DrakeCWU

Getting a Transmitter Control Code (TCC)

A Transmitter Control Code, or TCC, is required in order to upload 1099 information to the IRS.

To get a TCC:

1) Go to *http://www.irs.gov/pub/irs-pdf/f4419.pdf* and complete Form 4419.

> **Note**: Only select the first box below line 7 unless the others are absolutely necessary.

2) Submit Form 4419 to the IRS. There are two methods for submitting the form:

   ➢ Fax the completed form to 877-477-0572, or

   ➢ U.S. Mail – The IRS strongly recommends faxing the 4419 rather than using U.S. Mail. Do not fax and mail the 4419 to the IRS. When the 4419 is mailed, it may be 10 days from the date the form was mailed before they process the application.

   Their mailing address is: Internal Revenue Service
   230 Murall Drive Mail Stop 4360
   Kearneysville, WV 25430

Note: If you use the TCC regularly, you do not need to apply again. If the TCC is not used for 2 years in a row, the IRS deletes it and you will need to re-apply for one.

3) Check on the status of the 4419 application (and receive the 5-character TCC over the phone, call toll free: 866-455-7438 (option 4). You will also receive a letter from the IRS with your TCC.

Entering Your Transmitter Control Code into CWU

Once you receive your Transmitter Control Code from the IRS, you'll need to enter it into CWU. Since you only need one TCC in order to e-file all of your client's 1099s.

To enter your TCC into CWU:
1. Go to **Firm > Firm Info./Global Settings**
2. Enter the 5-digit Transmitter Control Code into the **TCC** field
3. Click **Save**.