

TIN MATCHING

You (the client) must ensure that a TAX ID appears only once for the file(s) submitted. Duplicate records or errors present on the file with the same TAX ID will incur additional fees.

Due to IRS TIN Matching requirements, there is a 48-hour minimum wait for resubmission – additional fees will apply.

IRS Compliance can check for, remove duplicates or errors at a fee of \$125.00 per hour.

Bulk TIN Matching requests must be prepared by the user in a **.txt file format** as follows:

TIN Type; TIN; Name; Account

- Always default TIN Type to “3”
- Do not add a space after the semi-colons
- Do not add more than one space in the name and account number fields
- Records must contain no more or less than 3 semi-colon’s. Do not add a semi-colon after the account #
- Account # is optional depending upon your company requirements and policy

TIN Type:

- A one digit number that represents which database is searched for the TIN provided; IRS and/or SSA. **Always default TIN type to “3”** as it enables us to search both databases for one TIN to provide an accurate scan

TIN Number:

- The 9 digit SSN or EIN for the taxpayer as issued by the IRS or SSA.
- Make sure leading zeros are in the TIN
- **DO NOT** submit with hyphens (-)
- **DO NOT** submit TINS with less than 9 digits
- **DO NOT** submit TINS with all zero’s

Name:

- The individuals full name or business’ name associated with the TIN provided
- Aside from letters and numbers only special characters allowed in the name field are ampersands (&) and hyphens (-)
- **No less than 4 and no more than 40 alphanumeric characters are allowed**

Account #:

- *Optional* field that may contain payer provided information such as a bank account number or a company issued account number
- No more than **20** alphanumeric characters are allowed. Do not add special characters

The following are examples of what is acceptable and what isn't for submission:

- **ACCEPTABLE** (what each record should look like):
 - TIN Matching with no account number(s)
 - 3;123456789;JOHN SMITH;
 - 3;987654321;RED-CORE;
 - 3;023456789;C CHARLIE & SONS;
 - TIN Matching with account number(s)
 - 3;123456789;JOHN SMITH;98765
 - 3;987654321;RED-CORE;12345
 - 3;023456789;C CHARLIE & SONS;45678
- **UNACCEPTABLE** (records that will be rejected upon submittal):
 - TIN Matching with no account number(s)
 - 3;123-45-6789;SMITH, JOHN
 - 3;98-7654321;RED-CORE;
 - 3;023456789;C/CHARLIE/SONS
 - TIN Matching with account number(s)
 - 3;123-45-6789;SMITH, JOHN;98-765;
 - 3;98-7654321;RED-CORE;#12345;
 - 3;023456789;C/CHARLIE/SONS;45678

Your data must be submitted as a .TXT file only through the IRS Compliance SSL encrypted website. You will be required to register for an account on the site at the time of submission.

You must adhere to the format as described above or additional charges will apply if we have to return files due to numerous errors.

FEES

The fee for IRS Compliance to perform TIN Matching on the behalf of your company is as follows:

\$125 per file per FEIN of no more than 100,000 payee name & TIN records per occurrence

\$60.00 review fee per file if file is submitted to IRS Compliance and is not in the required format, method or contains invalid information and must be fixed by the Client and re-submitted to IRS Compliance for processing.

\$90.00 re-run fee per file should the file be deemed invalid and must be fixed by Client and re-submitted by IRS Compliance for subsequent attempt for the IRS to process.

\$125.00 per hour, if the CLIENT would like IRS Compliance to repair the file.

All fees must be paid in advance including the fee for TIN Matching, any reprocessing fees and any hourly fee(s) for IRS Compliance to repair files.

Late payments will incur interest of 2% per month.

Name of Company

Business Employer Identification Number (TIN)

Business Address

City, State and Zip

Signature of Authorized Person

Name and Title (please print)

Date

Phone Number

E-mail Address

TIN Matching Authorization

If you would like IRS Compliance, Inc. to submit your file for TIN Matching we require your written authorization.

By signing this document, you acknowledge that you are authorized by your company to engage IRS Compliance to perform IRS TIN Matching and that you agree to the specification contained within this document, fees and payment terms for this service.

Name of Company

Business Employer Identification Number (TIN)

Business Address

City, State and Zip

This authorization designates IRS Compliance Inc., PO Box 1209, Bel Air, MD, 21014, as its authorized agent for performing TIN Matching with the IRS. This designation is effective as of the date of signing the Authorization. By signing this authorization, you agree that you have read and agree with the fees & instruction regarding the required format, content and submission of your file(s) for processing by IRS Compliance.

Signature

Name and Title (please print)

Date

Phone Number

E-mail Address