

IRS

e-Services IRS *e-file*

Application Process
for Large Corporations
Required to *e-file*

What is e-Services?

- Suite of products designed for tax professionals and taxpayers to do business with IRS electronically
- Includes:
 - Registration
 - IRS *e-file* Application
 - Preparer Tax Identification Number (PTIN) Application
 - Tax Identification Number (TIN) Matching Application
 - e-filing “Incentive” Products
- Accessed through a secure environment known as the “**Registered User Portal (RUP)**”

How do I get started?

- Every person in your corporation who will be identified on your IRS *e-file* Application will be Register with e-Services
- Registration is a one-time, universal process that authenticates you and allows you to do business electronically with IRS
- Follow the instructions in IRS *e-file* for Large Taxpayers Filing Their Own Corporate Income Tax Return which is an addendum to [Publication 4163 Modernized e-File \(MeF\) Information for Authorized IRS e-file Providers for Business Returns.](#)

Now that you have successfully registered,
you will create the IRS *e-file* Application
for your corporation

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

- Provides authorization to *e-file* your corporation's return
 - Electronic Filing Identification Number (EFIN)
 - Electronic Transmitter Identification Number (ETIN)
- Establishes the form type(1120/1120-F/1120S) you will file with IRS
- Establishes the transmission channel

What do I need to determine to create my IRS *e-file* Application?


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:

1. Who will be your Responsible Official(s) [you can up to five; recommend two for back-up purposes] and what authorities they will have
2. Who will be your Delegated User(s) and what authorities the RO will grant
3. What form(s) you will *e-file*
4. How you will transmit your return (transmission channel)

Start at e-Services Registered User Portal (RUP)



OR

- Go to irs.gov
- Click 
- Click on the “e-Services” link under the Tax Professionals box.
- Click the “Already Registered? Login” link

Go to your desktop icon that you created when you **registered** with e-Services

Login Screen



Login

Username
Password

[Not registered? Register here](#)

FORGOT YOUR PASSWORD?

If your password is not working for some reason, [click here](#) to get a new one. You will need your username, name, and email registration.


By using any or all electronic services, products and/or applications, at both the individual or business entity level, you consent to the monitoring and auditing of your use of the system that constitutes or appears to constitute misuse or abuse of any electronic services, products or applications.

This system is a United States Government System, which may be used only for authorized purposes. Unauthorized use of this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and you, by using the system, constitute consent to such monitoring and auditing. Unauthorized attempts to upload information to the system are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and other applicable laws.

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

Click "I Accept".



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services

- [Application](#)
- [Application to Application](#)
- [TIN Matching](#)
- [Registration Services](#)



Welcome to IRS e-services

JAMES HARVEY
Representing THE FUNNY CO

Select "Application" from the center screen of the left-hand navigation area.

Application

Access to apply or revise an existing application on-line for participation in IRS e-file Program, Preparer Tax Identification Number (PTIN) or Taxpayer Identification Number (TIN) Matching.

Application to Application

Enrollment for Application to Application Web Services Client Program.

TIN Matching

Allows a payer to submit a TIN/Name combination to be matched against IRS records. With Interactive TIN Matching, you can accomplish this interactively and receive an instant response for up to 25 TIN/Name combinations at a time. With Bulk TIN Matching, you can submit an electronic file of as many as 100,000 TIN/Name combinations and receive matching results by email within 24 hours.

Registration Services

Registration Services allows you to confirm your registration, revise your registration information, change your password or PIN and recover a lost password or PIN.



services

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[Application to Application](#)

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[Reporting Agent e-services](#)

[Transcript Delivery System](#)

[e-File Application](#)

The Application to participate in the e-file Program can be submitted on-line. To apply, you must provide your application information and supply a valid e-file account number to ensure access to the program. You may use this either to create a new Application or to update an existing one.

[New TIN Matching Application](#)

Payers may apply for Taxpayer Identification Number (TIN) Matching, an on-line service that allows you to submit TIN/Name combinations for verification against IRS records.

[Preparer Tax ID Number \(PTIN\)](#)

The Preparer Tax Identification Number (PTIN) application can be submitted on-line. The PTIN application is used to complete the Form W-7P. The PTIN Application will enable an individual to receive a PTIN and allow them to use this number as an alternative to their Social Security Number when preparing returns for their clients. Applications for PTIN can be accepted year round. You will receive your PTIN number on-line.

Select "e-File Application" from the center screen or the left-hand navigation area.

e-file Application

You may select an existing application to revise or complete from the list below. You can begin a new application by clicking on *New Application*.

[New Application](#)

[Best Services- Test, 310 LOWELL STREET, ANDOVER, MA 01810 <Completed>](#)

[Build Testing, 5000 ELLIN RD, LANHAM, MD 21086 <Completed>](#)

[Company for Testing Again, 310 Lowell St, Andover, MA 01810 <Completed>](#)

Select "New Application".

[Close Office](#)

[List of Applications](#) | [Firm Type](#)



e-file Application: Firm/Organization Business Type

Thank you for visiting our new on-line e-file application site where you will be able to complete a new "Application to participate in the IRS e-file Program". This is the Form 8633 on-line application process. The application process will ask you for information regarding your Firm/Organization and personal information including Social Security Number, Date of Birth, U.S. Citizenship and Home Address with regard to each of the Principals and Responsible Officials you will be adding to your application. You will also need to know the Social Security Number of all Delegated Users. The IRS will compare the information in the "Required Fields" with information received from the Social Security Administration and the tax return information you previously filed.

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

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

Select "Corporation" as your Firm/Organization Business type.

*Business Type (Required): Corporation

*Does your firm have an Employer Identification Number (EIN)? (Required)

When you have finished Firm/Organization Business Type,

- Select Next to go to the Corporation page.
- Select Cancel to exit the application.

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Corporation
Corporation
Credit Union
Federal Government Agency
Limited Liability Company
Limited Liability Partnership
Local Government Agency
Partnership
Personal Service Corporatio
Sole-Proprietorship
State Government Agency
Volunteer Organization



e-file Application: Firm/Organization Business Type

Thank you for visiting our new on-line e-file application site where you will be able to complete a new "Application for e-file Program". This is the Form 8633 on-line application process. The application process will ask you for Firm/Organization and personal information including Social Security Number, Date of Birth, U.S. Citizenship regard to each of the Principals and Responsible Officials you will be adding to your application. You will also provide the Social Security Number of all Delegated Users. The IRS will compare the information in the "Required Fields" with the Social Security Administration and the tax return information you previously filed.

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

The time it takes to fill out the application can vary by organization and will usually take between 7 and 15 minutes.

*Business Type (Required):

*Does your firm have an Employer Identification Number (EIN)? (Required)

Selection "Corporation" as your Firm/Organization Business Type automatically defaults the question on EIN to "YES".

Click "Next".

When you have finished Firm/Organization Business Type, you may:

- Select *Next* to go to the Corporation page.
- Select *Cancel* to exit the application.

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If, for the purpose of IRS e-file, you or your firm use a "Doing Business As" (DBA) name(s) other than your firm's legal name, include the DBA name

Please select the appropriate role as a Principal or a Responsible Official for this firm/organization.

*Firm/Organization Role(Required): Responsible Official

*Firm/Organization Legal Name (Required):

Doing Business As (DBA) (if other than Legal Name):

*Employer Identification Number(EIN)(Required):

When you have finished Corporation, you may:

- Select *Previous* to go back to the Firm/Organization Business Type page.
- Select *Next* to go to Firm/Organization Address.
- Select *Cancel* to exit the application.

Previous Next Cancel

Select "Responsible Official" from the drop down menu (NOT PRINCIPAL).

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e-file Application: Corporation


If your firm is a partnership or a corporation, provide the firm's Employer Identification Number (EIN). If your Firm is a sole proprietorship, with employees, provide the Social Security Number (SSN) for the business.

If your firm is a sole proprietorship with no employees, enter the name shown on the firm's tax return.

If, for the purpose of IRS e-file, you are using a name other than the legal name, include the DBA name.

Please select the appropriate role:

Microsoft Internet Explorer

 You must be a Principal to select 'For Profit' e-file business activities on a new application. (25000,163)

The system will allow Responsible Officials to only apply for 'Not For Profit' e-file business activities e.g. Volunteer Income Tax Assistance VITA, Tax Counseling for the Elderly TCE, Military Base, Tax Assistance Center (TAC) or Employee/Retiree/Former Employee on a new application.

OK

This message box reminds you that "For Profit" e-file providers must have a Principal. As a large corporation, you are e-filing your corporate return in a "Not for Profit" mode. Select "OK"

*Firm/Organization Role(Required): Responsible Official

*Firm/Organization Legal Name (Required):

Doing Business As (DBA) (if other than Legal Name):

*Employer Identification Number(EIN)(Required):

When you have finished Corporation, you may:

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e-file Application: Corporation

If your firm is a partnership or a corporation, provide the firm's Employer Identification Number (EIN). If your Firm is a sole proprietorship, with employees, provide the business Employer Identification Number (EIN) . If you do not have employees, provide the Social Security Number (SSN).

If your firm is a sole proprietorship, enter the name of the sole proprietor. If your firm is a partnership or corporation, enter the name shown on the firm's tax return.

If, for the purpose of IRS e-file, you or your firm use a "Doing Business As" (DBA) name(s) other than your firm's legal name, include the DBA name

Please select the appropriate role as a Principal or a Responsible Official for this firm/organization.

*Firm/Organization Role(Required):

*Firm/Organization Legal Name (Required):

Doing Business As (DBA) (if other than Legal Name):

*Employer Identification Number(EIN)(Required):

When you have finished Corporation, you may:

- Select *Previous* to go back to the Firm/Organization Business Type page.
- Select *Next* to go to Firm/Organization Address.
- Select *Cancel* to exit the application.

Input your "legal Name", "Doing Business As" (if different from Legal Name) and EIN.

Select "Next."

What if my Corporation's Legal Name and EIN do not match IRS records?

We have received many questions from corporations concerned about the IRS "Name Control", that is, a correct match for your corporation's Legal Name and your Employer Identification Number (EIN) to what IRS has in its records. If you are certain that you entered your corporation's information correctly (i.e., you didn't make any "typos") and you receive the message on the next screen, you will need to check with your on-site IRS employees (or call the IRS e-Help Desk toll-free at 1-866-255-0654) to verify your correct name/EIN combination.



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 - ▷ State Extract Administrator
 - ▷ Transcript Delivery System
 - ▷ TIN Matching
 - ▷ TIN Matching
 - ▷ Customers CRM
 - ▷ Programs CRM
 - ▷ Program Enrollment
 - ▷ Marketing
 - ▷ Leads
 - ▷ Customer Contracts CRM
 - ▷ Support
 - ▷ FieldService
 - ▷ Workforce
 - ▷ Items CRM
 - ▷ Configuration Manager CRM

If your firm is a sole proprietorship, enter the name of the sole proprietor. If your firm is a partnership or corporation, enter the name shown on the firm's tax return.

If, for the purpose of IRS e-file, you or your firm use a "Doing Business As" (DBA) name(s) other than your firm's legal name, include the DBA name

Microsoft Internet Explorer

 Please check the accuracy of the information you have entered. (25000,135)

The information you have entered does not match current IRS records. Please try your request again.

OK

- Wh
- - Select *Next* to go to Firm/Organization Address.
 - Select *Cancel* to exit the application.

Previous Next Cancel

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If you receive this message box, your corporation's Legal Name and EIN do not match IRS records. Contact your on-site IRS representatives or call the IRS e-Help Desk at -866-255-0654



e-file Application: Firm/Organization Address

Name: OHNO Henry Candy and Bicycles

Taxpayer Identification Number: 57-0001767

Please enter the address of the physical location of the firm. A Post Office box will not be accepted as the location of your firm. You may also enter an alternate Mailing Address if different than your Physical Address. Include P.O. box if applicable. You must provide a year-round mailing address.

Physical Address (Required)

*Country(Required):

*Address 1 (Required):

Address 2:

Address 3:

*City (Required):

*State (Required): State Abbr.

*Postal (Required):

Business Phone & Fax Number

*Country Code (Required):

*Telephone (Required):

Fax Country Code:

Fax Number:

Is your mailing address different than your physical address? Yes No
If yes, provide a mailing address.

Is your firm/organization open 12 months of the year? Yes No
If no, provide a year-round address and telephone number.

When you have finished Firm/Organization Address, you may:

- Select *Previous* to go back to the Address(es) On File page.
- Select *Next* to go to Application Contact(s).
- Select *Cancel* to exit the application.

Input your corporation's address, city, state, zip code, country code, telephone number and fax number.

Note that Post Office (P.O.) Box can NOT be used as an

Address 2:
Address 3:
*City (Required):
*State (Required): State Abbr.
*Postal (Required):

Business Phone & Fax Number

*Country Code (Required):
*Telephone (Required):
Fax Country Code:
Fax Number:

Is your mailing address different than your physical address? Yes No

If yes, provide a mailing address.

Is your firm/organization open 12 months of the year? Yes No

If no, provide a year-round address and telephone number.

When you have finished Firm/Organization Address, you may:

- Select *Previous* to go back to the Address(es) On File page.
- Select *Next* to go to Application Contact(s).
- Select *Cancel* to exit the application.

If you mark the “Yes” radio button that your mailing address is different from your physical address, you will get another address screen to complete.

e-file Application : Application Contact(s)

Name: OH NO Another Henry Employer Identification Number(EIN): 57-0001767

Please enter a Primary Contact who will be available on a daily basis to answer IRS questions regarding this application and any processing issues throughout the year. A Primary Contact is required for all applications. You may also enter an Alternate Contact who the IRS may talk to if the Primary Contact is unavailable.

Primary Contact (Required)

*First Name (Required):
Middle Initial:
*Last Name (Required):
Name Suffix:
Salutation:
Title:
*Country Code (Required): 001
*Phone Number (Required): Extension:
Fax Country Code: 001
Fax Number:
Email Address:

Alternate Contact

*First Name (Required):
Middle Initial:
*Last Name (Required):
Name Suffix:
Salutation:
Title:
*Country Code (Required): 001
*Phone Number (Required): Extension:
Fax Country Code: 001
Fax Number:
Email Address:

- Select *Add* to add an alternate.
- Select *Clear* to clear the form.

When you have finished Application Contact(s), you may do any of the following:

- Select *Previous* to go back to the Responsible Official(s) Page.
- Select *Next* to go to the Program(s) Applying For page.
- Select *Save* to save all changes made.
- Select *Cancel* to exit the application.

Your IRS e-file Application Contact and Alternate Contact must be individuals in your corporation that can answer questions regarding your Application AND any e-file processing issues encountered during the year. Your Application Contact and Alternate Contact can also be designated as your Responsible Official(s) or Delegated User(s).

After completing the fields, click "Add" and a table will appear with your contacts.

When you successfully complete your IRS *e-file* Application, IRS will mail an acceptance letter to your **Application Contact** welcoming you to the *e-file* Program. The acceptance letter will be sent to the **mailing address** you provided when you create your IRS *e-file* Application.



e-file Application : Program(s) Applying For

Name: OH NO Another Henry

Employer Identification Number(EIN): 57-0001767

You are required to declare all the business activities that will be performed with *electronic filing*. Please use this page to declare all the business activities by making appropriate entries and selections below. You may declare multiple business activities by selecting the **Add** button as needed.

Business Activity

*Provider Option (Required): Large Taxpayer [View Provider](#)

*For Profit or Not For Profit Business Activity (Required): Not For Profit

*Type of Business Activity: Large Taxpayer

- Select **Add** to add a provider option.

information posted on the irs.gov public website? Yes

[Add](#) [Delete](#) [Go to Summary Page](#)

Select "Large Taxpayer" from drop down menu.

Selecting "Large Taxpayer" as your Provider Option will default the next field to "Not For Profit". This DOES NOT mean that your corporation is Not For Profit-it means you are e filing your corporate return in a Not For Profit manner. As a Large Taxpayer, you are originating and/or transmitting your own return and do not originate or transmit for profit.

When you have finished Program(s) Applying For, you may do any of the following:

- Select **Previous** to go back to the Application Contact(s) Page.
- Select **Next** to go to the Delegated User(s) page.
- Select **Save** to save all changes made.
- Select **Cancel** to exit the application.

Previous

Next

Save

Cancel



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Provider Option	For Profit	Business Activity	Status	Edit	
Large Taxpayer	Not For Profit	Large Taxpayer	Applied	Edit	Delete

Business Activity

*Provider Option (Required): [View Provider Options Definition](#)

*For Profit or Not For Profit Business

Microsoft Internet Explorer



As a large taxpayer, you will prepare and transmit your own return(s). (25000,23)

If your business has assets of more than \$10 million or if you are a partnership with 100+ employees, you will prepare and transmit your own return(s).

OK

- Select *Add* to add a provider
- Select *Clear* to clear the form

Do you want your firm/organization's contact information posted on the irs.gov public website? Yes No

When you have finished Program(s) Applying For, you may do any of the following:

- Select *Previous* to go back to the Application Contact(s) Page.
- Select *Next* to go to the Form(s) page.
- Select *Save* to save all changes made.

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This is just a reminder that, as a Large Taxpayer, you will prepare and transmit your own return. Click "OK" even if you are using a third-party preparer and/or transmitter.



e-file Application : Program(s) Applying For

Name: OH NO Another Henry

Employer Identification Number(EIN): 57-0001767

You are required to declare all the business activities that will be performed with *electronic filing*. Please use this page to declare all the business activities by making appropriate entries and selections below. You may declare multiple business activities by selecting the **Add** button as needed.

You can select any of the following actions from the table below:

- Select **Edit** to edit a provider option. The editable entries will appear in the section.
- Select **Delete** to delete a provider option.

Provider Option	For Profit	Business Activity	Status
Large Taxpayer	Not For Profit	Large Taxpayer	

Business Activity

*Provider Option (Required): [View Provider Options Definition](#)

*For Profit or Not For Profit Business Activity (Required):

*Type of Business Activity:

- Select **Add** to add a provider option.
- Select **Clear** to clear the form.

Do you want your firm/organization's contact information posted on the irs.gov public website? Yes No

When you have finished Program(s) Applying For, you may do any of the following:

- Select **Previous** to go back to the Application Contact(s) Page.
- Select **Next** to go to the Form(s) page.
- Select **Save** to save all changes made.
- Select **Cancel** to exit the application.

The Provider Option table shows “Large Taxpayer”, “Not For Profit” and “Large Taxpayer”.

Now click “Next” to go to the next screen.



e-file Application : Form(s)

Name: OH NO Another Henry

Employer Identification Number(EIN): 57-0001767

You are required to select the return/form type you are planning to e-file.
You must select at least one form type for each provider type.

*Provider Option (Required):

*For Profit (Required):

*Return/Form Type (Required)

- 1065 - U.S. Return of Partnership Income (1065 and 1065-B)
- 1120 - Corporate Income Tax Return (1120, 1120-F, 1120-S) and Application for Extension to File (8868)
- 1120POL - U. S. Income Tax Return for Certain Political Organizations
- 1120-F - Large Taxpayer Foreign Corporation Only
- 2290 - Heavy Highway Vehicle Use Tax Return
- 720 - Quarterly Federal Excise Tax Return
- 8849 - Claim for Refund of Excise Taxes
- 94x - Annual and Quarterly Employment Tax Returns (940/941/944 - EMS only)
- 990 - Return of Organization Exempt from Income Tax (990, 990-EZ, 990-N, 990-PF) and Application for Extension to File (8868)

• Select *Add* to add an e-file form.
• Select *Clear* to clear the form.

When you have finished Form(s), you may do any of the following:

- Select *Previous* to go back to the Program(s) Applying For Page.
- Select *Next* to go to the Delegated User(s) page.
- Select *Save* to save all changes made.
- Select *Cancel* to exit the application.

If your Responsible Official has an SSN and you will be filing Forms 1120, 1120S or 1120-F, check the “1120” box.

If your Responsible Official is using an ITIN and you will be filing Form 1120-F, check the “1120-F” box.

The 1120-F box may only be used when the Responsible Official has an ITIN.



Name: OH NO Another Henry Employer Identification Number(EIN): 57-0001767

You are required to select the return/form type you are planning to e-file.
You must select at least one form type for each provider type.

*Provider Option (Required): Large Taxpayer

*For Profit (Required): Not For Profit

*Return/Form Type (Required)

1065 - U.S. Return of Partnership Income (1065 and 1065-B)

1120 - Corporate Income Tax Return (1120, 1120-F, 1120-S) and Application for Extension to File

*Transmission Method/Format (One or More Required):

Description
<input type="checkbox"/> EMS Internet, XML
<input type="checkbox"/> MeF Internet, XML

1120POL - U. S. Income Tax Return for Certain Political Organizations

1120-F - Large Taxpayer Foreign Corporation Only

2290 - Heavy Highway Vehicle Use Tax Return

720 - Quarterly Federal Excise Tax Return

8849 - Claim for Refund of Excise Taxes

94x - Annual and Quarterly Employment Tax Returns (940/941/944 - EMS only)

990 - Return of Organization Exempt from Income Tax (990, 990-EZ, 990-N, 990-PF) and Application for Extension to File (8868)

• Select **Add** to add an e-file form.
• Select **Clear** to clear the form.

Add Clear

Add Comment(s) Go to Summary Page

When you have finished Form(s), you may do any of the following:

- Select **Previous** to go back to the Program(s) Applying For Page.
- Select **Next** to go to the Delegated User(s) page.
- Select **Save** to save all changes made.
- Select **Cancel** to exit the application.

Previous Next Save Cancel

Select “MeF Internet XML” to e-file large corporate returns via MeF Internet Filing Application (IFA).

NOTE: Application-to-Application (A2A) is not shown as a selection on the IRS e-file Application at present. See Publication 4164 for instructions-A2A requires a separate system enrollment.

Click “Add” after you

e-File Application - Microsoft Internet Explorer

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Address https://rup1.eite2.prime.irs.gov/PORTAL-PROD/psp/CRM/CUSTOMER/CRM/c/APP_MENU_IRS.APP_EFILECREAT_IRS.GBL Go Links

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e-file App

Name: NEW APP TESTING 1120-F Employer Identification

You are required to select the return/form type you are planning to e-file.
You must select at least one form type for each provider type.

You can select any of the following actions from the table below:

- Select *Edit* to edit e-File form entries. (The editable entries will appear in the section below.)
- Select *Delete* to delete an e-File form.

Provider Option	For Profit	Form	Transmission Method - Stat
Large Taxpayer	Not For Profit	1120-F	MeF Internet,XML - Test

'Provider Option (Required): Large Taxpayer

'For Profit (Required): Not For Profit

'Return/Form Type (Required)

- 1065 - U.S. Return of Partnership Income (1065 and 1065-B)
- 1120 - Corporate Income Tax Return (1120, 1120-F, 1120-S) and Application for Extension to File (7004)
- 1120POL - U. S. Income Tax Return for Certain Political Organizations
- 1120-F - Large Taxpayer Foreign Corporation Only

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Local intranet

Start | Inbox - Microsoft O... | e-File Application ... | Document1 - Micros... | C:\Documents and S... | Microsoft Office >> | 11:11 AM

The table shows the “Large Taxpayer” Provider Option e-filing the Form 1120-F in a Not For Profit mode via the “MeF Internet XML- Test” Transmission Method. If you plan to transmit your own return, you must contact the e-Help Desk. After successfully completing a Communication Test, you will be moved to Production status and the Transmission Method-Status will be “MeF Internet XML-Production”.

What is a Responsible Official?

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 maybe identified [for a total of five]. It is a good idea to identify at least two persons to act as back-up for each other.)
- An individual who is a U.S. citizen or legal resident alien (lawful permanent resident) and has attained the age of 21 as of the date of the application

Note: 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, Position Title, U.S. Citizen Status, Social Security Number, Date of Birth and E-mail Address.



e-file Application : Res

Name: OH NO Another Henry Employer Identification

NOTE: Large Taxpayers inputting an Individual Tax Identification Number (ITIN) in the SSN field on this page are required to file Form 1120-F returns only.

The responsible official is the individual with responsibility for and authority over the operations at designa official is the first point of contact with the IRS, has the authority to sign revised applications, and is respon requirements of the IRS e-file program are adhered to. A responsible official may be responsible for more

You can select any of the following actions from the table below:

- Select *Authorities* to go to Responsible Official authorities page.
- Select *Edit* to edit responsible official entries. (The editable entries will appear in the section below.)

*First Name (Required):
Middle Initial:
*Last Name (Required):
name sumx:
*Position Title (Required):
*U.S. Citizen (Required):
*Social Security Number (Required):
*Date of Birth (Required):
Email Address:
Is this person also a primary contact? No Yes
• Select *Add* to add a responsible official.
• Select *Clear* to clear the form.

When you have finished Responsible Official(s), you may do any of the following:

- Select *Previous* to go back to the Firm/Organization Address Page.
- Select *Next* to go to the Application Contact(s) page.
- Select *Save* to save all changes made.
- Select *Cancel* to exit the application.

Complete the input fields to designate your Responsible Official(s). Your Responsible Official DOES NOT have to be a Principal or Corporate Officer of your corporation.

Click “Add” to create a table of your Responsible Officials.

You can have up to five (5) Responsible Officials on your Application-it is a good idea to have at least two to serve as a back up to each other.

e-file Application : Responsible Official(s)

Name: OH NO Another Henry Employer Identification Number(EIN): 57-0001767

NOTE: Large Taxpayers inputting an Individual Tax Identification Number (ITIN) in the SSN field on this page will be limited to e-filing Form 1120-F returns only.

The responsible official is the individual with responsibility for and authority over the operations at designated sites. The responsible official is the first point of contact with the IRS, has the authority to sign revised applications, and is responsible for ensuring that all requirements of the IRS e-file program are adhered to. A responsible official may be responsible for more than one office.

You can select any of the following actions from the table below:

- Select *Authorities* to go to Responsible Official authorities page.
- Select *Edit* to edit responsible official entries. (The editable entries will appear in the section below.)

Personal Information

Name	TIN	Organization Role	Title	Authorities	Edit	Associated Locations	Delete
HARVEY, JAMES K	XXX-XX-1970	Responsible Official		Authorities	Edit	Associated Locations	Delete

*First Name (Required):

Middle Initial:

*Last Name (Required):

Name Suffix:

*Position Title (Required):

*U.S. Citizen (Required):

*Social Security Number (Required):

*Date of Birth (Required):

Email Address:

Is this person also a primary contact? No Yes

- Select *Add* to add a responsible official.
- Select *Clear* to clear the form.

When you have finished Responsible Official(s), you may do any of the following:

- Select *Previous* to go back to the Firm/Organization Address Page.
- Select *Next* to go to the Application Contact(s) page.
- Select *Save* to save all changes made.
- Select *Cancel* to exit the application.

Click on the "Authorities" link for each Responsible Official to review their individual permissions.



Responsible Official Authorities

You may delegate authorities to individuals, however, by delegating these responsibilities you will still be responsible for this person's actions and activities.

HARVEY, JAMES K

Please select one or more of the following...

- View Application Information
- Update Application Information
- Sign & Submit Revised Applications
- Add, Delete & Change Responsible Officials

When you have finished your editing, you may:

- Select *OK* to apply all changes and return to Responsible Official(s).
- Select *Cancel* to discard all changes and return to the Responsible Official(s) page.

OK

Cancel

Responsible Officials are automatically assigned each of these four permissions. You must deselect the box on any activity you do not want assigned to a Responsible Official.

Click "OK" when you are finished.

Note: Instructions on designating a Responsible Official as your corporation's "MeF Internet XML Transmitter" will be shown later.



e-file Application : Responsible Official(s)

Name: OH NO Another Henry Employer Identification Number(EIN): 57-0001767

NOTE: Large Taxpayers inputting an Individual Tax Identification Number (ITIN) in the SSN field on this page will be limited to e-filing Form 1120-F returns only.

The responsible official is the individual with responsibility for and authority over the operations at designated sites. The responsible official is the first point of contact with the IRS, has the authority to sign revised applications, and is responsible for ensuring that all requirements of the IRS e-file program are adhered to. A responsible official may be responsible for more than one office.

You can select any of the following actions from the table below:

- Select *Authorities* to go to Responsible Official authorities page.
- Select *Edit* to edit responsible official entries. (The editable entries will appear in the section below.)

Personal Information

Name	TIIN	Organization Role	Title	Authorities	Edit	Associated Locations
HARVEY_JAMES K	XXX-XX-1970	Responsible Official		Authorities	Edit	Associated Locations

*First Name (Required):

Middle Initial:

*Last Name (Required):

name sumx:

*Position Title (Required):

*U.S. Citizen (Required):

*Social Security Number (Required):

*Date of Birth (Required):

Email Address:

Is this person also a primary contact? No Yes

- Select *Add* to add a responsible official.
- Select *Clear* to clear the form.

When you have finished Responsible Official(s), you may do any of the following:

- Select *Previous* to go back to the Firm/Organization Address Page.
- Select *Next* to go to the Application Contact(s) page.
- Select *Save* to save all changes made.
- Select *Cancel* to exit the application.

Click "Next" to designate your Delegated Users.

What is a Delegated User?

A **Delegated User** is an individual within your Firm/Organization, other than a Responsible Official. This user is an employee, partner, or other member of the Firm/Organization. This user may also be someone who has a business relationship with the Firm/Organization and whom you want to perform activities for your organization. You will need the following information for each Delegated User you want to add to your corporation's IRS *e-file* Application: Name, Social Security Number, Title and E-mail Address.



e-file Application : Delegated User(s)

Name: OH NO Another Henry

Employer Identification Number(EIN): 57-0001767

You may add users to your application that you wish to delegate authorities to. Delegated users are **not** required to submit the application.

*First Name (Required):

Middle Initial:

*Last Name (Required):

Name Suffix:

Title:

*Social Security Number (Required):

Email Address:

- Select **Add** to add a delegate.
- Select **Clear** to clear the form.

As with the Responsible Official screens, complete the information, click "Add" and a table will be created with a list of your Delegated User(s).

When you have finished Delegated User(s), you may do any of the following:

- Select **Previous** to go back to the Form(s) Page.
- Select **Next** to go to the Application Summary page.
- Select **Save** to save all changes made.
- Select **Cancel** to exit the application.



You may add users to your application that you wish to delegate authorities to. Delegated users are **not required** to submit the application.

You can select any of the following actions from the table below:

- Select **Authorities** to go to Delegate authorities page.
- Select **Edit** to edit delegated user entries. (The editable entries will appear in the section below.)
- Select **Delete** to delete a delegated user.

Name	TIN	Organization Role	Principal Consent	Title	Delegate Authorities	Edit
SMITH,TWEETY A	XXX-XX-0604	Delegated User	No		Delegate Authorities	Edit

***First Name (Required):**
 Middle Initial:
***Last Name (Required):**
 Name Suffix:
 Title:
***Social Security Number (Required):**
 Email Address:
 Is this person also a principal consent? No Yes

- Select **Add** to add a delegate.
- Select **Clear** to clear the form.

When you have finished Delegated User(s), you may:

- Select **Previous** to go back to the e-file application Menu page.
- Select **Next** to go to Application Status.
- Select **Cancel** to exit the application.

As with the Responsible Official screens, select “Delegated Authorities” for each of your Delegated Users to identify their permissions.



Delegate Authorities

You may delegate authorities to individuals, however, by delegating these responsibilities you will still be responsible for this person's actions and activities.

SMITH, TWEETY B

Please select one or more of the following...

- Principal Consent
- View Application Information
- Update Application Information
- Sign & Submit Revised Applications
- Add, Delete & Change Principals
- Add, Delete & Change Responsible Officials

When you have finished your editing, you may:

- Select *OK* to apply all changes and return to Responsible Official(s).
- Select *Cancel* to discard all changes and return to the Responsible Official(s) page.

OK

Cancel

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Unlike Responsible Officials, Delegated Users are not automatically assigned all permissions. You must click on the box for any authority you want to assign your Delegated User.

Click "OK" when you are finished.

Note: Instructions on designating a Delegated User as your corporation's "MeF Internet XML" transmitter will be shown later.



e-file Application : Application Status

Name: MARY RAN

Employer Identification Number(EIN): 57-0300095

Begin Date/Time	Application Status
10/16/2006 1:58:43PM	Completed
10/16/2006 1:58:24PM	Submitted New
09/20/2006 12:42:07PM	Submitted Pending Docum
06/07/2006 9:32:26AM	Saved

[e-file application Menu Page](#)

[Add Comment\(s\)](#)

[Go to Summary Page](#)

When you have finished Application Status, you may do any of the following:

- Select *Previous* to go back to the e-file application Menu Page.
- Select *Next* to go to the Service(s) Authorized For page.
- Select *Save* to save all changes made.
- Select *Cancel* to exit the application.

[Previous](#)

[Next](#)

[Save](#)

[Cancel](#)

Application Status shows activity on your IRS *e-file* Application with the time and date of that activity. This is for your information.



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.



e-file Application: Application Submission & Completion

Name: MARY RAN

Employer Identification Number(EIN): 57-0300095

You have completed the application process and all required information has been entered. You are now able to submit this application for review and approval by the IRS.

This firm and employees will comply with all of the provisions of the Revenue Procedure for Electronic Returns and Business Tax Returns, and related publications, for each year of our participation in the IRS e-file program. I understand that if this firm is sold or its organizational structure changes, a transferee of this firm will be responsible for the firm's and/or the individuals listed on this application for participation in the IRS e-file program. I am authorized to make and sign this statement on behalf of the firm.

Please enter your PIN to accept the terms for this application. Your PIN is your electronic signature selected when you registered.

*PIN (Required):

[e-file application Menu Page](#)

[Add Comment\(s\)](#)

[Go to](#)

When you have finished Application Submission, you may do any of the following:

- Select *Previous* to go back to the e-file application Menu page.
- Select *Submit* to this application.
- Select *Cancel* to exit the application.

[Previous](#)

[Submit](#)

[Cancel](#)

You cannot advance to the next screen if you leave any required field blank. The field will be displayed as shown with a message stating that “None of the following fields can be empty:”

In this case, enter your PIN and click “Submit”.



Internal Revenue Service

United States Department of the Treasury

[e-services](#)

[On-line Tutorials](#)

[Help](#)

[Mailbox](#)

[Sign out](#)

[Contact Us](#)

understand that noncompliance will result in the firms and/or the individuals listed on this application, being suspended from participation in the IRS e-file program. I am authorized to make and sign this statement on behalf of the firm.

Please enter your PIN to accept the terms for this application. Your PIN is your electronic signature and is selected when you registered.

*PIN (Required):



None of the following field(s) can be empty :
*PIN (Required) (25000,35)

OK

[e-file application Menu Page](#)

[Add Comment\(s\)](#)

[Go to S](#)

When you have finished Application Submission, you can:

- Select *Previous* to go back to the e-file application Menu page.
- Select *Submit* to this application.
- Select *Cancel* to exit the application.

[Previous](#)

[Submit](#)

[Cancel](#)

Saved

You cannot advance to next screen if you leave any required field blank. The field will be displayed as shown with a message stating that “None of the following fields can be empty:”

In this case, enter your PIN and click “Submit”.

The IRS will validate your IRS *e-file* Application. This may take several days to complete. You will not be able to change/modify your IRS *e-file* Application until this validation is completed.

After completing the validation, the IRS will assign you an **EFIN** (Electronic Filing Identification Number) and an **ETIN** (Electronic Transmitter Identification Number).



e-file Application : Submission Complete

Name:

Social Security Number(S

Thank you for submitting your e-file application to the IRS. If a Principal/Responsible Official listed on the e-file application is required to submit Fingerprint Card(s) or Proof of Professional Status, then they must forward this information to the following address within thirty (30) days of the submission of this application:

Andover Submission Processing Center
310 Lowell Street Stop 983
Andover MA, 01812

Please include the tracking number below with your Fingerprint Card(s) and/or Proof of Professional status. This information must be received in order for your e-file application to be processed.

For additional information regarding Fingerprint Cards or Proof of Professional Status, please click this link. [To Be an Authorized IRS e-file Provider.](#)

If you have any questions, please call the e-help desk at 1-866-255-0654.

Tracking Number
20040427093828315

OK

Record your 20-digit tracking number. If you have any questions about your IRS *e-file* Application and need to call the e-Help Desk (1-866-255-0654), you will need to provide this number to obtain assistance. They can research your Application using this tracking number.

Select Organization

Select the organization you will represent in this session:

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

- Individual
- D & J ACCESSORY
- SDN TEST MATCH ON DBA, 4567 CIRCUS TOWN , ST CHARLES , IL , 60175
- Dick Holden
- Suit #11, SUITE #11 , ANY , UT , 84401
- ANTHEA TEST
- anthea test 4, 329 MAIN ST , LINCOLN , NE , 23984
- Anthea test, 7878 MAIN ST , FAIRFAX , VA , 76545
- Anthea 100, 3894 MAIN ST , FAIRFAX , VA , 28435
- FISH, 123 ANY , ANY , UT , 84401

Submit Selected Organization

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Once you are associated with an IRS *e-file* Application, you will select that organization to view/modify your corporation's Application.



e-file Application

Name: OH NO Another Henry

Employer Identification Number(EIN): 57-0001767

You are about to revise the application for your Firm/Organization. If your application has been submitted and been accepted by the IRS you may have to re-submit your application for review based on your revisions. Not all changes will require you to re-submit the application for review.

Select the area of the application you want to enter, revise or view information about:

[Firm Name & Business Type](#)

[Firm/Organization Address](#)

[Responsible Official\(s\)](#)

[Application Contact\(s\)](#)

[Program\(s\) Applying For](#)

[Form\(s\)](#)

[EFIN Status](#)

[Delegated User\(s\)](#)

[Application Status](#)

[Application Summary](#)

[Personal Information](#)

[Application Comments](#)

[Application Submission](#)

This Menu allows you to go directly to various areas of your IRS *e-file* Application.

Click on any of the links to view/modify that area of your Application

When you have finished, you may do any of the following:

- Select *Cancel* to exit the application.
- Select *Return to Search* to return to Search e-file Application.

'First Name (Required):

Middle Initial:

'Last Name (Required):

Name Suffix:

'Position Title (Required):

'U.S. Citizen (Required):

'Social Security Number (Required):

'Date of Birth (Required):

Email Address:

Is this person also a primary contact? No Yes

- Select *Add* to add a responsible official.
- Select *Clear* to clear the form.

This link is available on every screen to navigate back to the main Menu Page.

When you have finished Responsible Official(s), you may do any of the following:

- Select *Previous* to go back to the e-file application Menu Page.
- Select *Next* to go to the Application Contact(s) page.
- Select *Save* to save all changes made.
- Select *Cancel* to exit the application.



e-file Application : EFIN Status

Name: New Suit #3

Social Security Number(SSN): XXX-XX-1591

Listed below are the EFIN(s) Electronic Filing Identification Number(s) and their statuses that have been assigned to this application.

EFIN	EFIN Status	Begin Date/Time	
1 872709	Valid/Active	11/07/2008 11:39:43PM	+

Electronic Return Originator (ERO) Activity by EFIN/Return

The activity shown below by EFIN and Return Type represents the total YTD counts for returns filed electronically to the IRS.

[e-file application Menu Page](#)

[Add Comment\(s\)](#)

[Go to Summary Page](#)

When you have finished EFIN Status, you may do any of the following:

- Select *Previous* to go back to the e-file application Menu Page.
- Select *Next* to go to the Firm Suitability Information page.
- Select *Save* to save all changes made.
- Select *Cancel* to exit the application.

[Previous](#)

[Next](#)

[Save](#)

[Cancel](#)

This table will contain your 6-digit EFIN. An EFIN is required in order for you to e-file your corporation's return with the IRS.



e-file Application : ETIN Status

Name: CASTCB

Employer Identification Number(EIN): 58-0000168

Electronic Transmitter Identification Number(s)

	For Profit	Provider Option	ETIN	ETIN Type	Status	Begin Date/Time	EMS Log
1	Not For Profit	Transmitter	10397	Test	Active	09/25/08	
2	Not For Profit	Transmitter	10420	Production	Active	4:00:07PM	

[e-file application Menu Page](#) [Add Comment\(s\)](#) [Go to Summary Page](#)

When you have finished ETIN Status, you may do any of the following:

- Select *Previous* to go back to the e-file application Menu Page.
- Select *Next* to go to the EFIN Status page.
- Select *Save* to save all changes made.
- Select *Cancel* to exit the application.

[Previous](#) [Next](#) [Save](#) [Cancel](#)

This table will contain your 5-digit ETIN for the Form you will be filing. The ETIN is required if you plan to transmit your own return to the IRS. If you are using a third-party transmitter, then you will not be using your ETIN.



Responsible Official Authorities

You may delegate authorities to individuals, however, by delegating these responsibilities you will still be responsible for this person's actions and activities.

Wallace, Lawrence K

Please select one or more of the following...

- View Application Information
- Update Application Information
- Sign & Submit Revised Applications
- Add, Delete & Change Principals
- Add, Delete & Change Responsible Officials
- View Software Package Information
- MeF Internet Transmitter
- MeF System Enroller
- Transcript Delivery System
- Disclosure Authorization
- Electronic Account Resolution

When you have finished your editing, you may:

- Select **OK** to apply all changes and return to Responsible Official(s).
- Select **Cancel** to discard all changes and return to the Responsible Official(s) page.

OK

Cancel

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Done

Once your ETIN has been assigned, you must designate your MeF Internet Transmitter. This may be a Responsible Official, a Delegated User or both.

Select “Responsible Officials” or “Delegated Users” from your e-file main menu. Click on the “Authorities” link for the person you want to designate as your MeF Internet Transmitter.

Click “OK” when completed.

Delegate Authorities

You may delegate authorities to individuals, however, by delegating these responsibilities you will still be responsible for this person's actions and activities.

wallace,brian K

Please select one or more of the following...

- View Application Information
- Update Application Information
- Sign & Submit Revised Applications
- Add, Delete & Change Principals
- Add, Delete & Change Responsible Officials
- View Software Package Information
- MeF Internet Transmitter
- MeF System Enroller
- Transcript Delivery System
- Disclosure Authorization
- Electronic Account Resolution

**Delegate
Authorities
page**

When you have finished your editing, you may:

- Select **OK** to apply all changes and return to Responsible Official(s).
- Select **Cancel** to discard all changes and return to the Responsible Official(s) page.

OK

Cancel

[e-services Privacy Policy](#)

Done


Local intranet

- 1040 - U.S. individual income tax return
- 1041 - U.S. Income Tax Return for Estates & Trusts
- 1065 - U.S. Return of Partnership Income (1065 and 1065-B)
- 1120 - Corporate Income Tax Return (1120, 1120-F, 1120-S) and Application for Extension to File (7004)
- 1120POL - U. S. Income Tax Return for Certain Political Organizations
- 2290 - Heavy Highway Vehicle Use Tax Return
- 720 - Quarterly Federal Excise Tax Return
- 8849 - Claim for Refund of Excise Taxes
- 94x - Annual and Quarterly Employment Tax Returns (940/941/944 - EMS only)
- 990 - Return of Organization Exempt from Income Tax (990, 990-EZ, 990-N, 990-PF) and Application for Extension to File (8868)
- ETD - F56/2350/2688/4868/9465

- Select **Add** to add an e-file form.
- Select **Clear** to clear the form.

Add Clear

Microsoft Internet Explorer

 You must re-submit the application for the IRS to review the application. (25000,166)

OK

e-file application Menu Page Add Comment(s) Go to Summary Page

When you have finished Form(s), you may do any of the following:

- Select **Previous** to go back to the Program(s) Applying For Page.
- Select **Next** to go to the ETIN Status page.
- Select **Save** to save all changes made.
- Select **Cancel** to exit the application.

Previous Next Save

Any time you make changes to your IRS e-file Application, you must “Save” and “Submit” the Application to process those changes.

Saved



e-file Application: Application Submission & Completion

Name: lawrence wallace

Social Security Number(SSN): XXX-XX-1591

You have completed the application process and all required information has been entered. You are now able to submit this application for review and approval by the IRS.

This firm and employees will comply with all of the provisions of the Revenue Procedure for Electronic Filing of Individual Income Tax Returns and Business Tax Returns, and related publications, for each year of our participation. Acceptance for participation is not transferable. I understand that if this firm is sold or its organizational structure changes, a new application must be filed. I further understand that noncompliance will result in the firms and/or the individuals listed on this application, being suspended from participation in the IRS e-file program. I am authorized to make and sign this statement on behalf of the firm.

Please enter your PIN to accept the terms for this application. Your PIN is your electronic signature that you selected when you registered.

PIN (Required):

[e-file application Menu Page](#)

[Add Comment\(s\)](#)

[Go to Summary Page](#)

When you have finished Application Submission, you may do any of the following:

- Select *Previous* to go back to the e-file application Menu page.
- Select *Submit* to this application.
- Select *Cancel* to exit the application.

[Previous](#)

[Submit](#)

[Cancel](#)

Sign with your 5-digit PIN and click "Submit" to process the changes or modifications to your IRS e-file Application.

[e-services Privacy Policy](#)

What about changes to my IRS *e-file* Application?

- If there are any changes that would affect your corporation's IRS *e-file* Application, it must be revised online within thirty days. This is important for several reasons. If the IRS does not have current addresses, any communication from the IRS (letters, publications, or other materials) may not be received. If any of these items are returned to the IRS indicating that the address has changed, you will be temporarily removed from participation in IRS *e-file*. **This means that all returns submitted after that time will be rejected until the address information is updated.** The same is true for telephone numbers. If the IRS tries to call a number that has changed or has been disconnected, you will be temporarily removed from participation in IRS *e-file* until new telephone numbers are provided. Keep in mind that changes submitted on an IRS *e-file* Application will not change the address of record for the tax records nor will a change to tax records automatically update information associated with your EFIN.
- EFINs, logins and/or passwords may **not** be sold or transferred.
- You must adhere to all applicable IRS *e-file* rules and requirements regardless of where published. The list below, while not all-inclusive, applies to Large Taxpayers:
 - Ensure against the unauthorized use of its EFIN and/or ETIN;
 - Notify the IRS of changes as described in this document in a timely manner; and
 - Cooperate with the IRS efforts to monitor electronic filing fraud and abuse.

IRS e-file Application Summary

- Identify your Business Type as **Corporation**
- Identify your Firm/Organization Role as **Responsible Official**
- Identify your office locations
- Designate **Application Contacts, Responsible Officials** and **Delegated Users**
- Identify your Provider Option as **Large Taxpayer**
- Identify your Business Activity as **Large Taxpayer**
- Identify the **forms** you will file
- Identify the **transmission channel** you will use (even if you are using a third-party transmitter)
- After the IRS check, record your EFIN and ETIN and identify who will serve as your **Internet Transmitter**
- **Electronically sign** your IRS *e-file* Application every time you make changes to it.

***The IRS e-Help Desk can
assist you with any questions
on the e-Services
IRS e-file Application Process.
1-866-255-0654***