which originates the electronic submission of its own return(s). There are differences in creating an IRS *e-file* Application for Large Taxpayers versus Authorized IRS *e-file* Providers. As a result, Large Taxpayers should carefully read the Addendum to this publication, IRS *e-file* for Large Taxpayers Filing Their Own Corporate Income Tax Return, for specific information.

Communicating with IRS

The following is a list of communication vehicles that Providers may use to obtain information from IRS:

IRS’ **e-Help Desk** (1-866-255-0654) (1-512-416-7750 Outside U.S. & U.S. Territories) provides MeF assistance for both software and communication testing for corporate, partnership, excise and tax exempt returns throughout the filing season. The e-Help Desk also provides assistance on the e-Services Registration and IRS *e-file* Application processes.

Modernized e-File (MeF) Status Page provides information on:

<http://www.irs.gov/efile/article/0,,id=168537,00.html>

- Current system status;
- System Maintenance;
- Notification of unplanned system interruptions and processing delays; and
- Volume of Accepted Returns by Form Type

Quick Alerts is a free, web-based mass messaging system available to Authorized IRS *e-file* Providers and Large Taxpayers. It provides instant e-mail communication regarding processing delays, *e-file* program updates, early notification of upcoming seminars conferences, plus other relative *e-file* information. Signing up for Quick Alerts requires you to provide your EFIN if you are an ERO, ISP and your ETIN if you are a Software Developer or Transmitter. Large Taxpayers, who are provided both an EFIN and an ETIN, should sign up using their ETIN. The Quick Alerts messaging system uses a "push technology" program that can instantly disseminate messages to thousands of subscribers via e-mail. Subscribers will receive communications 24 hours a day, seven days a week. New subscribers may sign up at www.Envoyprofiles.com/quickalerts or through the links provided on the "Tax Professionals" page at <http://www.irs.gov/efile/article/0,,id=118663,00.html>.

For additional information and assistance on MeF and forms and publications, see the list of resources listed below:

TOPIC	SERVICE	PHONE NUMBER
Electronic Funds Withdrawal (Direct Debit) Deposits	Check the status of payments or cancelled warehoused (deferred) payments	1-888-353-4537
Publications and Tax Forms	Obtain IRS publications and tax forms by phone or go to http://www.irs.gov/taxpros/lists/0,,id=97782,00.html/	1-800-829-3676
Draft Tax Forms and Instructions	Obtain draft versions of IRS tax forms and instructions http://www.irs.gov/taxpros/lists/0,,id=97782,00.html	1-800-829-4933
Tax Help	Request IRS Tax Assistance for corporate, partnership or tax exempt returns	1-800-829-4933

IRS' **e-mailboxes** are provided for stakeholders to submit questions, suggestions or comments regarding this publication or any MeF form or processing issues. If the response to your inquiry requires research we will notify you that we will be contacting again after our research is completed. Contact the e-mailbox that pertains to the specific form(s) about which you have questions:

Form	e-mail Address	Other Information
Large Taxpayers (1120/1120-F/1120S)	LargeCorporate@irs.gov	This mailbox is designed to answer questions concerning the requirement for corporations to <i>e-file</i> . Questions related to systemic issues should be directed to e-Help Desk 1-866-255-0654.

Form	e-mail Address	Other Information
990 990-EZ 990-N 990-PF 1120-POL 8868	TE/GE-EO-efile@irs.gov	
1065 1065-B	1065MeF@irs.gov	This mail box will be discontinued after October 31, 2008. All questions should be directed to the e-Help Desk at 1-866-255-0654 after this date.
720 8849 2290	ETEC.mailbox@irs.gov	This mail box will be discontinued after August 31, 2008. All questions should be directed to the e-Help Desk at 1-866-255-0654 after this date.
7004	1120@irs.gov	This mail box will be discontinued after October 31, 2008. All questions should be directed to the e-Help Desk at 1-866-255-0654 after this date.
1120 1120S	1120@irs.gov	This mail box will be discontinued after October 31, 2008. All questions should be directed to the e-Help Desk at 1-866-255-0654 after this date.

Helpful Publications or Information

The publications in the table below can be accessed by any of the following methods:

1. Clicking on the links in the table
2. Accessing irs.gov and clicking on the "More forms and publications" link on the home page and selecting "Publication Number" in the heading "Download forms and publications by" (<http://www.irs.gov/formspubs/lists/0.,id=97819,00.html>). You can also request these publications in XML or SGML format by clicking on the "List files in XML/SGML" link
3. Accessing the following link: IRS e-file Technical Publications (<http://www.irs.gov/taxpros/providers/article/0.,id=97974,00.html>)
4. Searching on irs.gov "Keyword/Search Terms" box.

PROCESS	PROVIDER OPTION	PUBLICATION DESCRIPTION AND/OR LINK
e-Services' Registration	All	https://la1.www4.irs.gov/e-Services/Registration/index.htm Screen shots of the Registration process: e-Services' Registration Process (pdf, 2.5MB) Allows individuals to do business electronically with IRS through a one-time, universal registration process

PROCESS	PROVIDER OPTION	PUBLICATION DESCRIPTION AND/OR LINK
Creating an IRS e-file Application	EROs Transmitters Software Developers Online Providers ISPs	<p>Publication 3112 (IRS e-file Application and Participation)</p> <p>Information on how to create an IRS e-file Application. Successful completion of the IRS e-file Application provides an Electronic Filing Identification Number (EFIN) and Electronic Transmitter Identification Number (ETIN) (if necessary) to originate and transmit returns to IRS.</p> <p>http://www.irs.gov/pub/irs-pdf/p3112.pdf</p>
	Large Taxpayers	<p>Addendum: IRS e-file for Large Taxpayers Filing Their Own Corporate Income Tax Return</p> <p>Information on how to create an IRS e-file Application specific to Large Taxpayers. Successful completion of the IRS e-file Application provides an Electronic Filing Identification Number (EFIN) and Electronic Transmitter Identification Number (ETIN) necessary to originate and transmit returns to IRS.</p>
Assurance Test System (ATS) Testing	All	<p>Publication 4162 (Modernized e-file Test Package for Forms 1120/1120-F/1120S) (Includes 7004 tests)</p> <p>Publication 4505 (Modernized e-file Test Package for Forms 1065/1065-B)</p> <p>Publication 4205 (Modernized e-file Test Package for Exempt Organization Filings)</p> <p>Publication 4594 (Modernized e-file Test Package for Forms 2290, 8849 and 720)</p> <p>Instructions and test case scenarios for software developers, transmitters and Large Taxpayers to use for Assurance Testing System (ATS). Use the specific Publication for the form(s) you will be transmitting to IRS.</p> <p>All the test publications can be found on the "Current User Guides and Publications" on irs.gov at http://www.irs.gov/efile/article/0,,id=171946,00.html</p>
Technical Information	Software Developers and Transmitters	<p>Publication 4164 (Modernized e-File Guide for Software Developers and Transmitters)</p> <p>Contains communications procedures, transmission formats, business rules and validation procedures for returns e-filed through MeF</p> <p>http://www.irs.gov/efile/article/0,,id=171946,00.html</p>
Schema Workarounds	Software Developers and Transmitters	<p>Current Schema workarounds</p> <p>Contains temporary solutions for known issues found in current schema versions</p> <p>http://www.irs.gov/taxpros/providers/article/0,,id=97626,00.html</p>

PROCESS	PROVIDER OPTION	PUBLICATION DESCRIPTION AND/OR LINK
Attachments to tax returns Form 1120/1120S/1120-F	EROs and Software Developers	Forms and Attachment Listing A list all attachments, forms and schedules that can be filed with corporate tax returns (1120/1120S/1120-F) http://www.irs.gov/taxpros/providers/article/0,,id=97626,00.html

Overview and Benefits of Modernized e-file (MeF)

The Modernized e-file (MeF) system was developed to provide a standardized format (Extensible Markup Language or XML) and standardized transmission methods for e-filed returns. IRS works regularly with stakeholders (accounting firms, practitioners, states and software developers) to identify and resolve issues relative to MeF return and downstream processing.

- **More explicit error conditions** – New explanations pinpoint the location of the error in the return and provide complete information in the Acknowledgement File in plain English.
- **Faster acknowledgements** – Transmissions are processed upon receipt and acknowledgments are returned in near real-time. No more waiting for once or twice daily system processing cycles.
- **Integrated payment options** – Refunds can be electronically deposited in your bank or balance due payments can be electronically withdrawn from your bank account (payments are subject to limitations of the Federal Tax Deposit Rules found in Publication 3151 [<http://www.irs.gov/pub/irs-pdf/p3151.pdf>]).
- **MeF accepts supporting forms/schedules** – **Forms** 1120, 1120-F, 1120S, 7004, 990, 990-EZ, 990-N, 990-PF, 1120-POL, 8868, 1065, 1065-B, 720, 2290, 8849 and their supporting forms and schedules can be e-filed in MeF (see the applicable “Supporting Forms and Schedules” link in this document).
- **24/7 transmissions** – MeF allows transmitters to send transmissions to the IRS year round (except for a short cutover period at the end of the calendar year).
- **MeF is completely paperless** – Taxpayers using a third-party practitioner can use the Practitioner PIN option (see “Instructions for Form 8879” in this document). Forms 8453-C, 8453-S, 8453-I, 8453-PE, 8453-B, 8453-EX and 8453-EO can be printed, signed by the Corporate Officer or Principal (and, when applicable, the ERO and/or Paid Preparer) and then scanned and attached to the return as a Portable Document Format (PDF) file. All other attachments for which an XML schema has not been developed can be attached as PDF files.
- **MeF supports previous-year filings** – MeF can process the current and two previous years of returns. For TY2007 (Processing Year 2008), taxpayers can *e-file* returns for TY2005, TY2006 and TY2007.

Forms for Tax Year 2007 (Processing Year 2008)

Beginning January 7, 2008, MeF can process all the following **parent forms** in XML. A complete listing of forms that MeF accepts can be found on irs.gov at <http://www.irs.gov/efile/article/0,,id=176123,00.html>).

Extension Applications

- **Form 7004** (Application for Automatic 6-Month Extension of Time to File Certain Business Income Tax Information, and Other Returns)
- **Form 8868** (Application for Extension of Time To File an Exempt Organization Return)

Corporate Returns

- **Form 1120** (U.S. Corporation Income Tax Return)
- **Form 1120-F** (U.S. Income Tax Return of a Foreign Corporation) **(NEW)**
- **Form 1120S** (U.S. Income Tax Return for an S Corporation)

Tax Exempt/Government Entity Returns

- **Form 990** (Return of Organization Exempt From Income Tax)
- **Form 990-EZ** (Short Form Return of Organization Exempt From Income Tax)
- **Form 990-N** (Electronic Notice [e-Postcard] for Tax-Exempt Organizations Not Required To File Form 990 or 990-EZ) **(NEW)**
- **Form 990-PF** (Return of Private Foundation or Section 4947(a)(1) Nonexempt Charitable Trust Treated as a Private Foundation)
- **Form 1120-POL** (U.S. Income Tax Return for Certain Political Organizations)

Partnership Returns

- **Form 1065** (U.S. Return of Partnership Income)
- **Form 1065-B** (U.S. Return of Income for Electing Large Partnerships)

ETEC (Excise Tax and e-filing Compliance) Returns)

- **Form 2290** (Heavy Highway Vehicle Use Tax Return)
- **Form 720** (Quarterly Federal Excise Tax Return)
- **Form 8849** (Claim for Refund of Excise Taxes) **(NEW)**

Automated Enrollment (applies to transmitters only)

The Automated Enrollment (AE) application was developed to replace the manual enrollment of application systems for the Application-to-Application (A2A) Web Services transmission channel. The AE application will automate the enrollment process and provide a user interface for enrolling and maintaining application systems. For more information, please see the Automated Enrollment (AE) External User Guide. The link below will take you to this site: http://www.irs.gov/pub/irs-utl/automated_enrollment_ae_external_user_guide.pdf.



The AE application is not available to a transmitter who supports Excise Tax Forms (Forms 720, 2290 or 8849).

Strong Authentication (applies to transmitters only)

As the name implies, strong authentication is an enhanced certificate-based security mechanism (digital signature technology) that will replace the password in MeF Application-to-Application (A2A) web services. Complete information on strong authentication can be found in IRS Strong Authentication System for Modernized e-File Application-to-Application Web Services. Contact the e-Help Desk at 1-866-255-0654 to request a copy of this document.

Electronic Management System (EMS) (applies to transmitters only)

EMS will not be used by MeF as a transmission channel after December 27, 2007, for MeF forms. Internet Filing Application (IFA) or Application-to-Application (A2A) will be the only transmission channels available for MeF.

Alerts (Forms 1120-F and 1120S only)

MeF will now generate "Alerts". Alerts are issues that need to be brought to the attention of the transmitter, software developer or taxpayer but do not result in the return being rejected. Alerts are listed in a table in the Acknowledgement file of an accepted or rejected return.



Caution: If your return is Accepted and includes an Alert, do not resubmit that return. The Alert is for your information only. If you attempt to resubmit an Accepted return with the Alert(s) issues corrected, the return will result in the subsequent return being rejected as a duplicate!

Vehicle Identification Number (VIN) Data Store

IRS has developed a VIN (Vehicle Identification Number) data store which collects VIN data from Form 2290. Where the taxpayer has indicated consent, and the state is utilizing the VIN data store, the state can verify that the Heavy Vehicle Use Tax (HVUT) obligation was paid for a vehicle.

Late Tax Legislation

Check irs.gov for specific information on tax legislation which may affect MeF forms. IRS will provide guidance for any late-breaking tax legislation and how it may affect *e-filing* in MeF.

The Requirement to *e-file*

While millions of taxpayers voluntarily *e-file*, certain taxpayers (corporations, partnerships, and tax exempt organizations) should be aware that they may be required to *e-file*. Over the past several years, regulations were issued by the Department of the Treasury requiring certain of these entities to *e-file*. Complete regulations and the history of the requirement to *e-file* can be found on irs.gov at the following websites:

Corporations (1120/1120S):

<http://www.irs.gov/businesses/corporations/article/0,,id=146959,00.html>



Foreign Corporations (1120-F): Treasury Decision (T.D.) 9363 provides authorization to extend the mandate to *e-file* for certain corporations, including Form 1120-F. However, Form 1120-F is NOT required to be e-filed for Tax Year 2007. **For tax years ending on or after December 31, 2008, corporations who meet the T.D. 9363 criteria will be required to *e-file* their return(s).** Be sure to check irs.gov for the latest information on the requirement to *e-file* this form.

(<http://www.irs.gov/businesses/corporations/article/0,,id=179809,00.html>)

Partnerships (1065/1065-B): <http://www.irs.gov/efile/article/0,,id=97429,00.html>

Tax Exempt/Government Entities (990, 990-EZ, 990-N, 990-PF, 1120-POL):

<http://www.irs.gov/efile/article/0,,id=108211,00.html>

Excise Tax Returns (Form 2290): <http://www.irs.gov/efile/article/0,,id=170570,00.html>



Taxpayers who register **25 or more vehicles** for any taxable period are *required to electronically file* their Form 2290 tax return. Though this requirement became effective July 1, 2005, excise *e-file* was not available until August 2007. Taxpayers are now able to *e-file* their Form 2290 through an IRS-approved software provider.

Note: Corporations, partnerships or tax exempt organizations **who do not meet the criteria** set out for their particular form in Treasury Decision (T.D.) 9363 (http://www.irs.gov/irb/2007-49_IRB/ar09.html) and the Taxpayer Relief Act of 1997, Section 1224 (December 31, 2000) (<http://www.irs.gov/businesses/small/article/0,,id=165166,00.html>) are excluded from the requirement to *e-file*, but these entities may voluntarily *e-file*.

Part II

MeF Rules and Requirements

Part II identifies the rules and requirements for Authorized IRS *e-file* Providers. The unique rules and requirements for Large Taxpayers who are required to *e-file* and are filing their own corporate return are found in the Addendum at the end of this publication.

Participating in the IRS *e-file* Program

In order to begin e-filing tax returns or developing tax preparation software to submit to the IRS, you must apply and be accepted as an Authorized IRS *e-file* Provider.

To **apply for IRS *e-file***, you must first **register** with e-Services. This is one-time, universal registration process that authenticates individuals and allows them to do business electronically with the IRS. Complete instructions for registering for e-Services can be found at irs.gov (<http://www.irs.gov/taxpros/article/0,,id=109646,00.html>).

Once you have successfully registered and confirmed your registration, you will need to **complete an online IRS *e-file* Application** for your business location. See Part I of this document and Publication 3112 (IRS *e-file* Application and Participation) (<http://www.irs.gov/pub/irs-pdf/p3112.pdf>) for definitions for (1) the different types of Provider Options and (2) the roles and responsibilities of being an Authorized IRS *e-file* Provider. This includes information on passing suitability and other requirements.

Note: Software developers who do not have any other Provider options (ERO, Transmitter, etc.) do not undergo suitability.



It is recommended that you complete the e-Services registration and IRS *e-file* Application process **at least 45 days before** you plan to *e-file* any returns.

In order to transmit returns directly to IRS, all Providers must designate one or more representatives on the IRS *e-file* Application as their MeF Internet Transmitter (IFA) and/or MeF System Enroller (A2A).

Revenue Procedure 2007-40, 2007(http://www.irs.gov/irb/2007-26_IRB/ar13.html), 26 Internal Revenue Bulletin (IRB) which was published on June 25, 2007 supersedes Revenue Procedure 2005-60 2005, 35 IRB 449. Revenue Procedure 2007-40 informs Authorized IRS *e-file* Providers of their obligations to the IRS, taxpayers, and other participants in the IRS *e-file* program. A new Section 9 provides that the IRS may deny an Application to participate in the IRS *e-file* program or revoke a Provider's participation in IRS *e-file* if the firm, a Principal, or a Responsible Official is enjoined from filing returns because of a Federal or State court order or injunction or other legal action that prevents participation in IRS *e-file*. In such cases, the denied applicant or Provider will not be entitled to seek administrative review of the denial under the procedures set out in the revenue procedure.



E-File participation may be revoked if the firm, Principal or a Responsible Official is not in good standing with IRS - See further discussion below

Maintaining Your IRS *e-file* Application

Important things on maintaining your IRS *e-file* Application:

1. **Form Types** - your IRS *e-file* Application must be current and must list all the form types (1120, 1065, 990, etc.) that you are going to originate and transmit to the IRS. If you have an up-to-date IRS *e-file* Application on file with the IRS, you will avoid having any returns rejected for return type. Please note all the forms that each family includes (e.g., the 1120 family includes 1120, 1120S, 1120-F and 7004; the 1065 family includes 1065, 1065-B and 7004). Check each box that pertains to all the forms you want to *e-file*.
2. **Maintain your IRS *e-file* Application** - you need to update your IRS *e-file* Application to remove any Principal, Responsible Official or Delegated User who no longer works with your organization or who is no longer responsible for the authorities on the Application.
3. **Responsible Officials and Delegated Users must change their passwords every 180 days.** You must keep you e-Services password active to maintain your IRS *e-file* Application.

If your Password or PIN has expired, is forgotten, or lost, you must repeat the Authentication and Confirmation process using the [Forgotten Password or PIN](#) link on the e-Services login page. . This includes creating both a new Password and PIN. You will need your username, SSN, date of birth and shared secrets. You will be required to repeat the Authentication and Confirmation process. This includes creating both a new Password and PIN. We will issue a registration confirmation code to you via the U.S. Postal Service, if the

information you provide matches our data. You must log back into our web site within 28 days of your registration submission and enter the confirmation code to complete the registration



You should also keep all other information (ie; addresses, phone numbers) on the application current to avoid having your ETIN/EFIN disabled

Adherence to MeF Rules

All Providers must adhere to IRS *e-file* rules and requirements to continue participation in IRS *e-file*. Requirements are included in Revenue Procedure 2007-40, 2007 (http://www.irs.gov/irb/2007-26_IRB/ar13.html), 26 Internal Revenue Bulletin (IRB) which was published on June 25, 2007, and supersedes Revenue Procedure 2005-60 (2005-35 IRB 449). Adherence to all rules and requirements is expected of all Providers regardless of where published. Some rules and requirements are specific to the activities performed by the Provider and are included in appropriate chapters of this publication. The following list, while not all-inclusive, applies to all Authorized IRS *e-file* Providers of corporate income tax returns, tax exempt organization returns, excise returns and partnership returns.

- Maintain an acceptable cumulative error or reject rate;
- Adhere to the requirements for ensuring that tax returns are properly signed;
- Include the ERO's EFIN as the return EFIN (for returns the ERO submits to an Intermediate Service Provider or Transmitter);
- Include the Intermediate Service Provider's EFIN in the designated Intermediate Service Provider field in the electronic return record; and
- Submit an electronic return to the IRS with information that is identical to the information provided to the taxpayer.

The above rules do not apply to Software Developers that do not engage in any other IRS *e-file* activity (i.e. transmitting returns) other than software development.

Protecting Taxpayer Information (Gramm Leach Bliley Act of 1999 & Federal Trade Commission Rules)

Title V of the Gramm-Leach Bliley Act (GLB Act) of 1999 set the policy that "financial institutions" have an obligation to respect the privacy of, and protect the security and confidentiality of their customers' nonpublic personal information. "Financial institutions" is defined in GLB Act – 15 USC Subchapter II, as "any institution engaged in the business of providing financial services to customers who maintain a credit, deposit, trust, or other financial account or relationship with the institution", and are significantly engaged in financial activities. "Financial institutions" include tax preparation firms as well as their affiliates. Refer to 16 CFR 313.2 and 313.3 for more information on the definition of "financial institutions".

The GLB Act directed the Federal Trade Commission (FTC) to establish the Financial Privacy Rule and the Safeguards Rule. These rules apply to “financial institutions”. The Financial Privacy Rule “requires companies to give consumers privacy notices that explain the institutions' information-sharing practices. In turn, consumers have the right to limit some - but not all - sharing of their information”. The Safeguards Rule “requires “financial institutions” under FTC jurisdiction to have measures in place, such as a written information security plan, to keep customer information secure. The Safeguards Rule also applies to recipients and service providers to “financial institutions”. Thus, tax preparation firms that collect nonpublic personal information from customers have an obligation to make sure that their service providers safeguards the information.

FTC advises, “The Financial Privacy Rule does not supersede the restrictions in section 7216. The GLB Act and the Agencies' implementing regulations do not authorize a “financial institution” to disclose nonpublic personal information in a way that is prohibited by some other law. Therefore, you [financial institutions] may not avoid the restrictions of section 7216 by providing customers with an opt out notice and a reasonable opportunity to opt out.”

The GLB ACT, the Financial Privacy Rule and the Safeguards Rule cover volunteer tax assistance services. The Financial Privacy Rule does not apply to businesses such as Payroll Service Providers whose customers are other businesses and not individual consumers.

The FTC website www.ftc.gov provides documents, guidance, and useful information about the GLB Act, the Financial Privacy Rule and the Safeguards Rule.

Safeguarding MeF From Fraud and Abuse

Safeguarding Taxpayer Information

IRS Publication 4557 (Safeguarding Taxpayer Data: A Guide for Your Business) (<http://www.irs.gov/pub/irs-pdf/p4557.pdf>) provides information on federal and state information security laws and regulations, as well as industry standards and best practices. Providers should read this publication to ensure they are handling taxpayer data in the manner prescribed by law.

IRS Publication 4600 (Safeguarding Taxpayer Information: Quick Reference Guide for Business) (<http://www.irs.gov/pub/irs-pdf/p4600.pdf>) is a new tri-fold brochure that summarizes and introduces Publication 4557. Businesses can use the brochure as an information security awareness and marketing tool.

If you have any comments on Publication 4557 or Publication 4600, please send an e-mail to Safeguard.data.tp@irs.gov

Safeguarding Against Fraud and Abuse

Safeguarding MeF from fraud and abuse is the shared responsibility of the IRS and the Provider. Providers must be diligent in recognizing and preventing fraud and abuse in IRS *e-file*. A potentially abusive return is a return that is not fraudulent, is required to be filed by the taxpayer, but also contains inaccurate information that may lead to an understatement of a liability or the overstatement of a credit resulting in a refund to which the taxpayer may not be entitled. Fraud or allegations of abuse tarnish the integrity and reputation of both the IRS and our Providers. Great care should be taken to comply with these rules and regulations to prevent fraud and abuse.

Each Principal, Responsible Official and Delegated User is responsible for ensuring they conform to IRS *e-file* rules and requirements. Providers with problems involving fraud and abuse may be suspended or expelled from the IRS *e-file* program, may be assessed civil and preparer penalties or may be subject to legal action.

To learn more about what the Internal Revenue Service has done to maintain integrity of its systems go to [irs.gov \(http://www.irs.gov/efile/article/0,,id=146388,00.html/\)](http://www.irs.gov/efile/article/0,,id=146388,00.html/).



Any time you observe or become aware of suspicious activity, report it to the IRS by calling 1-800-829-0433 (toll-free).

Disclosure of Tax Return Information

Under §301.7216, disclosure of tax return information among Authorized IRS *e-file* Providers for the purpose of preparing a tax return is permissible. For example, an ERO may pass on tax return information to an ISP and/or a Transmitter for the purpose of having an electronic return formatted and/or transmitted to the IRS. However, if the tax return information is disclosed or used in any other way, an Intermediate Service Provider and/or a Transmitter may be subject to the penalties described in §301.7216 and/or the civil penalties in §6713 for unauthorized disclosure or use of tax return information.

Submitting a Timely-Filed Electronic Tax Return

All prescribed due dates for filing paper income tax returns apply to electronic returns. All Providers must ensure that returns or applications for extension of time to file are promptly processed. (See information in Part III for information concerning [[Electronic Postmarks](#)]).

An electronically-filed return is not considered filed until the electronic portion of the tax return has been acknowledged by the IRS as “Accepted” for processing. Remember that to be accepted, all e-filed returns must have a signature – either an attached PDF signature document (Forms 8453) or through use of the Practitioner PIN method (Forms 8879) (see Part III [[Signing an Electronic Return](#)] for more information).

Transmitters may provide electronic postmarks to taxpayers if the Transmitters adhere to the requirements in Part III of this publication. The receipt of an electronic postmark will provide taxpayers with confidence that they have filed their return timely. All requirements for signing the return, as well as resubmitting a rejected timely-filed return, must be adhered to for the electronic postmark to be considered the date of filing.

Preparer Penalties

Preparer penalties may be asserted against an individual or firm meeting the definition of an income tax preparer under §7701(a) (36) and §301.7701-15. Preparer penalties that may be asserted under appropriate circumstances include, but are not limited to, those set forth in §§6694, 6695, and 6713.

Under §301.7701-15(d), Authorized IRS *e-file* Providers are not income tax return preparers for the purpose of assessing most preparer penalties, as long as their services are limited to “typing, reproduction, or other mechanical assistance in the preparation of a return or claim for refund”. If an ERO, ISP, Transmitter, or the tax preparation product of a Software Developer alters the return information in a nonsubstantive way, this alteration will be considered to come under the “mechanical assistance” exception described in §301.7701-15(d). A nonsubstantive change is a correction or change limited to a transposition error, misplaced entry, spelling error, or arithmetic correction.

If an ERO, ISP, Transmitter, or the tax preparation product of a Software Developer alters the return in a way that does not come under the “mechanical assistance” exception, the Authorized IRS *e-file* Provider may be held liable for income tax return preparer penalties. See §301.7701-15; Rev. Rul. 85-189, 1985-2 C.B. 341 (which describes a situation where the Software Developer was determined to be an income tax return preparer and subject to certain preparer penalties).

In addition to the above specified provisions, the IRS reserves the right to assert all appropriate preparer and nonpreparer penalties against an Authorized IRS *e-file* Provider as warranted.

For further information about rules for tax preparers who are authorized to *e-file*, see Publication 3112.

Paperwork Reduction Act Notice

The collections of information contained in this publication have been reviewed and approved by the Office of Management and Budget in accordance with the Paperwork Reduction Act (44 U.S.C. 3507) under control number 1545-1708.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection of information displays a valid control number.

Books or records relating to a collection of information must be retained as long as their contents may become material in the administration of any internal revenue law. Generally, tax returns and tax return information are confidential, as required by 26 U.S.C. § 6103.

This information is required to implement IRS *e-file* and to enable taxpayers to file their corporate, partnership and tax-exempt organization income tax returns electronically. The information will be used to ensure that taxpayers receive accurate and essential information regarding the filing of their electronic returns and to identify the persons involved in the filing of electronic returns. The collections of information are required to retain the benefit of participating in IRS *e-file*. The likely respondents are business or other for-profit institutions.

Provider Responsibilities in Obtaining, Handling, and Processing Return Information from Taxpayers

Note: The details for those Large Taxpayers who may be required to electronically file and *e-file* their own income tax return may be found in the Addendum to this publication.

Making Substantive Changes to the Return

An ERO that collects return information from a taxpayer becomes the Paid Preparer of the return when substantive changes are made as a result of entering the data into the tax software. This is the case if the ERO discovers errors that require substantive changes and then makes those changes. A nonsubstantive change is a correction limited to a transposition error, misplaced entry, spelling error, or arithmetic correction. All other changes are considered substantive and the ERO becomes the Paid Preparer. As such, they may be required to sign the tax return as the Paid Preparer.



A substantive change is one in which the “Total Income” amount differs by more than \$150 or the “Taxable Income” amount differs by more than \$100. For a return with a substantive change, see Attention symbol under “Signing an electronic return” for new taxpayer signature requirements.

Providing a Copy of the Return to the Taxpayer

An ERO must provide a complete copy of the return filed with the IRS to the taxpayer. This can be in any media (including electronic media) that is acceptable to both the taxpayer and the Provider. A complete copy of a taxpayer's return consists of the electronic portion of the return, including all schedules, forms, PDF attachments and jurats that were filed with the IRS. The copy provided to the taxpayer must include all information submitted to the IRS to enable the taxpayer to determine what schedules, forms, electronic files and other supporting material has been filed with the return. The copy, however, need not contain the taxpayer identification number of the Paid Preparer. The electronic portion of the return can be

contained on a replica of an official form or on an unofficial form. On an unofficial form, however, data entries must be referenced to the line numbers or descriptions on an official form. The taxpayer should be advised to retain a complete copy of the return and any supporting information.

Part III

MeF Information Applicable to All Form Types

Preparing Your Return

Most corporations, partnerships and tax-exempt organizations have been using software to prepare their return for years. Whether you prepare your own return or have a third-party tax professional prepare it, you need to ensure that the software you are purchasing has all the forms and schedules that you need to file. Please be aware that not all software providers support all forms and schedules. It is the responsibility of the taxpayer that their software provider supports the forms and schedules required by the taxpayer.

Those software developers who have passed ATS for Tax Year 2007 can be found on irs.gov at the following sites:

Form	List of Authorized IRS e-file Providers
1120/1120-F/1120S	http://www.irs.gov/efile/lists/0,,id=119096,00.html
1065/1065-B	http://www.irs.gov/efile/lists/0,,id=100940,00.html
990, 990-EZ, 990-PF & 1120-POL	http://www.irs.gov/efile/lists/0,,id=119598,00.html
720, 2290 & 8849	http://www.irs.gov/efile/article/0,,id=171176,00.html

Validating Your Return

Validating your *e-file* return involves running diagnostics that are built into the software. In most cases, this just involves following the instructions provided in the software you purchased. IRS provides all the business rules and XML schema requirements for each form and schedule to the software developers to build into their software (See [Exhibit 6](#)). To ensure that the electronic return is complete and contains all required information, please follow the steps below:

1. Prepare your return using IRS-approved software that has all the forms and schedules you need to file
2. Check/validate your return to make sure that it includes all forms, schedules, and attachments that are required to be filed with your return.
3. Check/validate your return to make sure that it will be accepted by IRS
4. Transmit your return

When the return is transmitted to IRS, each of the business rules and XML schema requirements are checked. If there are no errors, the return is accepted. If the return fails any of the business rules or schema requirements, the transmitter receives an acknowledgement with the error description. If you are using a Third-Party Transmitter, they must contact you to notify you of the reject.

Return/Extension Due Date Tables

The return due date and extended due date tables for TY 2007 for each MeF form can be found on irs.gov at: <http://www.irs.gov/efile/article/0,,id=174983,00.html>.

Short Period Returns (Corporate and Partnership Returns)

MeF accepts short period returns electronically.

When a taxpayer needs to file a short period return, ensure that the Tax Year in the Return Manifest and Return Header reflect the Tax Year of the schemas being used (e.g., in the current year, use TY2007). Then, enter the actual Beginning and Ending Date of the short period return (e.g., 11/01/2007 – 01/05/2008).

There are situations where a taxpayer may need to file a short period return before their software is ready for the next tax year. For instance, at the beginning of calendar year 2008, a taxpayer may need to file a short period TY2008 return with Tax Period Beginning Date 01/01/08 and Tax Period Ending Date 01/31/08. This return should be filed on TY2008 software but the TY2008 software has not yet been developed. In this case, the taxpayer may use TY2007 software. Ensure that the Tax Year in the Return Manifest and Return Header reflect the Tax Year of the TY2007 schema and then enter the actual Beginning and Ending Dates of the short period return (i.e., 01/01/2008 - 01/31/2008). The return must reflect the laws applicable to the TY2008 return even though the schema being used is a TY2007 schema.

When a short period return is being filed, in some cases the regulations require the taxpayer to attach **Form 1128** or an **explanation** why the short period return is being filed. If you use the **Form 1128**, attach it to the top level of the return as a PDF file and describe it as "Form 1128 for Short Period Return". If an **explanation** is required, it may be submitted in the General Dependency XML document or in a PDF file. Provide the regulatory citation and explanation in a General Dependency with the description "Short Period Return Explanation" or in a PDF file with the description "Short Period Return Explanation."

Superseding and Amended Returns

The MeF system processes both superseding and amended returns for Form 1120 and Form 1120S. For tax years ending on or after December 31, 2006, both amended and superseding returns, if the taxpayer and needs to file an amended or superseding return, they must e-file that return. An exception to this requirement is any taxpayer who has received an approved waiver from IRS to file their particular return on paper. Carryback Claims, situations in which the changes is due to a net operating loss carryback, a capital loss carryback, or a general business credit carryback, are **exempt** from the *e-file* requirement and should be filed using the existing paper process.

A **superseding return** is a return filed subsequent to the originally-filed return and **filed within the filing period (including extensions)**. For Tax Year 2007 (beginning January 7, 2008), you can *e-file* a superseding return for Forms 1120 and 1120S. Effective June 2, 2008, you may *e-file* a superseding return for Forms 1065/1065-B for tax year 2007 and subsequent years.

An **amended return** is a return filed subsequent to the originally-filed or superseding return and **filed after the expiration of the filing period (including extensions)**.

Superseding Returns

A superseding return means the taxpayer is providing a complete replacement of the originally-filed return. There is a "superseding return" selection available in the MeF XML schemas for Forms 1120 and 1120S. (Note: you will not see a checkbox or selection entitled "Superseding Return" available on the paper Forms 1120 or 1120S.) For more information on corporate superseding returns, see [irs.gov](http://www.irs.gov/businesses/corporations/article/0,,id=168161,00.html). (<http://www.irs.gov/businesses/corporations/article/0,,id=168161,00.html>).

For Forms 1120-F, 990, 990-EZ, 990-PF, 1120-POL, and 2290, you can file a superseding return within the filing period (including extensions) by checking the "Amended Return" box in the MeF XML schema. This avoids the possibility of a reject for a duplicate filing of that return.

Effective June 2, 2008, Forms 1065/1065-B will include a "Superseding Return" checkbox in the XML schema.

A superseding return must be a complete XML filing of the entire return, with all required forms, schedules and attachments (XML or PDF, if applicable). A taxpayer filing a superseding return must indicate the return is such by selecting the Superseded Return checkbox (designation) in the software or the return will reject as a duplicate filing. All of the business rules for e-filing original returns will be enforced for superseding returns.

Amended Returns

An amended return means the taxpayer is providing a subsequent return after the return due date (including extensions, if applicable) has expired. The MeF amended return mirrors the paper amended return filing, i.e., it is a subset of information from the original return. For 1120/1120S amended returns, the taxpayer should include the main form and any changes that were made. To facilitate this, only a subset of business rules will be enforced for 1120/1120S amended returns. This subset is posted on [irs.gov](http://www.irs.gov). "When filing an amended MeF return, you are not replacing the entire return. You can *e-file* an amended 1120/1120S return for Tax Year 2005 and forward.

For amended returns for Tax Years 2005 and 2006, see [irs.gov](http://www.irs.gov) for specific instructions: <http://www.irs.gov/businesses/corporations/article/0,,id=168161,00.html>

For Tax Year 2005, use XML schema version 2.5 or higher.
Follow the instructions below when preparing and filing an amended return.

Most taxpayers, e-filing an amended return, will have already e-filed their underlying tax return. Therefore, the easiest process for e-filing the Amended Return will be to update the underlying original for the changed items. Once the return has been updated with the changes, attach the required XML document (see below) and any other supporting explanations and e-file the amended return, ensuring that the Amended Return checkbox is selected.

Amended returns require **at a minimum**

1. The corrected Form 1120 or 1120S completed in its entirety (pages 1 – 4) with the Amended Return checkbox selected.
2. All forms, schedules and attachments that changed or that support changes on the amended Form 1120/Form 1120S, including any subsidiary returns (if changed) and the information to support those changes.
3. One of the following:
 - For Form 1120 – Attach to the amended Form 1120, the XMLForm 1120X completed through Part I, line 10 or 11, as applicable, and Part II with the line number of each amended item, the corrected amount or treatment of the item, and an explanation of the reasons for each change.
 - OR**
 - For Form 1120S – Attach to the amended Form 1120S, the XML document, AmendedReturnChanges, that identifies the line number of each amended item, description, the amount on the previous return, the amount on the amended return, and an explanation of the reasons for each change.
4. A signed signature document (Form 8453-C/S), as applicable or use of a Practitioner's Pin.
5. Appropriate forms to make a payment, request a refund or request a credit carryover to another year.

For Forms 1120-F, 1065, 1065-B, 990, 990-EZ, 990-PF, 1120-POL, and 2290, there is an "Amended Return" box in the XML schema. For these forms, a subset of business rules is currently not in place. In order to pass the business rules for these forms, you need to complete the entire return and all applicable fields. MeF can accept *e-filed* amended returns for Forms 1065, 1065-B, 990, 990-EZ, 990-PF, 1120-POL for Tax Year 2006 and forward. MeF can accept *e-filed* amended returns for Forms 1120-F and 2290 for Tax Year 2007 and forward. (Note: an amended return for Form 720 (Form 720X) must be filed using the existing paper procedures. For information on Forms 1065/1065-B amended returns, see <http://www.irs.gov/businesses/small/article/0,,id=170978,00.html>).

Signing an Electronic Return

A “return” filed through MeF is a composite of electronically transmitted data. As with any income tax return submitted to the IRS on paper, an electronic income tax return must be signed by an authorized tax return signer of the entity type (corporation, partnership, or exempt organization) the ERO (if applicable) and the paid preparer (if applicable). If the electronic return does not have an appropriate signature (see below), the return will be rejected. Treasury Decision (T.D.) 9100 provides guidance on signing requirements for each return type (http://www.irs.gov/irb/2004-03_IRB/ar07.html#d0e286/).

The MeF system requires taxpayers and Providers to use one of two signature methods for signing electronic returns. The two available options are the Practitioner PIN (Personal Identification Number) method (Form 8879) and the Scanned Form 8453 method.

Practitioner PIN (Personal Identification Number) Signature Method

The Practitioner PIN option can only be used if the taxpayer uses an ERO. Follow the processes below to sign the return electronically:

1. The ERO contacts the taxpayer and asks them to choose a five-digit, self-selected Personal Identification Number (PIN) as their electronic signature. The taxpayer can authorize the ERO to input this for them in the software (by phone, fax, etc.), or they can come to the ERO’s office and enter the PIN directly into the software.
2. The ERO completes and prints out the appropriate Form 8879 (each is tailored to a parent form; see the list below) and includes the taxpayer’s self-selected PIN and their own PIN. The ERO’s electronic signature is comprised of an 11-digit PIN. The first six positions of the PIN are made up of the ERO’s Electronic Filing Identification Number (EFIN) and the next five positions will be made up of numeric characters that the ERO chooses. (Note: the ERO must sign and complete the requested information in the “Declaration of Electronic Return Originator [ERO]” section after thoroughly reading the declaration. An ERO may authorize members of its firm or designated employees to sign for the ERO, but the ERO is still responsible for all electronically filed returns originated by its firm. EROs do not have to disclose their Employer Identification Number [EIN] or Social Security Number (SSN) on the copies they provide to taxpayers.)
3. If the return was prepared for a fee, the ERO must ensure that the Paid Preparer also signs the jurat. If the paid preparer is also the ERO, the preparer may check the “Also the Paid Preparer” box and not complete the “Paid Preparer’s Use Only” section. Paid Preparers do not have to disclose their SSNs or EINs on the copies they provide to taxpayers.
4. The ERO must retain the Form 8879 for three years from the return due date or the IRS received date, whichever is later. The ERO should provide a copy of the Form 8879 to the taxpayer, along with other return data as required. As stated before, do not mail these forms to the IRS.

As the ERO completes the XML schema return header, the following fields are required for the Practitioner PIN method or the return will be rejected.

- Practitioner PIN
- PIN Entered By Indicator
- Name of Officer
- Title of Officer
- Taxpayer PIN
- Date Signed

Signature authorization is made on the following Forms 8879 for corporate, partnership, tax-exempt organizations and excise tax filers:

For Form 1120

[Form 8879-C \(PDF\) IRS e-file Signature Authorization for Form 1120](#)

For Form 1120S:

[Form 8879-S \(PDF\) IRS e-file Signature Authorization for Form 1120S](#)

For Form 1120-F:

[Form 8879-I \(PDF\) IRS e-file Signature Authorization for Form 1120-F](#)

For Forms 990, 990-PF, 1120-POL and 8868:

[Form 8879-EO \(PDF\) IRS e-file Signature Authorization for an Exempt Organization](#)

For Form 1065:

[Form 8879-PE \(PDF\) IRS e-file Signature Authorization for Form 1065](#)

For Form 1065-B:

[Form 8879-B \(PDF\) IRS e-file Signature Authorization for Form 1065-B](#)

For Forms 720, 2290 and 8849:

[Form 8879-EX \(PDF\) IRS e-file Signature Authorization for Forms 720, 2290, and 8849](#)

Note: For Form 2290 only, when a PIN is used to sign the Form 2290 Disclosure Consent, the actual consent page/text is not included with the submission.

Scanned Form 8453 Signature Method

The Scanned Form 8453 method involves signing a document and attaching it to your electronic return. The authorized tax return signer of the entity type (corporation, partnership, exempt organization) signs the appropriate form (see list below). The form is then scanned and attached to the electronic return as a Portable Document Format (PDF) file. Your selected tax preparation software will provide instructions on how and where to attach this

document to your electronic return. The scanned Form 8453 attachment must be described in the return software as “8453 Signature Document”.

The Form 8453 series is declaration of the taxpayer used to sign the electronic return. This document is a jurat, an affidavit in which the taxpayer attests to the truth of the information contained in the return and attached return information. It has the same legal effect as if the taxpayer had actually and physically signed the return.

These forms have been created specifically for each parent return type and need to be signed and dated by the authorized tax return signer of the entity type (corporation, partnership, or exempt organization). Once signed and dated, they are to be scanned and submitted with the e-filed return as a PDF file. Signing and dating the Forms 8453 authorize the ERO, transmitter, or ISP to send the return to the IRS. The jurat includes the taxpayer’s declaration under penalties of perjury that the return is true, correct and complete, as well as the taxpayer’s Consent to Disclosure. The **Consent to Disclosure** authorizes the IRS to disclose information to the taxpayer’s Authorized IRS *e-file* Provider. (See each individual Form 8453 for specifics on the extent of disclosure authorized.) Intermediate Service Providers, Transmitters, EROs are authorized to receive acknowledgement of receipt or reason for rejection of the electronic return from IRS.



If the electronic return data on a corporate income tax return is changed after the taxpayers signed the jurat, taxpayers must sign a new Form 8453 if the “Total Income” amount differs by more than \$150 or the “Taxable Income” amount differs by more than \$100.

A copy of the signed form should be retained by the corporation, partnership or tax exempt organization but should not be mailed to the IRS. (Note: IRS will not accept these documents submitted in paper.)

Signature authorization is made on the following Forms 8453 for corporate, partnership, tax-exempt organizations and excise tax filers:

Form 1120:

[Form 8453-C U.S. Corporation Income Tax Declaration for an IRS *e-file* Return](#)

Form 1120S:

[Form 8453-S U.S. S Corporation Income Tax Declaration for an IRS *e-file* Return](#)

Form 1120-F:

[Form 8453-I \(PDF\) Foreign Corporation Income Tax Declaration for an IRS *e-file* Return](#)

Form 1065:

[Form 8453-PE U.S. Partnership Declaration and Signature for Electronic Filing](#)

Form 1065-B:

[Form 8453-B U.S. Electing Large Partnership Declaration for an IRS e-file Return](#)

For Forms 990, 990-EZ, 990-PF, 1120-POL and 8868:

[Form 8453-EO Exempt Organization Declaration & Signature for Electronic Filing](#)

For Forms 720, 2290 and 8849:

[Form 8453-EX \(PDF\) Excise Tax Declaration for an IRS e-file Return](#)

Applications for Extension of Time to File (Forms 7004 and 8868)

If no payment is attached with the extension, then there is no signature requirement on Form 7004. However, if providing a payment with Form 7004, you must use the Practitioner PIN or the ACHDebitAgreementIndicator to sign the extension application and payment.

Form 8868 (Application for Extension of Time to File an Exempt Organization Return) no longer requires a signature. However, if providing a payment with Form 8868, you may use either the Practitioner PIN or the scanned Form 8453 method to submit the extension application and payment.

Other Forms and Elections Requiring Signatures

Many forms that may be attached to MeF forms have separate signature lines. IRS' Chief Counsel reviewed regulations to identify forms and elections that require a separate signature to determine if the requirements can be changed. Treasury Decision (T.D.) 9100 and 9300 contain amendments to the Income Tax Regulations (26 CFR Part 1) and Procedure and Administration Regulations (26 CFR part 301). These directives also eliminate some of the regulatory requirements considered impediments to the electronic submission of tax returns and other forms filed by corporations, partnerships and other businesses with regard to third party signature requirements. These regulations impeded electronic filing by 1) requiring taxpayers to include third party signatures on their tax returns; 2) requiring taxpayers to attach documents or statements generated by third parties; or 3) requiring a taxpayer to sign an IRS form and file it as an attachment to their income tax return. 9100 eliminates the impediments for taxable years beginning after December 31, 2002. The regulations generally affect taxpayers who are required to file any of the following forms: 926, 973, 982, 1120, 1120S, 1122, 5471, 5712-A, 8832. See Treasury Decision (T.D.) 9100 for a complete list of applicable signature forms.

Signature Requirements for Elections

IRS Chief Counsel has provided guidance in TD 9264 (http://www.irs.gov/irb/2006-26_IRB/ar08.html) and TD 9300 (http://www.irs.gov/irb/2007-02_IRB/ar07.html) that allows corporations to retain the supporting documentation in their offices versus providing it to IRS with the return. Please review these Treasury Directives for full information.

Attaching Portable Document Format (PDF) Files

Portable Document Format (PDF) files attached to a return must contain a meaningful title or explanation for the attachment. The description will be used when the IRS displays the name of the attachment. For example: "Foreign Tax Credit Carryover".

Special Instructions for Supporting Data Required by Form 8865

In many instances information on schedules attached to Form 1065 will be the same schedules required to be filed with Form 8865 (Return of US Person with Respect to Certain Foreign Partnerships). If a taxpayer has already prepared Form 1065 and has completed Schedules B, D, K, K1, L, M-1, M-2, do **NOT** attach the Form 1065 schedules to the return. Instead, copy the data from the Form 1065 schedules to the corresponding Form 8865 schedules.

Name Controls

A Name Control is a process in MeF that checks the Employer Identification Number (EIN) and Name Control of the corporation, partnership, tax-exempt organization, or excise tax filer with the IRS' National Account Profile (NAP) database. Name Control mismatch is one of the most common causes for rejects of returns in MeF (Business Rule 901). It is very important to ensure that the submitted return has the correct Name Control. Please note that for Tax Year 2007, the Business Name Control check is not enabled for partnership returns.

The following are the rules that IRS uses to check Name Controls. Generally, the Name Control is derived from the first four characters of the filer name and consists of up to four alpha and/or numeric characters. If you still cannot determine your business name control after reading the rules, contact the IRS' Business & Specialty Help Line (1- 800-829-4933) and advise that you need to corroborate your organization's Name Control so your return can be *e-filed*. Below are websites for more detailed information on Name Control:

Corporations: [Using the Correct Name Control in e-filing Corporate Tax Returns](#)

Partnerships: [Using the Correct Name Control in e-filing Partnership Tax Returns](#)

Tax-Exempt Organizations (use the Name Control for Corporations above)

Name Control - General Information:

- The Name Control consists of up to four alpha and/or numeric characters.
- The Name Control should be determined from the information specified on the first name line. Generally, the Name Control is derived from the first four characters of the entity name.
- The ampersand (&) and hyphen (-) are the only special characters allowed in the Name Control.
- The Name Control can have less, but no more than four characters. Blanks may be present only at the end of the Name Control.
- Note: Do not include "DBA" or "dba" (doing business as) as part of the Name Control.

Name Control Valid Characters:

- Numeric (0- 9)
- Alpha (A-Z)
- Hyphen (-),
- Ampersand (&)

Name Control Special Rule:

- If an invalid character is used in the name line, drop the special character from the taxpayer's name. Example: 4U.com. The Name Control should be "4UCO".

The following examples should assist you in establishing the correct Name Control. Please note that many software developers have built the IRS' Name Control parameters into their software.

<u>Name Control</u> (Underlined)	Name Control	Rule
<u>Sumac</u> Field Plow Inc. <u>11TH</u> Street Inc. <u>P & P</u> Company <u>Y-Z</u> Drive Co <u>ZZZ</u> Club <u>Palm</u> Catalpa Ltd. <u>Fir</u> Homeowners Assn.	SUMA 11TH P&PC Y-ZD ZZZC PALM FIRH	Derive the Name Control from the first four significant characters of the corporation name.
The <u>Willow</u> Co. The <u>Hawthorn</u>	WILL THEH	When determining the business name control, omit "The" when it is followed by more than one word. Include the word "The" when it is followed by only one word.
<u>John</u> Hackberry PA <u>Sam</u> Sycamore SC <u>Carl</u> Eucalyptus M.D.P.A.	JOHN SAMS CARL	If a business name contains any of the following abbreviations, treat as the business name of a corporation: PC – Professional Corporation SC – Small Corporation

Name Control (Underlined)	Name Control	Rule
		PA –Professional Association PS --Professional Service
The <u>Joseph</u> Holly Fund The <u>Joseph</u> Holly Foundation <u>Kathryn</u> Fir Memorial Fdn.	JOSE JOSE KATH	Apply Name Control rules when the organization name contains “Fund”, “Foundation” or “Fdn”.
<u>City</u> of Fort Hickory Board <u>Walnut</u> County Employees Association <u>Rho</u> Alpha Chapter Alpha Tau Fraternity <u>House</u> Assn. of Beta XI Chapter of Omicron Delta Kappa	CITY WALN RHOA HOUS	Apply the Name Control rules to chapter names of national fraternal organizations.

Addresses

Domestic Address Changes

MeF accepts all domestic address changes as shown by the taxpayer in the entity portion of the parent return. In the case of a consolidated return, the name change is effective only for the top consolidated entity. The “Name or Address Change” checkbox should be checked. The entered address will become the taxpayer’s new “official address of record” within IRS’ Master File. The IRS uses a taxpayer’s address of record for various notices that are required to be sent to a taxpayer’s “last known address” under the Internal Revenue Code and for refunds of overpayments of tax (unless otherwise specifically directed by taxpayers, such as by using Direct Deposit).

An ERO’s address should generally not be put in fields reserved for taxpayers’ addresses in the electronic return record or on signature documents (e.g., Form 8453-C, 8453-S, 8453-B, 8453-EO and 8453-I). The only exceptions are (1) if the ERO is the taxpayer or (2) if the address of a power of attorney for the taxpayer for the tax return is the same as the address of the ERO.

Make sure to check [Exhibit 1](#) at the end of this Publication for Standard Street Address Abbreviations and Valid Postal ZIP Codes as recognized by the U.S. Postal Service.

Foreign Addresses

Income tax returns/extensions (except for Form 990-PF) with a foreign address in the entity portion of the return may be filed electronically as long as the foreign address is formatted correctly.

MeF also accepts changes to foreign addresses. IRS will update the business’ entity information with the change of address. The entered address will become the taxpayer’s new

“official address of record” within IRS’ Master File. The IRS uses a taxpayer’s address of record for various notices that are required to be sent to a taxpayer’s “last known address” under the Internal Revenue Code and for refunds of overpayments of tax (unless otherwise specifically directed by taxpayers, such as by using Direct Deposit).

There will be instances in the preparation of the returns, forms or attachments when the preparer is directed to enter the two-character Foreign Country Code. This code should always be the code of the Foreign Country or Foreign Sovereignty as recognized by the United States Department of State.

For example; Scotland, Wales, and England are part of the foreign country United Kingdom. The Foreign Country Code for United Kingdom is UK. The Balearic Islands are a part of Spain and should be coded as Spain, “SP”. These are just a few examples. When entering foreign addresses on the return or form, the state or republic (such as Scotland or England) can be entered with the city; “London, England” and the country as “United Kingdom” or “UK”.

See [Exhibit 2](#) at the end of this Publication for the accepted Foreign Country Codes.

North American Industry Classification System (NAICS) Codes

A principal business activity and the associated code is designed to classify an enterprise by the type of activity in which it is involved to facilitate the administration of the Internal Revenue Code (IRC). These principal business activity codes are based on the North American Industry Classification System NAICS). [Exhibit 5](#) provides a list of the valid Principal Business Activity Codes (NAICS Codes).

Refunds

Refunds

- There are several options to receive refunds through MeF:
- Applied to next year’s estimated tax
- Received as a Direct Deposit or paper check
- Split between a portion applied to next year’s estimated tax and the remainder received as Direct Deposit or paper check.

Taxpayers often elect the Direct Deposit option because it is the fastest way of receiving refunds. Providers must accept any Direct Deposit election to any eligible financial institution designated by the taxpayer. Refunds may be designated for Direct Deposit to qualified accounts in the taxpayer’s name. Qualified accounts include savings, checking, share draft, or consumer asset accounts (for example, IRA or money market accounts). Refunds may not be designated for Direct Deposit to credit card accounts. Qualified accounts must be held by financial institutions within the United States. Qualifying institutions may be national banks,

state banks (including the District of Columbia and political sub-divisions of the 50 states), savings and loan associations, mutual savings banks, and credit unions.

Check or share draft accounts that are “payable through” another institution may not accept Direct Deposits. Taxpayers should verify their financial institution’s Direct Deposit policy before they elect the Direct Deposit option.

Taxpayers who choose Direct Deposit must provide Providers with account numbers and routing numbers for qualified accounts. This information is best obtained from official financial institution records, account cards, checks or share drafts that contain the taxpayer’s name and address.

Additionally, a Provider must never charge a separate fee for Direct Deposit and must accept any Direct Deposit election by a taxpayer to any eligible financial institution. The Provider must advise the taxpayer that a Direct Deposit election cannot be rescinded and that changes cannot be made to routing numbers of financial institutions or to the taxpayer’s account numbers after IRS has accepted the return. The Provider must not alter the Direct Deposit information in the electronic record after a taxpayer has signed the tax return.

Providers with repeat customers or clients should check to see if taxpayers have new accounts. Some software stores last year’s information and reuses it unless it is changed. Taxpayers will not receive Direct Deposit of their refunds if account information is not updated to reflect current information.

Refunds that are not Direct Deposited because of institutional refusal, erroneous account or routing numbers, closed accounts, bank mergers, or any other reason will be issued as paper checks, resulting in refund delays of up to ten weeks. While the IRS will ordinarily process a request for Direct Deposit, it reserves the right to issue a paper check and does not guarantee a specific date by which the refund will be deposited into the taxpayer’s account. Neither the IRS nor Financial Management Service (FMS) is responsible for the misapplication of a Direct Deposit that is caused by error, negligence, or malfeasance on the part of the taxpayer, Authorized IRS *e-file* Provider, financial institution, or any of their agents.

Avoiding Refund Delays

Providers should advise taxpayers that they can avoid refund delays by having all of their taxes and obligations paid, providing current and correct information to the ERO, ensuring that all bank account information is up-to-date and carefully checking their tax return information before signing the return.

Payments

Balance Due Returns

Taxpayers who owe additional tax must pay their balances due by the original due date of the return or be subject to interest and penalties. An extension of time to file may be filed

electronically by the original return due date, but it is an extension of time to file the return, not an extension of time to pay a balance due. Providers should inform taxpayers of their obligations and options for paying balances due. Taxpayers have several choices when paying any taxes owed on their returns as well as estimated tax payments.

If you are requesting an extension of time to file Form 1042, see the deposit rules in the instructions for the form to determine how payment must be made.

Electronic Funds Withdrawal (EFW)

The MeF Program will allow a taxpayer to pay the balance due on Form 1120/1120-F/1120S/1120-POL/990-PF/1065/1065-B/720/2290 tax returns or the applications for extension of time to file forms (7004/8868) by authorizing an electronic funds withdrawal. If the taxpayer chooses this payment method, they may authorize the entire payment (no greater than 200% of the balance shown on the return) or a partial payment to be made at the time that their tax return/extension form is electronically filed.

Note: For Forms 7004 and 8868, the payment must equal the amount shown as the balance due.

The taxpayer must specify the bank account from which they wish to have the payment withdrawn and the date on which the withdrawal will be made. This allows the taxpayer to pay the balance due as soon as the tax return or form is processed or schedule the payment for withdrawal on a future date, not later than the return's due date. For returns transmitted after the due date, the payment date must be the same as the date the return is transmitted. Domestic corporations must deposit all income tax payments by using the Electronic Federal Tax Payment System (EFTPS) or with Form 8109 (Federal Tax Deposit Coupon) by the due date of the return. If the corporation expects to have a net operating loss carryback, the corporation can reduce the amount to be deposited to the extent of the overpayment resulting from the carryback, provided all other prior year tax liabilities have been fully paid and Form 1138, Extension of Time for Payment of Taxes by a Corporation Expecting a Net Operating Loss Carryback, is filed with Form 7004. Additional EFTPS information is available on [irs.gov](http://www.irs.gov/efile/article/0,,id=98005,00.html) at <http://www.irs.gov/efile/article/0,,id=98005,00.html>.

Form 7004 or Form 8868 does not extend the time to pay tax. If the entity is a corporation or affiliated group of corporations filing a consolidated return, the corporation must remit the amount of the unpaid tax liability shown on line 8 on or before the due date of the return. If you file Form 7004 electronically, you can pay by Electronic Funds Withdrawal (EFW). If you are using an ERO, then you must enter a Practitioner PIN (see Form 8878-A). If you are not using an ERO, then an ACH Debit Agreement Indicator must be included in the XML file.

If the electronic funds withdrawal (EFW) is authorized, an IRS Payment record must be attached to the electronic return/extension and an EFW consent statement must be signed.

Note: For consolidated returns the payment record can only be attached at the top level return and any payment attached otherwise will not be processed.

The following information is required in the payment record:

- Routing Transit Number
- Bank Account Number
- Account Type
- Payment Amount
- Requested Payment Date
- Taxpayer's Daytime Phone Number

It is important to note that the 20-day transmission perfection period does not apply to payments. If a submission was rejected, a return can be corrected within 20 days and be given the received date of the original rejected return. In case the return is rejected on the due date, it is recommended that the EFW payment not be transmitted with the return. The balance due can be paid through EFTPS or mail or deliver the payment with Form 8109, Federal Tax Coupon, to an authorized depository (i.e., a commercial bank or other financial institution authorized to accept Federal Tax Deposits).

If taxpayers do not provide all of the required information, Providers must contact the taxpayers. If the Provider is unsuccessful in obtaining the electronic funds withdrawal information, but the returns are otherwise complete, the Provider should proceed with the origination of the electronic return data to the IRS. The Provider must timely notify the taxpayer in writing that other arrangements must be made to pay the balance due.

Revoking or Cancelling EFW Payments

To revoke or cancel any EFW payment, you must contact the U.S. Treasury Financial Agent at 1-888-353-4537 (toll free). Cancellation requests must be received no later than 8:00 p.m., Eastern Standard Time, at least two business days prior to the scheduled payment date. If there is a change to the bank account information provided on the return or form, call this number to cancel the scheduled payment. You may also call this number to inquire about the status of an EFW payment. You can also call 1-800-829-4933 ten (10) days after the requested payment date to confirm receipt of your payment. When calling, please be ready to provide the Employer Identification Number, the payment amount, and the bank account number.

Check Payments

Balance due payments may be made by mailing a check. Payments do not have to be mailed at the same time an electronic return is transmitted. For example, the return may be transmitted in January and the taxpayer may mail the payment and voucher at any time on or before the return due date.

Foreign corporations that maintain an office or place of business in the United States should pay their tax as described above for domestic corporations. Foreign corporations that do not

maintain an office or place of business and do not bank in the United States, but need to make a payment, cannot pay using EFW or EFTPS. These corporations will need to pay using checks or money orders. On all checks or money orders, you should write the entity's taxpayer identification number (TIN), the type of tax return, and the tax year to which the payment applies. In addition, you should make the check or money order payable to "United States Treasury." Information is to be presented in a two-column format, with the left column containing affiliates' name and address, and the right column containing the Taxpayer Identification Number (TIN) with 1/2 inch space between the columns. There should be two blank lines shown between each listed affiliates.

Electronic Federal Tax Payment System (EFTPS)

Balances due and estimated taxes can be paid year round using the Electronic Federal Tax Payment System (EFTPS). Taxpayers enroll in EFTPS-Online via an official government site on the Internet, using a user-friendly Web interface. After enrollment, taxpayers receive a confirmation package by mail with instructions. For more information on electronic deposit options, visit <http://www.irs.gov/efile/> and click on "Electronic Federal Tax Payment System".

Domestic corporations must deposit all income tax payments by using the Electronic Federal Tax Payment System (EFTPS) or with Form 8109 (Federal Tax Deposit Coupon) by the due date of the return. If the corporation expects to have a net operating loss carryback, the corporation can reduce the amount to be deposited to the extent of the overpayment resulting from the carryback, provided all other prior year tax liabilities have been fully paid and Form 1138, Extension of Time for Payment of Taxes by a Corporation Expecting a Net Operating Loss Carryback, is filed with Form 7004.

If your return is rejected, the time to make a timely payment has lapsed and you still need to make a payment, please make a Federal Tax Deposit through the Electronic Federal Tax Payment System (EFTPS). If you are not enrolled in the EFTPS, you can complete and take Form 8109 Federal Tax Deposit Coupon with the payment to an authorized depository. All business taxpayers are authorized to use EFTPS. If you would like to enroll in the EFTPS by phone, you can call 1-800 316-6541 or 1-800 945-8400 or visit the website at www.eftps.gov

Additional EFTPS information is available on [irs.gov](http://www.irs.gov) at <http://www.irs.gov/efile/article/0,,id=98005,00.html>

Special Instructions When Copies of Original Forms are Required

Special attention should be paid when instructions call for processing a form prior to filing the electronic return. For example, instructions indicate that the Form 4466 (Corporation Application for Quick Refund of Overpayment of Estimated Tax) should be filed prior to filing the return in order to receive a quick refund. When this occurs, the taxpayer should file the Form 4466 with the appropriate IRS Submission Processing Center. A copy of the Form 4466 should be attached to the electronic return, but note that the electronic copy of the Form

4466 **will not** be processed. The copy attached to the electronic return will be used for information only.

There are other forms that may fall in this category. Special attention should be paid when instructions call for processing a form prior to filing the electronic return. MeF will keep copies of these forms for informational purposes only.

Submitting the Electronic Return to the IRS

An ERO must originate the electronic submission of a return as soon as possible after it is signed.

An ERO must ensure that stockpiling of returns does not occur at its offices. Stockpiling refers to either collecting returns from taxpayers or from another Authorized IRS *e-file* Provider prior to official acceptance in IRS *e-file*. After official acceptance to participate in IRS *e-file*, stockpiling refers to waiting more than three calendar days to submit the return to the IRS once the ERO has all necessary information for origination. Returns that are held prior to the date that electronic returns may be transmitted to the IRS are not considered stockpiled.

Record Keeping and Documentation Requirements

Providers must retain the information listed below until the end of the calendar year in which the return was filed or nine months after a fiscal year return was filed. For any period of time that the Provider's main office is closed, the required records may be retained at the business address of a Responsible Official listed on their *e-file* Application. Providers must make the records available to the IRS upon request.

- A copy of signed IRS *e-file* Consent to Disclosure forms for taxpayers who signed using a scanned signature form (applicable Form 8453);
- A complete copy of the electronic portion of the return that can be readily and accurately converted into an electronic transmission that the IRS can process; and
- The acknowledgement file for IRS accepted returns.

Forms 8879-A, 8879-C, 8879-S , 8879-PE, 8879-B, 8879-EO (Practitioner PIN method of electronically signing the return by the ERO and Taxpayer) must be retained and made available to the IRS in the same manner described above, for three years from the due date of the return or IRS received date, whichever is later.

Providers may electronically image and store all paper records they are required to retain for IRS *e-file*. This includes signed signature documents as well as any supporting documents not included in the electronic record. The storage system must satisfy the requirements of Revenue Procedure 97-22, *Retention of Books and Records*. In brief, the electronic storage system must ensure an accurate and complete transfer of the hard copy to the electronic

storage media. All records must be able to be reproduced with a high degree of legibility and readability (including the taxpayers' signatures) when displayed on a video terminal and when reproduced in hard copy.



Electronic Filers who originate their own returns must retain all information that a taxpayer would retain for the appropriate time period.

Acknowledgements of Transmitted Return Data

The IRS electronically acknowledges the receipt of all transmissions and returns. Each return in a transmission is either accepted or rejected for specific reasons. Returns which meet the processing criteria are considered "filed" as soon as the return is accepted. Rejected returns that fail to meet processing criteria are considered "not filed." The acknowledgement identifies the source of the reject and provides business rule text to explain why the transmission or return rejected (See [Exhibit 6](#)). When MeF business rules are changed before or during the filing season, IRS posts the new rules on [irs.gov](http://www.irs.gov/efile/article/0,,id=171950,00.html) at the following location <http://www.irs.gov/efile/article/0,,id=171950,00.html>

When the MeF system has finished processing a return, it generates an acknowledgement that provides a status of the return and lets the submitter know whether a return was accepted or rejected.. At the request of the corporation, partnership, tax exempt organization or excise tax filer, the Provider must provide the date the electronic return was accepted by the IRS. If the Transmitter provided an electronic postmark for the return, the Provider must also provide that to the taxpayer if requested. This information is found in the acknowledgement sent to the Transmitter by the IRS.

Transmission Perfect Period

When a transmitted electronic return is rejected, there is a **20-day Transmission Perfection Period** to perfect that return for electronic re-transmission. For Form 7004 and 8868 applications for filing extensions, the perfection period is **5** days. Perfection of the return for electronic re-transmission generally means that the originally signed return may have errors in the format of the XML or errors that cause the return to fail the IRS *e-file* schema validation or business rules.



The Transmission Perfection Period is **NOT** an extension of time to file; it is a period of time to correct errors in the electronic file. The Transmission Perfection Period applies to business returns filed on MeF, regardless of the date filed, due date, or extended due date.

When a previously rejected electronic return is “Accepted” by the IRS within the 20-day Transmission Perfection Period, it will be deemed to have been received on the date of the first reject that occurred within that 20-day period.

The 20 days is actually a “look back” period and is determined once the return is accepted. IRS looks back 20 days from the date the return is Accepted to determine if there have been any rejects for the same EIN and Tax Period. If there have been one or more rejects within that 20 day look back period, IRS uses the received date on the earliest reject as the IRS Received Date for the Accepted return. (Note: the received date is one of the following: [1] the electronic postmark (if present), [2] the timestamp in A2A receipt or [3] the Global Transaction [GTX] Key for IFA transmissions.)

The following chart provides examples of how IRS determines received dates. The chart assumes the 1st rejection occurs on date of transmission, the 2nd rejection occurs on date of retransmission, and acceptance occurs on date of final transmission.

	Tax Year End	Due Date	Extension	Original Transmission/ 1 st Reject Date	2 nd Transmission/ Reject Date	Accepted Date/Final Transmission	IRS Received Date
1	12/31/XX	03/15/X1	No	03/10/X1	03/12/X1	03/30/X1	03/10/X1
2	12/31/XX	03/15/X1	No	03/15/X1	03/25/X1	03/25/X1	03/15/X1
3	12/31/XX	03/15/X1	No	03/10/X1	03/15/X1	04/04/X1	03/15/X1
4	12/31/XX	03/15/X1	Yes - 09/15/X1	08/10/X1	08/30/X1	09/18/X1	08/30/X1
5	03/31/XX	06/15/XX	Yes - 12/15/XX	12/16/XX	12/23/XX	01/10/X1	12/23/XX
6	12/31/XX	03/15/X1	Yes - 09/15/X1	N/A	N/A	10/01/X1	10/01/X1

How to Determine IRS Received Date:

1. Return corrected and accepted within 20 days of original transmission. IRS Received Date is 03/10/X1.
2. Return transmitted on original due date. Return accepted on 3/25/X1. Look back to earliest reject within 20 days of return being accepted. IRS Received Date is 03/15/X1.
3. Return transmitted before due date. Return accepted on 4/04/X1. Look back to earliest reject within 20 days of being accepted. IRS Received Date is 03/15/X1.
4. Return transmitted before extended due date. Return accepted on 9/18/X1. Look back to earliest reject within 20 days of return being accepted. IRS Received Date is 08/30/X1.
5. Return transmitted after extended due date. Return accepted on 1/10/X1. Look back to earliest reject within 20 days of return being accepted. IRS Received Date is 12/23/XX.
6. Return transmitted and accepted after extended due date. IRS Received Date is 10/01/X1.

Rejected e-filed Returns

Taxpayers who cannot get their return accepted or who decide to file a paper return instead must also ensure that their paper return is filed timely. To be considered timely filed, this paper return must be postmarked by the later of the due date of the return (including extensions) or 10 calendar days after the date the IRS last gives notification that the return was rejected.

Follow the steps below to ensure that the paper return is identified as a rejected electronic return and the taxpayer is given credit for the date of the first reject within the 20-day transmission perfection period:

1. The taxpayer should prepare the paper return and include the following:
 - o An explanation of why the paper return is being filed after the due date
 - o A copy of the reject notification
 - o A brief history of actions taken to correct the electronic return
2. Write **in red** at the top of the first page of the paper return - **REJECTED ELECTRONIC RETURN – (DATE)**. The date will be the date of first reject within the 20-day transmission perfection timeframe. Please note that the information published in Notice 2005 – 88 incorrectly states that in order for the paper return to be considered timely, it must be filed by the later of the due date, or 5 calendar days after the date the Service last gives notification to the taxpayer that the return has been rejected, as long as the first transmission was made on or before the due date of the return (including extensions). Five (5) calendar days is incorrect – the correct number is 10 calendar days.
3. The paper return must be signed by the taxpayer. The PIN that was used on the electronically filed return that was rejected may not be used as the signature on the paper return.



Corporations, partnerships and Tax Exempt Organizations required to *e-file* must contact the e-Help Desk (1-866-255-0654) for assistance in correcting rejects **before filing a paper return**. They must **receive authorization** from the e-Help Desk before filing a paper return. Detailed guidance can be found on the irs.gov website at <http://www.irs.gov/businesses/article/0,,id=177619,00.html> (Section C. Communication and General e-file, Frequently Asked Question (FAQ) 12).

Resubmission of Rejected Applications for Filing Extensions

If the IRS rejects the application for filing extension request and the reason for the rejection cannot be corrected and retransmitted, the Provider must take reasonable steps to inform the taxpayer of the rejection within 24 hours of receiving the acknowledgement. When the Provider advises the taxpayer that the extension has not been accepted, they must provide the taxpayer with the Business Rule explanation (See **Exhibit 6**).

- If the electronic application for filing extension can be retransmitted, it must be filed by the later of the due date of the return or 5 calendar days after the date the Service gives notification the application for extension is rejected.
- If the electronic application for filing extension cannot be accepted for processing electronically, the taxpayer must file a **paper** application for filing extension. In order for the **paper** application for filing extension to be considered timely, it must be filed by the later of the due date of the filing extension or 5 calendar days after the date the IRS gives notification the filing extension is rejected. The **paper** application for filing extension should include an explanation of why it is being filed after the due date and include a copy of the electronic rejection notification.

Integrating Data/Elections into Your Return

With paper filing, all supporting data, transactional data, elections, disclosure statements and other items you normally compile to send with your return can be prepared in a variety of software packages and attached as documents to the paper return. With *e-filing*, these documents must be integrated and included in the electronic return. This section discusses how to handle these attachments in your electronic return. Complete instructions for all forms and potential attachments are contained in this Publication and are also available on [irs.gov \(http://www.irs.gov/efile/article/0,,id=176123,00.html\)](http://www.irs.gov/efile/article/0,,id=176123,00.html).

Remember that you need to select a tax preparation software that meets all your return needs.



IRS does not require software developers to support all forms. They are allowed to develop their tax preparation software based on the needs of their clients. The test returns issued by IRS also do not include all forms or schedules that can be part of an actual return. Please check with your software developer on the availability of the forms/schedules you need to *e-file*.

When taxpayers prepare paper consolidated corporate income tax returns, spreadsheets are commonly used to report the required data for each subsidiary. These spreadsheets are commonly used to report subsidiary data on Form 1120, other attached IRS forms such as Form 4562, and for supporting data (other income statement). These spreadsheets are commonly attached and filed along with the consolidated return and mailed to IRS.

MeF requires tax preparation software approved for electronic filing to use IRS forms for reporting data for each subsidiary return. In addition to the parent return, tax preparation software approved for electronic filing should allow taxpayers to create a separate “stacked return” for each subsidiary. Tax preparation software should allow taxpayers to report Eliminations and Adjustments as a separate “stacked return”. Tax preparation software may also allow taxpayers to use spreadsheets for the internal review of the return, but IRS requires all subsidiary data to be formatted, transmitted and viewed by IRS as “stacked returns”.

Taxpayers use tax preparation software to prepare most of their paper tax returns but may use other formats (Word, Excel, etc) to prepare supporting data. The documents containing supporting data are then attached to the portion of the return prepared by tax preparation software and mailed to IRS.

MeF requires supporting data to be included in tax preparation software or attached as scanned PDF files. IRS reviewed all of the forms (and instructions) that may be attached to the MeF parent forms and identified every instance where taxpayers are required to attach supporting data. IRS provided structured formats to software developers or provided instructions to enter supporting data as PDF files (in instances where IRS has not defined a format). Software developers are required to use these formats for developing tax preparation software approved by IRS for electronic filing. It is the responsibility of software developers to provide appropriate instructions for taxpayers to enter supporting data to meet the IRS guidelines. Most software developers will allow taxpayers to import/export data from other sources. Taxpayers are encouraged to discuss available options with their software developer early to determine how to prepare supporting data for their electronic return.

Preparing Supporting Data Required by IRS Forms or Form Instructions

IRS defined a rigid structure that must be used to create most supporting data. This structure is necessary and critical to ensure tax preparation software can create supporting data that can be transmitted to and viewed by IRS systems. IRS reviewed all of the forms and form instructions and identified every instance where taxpayers are required to attach supporting data. IRS provided XML schemas that defined a format that must be used to report the supporting data. In cases where the IRS has specifically provided guidance, supporting data may be attached to the electronic return as a PDF file. Most software developers plan to allow Providers the ability to import/export data from other sources. Providers should discuss options for importing supporting data created in other formats into the tax preparation software. It is the responsibility of software developers to provide appropriate instructions for taxpayers to enter supporting data that meets the IRS guidelines. The examples on the following pages will assist Providers in understanding how to prepare supporting data for electronic returns when required by form or form instructions. The examples below reflect many forms, but the same applies across all form types that can be electronically filed.

Example 1 – Supporting data required by IRS forms

IRS issued specific formats that software developers must use for this type of supporting data. In the example below, taxpayers must include (either by entering or importing) data for the required “type” and “amount of income” as indicated in tax preparation software instructions.

U.S. Corporation Income Tax Return

For calendar year 2007 or tax year beginning _____, 2007, ending _____, 20____
 ▶ See separate instructions.

2007

A Check if:

1a Consolidated return (attach Form 851) <input type="checkbox"/>	Use IRS label. Otherwise, print or type.	Name	B Employer identification number
b Life/nonlife consolidated return <input type="checkbox"/>		Number, street, and room or suite no. If a P.O. box, see instructions.	C Date incorporated
2 Personal holding co. (attach Sch. PH) <input type="checkbox"/>		City or town, state, and ZIP code	D Total assets (see instructions)
3 Personal service corp. (see instructions) <input type="checkbox"/>			\$
4 Schedule M-3 attached <input type="checkbox"/>	E Check if: (1) <input type="checkbox"/> Initial return (2) <input type="checkbox"/> Final return (3) <input type="checkbox"/> Name change (4) <input type="checkbox"/> Address change		

	1a	b	c	1c
1 Gross receipts or sales		Less returns and allowances		
2 Cost of goods sold (Schedule A, line 8)				
3 Gross profit. Subtract line 2 from line 1c				
4 Dividends (Schedule C, line 19)				
5 Interest				
6 Gross rents				
7 Gross royalties				
8 Capital gain net income (attach Schedule D (Form 1120))				
9 Net gain or (loss) from Form 4797, Part II, line 17 (attach Form 4797)				
10 Other income (see instructions—attach schedule)				
11 Total income. Add lines 3 through 10				
12 Compensation of officers (Schedule E, line 4)				
13 Salaries and wages (less employment credits)				
14 Repairs and maintenance				

Instructions for Line 10 Other Income: Enter any other taxable income not reported on lines 1 through 9. List the type and amount of income on an attached schedule.

Example 2 - Supporting data required by IRS form instructions.

IRS issued specific formats that tax preparation software must use for supporting data required by form instructions. In the example below, taxpayers must include (either by entering or importing) required data for “description of property” and “depreciation method” as indicated by tax preparation software instructions.

Form 4562 Department of the Treasury Internal Revenue Service	Depreciation and Amortization (Including Information on Listed Property)	OMB No. 1545-0172 2007 Attachment Sequence No. 67
▶ See separate instructions. ▶ Attach to your tax return.		
Name(s) shown on return	Business or activity to which this form relates	Identifying number
Part I Election To Expense Certain Property Under Section 179 <i>Note: If you have any listed property, complete Part V before you complete Part I.</i>		
1	Maximum amount. See the instructions for a higher limit for certain businesses	1 \$125,000
2	Total cost of section 179 property placed in service (see instructions)	2
3	Threshold cost of section 179 property before reduction in limitation	3 \$500,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5
6	(a) Description of property (b) Cost (business use only) (c) Elected cost	
7	Listed property. Enter the amount from line 29	
8	Total elected cost of section 179 property. Add amounts	
9	Tentative deduction. Enter the smaller of line 5 or line 8.	
10	Carryover of disallowed deduction from line 13 of your 2007 return	
11	Business income limitation. Enter the smaller of business income (or loss) from your 2007 return or line 9.	
12	Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11.	
13	Carryover of disallowed deduction to 2008. Add lines 9 and 10, but do not enter more than line 11.	
<i>Note: Do not use Part II or Part III below for listed property.</i>		
Part II Special Depreciation Allowance and Section 179E Election (See instructions.)		
14	Special allowance for qualified New York Liberty Zone or Gulf Opportunity Zone property and cellulosic biomass ethanol plant property placed in service during the tax year (see instructions)	14
15	Property subject to section 168(f)(1) election	15
16	Other depreciation (including ACRS)	16
Part III MACRS Depreciation (Do not include listed property.) (See instructions.)		

Form 4562 Instructions for line 15 states: Attach a separate sheet showing: Description method you elect that excludes the property from MACRS or the Accelerated Cost Recovery System (ACRS)

Example 3 – Supporting data required as another IRS form

In the following example, form instructions require the taxpayer to attach another IRS form or statement as supporting data. Line 2(a) and 2(b) require supporting data to be provided using an IRS form; failure to use the required IRS form will cause the electronic return to reject. Line 2(c) requires supporting data to be provided using an attached statement; taxpayers should always provide the supporting data.

Form 6198 Department of the Treasury Internal Revenue Service	At-Risk Limitations ▶ Attach to your tax return. ▶ See separate instructions.	OMB No. 1545-0712 <div style="text-align: center; font-size: 24pt; font-weight: bold;">2007</div> Attachment Sequence No. 31
Name(s) shown on return		Identifying number
Description of activity (see page 2 of the instructions)		
Part I Current Year Profit (Loss) From the Activity, Including Prior Year Nondeductible Amounts (see page 2 of the instructions).		
1 Ordinary income (loss) from the activity (see page 2 of the instructions)	1	
2 Gain (loss) from the sale or other disposition of assets used in the activity (or of your interest in the activity) that you are reporting on:		
a Schedule D	2a	
b Form 4797		
c Other form or schedule		
3 Other income and gains from the activity (including from Form 1120S, that were not included on Form 1120S)		
4 Other deductions and losses from the activity (including from Form 4952, that were not included on Form 4952)		
5 Current year profit (loss) from the activity (see instructions before completing the rest of this part.)		
Part II Simplified Computation of Amount		
6 Adjusted basis (as defined in section 1011) in the first day of the tax year. Do not enter less than zero.		
7 Increases for the tax year (see page 3 of the instructions)		

Lines 2a, 2b, and 2c Gain/Loss
 Combine long and short-term capital gains and losses and ordinary gains and losses from the sale or other disposition of assets used in the activity or of your interest in the activity. Enter gains and losses without regard to the at-risk limitations, the limitation on capital losses, or the passive activity loss limitations. If more than one item is included on a line; attach a statement describing each item.

Example 4 – Supporting Data required for tables on IRS forms.

When required data exceeds number of lines provided on IRS forms, tax preparation software will allow the taxpayer to continue to enter all necessary data instead of creating an attachment. When the electronic data is transmitted and processed the data will be displayed as “repeating data” by MeF systems.

Note: Large Taxpayers required to e-file should refer to [irs.gov](http://www.irs.gov/businesses/article/0,,id=177631,00.html) for additional information regarding transactional data at:

Form 4562		Depreciation and Amortization (Including Information on Listed Property)		OMB No. 1545-0172
Department of the Treasury Internal Revenue Service		▶ See separate instructions. ▶ Attach to your tax return.		2007 Attachment Sequence No. 67
Name(s) shown on return		Business or activity to which this form relates		Identifying number
Part I Election To Expense Certain Property Under Section 179 <i>Note: If you have any listed property, complete Part V before you complete Part I.</i>				
1	Maximum amount. See the instructions for a higher limit for certain businesses	1		\$125,000
2	Total cost of section 179 property placed in service (see instructions)	2		
3	Threshold cost of section 179 property before reduction in limitation	3		\$500,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4		
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5		
(a) Description of property		(b) Cost (business use only)	(c) Elected cost	
6				
7	Listed property. Enter the amount from			
8	Total elected cost of section 179 property	8		
9	Tentative deduction. Enter the smaller of line 8 or line 5	9		
10	Carryover of disallowed deduction from line 9	10		
11	Business income limitation. Enter the smaller of line 9 or line 11 (see instructions)	11		
12	Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11	12		
13	Carryover of disallowed deduction to 2008. Add lines 9 and 10, less line 12 ▶	13		
<i>Note: Do not use Part II or Part III below for listed property. Instead, use Part V.</i>				
Part II Special Depreciation Allowance and Other Depreciation (Do not include listed property.) (See instructions.)				
14	Special allowance for qualified New York Liberty or Gulf Opportunity Zone property (other than listed property) and cellulosic biomass ethanol plant property placed in service during the tax year (see instructions)	14		
15	Property subject to section 168(f)(1) election	15		
16	Other depreciation (including ACRS)	16		
Part III MACRS Depreciation (Do not include listed property.) (See instructions.)				

Taxpayer data exceeds the number of lines provided on IRS Forms.

Creating Elections Required by Forms or Form Instructions

IRS reviewed all forms and form instructions to identify where taxpayers are required to attach supporting data and many of these requirements are elections. When the election is required by IRS forms or form instructions, IRS provided specific XML formats for each election that must be used by software developers for developing tax preparation software approved for electronic filing. Providers must use the defined format to enter data for these elections. The examples below are samples of elections required by form instructions.

Form 1120 Instructions	Dual Consolidated Losses Statement
Form 8697 Instructions	De Minimis Exception Election
Form 4562 Instructions	Election Not to Claim Special Depreciation Allowance

Creating Elections/Disclosure Statements Required by Regulations or Publications

MeF requires all disclosure statements and elections to be included in tax preparation software and transmitted to the IRS in one transmission file.

IRS reviews most regulations and publications to identify instances where corporations, partnerships and tax-exempt organizations can make elections. To allow companies to add additional information on their return, IRS created a "General Dependency" schema. The General Dependency has a defined format and should be used by the taxpayers to report most disclosure statements and elections required by regulations or IRS publications. The General Dependency schema format is provided to software developers for their tax preparation software and they should provide instructions for completing this schema. The General Dependency schema has the following data elements:

1. Form Line or Instructions Reference (optional) - This field should be completed when the election is being made based on information on IRS forms or form instructions and IRS has not defined a format. Note: As discussed above, in most instances IRS has defined a format for these elections.
2. Regulation Reference (optional) - This field should be used to identify information for elections made based on information contained in Regulations or Publications.
3. Description (optional) - This field should be used to enter a brief explanation of the election
4. Attachment Information (optional) - This field allows Providers to include stream data (up to 1,000,000 characters). If the Provider chooses not to attach information in a PDF format they should use the Description field to make the election. The tax preparation software will allow the ERO to reference the PDF attachment information.



IRS will allow all elections and/or disclosure statements with “columnar data” to be attached in PDF format.

Example 1 – Creating Elections and/or Disclosure Statements That Do Not Contain Columnar Data

Election and/or disclosure statement data that does not contain columnar data must be reported using the General Dependency schema included in tax preparation software.

Regulation Reference	Description
IRC Section 172(b) (3)	Election to Forego Net Operating Loss Carryback

Pursuant to IRC Sec. 172(b) (3), taxpayer hereby elects to relinquish the entire carryback period with respect to the net operating loss(es) incurred in this tax year ended

Example 2 – Creating Elections and/or Disclosure Statements That Apply to Multiple Subsidiaries

Election and/or disclosure statement data that applies to multiple subsidiaries and do not contain columnar data must be reported using the General Dependency schema included in tax preparation software.

Regulation Reference	Description
IRC Section 172(b) (3)	Election to Forego Net Operating Loss Carryback

Pursuant to IRC Sec. 172(b)(3), taxpayer hereby elects to relinquish the entire carryback period with respect to the net operating loss(es) incurred in this tax year ended for the following subsidiaries:

ABC Corporation
CDE Corporation
EFG Corporation

Example 3 – Creating Elections and/or Disclosure Statements That Contain Columnar Data

Elections and/or disclosure statements that require columnar data may be attached to the electronic return in PDF format. Separate PDF files must be created for each election and disclosure statement. Use the Regulation to create the name of the PDF file.

IRS Section 195(b) Election to Amortize Start-Up Expenditures

Taxpayer Name: ABC Corporation
Taxpayer ID Number: 10-0000002
Year-end: December 31, 2005

In accordance with IRC Sec. 195, taxpayer hereby elects to amortize all start-up expenditures over a period of XX months beginning with July XX, 200X, the month that the corporation's active trade or business began (or was acquired).

The trade or business of the taxpayer to which this election relates is XXXXXX

The start-up expense incurred is:

Description of Start-Up Expense	Date	Incurred Amount
---------------------------------	------	-----------------

Preparing Elections and/or Disclosure Statements That Require Supporting Data

Some elections and/or disclosure statements require supporting data which cannot be entered into the General Dependency schema. IRS allows this type of supporting data to be attached to the General Dependency schema as a PDF file. The actual disclosure statement and/or election must be entered into the required format and only the supporting data may be submitted as a PDF file.

Examples include: "Election to Amortize a Bond Premium" or "Election for 100% Dividends Received Deduction".

NOTE: If the data requested requires "columnar format", these documents may be submitted in PDF format until the IRS provides a structure to support columnar format.

We recommend that PDF files be attached at the top level return unless there is a reason it needs to be attached at a form level or to the GeneralDependency schema.

IRS Chief Counsel has provided guidance in T.D. 9264 (http://www.irs.gov/irb/2006-26_IRB/ar08.html) and T.D. 9300 (http://www.irs.gov/irb/2007-02_IRB/ar07.html) that allows corporations to retain the supporting documentation in their offices versus providing it to IRS with the return. Please review these Treasury Decisions for full information.

Electronic Postmark

A Transmitter may provide an electronic postmark to taxpayers that file Tax Returns and Extensions of Time to File Tax Returns, through an ERO or through an Online Provider (Online Filing). The Transmitter creates the electronic postmark bearing the date and time (in the Transmitter's time zone) that the return is received at the Transmitter's host computer. The electronic postmark must be adjusted to the time zone where the taxpayer resides to determine the postmark's actual time.

For example, if the Transmitter provides an electronic postmark with a time in the Pacific Time Zone but the taxpayer resides in the Eastern Time Zone, the taxpayer

must add three hours to the postmark time to determine the actual postmark time (Eastern Time Zone).

Additionally, if the Transmitter provides an electronic postmark with a time in the Eastern Time Zone but the taxpayer resides in the Pacific Time Zone, the taxpayer must subtract three hours to the postmark time to determine the actual postmark time (Pacific Time Zone).

If the electronic postmark is on or before the prescribed deadline for filing but the return is received by the IRS after the prescribed deadline for filing, the return will be treated as filed on the electronic postmark's date if received within two (2) days of the electronic postmark. In order for a return to be treated as filed on the electronic postmark's date, all requirements for signing the return must be met. If a return is rejected, a corrected return must be filed in accordance with the rules for timely filing corrected returns after rejection of an electronic return.

A Transmitter is authorized to provide an electronic postmark if the Transmitter:

- Creates an electronic postmark bearing the date and time (in the Transmitter's time zone) the return was received by the Transmitter's host system;
- Provides the electronic postmark to the taxpayer or the ERO no later than when the acknowledgement is made available to the taxpayer in a format that precludes alteration and manipulation of the electronic postmark information;
- Provides the same electronic postmark data to the IRS in the electronic record of the return;
- Provides taxpayers with an explanation of the electronic postmark and when the IRS treats the electronic postmark as the filing date;
- Refrains from using terms that currently have specific meaning in the postal industry such as "certified" or "registered" and similar terms, and from using "Internal Revenue Service", "IRS" or "Federal" as a definer of the electronic postmark when discussing the electronic postmark, including in all advertising, product packaging, articles, press releases, and other presentations;
- Retains a record of each electronic postmark until the end of the calendar year and provides the record to the IRS upon request or for nine (9) months after the transmission date for fiscal year filers;
- Transmits all tax returns and extensions of time to file that received an electronic postmark to the IRS within two days of receipt from the ERO (or from the taxpayer in the case of Online Filing).

MeF Routine Maintenance

Providers need to be aware of the routine maintenance window that is generally from 1:00 a.m. to 7:00 a.m., Eastern Standard Time (EST) on Sundays that may result in intermittent down time for transmitters. IRS has established an MeF Internet Filing and **MeF Systems**

Status website (<http://www.irs.gov/efile/article/0,,id=171955,00.html>) that provides near-real time notice to Providers of the status of the systems. Providers are encouraged to check the status prior to e-filing their return(s) to ensure there are no system issues.

Ensuring Taxpayer Data Integrity

Tax preparation software approved for electronic filing will compute a **checksum** value and embed the total in the submission file sent to IRS. When IRS receives the transmission file, one of the first steps of processing the electronic return is to count the bytes received. The MeF system will also compute a checksum value of the submission file. The MeF system will return the following two (2) XML elements in the submission acknowledgement, whether the submission is accepted or rejected:

- *<EmbeddedCRC32>*
- *<ComputedCRC32>*



The taxpayer/ERO should check the data in the *<EmbeddedCRC32>* element and the *<ComputedCRC32>* element to ensure that the size of the file transmitted to the IRS is the same size as the file computed by the IRS. If there is a discrepancy between these two values, it is the responsibility of the ERO to contact the transmitter to see if the file was changed before transmission.

For corporate returns being filed, the Acknowledgment you receive will contain the **Taxable Income and Total Tax** amounts contained within the return you submitted. If these two items do not agree with the return you intended to file, then contact the e-Help Desk for assistance at 1-866-255-0654

MeF Fed/State Program

In partnership with the states, the MeF Fed/State Program was developed to allow transmitters to send in state returns along with their federal returns. They can also send in state returns separately (without a federal return).

MeF implemented the Forms 990 and 1120 Fed/State Programs in January 2006 and the 1065/1065-B in January 2007. Currently, the states participating in the MeF Fed/State program can be found at <http://www.taxadmin.org/fta/edi/>.

Transmitters sending in both federal and state returns can use either MeF Internet Filing Application (IFA) or Application-to-Application (A2A) transmission channels.

The States retrieve their state returns via MeF and transmitters can retrieve a receipt that the state has the return. MeF will accept two kinds of submissions (1) federal submissions and (2) state submissions. Each return/extension must be enclosed in a separate submission,

but multiple submissions may be contained in a single message. The federal and state submissions do not have to be transmitted to MeF together. A state submission can be linked to the federal submission by including the Submission ID of the federal return in the state manifest. If the state submission is linked to a federal submission (also referred to as a Fed/State return), the IRS will check to see if there is an accepted federal submission under that Submission ID. If there is not an accepted federal return, the IRS will deny the state submission and an acknowledgement will be sent. If there is an accepted return under that Submission ID, then MeF will do minimal validation on the state submission. This validation includes that the state indicated in the state manifest is a participating state in the applicable 990, 1065 or 1120 Fed/State Program. MeF will then pass along to the state what the ERO/Transmitter sends in the State submission. If the ERO/Transmitter does not link the state return to a previously-accepted federal return (also referred to as State Standalone return), then MeF will perform minimal validation as stated above that will include that the state allows State Standalone returns. MeF will then pass along to the state the entire state submission that was sent in by the ERO/taxpayer. **Note:** The state return is made up of a state and a federal portion. The taxpayer provides both components based on what is required by the state. The IRS passes to the state just the information that has been provided by the taxpayer. The state generates the acknowledgement for the state return and sends it to the MeF system for the transmitter to retrieve.

In addition, for Forms 990/990-EZ/990-PF, as part of the federal return, a filer can request that a copy of the federal return be provided to one or more participating states. Upon receipt of the request, IRS will validate that the state(s) is participating in the Fed/State program. If it is, then IRS will send a redacted copy of the accepted return to the state agency(s). Items that are always redacted from the state copy include, but are not limited to, the PIN or Form 8453-EO, the request for the copy and any payment information included with Form 990-PF. In addition, depending on the state, the IRS may also redact the Schedule B if the state does not require it. MeF will process the IRS submission and will generate an acknowledgement for every IRS submission and copy of IRS Forms 990/990-EZ/990-PF forwarded to a state. If the Federal 990X return is rejected, however, no copies will be forwarded to the state. Each state is responsible for validating their state submissions and will be responsible for generating a state acknowledgement for each state submission which will be returned to the IRS for retrieval by the transmitter.

Both federal and state returns must be in approved XML format. The federal returns must conform to the IRS valid schema versions. State returns must conform to the return structure specified by IRS and include those elements defined for the specific state data. You can access the corporate State Master Schema on irs.gov at: <http://www.irs.gov/efile/article/0,,id=140378,00.html>. For more information, contact the State e-file Coordinator (a current list of State Coordinators is available on irs.gov at <http://www.irs.gov/efile/article/0,,id=97558,00.html>). Questions and answers on the Fed/State Program can be found on irs.gov at <http://www.irs.gov/taxpros/providers/article/0,,id=101157,00.html>

Part IV

MeF Information for Specific Forms

FORM 7004 (APPLICATION FOR AUTOMATIC 6-MONTH EXTENSION OF TIME TO FILE CERTAIN BUSINESS INCOME TAX, INFORMATION, AND OTHER RETURNS)

All the returns shown on Form 7004 are eligible for an automatic six-month extension of time to file from the due date of the return. See the revised form 7004 instructions for exceptions pertaining to foreign corporations with no office or place of business in the United States, for foreign and certain domestic corporations and for certain partnerships.

The Form 7004 does not extend the time for payment of tax. Refer to the Form 7004 instructions for additional information on payment of tax and balance due.

For TY 2007, **Form 7004** cannot be *e-filed* for:

- Name change applications
- Reasonable cause for failing to pay timely
- Reasonable cause for failing to file application timely
- Requests for refunds
- Election to make installment payments for a portion of balance due amount
- Applications requesting extension due to change in accounting period unless prior approval has been applied for from IRS or certain conditions have been met. See Publication 538 (Accounting Periods and Methods) for further details.
- Applications with Net Operating Loss Carryback. Form 1138 should be sent separately and not with the 7004.
- Applications attaching a Power of Attorney (POA). The POA should be sent separately and not with the 7004.
- Early filed returns (filed before end of tax period)
- Any condition or requirement, not supported by software that requires the submission of a paper document or form. Note: this does not apply to corporations or tax exempt organizations required to *e-file* under Temporary Treasury Regulation Section 301.6011-5T.
- Filing short period extension due to termination of 1120S status
- Extensions for the following forms:
 - Form 706-GS(D) (Generation-Skipping Transfer Tax Return for Distributions)
 - Form 8612 (Return of Excise Tax on Undistributed Income of Real Estate Investment Trusts)
 - Form 8613 (Return of Excise Tax on Undistributed Income of Regulated Investment Companies)
 - Form 8725 (Excise Tax on Greenmail)
 - Form 8831 (Excise Taxes on Excess Inclusions of REMIC Residual Interests)
 - Form 8876 (Excise Tax on Structured Settlement Factoring Transactions)

TY 2007 DUE DATES FOR FORM 7004

Generally, Form 7004 must be filed on or before the due date of the applicable tax return. The due dates of the returns can be found in the instructions for the applicable return and on irs.gov at <http://www.irs.gov/efile/article/0,,id=174983,00.html>.

TY 2006 DUE DATES FOR FORM 7004

The return due date and extended due date tables for TY 2006 for Form 7004 can be found on irs.gov at: http://www.irs.gov/pub/irs-schema/ty_2006_due_dates_for_form_7004.pdf

CORPORATIONS (FORMS 1120, 1120-F, 1120S)

For TY2007, Forms 1120/1120S/1120-F cannot be *e-filed* for:

- **Returns with pre-computed penalty and interest.**

Corporations who meet the Treasury Decision (T.D.) 9363, 2007-49 Internal Revenue Bulletin [I.R.B.] 1084) criteria are still required to *e-file* their TY2007 return. They must send the explanation of pre-computed penalty and interest in a separate letter to:

Internal Revenue Service
ARKA Monterrey Park
1973 N. Rulon White Boulevard
Mail Stop 6552 (ARKA)
Attention: AM Clerical Unit
Ogden, Utah 84404.

- **Requests for overpayments to be applied to another account.**

Corporations who meet the Treasury Decision (T.D.) 9363, 2007-49 Internal Revenue Bulletin [I.R.B.] 1084) criteria are still required to *e-file* their TY2007 return. They must send the explanation of overpayments to be applied to another account in a separate letter to:

Internal Revenue Service
ARKA Monterrey Park
1973 N. Rulon White Boulevard
Mail Stop 6552 (ARKA)
Attention: AM Clerical Unit
Ogden, Utah 84404

- **Returns with tax periods ending prior to December 2005**

- **Returns covering multiple tax periods**

- **Bank Holding Company Tax Act.** Election to make installment payments for a portion of the total tax attributable to the Bank Holding Company Tax Act.

- **Prompt Assessments**

- **Returns with reasonable cause as related to failing to pay and/or file timely.**

Corporations who meet the Treasury Decision (T.D.) 9363, 2007-49 Internal Revenue Bulletin [I.R.B.] 1084) criteria are still required to *e-file* their TY2007 return. They must send the explanation of the reasonable cause as related to failing to pay and/or file timely in a separate letter to:

Internal Revenue Service
 ARKA Monterrey Park
 1973 N. Rulon White Boulevard
 Mail Stop 6552 (ARKA)
 Attention: AM Clerical Unit
 Ogden, Utah 84404

These procedures **do not apply to Form 2220** (Underpayment of Estimated Tax by Corporations) which should be filed as part of the electronic return.

The following 1120 family of forms cannot be filed electronically as a return at the parent level:

FORM	TITLE
1120-C (formerly 990-C)**	Farmer's Cooperative Association
1120-H**	Homeowners Association
1120-FSC**	Foreign Sales Corporations
1120-L *	Life Insurance Company
1120-RIC**	Regulated Investment Companies
1120-REIT**	Real Estate Investment Trust
1120-PC*	Property and Casualty
1120-SF**	Settlement Funds
1120-ND**	Nuclear Decommission Trusts
1120-IC-DISC**	Interest Charge Domestic International Sales
1120X***	Amended Return

*Corporations required to *e-file* who have subsidiary returns should refer to “*Tax Year 2007 Directions to e-file*” <http://www.irs.gov/businesses/corporations/article/0,,id=147101,00.html> for additional information

**These returns are only required to be e-filed if they are included as part of a consolidated return filing. If these forms are part of a consolidated return, they should be included in PDF format, named appropriately, and attached to the top-level return. If these are stand-alone filings, they must be filed in paper since the Modernized e-File (MeF) system does not process them at this time.

***The 1120X cannot be filed as a stand alone return. It can only be submitted as an attachment to an 1120 return.

Special Instructions for Form 1120 Section 847 SETPs (Special Estimated Tax Payments)

If a taxpayer is required to make or apply special estimated tax payments under section 847 in addition to their regular estimated tax payments, the amount should be included in the total estimated tax payments on line 32b. Your software should allow you to enter "Form 8816" or "Section 847 Deduction" and the amount. Allowing either entry will assist the IRS in properly accounting for your SETPs and to prevent the need to correspond with the taxpayer in order to obtain clarification of the amount(s) claimed.

Special Instructions for Form 1120, Line 32f (Credits)

If a taxpayer has a credit that is not associated with a line number on Form 1120 and the Form 1120 instructions do not provide procedures for including the credit anywhere on the return (i.e., Form 1120, Section 33 credits), the credit type and amount should be provided using the "OtherRefundableCreditsSchedule" schema. This credit amount needs to be included as part of Line 32f.

Additionally, if a taxpayer has one or more credits, the "OtherRefundableCreditsSchedule" schema should be used to itemize the types of credits and credit amounts, and to provide a sum of the credit amounts itemized. The Regulation reference should also be included. The "OtherRefundableCreditsSchedule" should be attached to line 32f.

Special Instructions for Form 8838 When Filed With Form 1120

The signature on Form 1120 extends to all accompanying statements and schedules with the exception of Form 8838, *Consent to Extend the Time to Assess Tax Under Section 367 – Gain Recognition Agreement*. A signed copy of Form 8838 may be attached to the Form 1120/1120S as a PDF file with the description "8838 Signature Document".

1120 FAMILY RETURN DUE DATES

TY 2007 FORMS 1120/1120S/1120-F

The return due date and extended due date tables for TY 2007 for each MeF form can be found on irs.gov at: <http://www.irs.gov/efile/article/0,,id=174983,00.html>

TY 2006 AND 2005 FORMS 1120/1120S

The return due date and extended due date tables for TY 2006 and 2005 for the 1120, 1120S and can be found on irs.gov at: <http://www.irs.gov/efile/article/0,,id=177034,00.html>.

1120 FAMILY MeF ACCEPTED FORMS AND SCHEDULES

TY 2007 FORMS 1120/1120S/1120-F

The list of TY 2007 Forms and Schedules for all MeF forms can be found on irs.gov at: <http://www.irs.gov/efile/article/0,,id=176123,00.html>

TYs 2006 AND 2005 FORMS 1120/1120S

The list of TY 2006 and 2005 Forms and Schedules for the 1120/1120S can be found on the Current Users Guide and Publications on irs.gov at: http://www.irs.gov/pub/irs-schema/ty_2006_and_2005_mef_forms_and_schedules.pdf

PARNERSHIP RETURNS (FORMS 1065 and 1065-B)

TY 2007, Form 1065/1065-B cannot be e-filed for:

- Returns with tax periods ending in December 2006 and prior
- Common Trust Fund Returns

1065 RETURN DUE DATES

TY 2007 FORMS 1065/1065-B

The return due date and extended due date tables for TY 2007 for each MeF form can be found on irs.gov at: <http://www.irs.gov/efile/article/0,,id=174983,00.html>

TY 2006 FORMS 1065/106-B

The return due date and extended due date tables for TY 2006 for the 1065/1065-B can be found on irs.gov at: <http://www.irs.gov/efile/article/0,,id=177034,00.html>.

1065/1065-B MeF ACCEPTED FORMS AND SCHEDULES

TY 2007 FORMS 1065/1065-B

The list of TY 2007 Forms and Schedules for all MeF forms can be found on irs.gov at: <http://www.irs.gov/efile/article/0,,id=176123,00.html>

TYs 2006 FORMS 1065/1065-B

The list of TY 2006 Forms and Schedules for the 1065/1065-B can be found on the Current Users Guide and Publications on irs.gov at: <http://www.irs.gov/efile/article/0,,id=177034,00.html>.

TAX-EXEMPT ORGANIZATION RETURNS
(FORMS 990, 990-EZ, 990-PF, 990-N, 1041-A, 1120-POL AND 8868)

For TY2007, Forms 990 & 990-EZ cannot be e-filed for:

- Name change returns
- Returns from organizations not recognized as exempt (application pending, etc.)
- Returns showing a change in accounting period
- Short period returns (except for short period final returns)
- Early filed returns (filed before end of tax year except for final returns)
- Returns with tax periods ending prior to December 2005

For TY2007, Form 990-PF cannot be e-filed for:

- Returns from organizations not recognized as exempt (application for exemption pending, etc.)
- Returns with tax periods ending prior to December 2005
- Foreign private foundations
- Name change returns
- "Limited" 990-PFs, i.e., "Limited" 990-PFs are filed by organizations that originally received advance rulings as public charities but were later determined to be private foundations
- 507(b)(1)(A) terminations
- Foundations in 60-month terminations

For TY2007, Form 990-N (e-Postcard) cannot be e-filed for:

- Returns with tax periods prior to December 2007
- Returns from organizations not recognized as exempt (application for exemption pending, etc.)
- Returns with attachments
- Organizations required to file Form 990, Form 990-EZ, Form 990-PF or Form 1120-POL.
- Organizations who are included in a group return

- Section 509(a)(3) supporting organizations required to file form 990 or form 990-EZ (Note: This filing requirement does not apply to churches, their integrated auxiliaries, and conventions or associations of churches)

For TY2007, Form 1120-POL cannot be e-filed for:

- Short period returns (except for short period final returns)
- Name change returns
- Returns with tax periods ending prior to December 2004
- Returns with non-numbered attachments/schedules (unless allowed for an attached form shared with Forms 1120/1120S) for which an IRS format has not been developed

For TY2007, Form 8868 cannot be e-filed for:

- Extensions from organizations not recognized as exempt (application pending, etc.)
- Extensions other than the automatic extension (Part I)
- Extensions for short period returns
- Extensions for the following forms:
 - Form 990-BL
 - Form 6069
 - Form 8870
- Extensions for group returns
- Extensions for composite Forms 990-T
- Extensions for consolidated Forms 990-T



Beginning in 2008, small tax-exempt organizations that previously were not required to file returns may be required to file an annual electronic notice, Form 990-N, *Electronic Notice (e-Postcard) for Tax Exempt Organizations not Required To File Form 990 or 990-EZ*. This filing requirement applies to tax periods beginning after December 31, 2006. Organizations that do not file the notice will lose their tax-exempt status.

Small tax-exempt organizations, whose gross receipts are normally \$25,000 or less, are not required to file *Form 990, Return of Organization Exempt From Income Tax*, or *Form 990-EZ, Short Form Return of Organization Exempt from Income Tax*. With the enactment of the Pension Protection Act of 2006 (PPA), these small tax-exempt organizations will now be required to electronically file Form 990-N, also known as *e-Postcard*, with the IRS annually. Exceptions to this requirement include organizations that are included in a group return, private foundations required to file Form 990-PF, and section 509(a) (3) supporting organizations required to file Form 990 or Form 990-EZ. In addition, this filing requirement

does not apply to churches, their integrated auxiliaries, and conventions or associations of churches.

Application for Extension of Time to File an Exempt Organization Return (Form 8868)

Use Form 8868 (Application for Extension of Time to File an Exempt Organization Return) to request an extension of time to file. MeF will accept electronic filings of Form 8868 (Part I – Automatic Extension) for the following returns: Form 990, 990-EZ, 990-PF, 990-T (corporation), 990-T (sec. 401(a) or 408(a) trust), 990-T (trust other than above), 4720, and 5227. No signature is required as part of this filing. However, a payment record may be attached to this form, as appropriate, and if so, a signature is required for the Electronic Funds Withdrawal (EFW) authorization. A Practitioner Pin (using Form 8879-EO) or Form 8453-EO may be used for this authorization. Form 8453-EO is the only attachment/binary file that will be accepted. An extension will be rejected if it is not received by the IRS due date of the applicable return. (Note: For purposes of determining timeliness of the extension, the received date is the electronic postmark, if present, or the IRS received date in the GTX Key. To avoid rejecting extensions from filers or transmitters in a different time zone from the IRS' system, the time zone differences are taken into consideration.)

An accepted acknowledgement of the electronic Form 8868 serves as IRS approval of the extension.

FORMS 990, 990-EZ, 990-PF, 990-T, 1120-POL, 4720 and 5227 RETURN DUE DATES

TY 2007

The list of TY 2007 Return Due Dates for Forms 990, 990-EZ, 990-PF, 990-T, 1120-POL 4720 and 5227 can be found on irs.gov at:

<http://www.irs.gov/efile/article/0,,id=174983,00.html>

990 FAMILY MeF ACCEPTED FORMS AND SCHEDULES

TY 2007 FORMS 990

The list of TY 2007 Forms and Schedules for Forms 990, 990-EZ, 990-PF, 990-N and 1120-POL can be found on irs.gov at: <http://www.irs.gov/efile/article/0,,id=176123,00.html>

TYs 2006 FORMS 990

The list of TY 2006 Return Due Dates and MeF Accepted Forms and Schedules for the 990 Family can be found on irs.gov at: <http://www.irs.gov/efile/article/0,,id=177034,00.html>.

EXCISE TAX *e-file* AND COMPLIANCE (ETEC) FORMS 720, 2290 and 8849

For TY2007, Forms 720, 2290 and 8849 cannot be *e-filed* for:

- **Form 2290** -- no returns will be accepted for tax periods prior to 200707
- **Form 720** -- no returns will be accepted prior to third quarter 2007
- **Form 8849** – no returns will be accepted prior to 2008

ETEC Extension Requests:

- Extensions can be requested on Form 2290
- No extension to file Form 720
- Form 8849 has due dates that the claim for refund must be filed by. If the deadline is missed for a fuel tax refund, a claim for credit may be made on Form 4136, provided the statute of limitations has not expired on the income tax return and the Form 4136 instructions allow the credit.

ETEC Release 2 (Vehicle Identification Number [VIN] Data Store
Any State interested in participating in the ETEC State VIN Data Store should contact the e-Help Desk at 1-866-255-0654.

720 and 2290 RETURN DUE DATES

TY 2007 FORMS 720 and 2290

The return due date and extended due date tables for TY 2007 for Forms 720 and 2290 can be found on irs.gov at: <http://www.irs.gov/efile/article/0,,id=174983,00.html>.

720, 2290 and 8849 MeF ACCEPTED FORMS AND SCHEDULES

TY 2007 FORMS 720, 2290 and 8849

The list of TY 2007 Forms and Schedules for Forms 720, 2290 and 8849 can be found on irs.gov at: <http://www.irs.gov/efile/article/0,,id=176123,00.html>

Exhibits

EXHIBIT 1

Standard U.S. Postal Service State Abbreviations and ZIP Codes

The Standard Postal Service State Abbreviations and Zip code list can be found on irs.gov at:
http://www.irs.gov/pub/irs-utl/zip_code_and_state_abbreviations.pdf

EXHIBIT 2

Foreign Country Codes

The Foreign Country Code list can be found on irs.gov at:
<http://www.irs.gov/efile/article/0,,id=175595,00.html>

EXHIBIT 3

TY 2007

MeF Accepted Forms and Schedules

Forms and Schedules (ALL MeF return types):
<http://www.irs.gov/efile/article/0,,id=176123,00.html>

Schemas and Stylesheets:

Forms 1120/1120S/1120-F/7004:
<http://www.irs.gov/taxpros/providers/article/0,,id=97626,00.html>

Forms 1065/1065-B:
<http://www.irs.gov/efile/article/0,,id=97456,00.html>

Forms 990, 990-EZ, 990-N, 990-PF, 1120-POL and 8868:
<http://www.irs.gov/efile/article/0,,id=108211,00.html>

Forms 720, 2290 and 8874:
<http://www.irs.gov/efile/article/0,,id=169093,00.html>

EXHIBIT 4

RETURN DUE DATE AND EXTENDED DUE DATES FOR TY 2007

The return due date and extended due date tables for TY 2007 for each MeF form can be found on irs.gov at: <http://www.irs.gov/efile/article/0,,id=174983,00.html>.

For specific forms, click on the form type below:

[Form 7004](#)

[Form 1120/1120-F/1120-S/1120-POL](#)

[Form 1065/1065-B](#)

[Form 990 Series, Form 408\(a\), Form 4720 and Form 8868](#)

[Form 720/220/8849](#)

EXHIBIT 5 NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODES

The following link provides the NAICS Codes (codes for Principal Business Activity):

http://www.irs.gov/pub/irs-utl/copy_of_naics_listing.pdf

EXHIBIT 6 TY 2007 SCHEMAS AND BUSINESS RULES

The schema validation business rules can be found on the irs.gov website as follows:

For Forms 1120, 1120S, 1120-F and 7004:

<http://www.irs.gov/efile/article/0,,id=128360,00.html>

For Forms 1065 and 1065-B:

<http://www.irs.gov/efile/article/0,,id=153999,00.html>

For Forms 990, 990-EZ, 990-PF, 1120-POL and 8868:

<http://www.irs.gov/charities/article/0,,id=129364,00.html>

For Forms 720, 2290 and 8849:

<http://www.irs.gov/efile/article/0,,id=169093,00.html>



Internal Revenue Service
United States Department of the Treasury



**IRS *e-file* for Large Taxpayers
Filing Their Own
Corporate Income Tax Return**

August 2008

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Purpose of this Document

This document is written to provide information for *Large Taxpayers*, whether or not they are required to electronically file their income tax return. For purposes of electronic filing, the IRS defines a *Large Taxpayer* as a business or other entity with assets of \$10 million or more, or a partnership with more than 100 partners, which originates the electronic submission of its own return(s). These taxpayers may choose to electronically file their own corporate return or use an Authorized IRS *e-file* Provider. An Authorized IRS *e-file* Provider is a company (or individual) that has applied, passed suitability and been accepted by IRS to *e-file* individual or business income tax returns. A list of Authorized IRS *e-file* Providers can be found on the irs.gov website (<http://www.irs.gov/efile/lists/0,,id=119096,00.html>).

Large Taxpayers, who also file 250 or more returns, are required to electronically file their tax return.

\$10 MILLION OR MORE IN ASSETS AND 250 OR MORE RETURNS FILED TAX YEARS ENDING ON OR AFTER DECEMBER 31, 2006

“Returns Filed” includes an aggregate of:

- Income tax returns
- Returns under Section 6033
- Information returns
- Excise tax returns
- Employment tax returns

FORMS 1120 or 1120S



If you do not meet the Large Taxpayer criteria (assets of \$10 million or more), **STOP**; you **MUST** use an Authorized IRS *e-file* Provider.

Why do we have to *e-file*?

On November 13, 2007, the Internal Revenue Service issued final Treasury Regulations, which were announced in Treasury Decision (T.D.) 9363 http://www.irs.gov/irb/2007-49_IRB/ar09.html. The final regulations were necessary to update and clarify the rules and procedures for corporations and organizations that are required to file their returns electronically. The regulations

require electronic filing of Forms 1120 and 1120S by corporations required to file at least 250 returns during the calendar year, required to file corporate income tax returns, and that had total assets of \$10 million or more as shown on Schedule L of their Form 1120 or 1120S for taxable years ending on or after December 31, 2006.

Except as described in the preamble, the final regulations clarify that the electronic filing requirement applies to all members of the Form 1120 and Form 1120S series of returns, including amended and superseding returns. A member of the Form 1120 series includes, for example, the Form 1120-F, *U.S. Income Tax Return of a Foreign Corporation*.



The requirement for electronic filing of Form 1120-F applies to tax years ending on or after December 31, 2008.

The determination of whether a corporation is required to file at least 250 returns is made by aggregating all returns (regardless of type) that the entity is required to file over the calendar year. Examples include income tax returns, returns required under Section 6033, information returns, excise tax returns and employment tax returns.

What is Modernized e-File (MeF)?

Modernized *e-File* is an important component of IRS's re-engineering efforts to improve service, enhance enforcement, and modernize technology and work processes. It is an internet-based system that uses standardized Extensible Mark-Up Language (XML) constructs that provides corporations the capability to electronically file Forms 1120, 1120S, and 1120-F. MeF also processes Forms 1065, 1065-B, 990, 990-EZ, 990-N, 990-PF, 1120-POL, 720, 2290, 8849, 7004, and 8868.

IRS introduced electronic filing in the 1980's by first providing the capability to individual wage-earning taxpayers. In each year since, a greater number of taxpayers have elected to *e-file*, with over 50% of individual taxpayers e-filing in 2005. In 1998, as a result of the IRS Restructuring and Reform Act, Congress set a goal that 80% of all returns should be filed electronically by the end of calendar year 2007.

To provide electronic filing for corporate taxpayers, IRS began development of MeF in 2002. IRS worked with stakeholder groups that represented the corporate tax community and electronic filing software developers to ensure that the needs of taxpayers were fully understood. Stakeholder groups included representatives from the American Institute of Certified Public Accountants (AICPA), Tax Executives Institute (TEI), Association for Computers and Taxation (ACT), Tax Technologies, Incorporated, Deloitte and Touche (D&T), Research Institute of America (RIA), Vertex User Group, CCH, Creative Solutions, and Intuit. Any issue or concern that could affect taxpayers in complying with electronic filing requirements were discussed in depth, resulting in the system as it is built today. This stakeholder group worked closely with the IRS during all phases of design, development and implementation of MeF. IRS will continue to solicit input from

stakeholder groups as additional forms are added to the MeF system.

MeF was implemented in February of 2004 and, as of July 2008, over 2,532,000 corporate returns have been *e-filed*! Most of these corporate *e-filers* have assets under \$10 million, although over 124,000 large and mid-size corporate returns have *e-filed*.

The benefits of the MeF system include:

- A standardized, universal language (Extensible Mark-Up Language [XML]) that eliminates software barriers
- The ability for corporate taxpayers to file more quickly, easily and reliably
- The ability to validate business rules that perform analysis before the return is accepted, allowing the taxpayer to correct their return
- More explicit error conditions -- New error code explanations pinpoint the location of the error in the return and provide complete information in the Acknowledgement File
- Submitting a return in the most up to date internet security technologies to ensure information confidentiality and data security
- A totally paperless process – supporting documents and transactional data are accepted as Portable Document Format (PDF) documents along with the return (You should refer to the Tax Year 2007 Directions for Corporations Required to e-file located at <http://www.irs.gov/businesses/article/0,,id=177631,00.html> for specific instructions)
- The ability to electronically file complex returns such as consolidated returns with multiple subsidiaries, foreign entities, and supporting data, and mixed returns (life / non-life insurance sub-consolidations)
- Faster, more accurate processing, and quicker interactions between IRS and taxpayers
- *E-filed* returns are processed as they are received and filers receive prompt electronic acknowledgements in near real time – no more waiting for once or twice daily system processing cycles
- Integrated payment options – if you owe taxes, you can *e-file* a balance due return and, at the same time, authorize an electronic funds withdrawal from your bank account (payments are subject to limitations of the Federal Tax Deposit Rules)
- Year-round return processing
- Ability to file amended, superseding, and short-period returns electronically

How can I meet my requirement to *e-file*?

As a large taxpayer, you must decide if you are going to use an Electronic Return Originator (ERO) or prepare and e-file your return yourself.



If you elect to use an ERO, **STOP**; the instructions in this document do not pertain to you.

If you elect to e-file your return yourself, you have three options to file your return:

- **Online Provider** - An Online Provider transmits business income tax return information prepared by a taxpayer using commercially purchased software or software provided by an online internet site. (You do **NOT** need to register and apply as a Large Taxpayer.)
- **Direct Transmission** – You file your corporate return directly to IRS with no assistance from another entity. (You need to register and apply as a Large Taxpayer.)
- **Third-Party Transmitter** – You prepare and send your corporate return to an authorized IRS *e-file* Provider and have them transmit your return to IRS. (You need to register and apply as a Large Taxpayer.)



IMPORTANT! You need to check with your software vendor to determine what transmission methods they may provide through their tax preparation software. For example, if your software vendor elects **not** to be a transmitter, then you will have to transmit your return yourself or find an Authorized IRS *e-file* Transmitter that can transmit your return for you.

Transmitter Types	How Does It Work?	How Does Return Get to IRS?	Large Taxpayer Needs Their Own EFIN to e-file?	Large Taxpayer Needs Their Own ETIN to e-file?
Online Provider	<p>Large Taxpayer must:</p> <ul style="list-style-type: none"> • Select an Online Provider • Use the Online Provider's software to create their return • Notify the Online Provider the return is ready to file • Get notification from the Online Provider that the return has been successfully acknowledged by IRS 	Online Provider transmits the return	No	No

Direct Transmission	<p>Large Taxpayer must:</p> <ul style="list-style-type: none"> • Register for e-Services • Apply as a Large Taxpayer • Chose the transmission method “MeF Internet, XML” • Ensure at least 1 (2 or more recommended) Responsible Official or Delegated User has the authority to use: <ul style="list-style-type: none"> ○ “MeF Internet Transmitter” (IFA) Or <ul style="list-style-type: none"> ○ “MeF System Enroller” (A2A) • Complete Communications Test • Contact e-Help Desk to have ETIN moved to “Production” status • Transmit Return • Retrieve Acknowledgement File 	IFA or A2A	Yes	Yes
Third-Party Transmitter	<p>Large Taxpayer must:</p> <ul style="list-style-type: none"> • Register for e-Services • Apply as a Large Taxpayer • Chose the transmission method “MeF Internet, XML” • Select a Third-Party Transmitter • Provide completed return to Third-Party Transmitter • Third-Party must: <ul style="list-style-type: none"> ○ Check transmission file format ○ Transmit return to IRS ○ Retrieve Acknowledgement File and provide notification to the Large Taxpayer 	Transmission channel is determined by third-party	Yes	No (You will be assigned and receive an ETIN, but you will not need to use it)

How do I register with e-Services and apply to e-file as a Large Taxpayer?



It is recommended that you complete the e-Services registration and *IRS e-file Application* process *at least 45 days* before you plan to file your electronic return and 60 days if you plan to transmit your own return (requires communications testing to ensure connectivity with IRS)!

In order to interact electronically with thousands of users, the IRS must authenticate each person. Registration is a one-time, universal process that authenticates the individual registrant to the IRS through the use of “shared secrets” and enables you to do business electronically with the IRS.


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



The Responsible Official is not required to be a Corporate Officer or a Principal of the Firm!

Register with e-Services

To register, select the “**Not Yet Registered or Confirmed?**” link at <http://www.irs.gov/taxpros/article/0,,id=109646,00.html> or follow the instructions below:

1. At irs.gov, select the IRS *e-file* logo 
2. Select the “e-Services” link under IRS e-file Options For: “Tax Professionals”
3. Select “Registration Services” next to “**Not Yet Registered or Confirmed?**”
4. Click on the “Registration” link and follow the instructions. Pay particular attention on how to construct your Username and Password. Remember to safely record these two items. You will need to safely record the Username recovery question/answer and the self-selected five-digit Personal Identification Number (PIN) which will represent your electronic signature. You will use this PIN to sign your corporation’s IRS *e-file* Application! Step by step instructions and screen shots of the registration process are available at http://www.irs.gov/pub/irs-schema/eservices_registration_process.pdf

If you are experiencing problems as you complete your e-Services Registration, contact the IRS e-Help Desk at 1-866-255-0654 for assistance.

5. After you successfully register online, the IRS will mail a **confirmation number** to your official address of record. You will have **28** days from the initial registration to access e-Services and input your confirmation number to successfully complete your registration! You **Must** perform this step to complete the registration process!! Your e-Services password will expire every 180 days. You will receive screen notices within 15 days of expiration and an e-mail within 10 days of expiration. If you don’t access e-Services on a regular basis, you should set a reminder to access e-Services and update your password.

If you are experiencing problems as you complete your IRS e-file Application, contact the IRS e-Help Desk at 1-866-255-0654 for assistance.

You will need the following information to register:

This information is not stored by IRS in the application or with your corporation’s records. It is only used to verify who you are and allow to you continue registration with e-Services.

- Legal name (verified with IRS & SSA records)

- Social Security Number (verified with SSA records)
- Date of birth (verified with SSA records)
- Telephone number
- E-mail address
- Adjusted Gross Income (AGI) from either your current year or prior year filed tax return (verified from IRS records)
- Username. Select your preferred username. Please read the rules for selecting your username
- Password and PIN. Select your password and PIN. Please read the helpful hints on selecting a secure, unique password and PIN (If you have expired, forgotten, or lost your password go the this link for instructions to reset your password) https://la1.www4.irs.gov/e-services/Registration/Reg_ForgotPwd/Reg_RecoverPwPINForm.jsp
- Reminder question to recover a forgotten username
- Home mailing address (verified from IRS records). If you have moved since you last transacted with the IRS, please update your information when registering.

If you want to look at instructions and the screens for registration, go to [irs.gov](http://www.irs.gov) and click on “e-
Services’ Registration Process.pdf “on the e-file for Large and Mid Size Corporations screen
(<http://www.irs.gov/businesses/corporations/article/0,,id=146959,00.html>)

Now that you have successfully registered, you are ready to create your corporation’s IRS *e-file* Application.

Apply to e-file

First, you must determine who will perform certain functions for your corporation and gather the necessary information to complete your application. You will need to decide:

- Who will be your Responsible Official(s) (you can have up to five; IRS recommends that you have at least **two** for back-up purposes) and what authorities they will have
- Who will be your Delegated Users and what authorities they will have
- What form(s) you will *e-file*
- How you will transmit your return (covered in a later section)

Below are definitions that will help determine who will act as your Responsible Officials and Delegated Users.

A **Responsible Official** is:

- An individual with responsibility for and authority over your *e-file* operation
- 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

- 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 [for a total of five])
- An individual who is a U.S. citizen or legal resident alien (lawful permanent resident), and have attained the age of 21 as of the date of the application



The Responsible Official is not required to be a Corporate Officer or a Principal of the Firm!

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

A **Delegated User** is an individual within your firm/organization, other than a Responsible Official, who is an employee, partner, or other member of the firm/organization or who has a business relationship with the firm/organization. The information you will need for each Delegated User you want to add to your corporation's IRS *e-file* Application includes: Name, Social Security Number, Title, and e-mail Address.

You can modify what "authorities" the Responsible Official(s) and Delegated User(s) can have. The Responsible Official that creates the corporation's IRS *e-file* Application can authorize any or all of the following permissions for either Responsible Officials or Delegated Users.

Authority to:

- View the corporation's IRS *e-file* Application Information
- Update the corporation's IRS *e-file* Application Information
- Sign and submit the corporation's revised IRS *e-file* Application
- Add, delete or change Responsible Officials
- Be designated as the corporation's MeF Internet Transmitter (IFA only this is the primary method for Large Taxpayers) or;
- Be designated as the corporation's MeF System Enroller (A2A only limited usage)



It is important that Responsible Officials and/or Delegated Users and their authorities be deleted from the IRS *e-file* Application when they are no longer associated with the Large Taxpayer or when their position within the firm no longer warrants one or more authorities.

There are two distinct differences in creating an IRS *e-file* Application as a Large Taxpayer versus an individual/firm who is in the business of preparing and/or transmitting tax returns for profit.

1. Suitability checks are **NOT** performed on the Responsible Officials of Large Taxpayers.
2. You will be assigned **BOTH** an Electronic Filing Identification Number (EFIN) and an Electronic Transmitter Identification Number (ETIN) on the completion of your IRS *e-file* Application.

It is important to become familiar with the rules and requirements for participation in IRS *e-file* Program by reading the applicable IRS *e-file* documents. Publications and other information about IRS *e-file* and related topics, including state filing information, can be found on the IRS website at www.irs.gov and are also included in a later section of this document.

Step-by-step instructions and every screen that you will see when you establish an IRS *e-file* Application for your corporation can be found at http://www.irs.gov/pub/irs-schema/eservices_efile_application_process.pdf

If you are experiencing problems as you complete your IRS *e-file* Application, contact the IRS e-Help Desk at 1-866-255-0654 for assistance.

As a reminder, when you are in e-Services, you are in a secure environment. Do **NOT** use your browser “back” or “forward” arrows! Use the navigation buttons on the screens for “next” or “previous”!

What’s different in preparing my return to *e-file*?

Most corporations have been using software to prepare their return for years. With the requirement to *e-file*, the challenge will be to integrate all of the supporting data, transactional data, elections, disclosure statements and other items with your return. These documents can be prepared in a variety of software packages; with paper filing, you would just attach the document to your return. This section discusses how to handle these attachments. Complete instructions for all forms and potential attachments are contained in Publication 4163, *Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns*.

First, IRS requires all tax preparation software from Software Developers used for preparing electronic returns to pass the requirements for MeF Assurance Testing (ATS) as briefly explained below:

1. IRS issues [Publication 4162, Modernized e-file Test Package for Forms 1120/1120-S/1120-F/7004 for Tax Year 2007](#) that has a series of test tax returns and instructions.
2. Software vendors notify IRS that they plan to test and provide a list of forms they plan to include in their tax preparation software.



IRS does not require software vendors to support all forms! They are allowed to develop their tax preparation software based on the needs of their clients. The test returns issued by IRS also do not include all forms or schedules that can be part of an actual return! You should ensure that your software vendor supports all of the forms/schedules you need to e-file your return! Generally, **waivers are not granted for software limitations.**

3. Software vendors use the test tax returns to create test returns in the specified XML format.
4. The software vendor transmits the XML formatted test tax returns to IRS.
5. An IRS tax examiner checks every data entry field on the return.
 - a. These checks ensure tax calculations on the test return matches the answers provided by IRS on the test returns.
 - b. These checks also ensure the software correctly formats the test tax return data in XML format and the data can be successfully transmitted to, received and the tax return viewed by IRS.
6. When IRS determines the software correctly performs all required functions, that software is approved for electronic filing.
7. After approval from IRS is received, software vendors are allowed to market their tax preparation software to corporations and/or professionals as “approved for electronic filing”.

Traditional Paper Filing Process

When taxpayers prepare paper consolidated corporate income tax returns, spreadsheets are commonly used to report the required data for each subsidiary. These spreadsheets are commonly used to report subsidiary data on Form 1120, other attached IRS forms such as Form 4562, and for supporting data (other income statement). These spreadsheets are attached to the consolidated return and mailed to IRS.

Taxpayers use tax preparation software to prepare most of their paper corporate income tax return but may also use other formats (Word, Excel, etc) to prepare supporting data. The documents containing supporting data are then attached to the portion of the return prepared by tax preparation software and mailed to IRS.

MeF Filing Process

MeF requires tax software approved for electronic filing to use IRS forms for reporting data for each subsidiary return. In addition to the parent return, tax software approved for electronic filing should allow taxpayers to create a separate “stacked return” for each subsidiary. Tax preparation software should allow taxpayers to report Eliminations and Adjustments as a separate “stacked return”. Tax preparation software may also allow taxpayers to use spreadsheets for the internal review of the return, but IRS requires all subsidiary data to be formatted and transmitted to IRS as “stacked returns”.

MeF requires supporting data to be included in tax preparation software or attached as PDF files.

IRS software will allow statements with “columnar data” to be attached in PDF format. IRS reviewed all of the forms (and instructions) that may be attached to Form 1120 and/or 1120S and identified every instance where taxpayers are required to attach supporting data. IRS provided structured formats to software developers or provided instructions to enter supporting data as PDF files (in instances where IRS has not defined a format). Software developers are required to use these formats for developing tax preparation software approved by IRS for electronic filing. It is the responsibility of software vendors to provide appropriate instructions for taxpayers to enter supporting data to meet the IRS guidelines.

Most software vendors will allow taxpayers to import/export data from other sources. Taxpayers are encouraged to discuss available options with their software vendor early to determine how to prepare supporting data. Detailed examples and instructions on how to include supporting data can be found in Publication 4163, *Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns* and on the irs.gov website in the *Directions for Corporations Required to e-file* at <http://www.irs.gov/businesses/corporations/article/0,,id=146959,00.html>



In many instances, information on schedules attached to Form 1065 will be the same schedules required to be filed with the Form 8865, *Return of US Person with Respect to Certain Foreign Partnerships*. If a taxpayer has already prepared the Form 1065 and has completed Schedules B, D, K, K1, L, M-1, M-2, do **NOT** attach the Form 1065 schedules to the return, instead, the data from the Form 1065 schedules should be copied to the corresponding Form 8865 schedules.

When taxpayers prepare paper corporate income tax returns, they may or may not use tax preparation software to prepare the disclosure statements and/or elections required by Treasury Regulations or various IRS Publications. Taxpayers often use a variety of methods (Word, Excel, Election programs) to prepare the numerous disclosure statements and/or elections based on the unique needs of the particular return.

MeF requires all disclosure statements and elections to be included with the return in the specified XML format. MeF provides schema for many of the common elections and disclosures. In the event that a specific schema is not available, taxpayers should use the General Dependency Schema. The General Dependency Schema allows taxpayers to identify the disclosure statement/election using the following data elements:

- Form Line or Instructions Reference (optional)
- Regulation Reference (optional)
- Description (optional)
- Attachment Information (optional)

Detailed examples and instructions on how to prepare the disclosure statements and/or elections can be found in Part III (Creating Elections/Disclosure Statements Required by Regulations or Publications) of Publication 4163, *Modernized e-File (MeF) Information for Authorized IRS e-file*

Providers for Business Returns.

Some disclosure statements and/or elections may require supporting data which cannot be entered into the specified formats (i.e. Plans of Merger, Plans of Reorganization, meeting notes, etc). In June 2006, IRS issued T.D. 9264 which eliminated reporting burdens and also eliminate regulatory impediments to the electronic filing of certain statements that taxpayers are required to include on or with their Federal income tax returns. You should refer to T.D. 9264 at <http://www.irs.gov/pub/irs-reg/td9264.pdf> for specific information. In the event that this type of supporting data is still required, it may be exported to the appropriate XML schema, if your software supports it, or attached to the electronic return as a PDF file. The actual disclosure statement and/or election must be entered into the required XML format and only the supporting data submitted as PDF.

Many forms that may be attached to Form 1120 and 1120S have separate signature lines. During the development of MeF IRS identified all of the forms with separate signature lines and requested IRS Counsel to issue special instructions to facilitate electronic filing. Regulation T.D. 9100 contains amendments to the Income Tax Regulations (26 CFR Part 1) and Procedure and Administration Regulations (26 CFR part 301) and eliminates some of regulatory requirements considered impediments to the electronic submission of tax returns and other forms filed by corporations, partnerships and other businesses with regard to third-party signature requirements. These regulations impeded electronic filing by:

- requiring taxpayers to include third-party signatures on their tax returns
- requiring taxpayers to attach documents or statements generated by third-parties
- requiring a taxpayer to sign an IRS form and file it as an attachment to the taxpayer's income tax return

T.D. 9100 eliminates the impediments for taxable years beginning after December 31, 2002 by extending the signature on Form 1120 to a number of the accompanying statements, schedules, and forms. The regulations generally affect taxpayers who are required to file any of the following forms: 926, 973, 982, 1120, 1120S, 1122, 5471, and 8832. See T.D.9100 for more information.

The address on the first page of the electronic return, once processed by the IRS, will be used to update the taxpayer's address-of-record. The IRS uses a taxpayer's address-of-record for various notices that are required to be sent to a taxpayer's "last known address" under the Internal Revenue Code and for refunds of overpayments of tax (unless otherwise specifically directed by taxpayers, such as by Direct Deposit).

Corporate income tax returns with a foreign address in the entity portion of the Form 1120/1120S/1120F may be filed electronically.

There will be instances in the preparation of the tax returns, forms or attachments when a two character Foreign Country Code is required. This code should always be the code of the Foreign Country or Foreign Sovereignty as recognized by the US State Department. For example;

Scotland, Wales, and England are part of the foreign country United Kingdom. The Foreign Country Code for United Kingdom is UK. The Balearic Islands are a part of Spain and should be coded as Spain, "SP". These are just a few examples. When entering foreign addresses on the return or form, the state or republic (such as Scotland or England) can be entered with the city; "London, England" and the country as "United Kingdom" or "UK". A complete listing of Foreign Country Codes can be found at <http://www.irs.gov/efile/article/0,,id=175595,00.html>.



The **Name Control** for corporations should be determined from the information specified on the first name line. Generally, the Name Control is derived from the first four characters of the corporation name and consists of up to four alpha and/or numeric characters. A detailed explanation of business Name Controls can be found at <http://www.irs.gov/businesses/corporations/article/0,,id=155677,00.html>.

The tax preparation software will provide the necessary instructions to prepare the return for electronic transmission to the IRS. During this process, the electronic return data is converted into final XML format defined by IRS for electronic filing. A critical part of the MeF design was the decision to use XML format for transmitting electronic return data to IRS. IRS worked with a contractor to develop the XML schemas. XML schemas ensure the electronic return data transmitted to IRS meets required specifications and allows MeF systems to process and view the electronic return data. The following is a brief explanation of how XML schemas are developed and used to send electronic return data for MeF processing:

1. Each line or data element on every IRS form is given an XML name tag.
2. Every instance of supporting data is defined and given an XML name tag.
3. These name tags are defined in XML schemas which are provided by IRS to software developers.
4. Software developers use the XML schemas to output the return data from tax preparation software into the specified electronic filing format.
5. Software developers must test their tax preparation software with IRS and MeF systems to ensure it can correctly format and transmit electronic data to IRS. (See Tax Preparation Software Must Be Approved by IRS for Electronic Filing) for a detailed explanation of software testing.
6. IRS validates transmitted XML files against the XML schemas in the MeF test and production systems.

IRS and contractors perform extensive testing to ensure the electronic return data received can be accurately processed by MeF systems. Before the contractor delivered the final MeF programs to IRS, they performed extensive testing of the XML schemas. IRS performs extensive testing on the MeF programs to ensure the data was formatted and displayed accurately by MeF systems.

Signing the Electronic Return

Since corporate returns filed through MeF are composed of electronically-transmitted data, you need a method for your corporate officer to legally sign the return. The corporation must designate an officer of the firm responsible for signing the corporate income tax return following the procedures outlined in Treasury Regulation Section 1.6062-1.

IRS developed Forms 8453- (C/S/I) for corporations to attach to their return.

- C - U.S. Corporation Income Tax Declaration for an IRS *e-file* Return
- S - U.S. S Corporation Income Tax Declaration for an IRS *e-file* Return
- I - Foreign Corporation Income Tax Declaration for an IRS *e-file* Return

As you prepare your return, you will have numerous supporting document attachments. One of those attachments will be the applicable Form 8453 that you will scan and attach to your return as a Portable Document Format (PDF) document. The corporate officer must sign and date the applicable Form 8453 to authorize the origination of the electronic submission of the return to the IRS prior to the transmission of the return. The Declaration of Taxpayer includes the taxpayer's declaration under penalties of perjury that the return is true, correct and complete. If you use a Paid Preparer to review and sign the return, then the paid preparer must also sign the Form 8453- (C/S/I) (the Paid Preparer must check the box in the "Paid Preparer's Use Only" section). Paid Preparers do not have to disclose their SSN or EIN on the copies they supply to taxpayers. If a third-party transmitter is used to transmit the return, the Form 8453- (C/S/I) also gives the taxpayer's consent to have the IRS send that third-party Transmitter an acknowledgement indicating whether or not the return was accepted and, if rejected, the reason(s) for the rejection. Your third-party transmitter will then provide that acknowledgement to you.



You **MUST** retain the original Form 8453- (C/S/I) that is physically signed by your corporation's Officer!

Note: If the electronic return data on a corporate income tax return is changed after the Declaration of Taxpayer is signed, you **MUST** sign a new declaration if the "Total Income" amount differs by more than \$150 or the "Taxable Income" amount differs by more than \$100.

Tax preparation software approved for electronic filing should include Forms 8453- (C/S/I) which must be completed and signed by all required parties. These documents will then be scanned into a PDF document and attached to the electronic return. IRS approved MeF software will provide instructions for including the scanned document with your electronic tax return.



In the event that you are unable to electronically file your return, and the e-Help Desk has directed you to file your return on paper, the corporate officer **MUST** sign the paper copy of the tax return before it is filed. Form 8453- (C/S/I) is **NOT** a valid signature option when filing a paper copy of a tax

return. Detailed guidance can be found on the [irs.gov](http://www.irs.gov/businesses/article/0,,id=177619,00.html) website at <http://www.irs.gov/businesses/article/0,,id=177619,00.html> (Section C. Communication and General e-file, Frequently Asked Question (FAQ) 12).

How do I transmit my electronic return to IRS?

There are different methods in which you can transmit your return to IRS. The IRS' definition of a *transmitter* is someone who sends the electronic tax return directly to the IRS. A transmitter must complete an IRS *e-file* Application and be approved by IRS to transmit returns. Transmitters use an ETIN (Electronic Transmitter Identification Number) as they transmit returns to the IRS. As a large taxpayer, who completes an IRS *e-file* Application, you will be issued an ETIN that is used to transmit your return directly to IRS.

Publication 4164, *Modernized e-File Guide for Software Developers and Transmitters* has complete information on both IFA and A2A. It is important to know that both methods require hardware or software to make transmissions possible. The software that developers create has to be approved by IRS and must be in Extensible Mark-Up Language (XML). MeF performs validations of the transmission and return data through business rules, schema validations, SOAP envelop validation, Transmission Header and Manifest validation which applies to both IFA and A2A. Here's a brief description of both:



If you chose to use a 3rd party transmitter or ERO, skip this section, this information does not apply to you.

Transmission Channels

IFA is a direct, secure internet connection that requires a person to initiate the transmission session. IRS developed IFA specifically for large returns of over 500 pages. IFA provides a browser-based interface that allows an individual the ability to easily upload a return and transmit it securely over the internet. The speed at which your return goes over the Internet is, of course, dependent on the speed your Internet Service Provider (ISP) provides.

As identified in the IRS *e-file* Application procedures, you must designate one or more of your Delegated Users as an "MeF Internet Transmitter" (always a good idea to have a back-up). If you choose to transmit your return yourself, the Delegated User will access IFA through the e-Services MeF login screen MeF Internet Filing and transmit your return directly to IRS. They will also need to come back in to pick up the acknowledgement after IRS provides it.

Prior to transmitting, your corporation's MeF Internet Transmitter must will perform a communications test (a "handshake" with the IRS) to enable transmission of the electronic return data to the IRS. Your ETIN is in a "test" status until you perform this communications test with IRS. After successful connectivity, you must contact the e-Help Desk at 1-866-255-0654 to have

your ETIN moved from “test” status to “production” status. Large Taxpayers do NOT need to perform a communications test each year. They perform the communications test the first year only. Most software packages (IRS accepted *e-file* software) have communication tests built in so that completing this requirement is relatively easy. You should follow the directions in the software or documentation package. If you have problems, you should contact the software developer who sold you the software or contact the technical support operation that comes with the software package.

The test status of each form transmitted to the IRS can be viewed by accessing the firm’s IRS *e-file* Application and clicking on the “FORMS” link. The form/format previously selected on your IRS *e-file* Application will be displayed in a table along with the status. The status is updated from “test” to “production” when required communication testing is completed. For more information regarding communication testing, refer to Publication 4162, *Modernized e-File Test Package for Forms 1120/1120S/1120-F/7004* or Publication 4505, *Modernized e-File Test Package for Forms 1065/1065-B*.

The following is the screen your MeF Internet Transmitter will see after they login to e-services and select the appropriate organization, to conduct the communications test as well as when your return is ready to be transmitted “in production” (submission of your return to the IRS):



MeF Internet Filing

Welcome to Modernized e-File (MeF) Internet Filing

This application steps you through the process of sending a file with Federal and/or State returns to the IRS, retrieving acknowledgement file(s), and retrieving submission status record(s). Please note that you must have a valid ETIN for the test or production system. Through MeF Internet Filing, you can:

1. **Transmit production and test files**

You can transmit test or production files by: selecting the 'Transmit Production File' or 'Transmit Test File' link, selecting the ETIN associated with the file, identifying the file, and submitting the file. Once the file has been successfully uploaded, you will receive a submission receipt, which includes Submission IDs for the returns in your file.

2. **Retrieve production and test acknowledgements**

You can retrieve acknowledgement(s) by: selecting the 'Retrieve Production Acknowledgements' or 'Retrieve Test Acknowledgements' link, selecting the ETIN associated with your acknowledgement(s), and then either requesting to download new acknowledgements or acknowledgement(s) for specific submissions.

3. **Retrieve production and test submission status records**

You can retrieve submission status record(s) by: selecting the 'Retrieve Production Submission Status Records' or 'Retrieve Test Submission Status Records' link, selecting the ETIN associated with your submission status record(s), and then either requesting to download new status records or records for specific submissions.

4. **Retrieve production and test 2290 Schedule 1s**

You can retrieve 2290 Schedule 1s by: selecting the 'Retrieve Production 2290 Schedule 1s' or 'Retrieve Test 2290 Schedule 1s' link, selecting the ETIN associated with your 2290 Schedule 1s, and then either requesting to download new 2290 Schedule 1s or 2290 Schedule 1s for specific submissions.

Please select the action you would like from the navigation bar above or from one of the links below.

Production

- [Transmit Production File](#)
- [Retrieve Production Acknowledgements](#)
- [Retrieve Production Submission Status Records](#)
- [Retrieve Production 2290 Schedule 1s](#)

Test

- [Transmit Test File](#)
- [Retrieve Test Acknowledgements](#)
- [Retrieve Test Submission Status Records](#)
- [Retrieve Test 2290 Schedule 1s](#)

Other Services

- [List Participating States](#)

When an IFA transmission is complete, a GTX key is generated immediately indicating the transmission to IRS was successful. **It is very important to print or capture the screen shot that contains your GTX key.**

The next step is for MeF to validate the transmission file and the electronic returns and generate an Acknowledgement File which is the official notification that the electronic return was Accepted (no errors) or Rejected (errors identified). If the electronic return is rejected the Acknowledgement

File will contain an Error Code Explanation(s) that can be used to identify and correct errors. IRS makes the Acknowledgement File available for the MeF Internet Transmitter to “pick up” as soon as MeF processing is completed.

A2A is a “system-to-system” communication that requires a web services connection to have been established. You can find more information in the Publication 4164, *Modernized e-File Guide for Software Developers and Transmitters*.

Just as with IFA, when an A2A transmission is complete, a receipt is immediately generated indicating the transmission to IRS was successful. The next step is for MeF to validate the transmission file and the electronic returns and generate an Acknowledgement File which is the official notification that the electronic return was Accepted (no errors) or Rejected (errors identified). If the electronic return is rejected, the Acknowledgement File will contain an Error Code Explanation(s) that can be used to identify and correct errors. IRS makes the Acknowledgement File available for the Transmitter to “pick up” as soon as MeF processing is completed.

Methods of Transmission

There are two options in which to *e-file* your tax returns:

The first method is **Direct Transmission** which allows you as the corporation to file your return directly with IRS. As a transmitter, you will be responsible for the following:

- Retrieving the Acknowledgement File from IRS within two days of transmission
- Promptly correcting any transmission error that causes the electronic transmission to be rejected
- Ensuring the security of all transmitted data
- Contacting the IRS e-Help Desk toll-free number 1-866-255-0654 for further instructions if an Acknowledgement of acceptance for processing has not been received within 24 hours of transmission

Refer to Publication 4164, *Modernized e-File Guide for Software Developers and Transmitters*, which is available on irs.gov, for specific information on transmitting your return and correcting errors.

The second method is through a **Third-Party Transmitter**. This method involves having an Authorized IRS *e-file* Provider transmit your corporation’s return to IRS. Contact the Third-Party Transmitter for instructions.

The **Online Provider** option allows you to prepare your return using a personal computer **OR** download the software, prepare the return in your office, and the Online Provider will transmit your return for you.

What is considered a timely filed electronic return?

All prescribed due dates for filing paper income tax returns apply to electronic returns. You must ensure that the electronic return is transmitted on or before the due date (including extensions). An electronically filed return is not considered filed until the tax return (including the signature document or Practitioner PIN process) has been acknowledged and accepted by the IRS.

If you use a **Third-Party Transmitter** or use an **Online Provider**, they may provide an **electronic postmark**. The Transmitter or Online Provider creates the electronic postmark bearing the date and time (in the Transmitter's/Online Provider's time zone) that the return is received at their host computer. Your **IRS Received Date** is initially determined using the electronic postmark (using transmitter's time zone). If there is a question of the timeliness of your return, and the Transmitter/Online Provider is located in a different time zone, your actual received date will be determined by adjusting the electronic postmark to the time zone where you are located.

For example, if the Transmitter provides an electronic postmark with a time in the Pacific Time Zone but the taxpayer resides in the Eastern Time Zone, the taxpayer must add three hours to the postmark time to determine the actual postmark time (Eastern Time Zone).

Additionally, if the Transmitter provides an electronic postmark with a time in the Eastern Time Zone but the taxpayer resides in the Pacific Time Zone, the taxpayer must subtract three hours to the postmark time to determine the actual postmark time (Pacific Time Zone). Instructions can be found in Publication 4163, *Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns*.

If you are filing directly with IRS, your return is deemed filed when the tax return has been acknowledged and accepted by the IRS. Taxpayers filing directly may **NOT** use the electronic postmark.

When a transmitted electronic return is rejected, there is a **20-day Transmission Perfection Period** to perfect that return for electronic re-transmission. For Form 7004, *Application for Automatic 6-Month Extension of Time To File Certain Business Income Tax, Information, and Other Returns*, the perfection period is **5** days. Perfection of the return for electronic re-transmission generally means that the originally signed return may have errors in the format of the XML or errors that cause the return to fail the IRS *e-file* schema validation or business rules.

When a previously rejected electronic return is "Accepted" by the IRS within the 20-day Transmission Perfection Period, it will be deemed to have been received on the date of the first reject that occurred within that 20-day period. More detailed information and examples can be found in Publication 4163, *Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns*.

If the electronic return cannot be accepted for processing electronically because the reason for the rejections cannot be corrected to comply with electronic filing requirements, then the corporation must file a paper return. The e-Help Desk will provide direction to the corporation to file the paper

return. To be considered timely filed, the paper return must be postmarked by the later of the due date of the return or **10 calendar days** after the latest transmission that was rejected. Detailed guidance can be found on the irs.gov website at <http://www.irs.gov/businesses/article/0,,id=177619,00.html> (Section C. Communication and General e-file, Frequently Asked Question (FAQ) 12).

Follow the steps below to ensure that the paper return is identified as a rejected electronic return and the taxpayer is given credit for the date of the first reject within the 20-day transmission perfection period:

1. The taxpayer must call the IRS e-Help Desk (1-866-255-0624) to advise that they have not been able to have their return accepted. The e-Help Desk will provide an eCase number to the taxpayer.
2. Prepare your paper return and include the following:
 - an explanation of why the paper return is being filed after the due date
 - a copy of the reject notification
 - the eCase number assigned by the IRS e-Help desk
 - a brief history of actions taken to correct the electronic return
3. Write in red at the top of the first page of the paper return - **REJECTED ELECTRONIC RETURN – (DATE)**. The date will be the date of first reject within the 20-day transmission perfection timeframe. Please note that the information published in Notice 2005 – 88 incorrectly states that in order for the paper return to be considered timely, it must be filed by the later of the due date, or 5 calendar days after the date the Service last gives notification to the taxpayer that the return has been rejected, as long as the first transmission was made on or before the due date of the return (including extensions). Five (5) calendar days is incorrect – the correct number is 10 calendar days.
4. The paper return must be signed by the taxpayer. The Form 8453 (C/S/I) that were used on the electronically filed return that was rejected may not be used as the signature on the paper return.



All accepted Acknowledgements will include the “IRS Received Date” which is the date in which IRS deems the return received.

If your return rejects, it is recommended that you also retain:

- A copy of the **Submission Receipt** received from IRS (Transmitter)
- A copy of the rejected **Transmission File** (Transmitter)
- A copy of the rejected **Acknowledgement** (Everyone)



It is not required, but it is recommended Large Taxpayers also retain a copy of the electronic return data **after** it is formatted into XML and before it is transmitted to IRS or a third-party transmitter. In the unlikely event there is a dispute concerning electronic data displayed by MeF systems, this file could be used as proof of the data as originally transmitted. Both IRS and the transmitter are required to retain a separate copy of the electronic return in the original format.

What publications or information are available to help me understand the *e-file* process?

The following publications and websites will help you understand the *e-file* process:

- **Publication 4162, Modernized e-File Test Package for Forms 1120/1120S/1120F/Form 7004**
This document provides instructions on how to do the communications test (the “handshake”) with IRS to ensure you can send your returns to IRS.
- **Publication 4163, Modernized e-File Information for Authorized IRS e-file Providers for Business Returns**
This document provides an overview of MeF, including transmission methods, business rules, stylesheets, and other information.
- **Publication 4164, Modernized e-File Guide for Software Developers and Transmitters.**
This document provides guidance to Electronic Return Originators in preparing and submitting Corporate, Partnership and Exempt Organization tax returns and extensions.
- **Frequently Asked Questions for Large and Mid-Size Corporations**
This website at irs.gov provides guidance to large corporations based on questions the IRS has been receiving since the *e-filing* requirement was issued.
- **Large.corporate@irs.gov**
This e-mail address provides an avenue to large corporations to submit questions on the *e-filing* requirement, how to *e-file*, etc.