2024 Flexgen

Calendar Year End 1099 Processing

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Revised 12/16/2024

Contents

Points to Remember

Flexgen 1099 Process

1. You can process accounts payable for the **new calendar year,** even if you have not yet processed your 1099's. The 1099 process uses the check dates to keep the years separate.
2. LGC software does not require you to complete the 1099 process. If you choose, the 1099's can be completed manually.

Ordering 1099 forms:

When ordering your 1099 forms remember there are two types of forms: the 1099-MISC and 1099-NEC.

Beginning with the tax year 2020, the Form 1099-NEC was added to report non-employee compensation. For more information about this form and instructions for reporting 1099 information go to the website https://www.irs.gov/instructions/i1099mec. Also, the links to view additional instructions for the two types of forms ,1099-MISC and 1099-NEC, go to IRS.gov/Form1099MISC or IRS.gov/Form1099NEC.

***Note:** The 1099 Process has not changed; only the selection of the type of form has been added. Amounts entered under non-employee compensation determine if information will be printed on the 1099-NEC form.

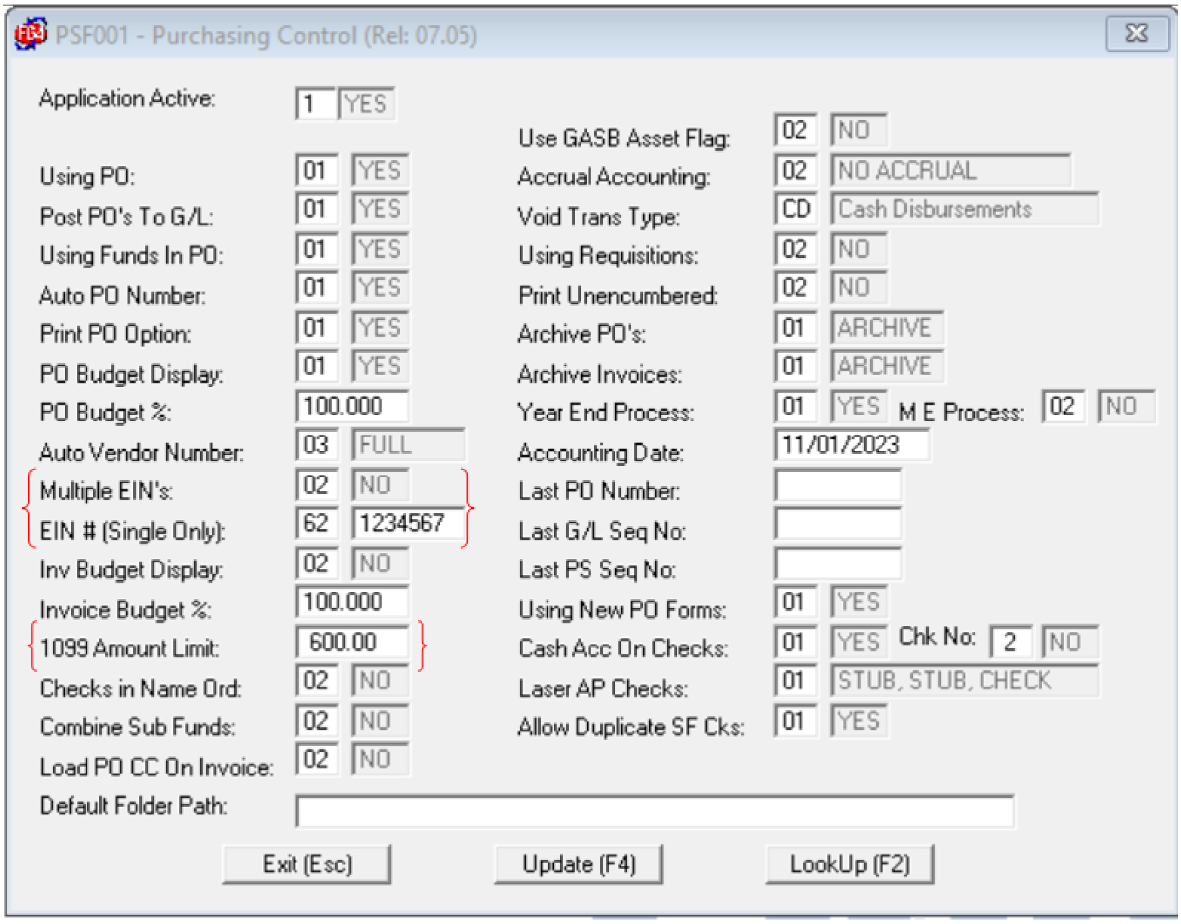
Please review the entire instructions before starting your Flexgen 1099 year end process.

Rev. 10/14/2024

Getting Ready

1. Single or Multiple EIN Processing

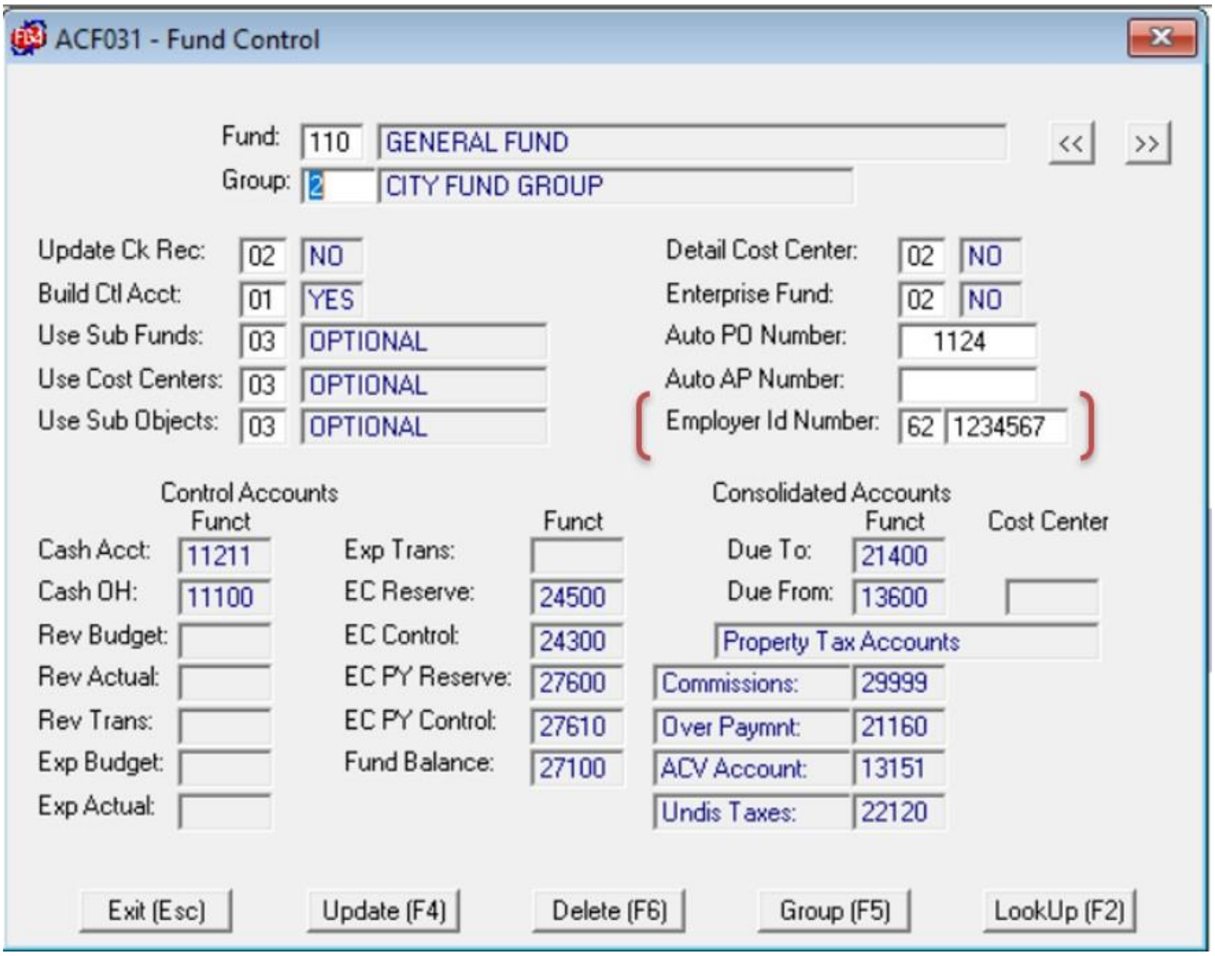
a. From the Purchasing menu, select ‘Control’ and ‘Purchasing Control’. The First thing to verify is that the “1099 Amount Limit" listed is correct.



b. If you are using a single EIN (Tax Identification Number such as 62-1234567), you must set the multiple EIN flag on the Purchasing Control File to '02-No'. You must also enter the EIN number in this control file. Once you have completed the process, skip to step 2 -Vendor File Setup.

c. If you are using multiple EIN’s, you must set the multiple EIN flag on the Purchasing Control File to '01-Yes'. Next go to the Accounting Menu. Select the 'File Handler', 'File Maintenance', 'Account Maintenance', and 'Fund Control'. You must set up the correct EIN (Employer ID Number) for each fund in the fund control. An example of this screen is listed below.

Rev. 10/14/2024



2. Vendor File Set up

a. Run the 'Update Calendar-To- Date Totals' option by selecting 'Period End', 'Year End', 'Calendar', 'Update Calendar-To-Date Totals'. The Beginning Activity Date will be 01/01/2024 and the Ending Activity Date will be 12/31/2024.

b. Run a 1099 Vendors Report to verify the 1099 Information. From the Purchasing Menu, select 'Vendor', 'Vendor Listings', and '1099 Vendors'.

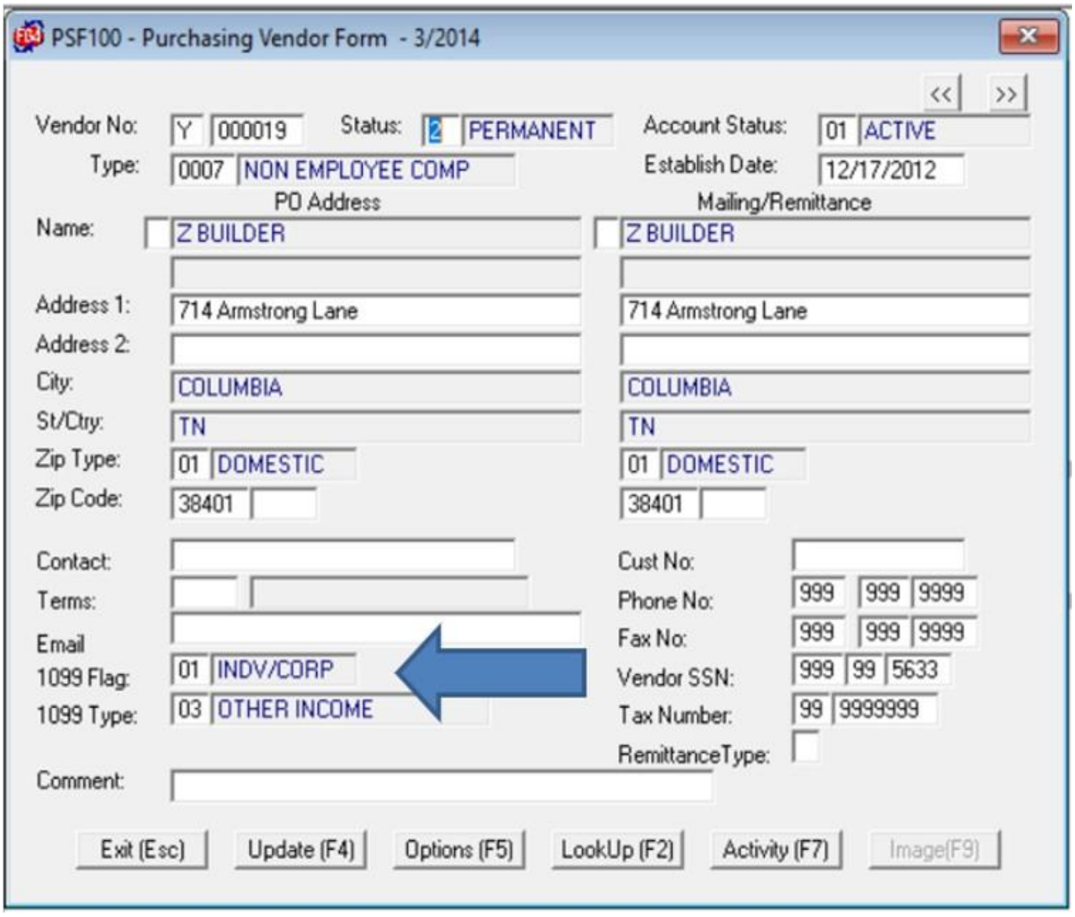
> ***Tip: It is a good idea to be sure you have a current and accurate W-9 on file for each vendor you have flagged as a 1099 vendor.***

c. The process only considers vendors who are flagged as 1099 vendors. While adding your vendors during the year, you must set the 1099 flag on the Vendor Maintenance Screen for each 1099 vendor. The 1099 has a default flag of '02-No', so a conscious effort must be made to identify 1099 vendors. If you have vendors that are not flagged as a 1099 vendor and need to get a 1099, go into the Purchasing Menu and select 'Vendor', then 'Vendor'.

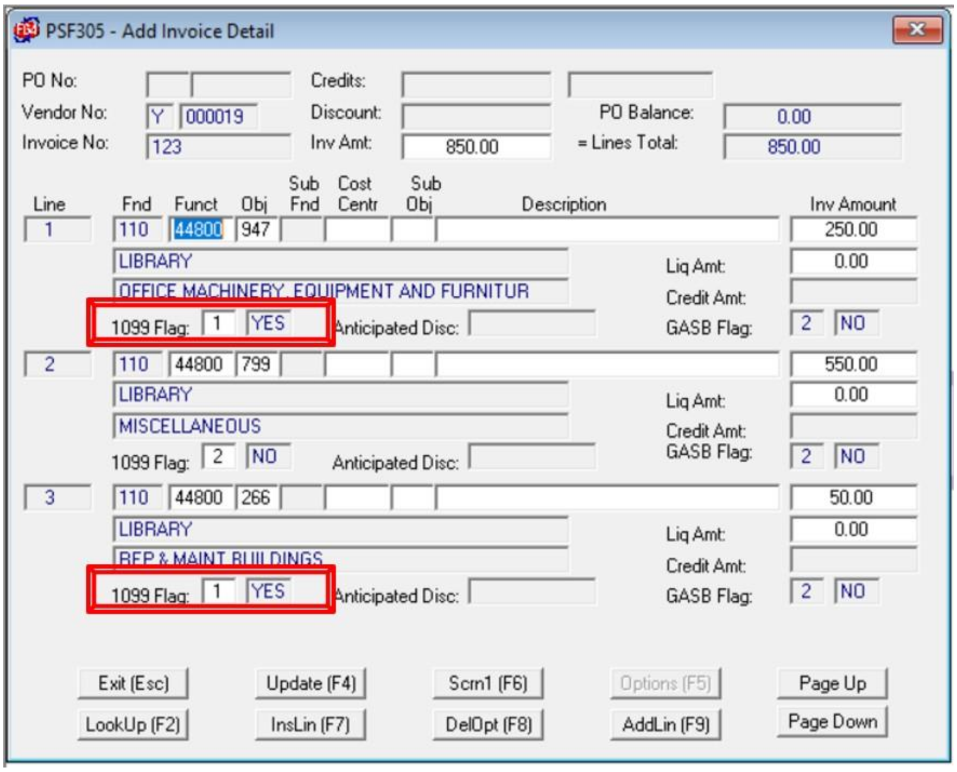
Select each Vendor that should be flagged as a 1099 vendor and flag them with '01-'INDV/CORP'. Enter the Social Security Number or Tax ID Number. Then select the 1099 type that applies to the vendor.

> These can be selected from the 'F2 Lookup'. Make a note of the vendors that are not flagged as 1099 vendors for the entire year. Because later in the process, you will need to add the 1099 amount to the Payee Master File for these vendors.

Rev. 10/14/2024



d. During the year as invoices are paid, you can determine line by line if an invoice amount is to be considered for 1099 reporting. If the vendor is a 1099 vendor, each line of an invoice will be considered as a 1099 amount unless you set the 1099 flag to “02-No” for a specific line. The below invoice example shows two line items set to “01-Yes” 1099 flag and two line items set to “02-No”.



Rev. 10/14/2024

e. Through the year, as invoices are paid, the system will move them to the invoice history file. The 1099 process will look at these paid invoices and total the 1099 amounts for each vendor.

The totals are determined by the 1099 flag being used on each invoice and a grand total amount for the Calendar year will be accumulated. A vendor is assigned as a 1099 vendor, but this can be changed per invoice if necessary.

**If an invoice is flagged 'No' or 'Yes' on the 1099 flag in error, the reporting amount will need to be manually adjusted in the Payee Master File Maint. during the 1099 process.

Rev. 10/14/2024

The 1099 Process

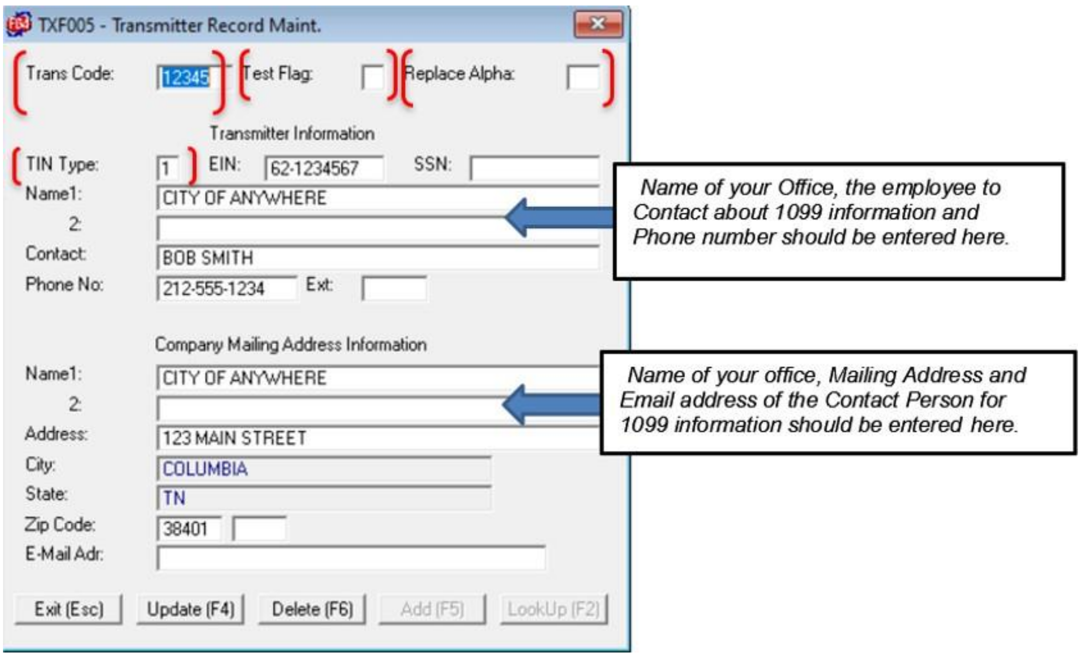
You are now ready to begin the 1099 process. From the Purchasing Menu select ‘ Period End ’, ‘ Year End ’, ‘ Calendar ’, and ‘ 1099 Menu ’.

Suggestions:

- Make a backup before and after the 1099 Process. The backup process for LGCOne Backup customers can be found here.
- Make sure you have enough 1099 forms; having a few extra would be a good idea.
- Remember that vendor(s) that were not flagged as 1099 vendors and/or invoice(s) which were flagged in error, you will need to correct their reporting information.

1. File Maintenance

a. **Transmitter Record Maintenance** - This is the first information to add before 1099’s can be processed. This information will only have to be added once. After it has been entered, all you need to do each year is confirm that it is still correct. You can access a F1 ‘Help’ key for each field on the screen to give the related information from the IRS.

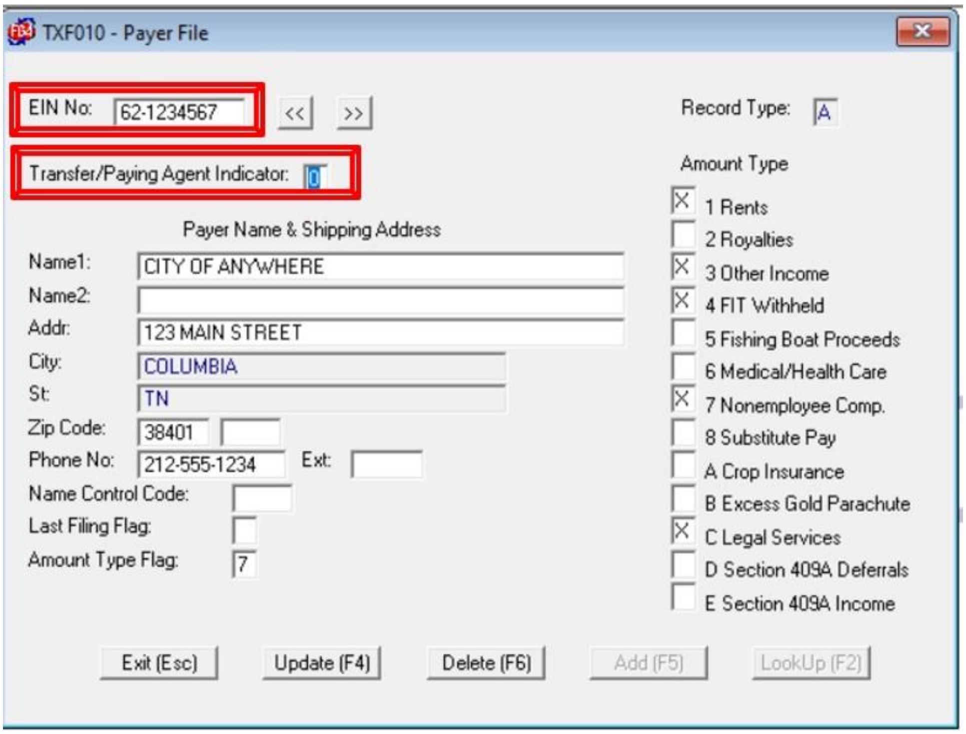


- **Trans Code** - This 5-character field holds the TCC (transmitter control code) assigned by the IRS/MCC. This is used for electronic filing only.
- **Test Flag** - This field is only used if you are sending in a test file. The only correct answer for this field is ‘T’. **If you are not sending a test file, leave this field blank**.
- **Replace Alpha** - This 2-character field is only used if you are resubmitting your file on magnetic media. These characters are found on Form 9267 immediately following the TCC number. Form 9267 accompanies media returned by the IRS/ MCC due to processing problems.

Rev. 12/16/2024

- **TIN** - This 1-character field is used to identify the type of tax number used by the transmitter. A ‘1’ indicates they are using an EIN, while a ‘2’ indicates they are using a SSN. The majority of LGC customers will answer this with a ‘1’.

b. Payer Record Maintenance - You will need to set up a Payer Record for each EIN that you are reporting to the IRS. The maintenance form provides lookups from the purchasing control for single EIN users and a lookup from the fund control for multiple EIN users. Each field also has a ‘ Help ’ option with the IRS specifications. This information will only have to be added once and verified each year.



- **Transfer/Paying Agent Indicator** - This field contains 1 character. A ‘0’ indicates that the information is related to the payer and not a separate transmitter. Whereas a ‘1’, indicates that the transfer or paying agent is not the transmitter.

  Example: ‘ City of Anywhere ’ is the transmitter, but the ‘ City of Anywhere Water Dept ’ is the payer and has its own EIN number.

- **Name Control Code** - These 4 characters are usually included in a 1099 package sent from the IRS to most payers. This field is only used if the payer is not using magnetic media to report their information. If the correct information is unknown, leave this field blank.

- **Last Filing Flag** - If a ‘1’ is entered, it will indicate that this will be the last year this payer will be filing. Otherwise, leave this field blank.

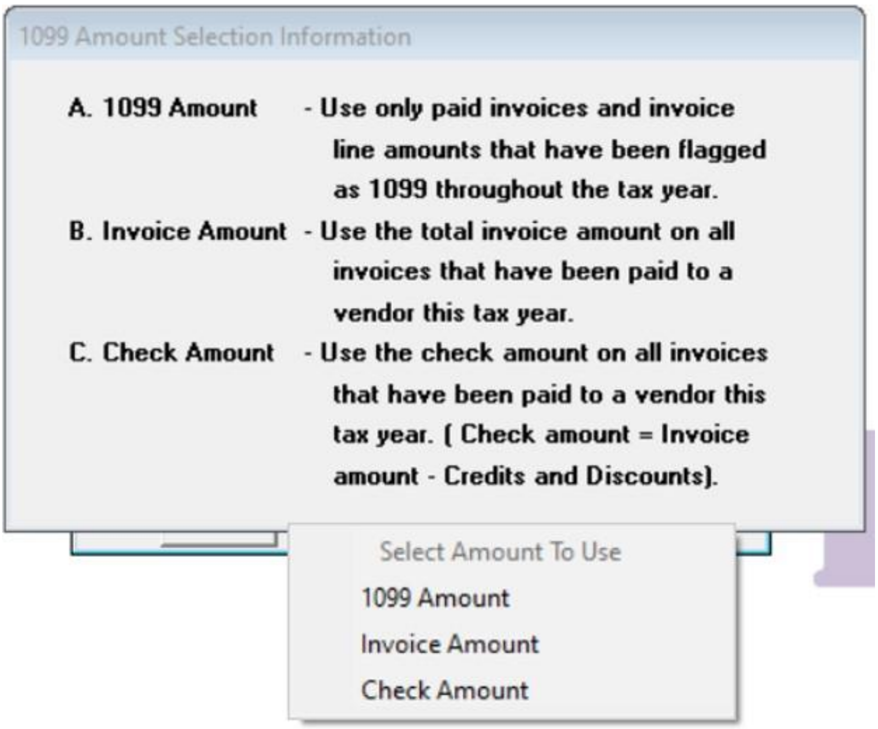
- **Amount Type Flag** - This field indicates the most commonly used amount type. The system will place an ‘X’ by the type that is stored in this field. This should be selected from the ‘ F2 Lookup ’ option.

2. Select 1099 Vendors

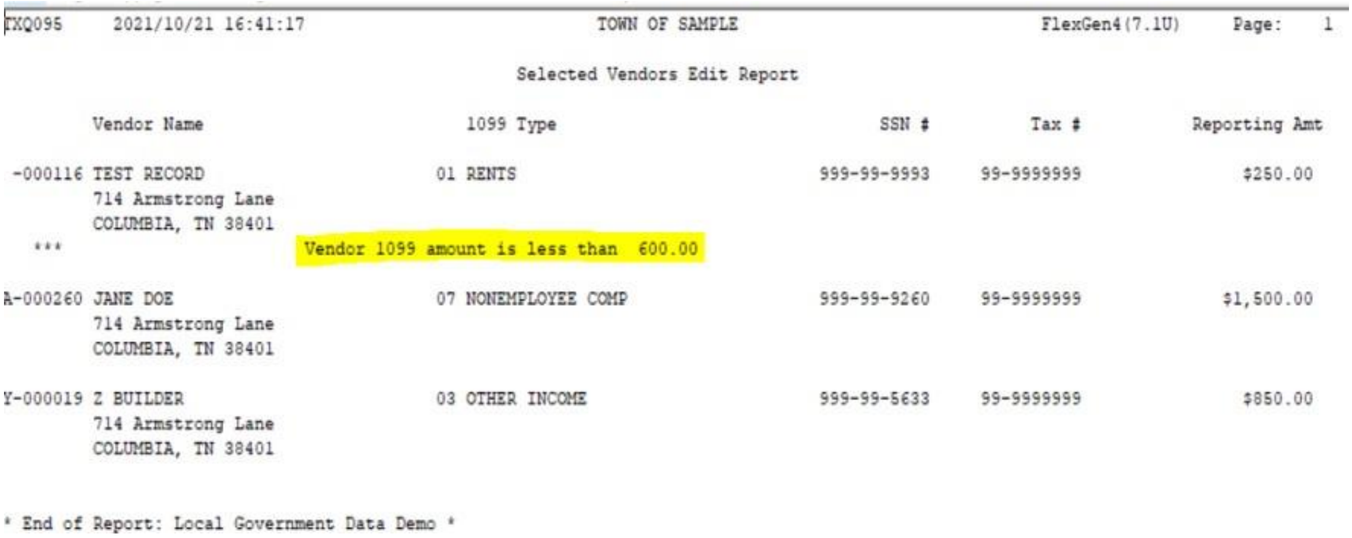
a. Scan Paid Invoices - You will need to change the tax year to 2024. When you scan the paid invoices, you are given the option of which amount to use: 1099, Invoice, or Check. Any amount can be changed as needed under the Payee Master File Maintenance option.

Rev. 10/14/2024

This process will read the paid invoice history file and identify all 1099 vendors. It will also gather their 1099 amounts by 1099 type and total the 1099 amounts.



An edit report, which shows any missing information, is given at the end of the scan process. A message is also given if their 1099 amount is less than the 1099 limit amount set on the purchasing control file (see pg. 2 or click here). Investigate any line that contains an '*'.


TXQ095 2021/10/21 16:41:17 TOWN OF SAMPLE FlexGen4(7.1U) Page: 1

Selected Vendors Edit Report

	Vendor Name	1099 Type	SSN #	Tax #	Reporting Amt
-000116	TEST RECORD 714 Armstrong Lane COLUMBIA, TN 38401	01 RENTS	999-99-9993	99-9999999	$250.00
***		Vendor 1099 amount is less than 600.00			
A-000260	JANE DOE 714 Armstrong Lane COLUMBIA, TN 38401	07 NONEMPLOYEE COMP	999-99-9260	99-9999999	$1,500.00
Y-000019	Z BUILDER 714 Armstrong Lane COLUMBIA, TN 38401	03 OTHER INCOME	999-99-5633	99-9999999	$850.00

* End of Report: Local Government Data Demo *

Note: If you have multiple EIN's, you will run this option for the first EIN and then select Update Payee Master File (step b) before selecting the next EIN.

b. **Update Payee Master File** - (This option completes quickly) This step is selected after the Scan Paid Invoices has been ran and you have reviewed the edit reports for any errors. All of the vendor information on the purchasing system that is needed for the 1099's will be loaded.

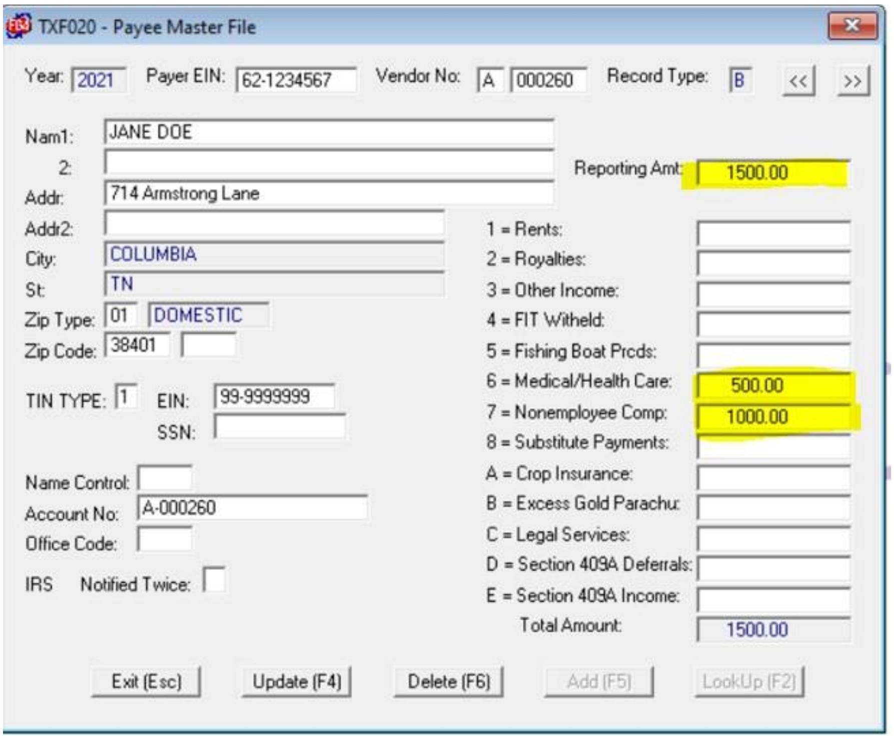
c. **Payee Master File Maintenance** - After you have updated the Payee Master File with the vendors who were identified during the scan process, you can add, delete, or maintain their information with this option. Vendors that were not properly setup until the end of the

Rev. 10/14/2024

calendar year can be added through this option by selecting the 'Purchasing Vendors' from the F2 lookup under Vendor No and fill in the required information on this page.

Tip: If you want the 1099 to have the individual's name listed first instead of the business, be sure to list the individual's name in the 'Name 1' field and the business name in the 'Name 2' field.

For 1099 vendors that were paid for two or more reporting types, under the **Payee Master File Maintenance** you can split the amounts accordingly. In the example, we have Jane Doe who has $1,500 total reporting amount, however $500 is for Medical/Health Care and $1,000 is for Non-employee Compensation.



Note: Any changes made here will not affect the vendor purchasing file. Also, if you make changes here and run the option to scan paid invoices again, your changes will be lost. Also, if you have a sole proprietor vendor you must put the DBA (Doing Business As) name on 'Name 2' for the 1099 form to be compliant per IRS.

3. Repeat Tax No. Edit Report

This option produces an edit report of the Payee Master File. It is in tax ID number order. Repeat tax ID numbers will be identified by '**' between the vendor number and name. The total number of repeat tax numbers will be at the end of the report. If repeat tax ID numbers are found, they should be consolidated under one payee master record and the others deleted before proceeding with the 1099 process. (Go to 'Payee Master File Maintenance' to consolidate and delete the records.)

Rev. 10/14/2024

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TXQ225    2021/10/25 16:19:44                              TOWN OF SAMPLE                                FlexGen4(7.1U)     Page:    1

                                                  Repeat Tax No Edit Report

                                   Other       FIT     Fish Boat     Nonemp  Med.Health  Substitute   Crop Ins   Gldn Prch   Legal Srv
      Rents     Royalties          Income    Witheld   Proceeds       Comp    Payments    Payments    Proceeds   409A Dfrl   409A Inc

Tax ID Edit Check: ** = Repeat Tax ID Number

Payer:    62-1234567  CITY OF ANYWHERE

Vendor:    -000116    TEST RECORD
TIN Type: 1           714 Armstrong Lane
                      COLUMBIA, TN 38401
TIN No:   99-9999999                                   1099 Amt:        250.00

     250.00

Vendor:   A-000005 ** ABC
TIN Type: 1           714 Armstrong Lane
                      COLUMBIA, TN 38401
TIN No:   99-9999999                                   1099 Amt:       2000.00

                                 2000.00

Vendor:   A-000260 ** JANE DOE
TIN Type: 1           714 Armstrong Lane
                      COLUMBIA, TN 38401
TIN No:   99-9999999                                   1099 Amt:       1500.00

                                                         1000.00    500.00

Vendor:   Y-000019 ** Z BUILDER
TIN Type: 1           714 Armstrong Lane
                      COLUMBIA, TN 38401
TIN No:   99-9999999                                   1099 Amt:        850.00

                                  850.00
-------------------------------------------------------------------------------------------------------------------------------------
     250.00                      2850.00                 1000.00    500.00

  Total for all amount types for this payer:        4600.00

** = Repeat Tax ID Number                  *** 003 Duplicate Tax ID Numbers Detected ***
```

*Note: This report will show you ** by vendors that have repeated EIN/SSN numbers. Also, at the end of the report it will show total of duplication that are detected.*

Tip: Add the lesser 1099 amount to the record that has the greater 1099 amount then delete the record with the lesser 1099 amount. Run the Report Tax No. Edit Report again to ensure there are no more errors.

4. Payee Master Edit Report

After you have added all the 1099 vendors that you are going to process and have done any necessary maintenance, you can run the edit report to determine if there is any missing or incorrect information on the Payee Master File before you go to the processing steps. The '****' denotes any errors detected. You will need to investigate those vendors with errors. You should check for missing information such as taxpayer identification number.

Rev. 10/14/2024

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TXQ200    2021/10/25 16:42:14                              TOWN OF SAMPLE                                  FlexGen4(7.1U)    Page:    1

                                                      Payee Master Edit Report

                                  Other       FIT      Fish Boat      Nonemp  Med.Health  Substitute     Crop Ins    Gldn Prch    Legal Srv
         Rents    Royalties       Income    Witheld    Proceeds         Comp    Payments    Payments     Proceeds    409A Dfrl    409A Inc

Tax Year: 2021
Payer:    62-1234567   CITY OF ANYWHERE

Vendor:    -000116     TEST RECORD
  TIN:    99-9999999   714 Armstrong Lane
                       COLUMBIA, 38401

     250.00
  ***                          1099 amount less than 1099 Control amount of 600.00


Vendor:   A-000005     ABC
  TIN:    99-9999999   714 Armstrong Lane
                       COLUMBIA, 38401

                            2000.00


Vendor:   A-000260     JANE DOE
  TIN:    99-9999999   714 Armstrong Lane
                       COLUMBIA, 38401

                                                                 1000.00     500.00


Vendor:   Y-000019     Z BUILDER
  TIN:    99-9999999   714 Armstrong Lane
                       COLUMBIA, 38401

                             850.00

------------------------------------------------------------------------------------------------------------------------------------------
     250.00                 2850.00                              1000.00     500.00

Total 1099 Amount For 62-1234567:          4600.00
==========================================================================================================================================
     250.00                 2850.00                              1000.00     500.00
Total 1099 Amount For All EINs:            4600.00

                            *** Errors have been detected ***

* End of Report: Local Government Data Demo *
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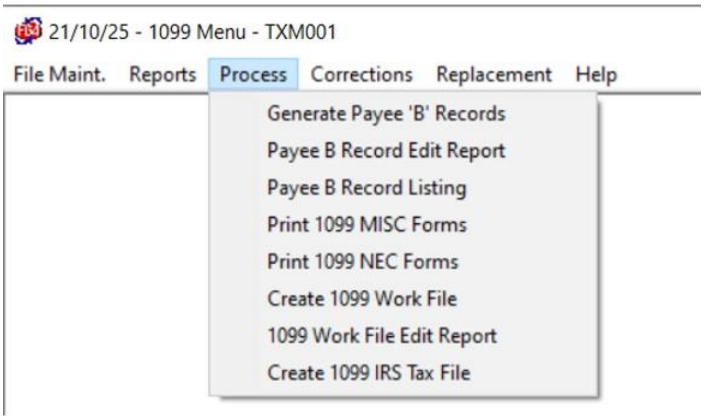
*Note: This report will show you ** by vendors that have errors.*

Rev. 10/14/2024

Process 1099's



1. Generate Payee B Records - Select the EIN's that you are reporting by using the ' F2 Lookup ' and tagging the ones that you wish to process. Remember as elsewhere in the software the enter key is used as a toggle and will remove the tag as well as tag an item. Press the escape key when done with your selections. It will then create the payee B records using the information from the payee master file.

2. Payee B Record Edit Report – Produces a list of payees on a report called Payee B Record Edit Report using the information from the payee master file. If there are any errors, it will show on this report and you will need to correct them before proceeding to the next step. Every 1099 vendor must have either a SSN or TIN No; so if one is missing on this report, you will need to go back to a previous step called Payee Master File Maintenance to correct it. Then run the Generate Payee B Records step again.

- Payee B Record Listing - Produces a listing of payees and shows the current information that you are reporting on their 1099's. You must run the ' Generate Payee B Records ' option under the 1099 Process menu before you will get any information on this report. This report is optional but is a good tool in verifying the information on the 1099's you will be printing in the next step.

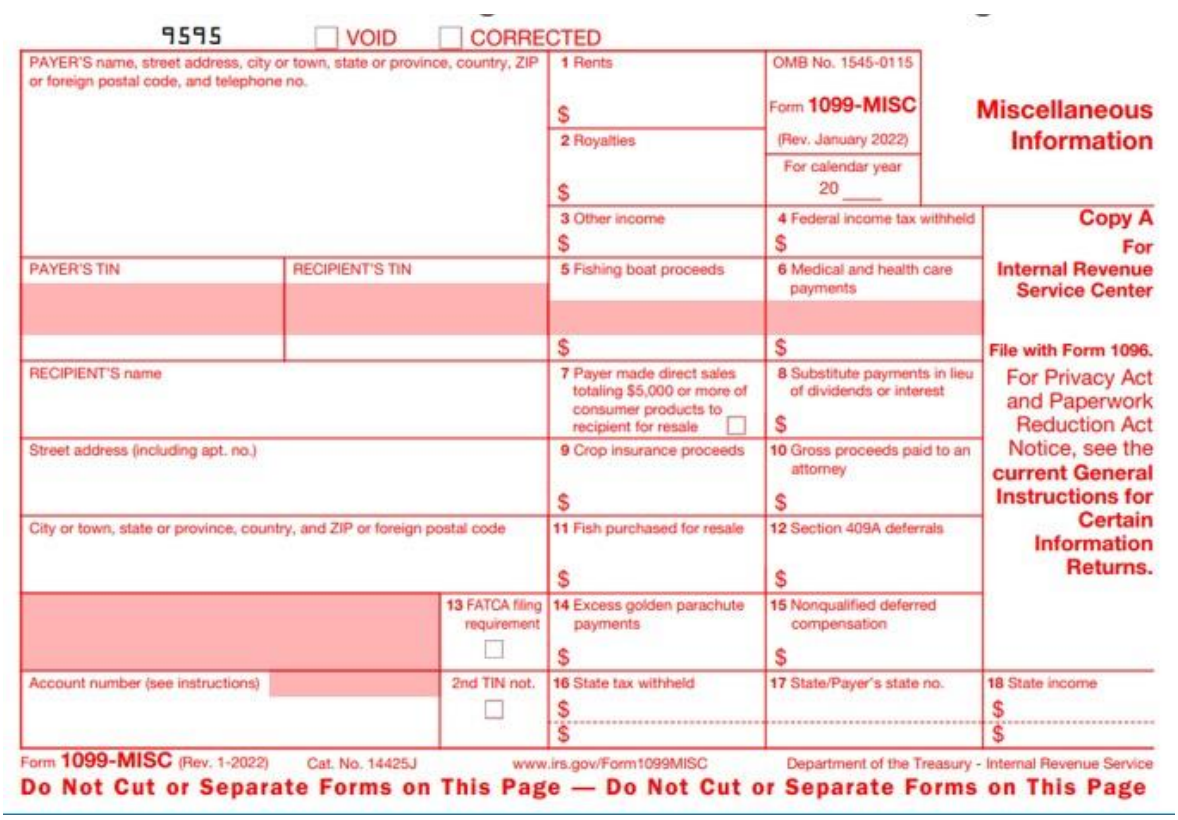
Note:

- **1099-NEC forms have been adjusted where it will print 3 forms per page. The 1099-Misc forms will remain the same, 2 forms per page.**
- **The use of continuous forms has been discontinued. Our system will only print Laser Forms.**

4. Print 1099-MISC Forms - This option will print all types except non-employee compensation records. This option runs by range, but it defaults to include all the payee B records that you have selected. To print them all, simply press the 'F4 Update' key, which is displayed at the bottom of your screen. If you have problems during the print process, you can run this option again. You will select Print 1099 Forms and the form type you need and the Beginning and Ending Payee range. You have 3 options: select a single 1099, a range of 1099 forms, or you can print them all. The example form listed below is provided by IRS website.

Depending on where you purchase the 1099 forms, it is possible some forms will have the '20' pre-printed in the tax year field of the 1099 forms and some may not. IRS has given the okay that tax year field can contain 202024, 2024 or 24. We will be printing 2024 on our forms. This means if your forms already have 20 pre-printed, for tax year, the form will show as 202024. This is only for the forms; the electronic file will be referenced as 2024.

Rev. 10/14/2024



9595 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

1 Rents $

2 Royalties $

3 Other income $

OMB No. 1545-0115

Form 1099-MISC (Rev. January 2022)

For calendar year 20

Miscellaneous Information

4 Federal income tax withheld $

Copy A For Internal Revenue Service Center

PAYER'S TIN

RECIPIENT'S TIN

5 Fishing boat proceeds $

6 Medical and health care payments $

File with Form 1096.

RECIPIENT'S name

7 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale

8 Substitute payments in lieu of dividends or interest $

For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.

Street address (including apt. no.)

9 Crop insurance proceeds $

10 Gross proceeds paid to an attorney $

City or town, state or province, country, and ZIP or foreign postal code

11 Fish purchased for resale $

12 Section 409A deferrals $

13 FATCA filing requirement

14 Excess golden parachute payments $

15 Nonqualified deferred compensation $

Account number (see instructions)

2nd TIN not.

16 State tax withheld $ $

17 State/Payer's state no.

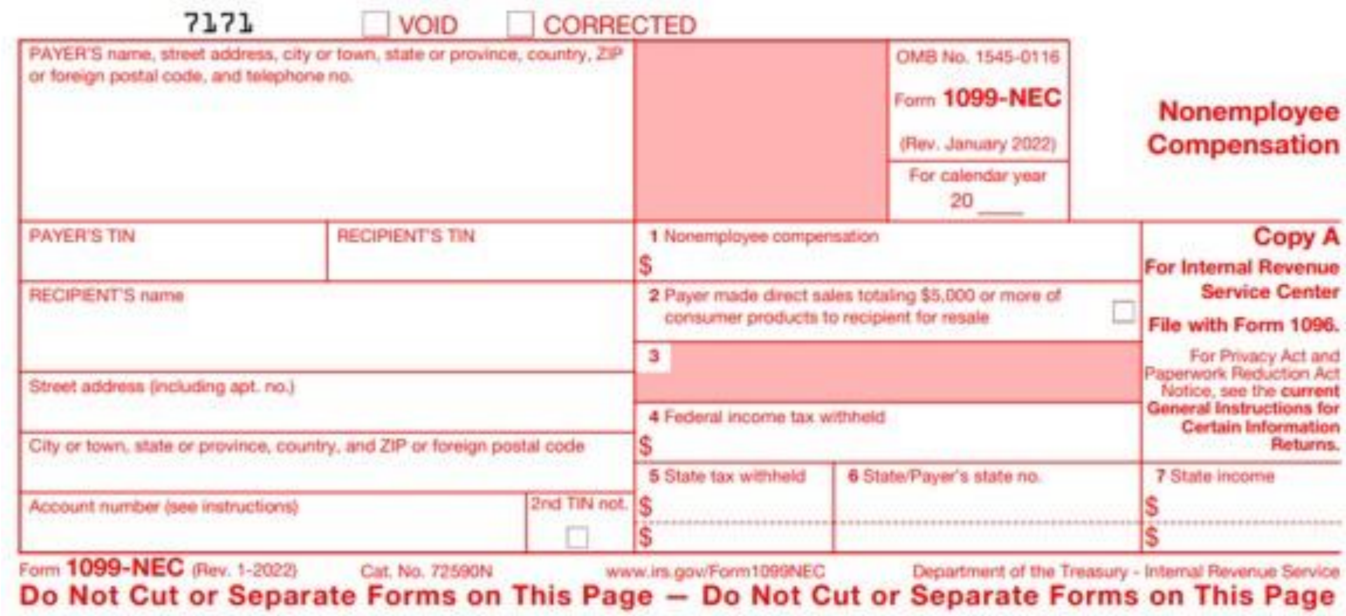
18 State income $ $

Form 1099-MISC (Rev. 1-2022) Cat. No. 14425J www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

5. Print 1099-NEC Forms – This option will print only non-employee compensation records. This option runs by range, but it defaults to include all of the payee B records that you have selected. To print them all, simply press the ' F4 Update ' key, which is displayed at the bottom of your screen. If you have problems during the print process, you can run this option again. You will select Print 1099 Forms and the form type you need and the Beginning and Ending Payee range. You have 3 options: select a single 1099, a range of 1099 forms, or you can print them all. The example form listed below is provided by IRS website.

Depending on where you purchase the 1099 forms, it is possible some forms will have the '20' pre-printed in the tax year field of the 1099 forms and some may not. IRS has given the okay that tax year field can contain 202024, 2024 or 24. We will be printing 2024 on our forms. This means if your forms already have 20 pre-printed, for tax year, the form will show as 202024. This is only for the forms; the electronic file will be referenced as 2024.



7171 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

OMB No. 1545-0116

Form 1099-NEC (Rev. January 2022)

For calendar year 20

Nonemployee Compensation

PAYER'S TIN

RECIPIENT'S TIN

1 Nonemployee compensation $

Copy A For Internal Revenue Service Center

RECIPIENT'S name

2 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale

File with Form 1096.

3

Street address (including apt. no.)

For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.

4 Federal income tax withheld $

City or town, state or province, country, and ZIP or foreign postal code

Account number (see instructions)

2nd TIN not.

5 State tax withheld $ $

6 State/Payer's state no.

7 State income $ $

Form 1099-NEC (Rev. 1-2022) Cat. No. 72590N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

Rev. 10/14/2024

If you are printing with a laser printer, be sure an LGC representative has set this up for you. Laser Forms come as three separate forms. You must enter the print option 3 times to print each form. You will need to switch the form to the next form before printing each time. You will also need to escape out of the print option after each run. It may also be a good idea to make copies of the forms and do a test print to make sure they line up properly before printing on the actual forms. **The IRS deadline for paper filing is January 31, 2025.**

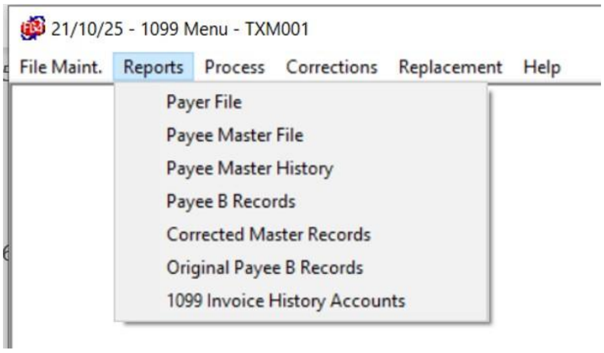
Filing your returns electronically

The following options only need to be run if you are filing your returns electronically:

5. Create 1099 Work File - This process pulls together all the information that is required for reporting to the IRS and loads it onto a 1099 work file that will be used to create the file for the IRS.
6. 1099 Work File Edit Report - This report will identify any information that may have errors before they are loaded onto the file.
7. Create 1099 Diskette - This Option builds a file you will send to the IRS. It gives a browse option to allow you to copy your file to a diskette, flash drive, or folder depending on your setup. If your system is set to copy files to a folder or flash drive, then you will retrieve the 1099 file from that location to electronically file your returns to the IRS. **The IRS deadline for electronic filing is January 31, 2025.**

Rev. 10/14/2024

Reports

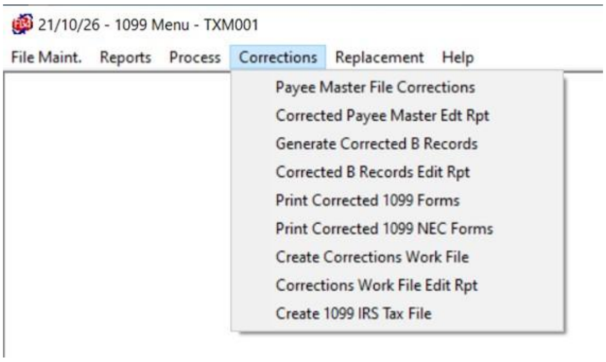


Note: The reports under this panel are optional. You may run any report as needed to verify totals, verify corrections, view payee records, etc.

1. Payer File - produces a listing of the payer files.
2. Payee Master File - produces a listing of payee files.
3. Payee Master History - produces a listing of payee master file information for previous years.
4. Payee B Records - produces a listing of payees and shows the current information that you are reporting on their 1099's. You must run the 'Generate Payee B Records' option under the 1099 Process menu before you will get any information on this report.
5. Corrected Master Records - shows the payee master records that have been corrected and the reason why they were corrected. Corrected master records are those records that have already been reported to the IRS and need to be changed for some reason. You must first make a correction to a payee master record under the Corrections Menu before you will get any information on this report.
6. Original Payee B Records - produces a listing of the payee B records as they were before you made any corrections.
7. 1099 Invoice History Accounts - produces a listing that reflects the 1099 amount of paid invoices/checks per vendor that were flagged as 1099 'Yes' on the invoice account line when an invoice was added.

Rev. 10/14/2024

Making Corrections



If corrections need to be made after the file has been sent to the IRS, proceed through each option on the Corrections menu to generate a corrected file. Electronically resubmit the file to the IRS as a Correction File.

Note: Based on what vendor record(s) you correct make sure you select “ Print Corrected 1099 Forms ” for the 1099-MISC and “ Print Corrected 1099-NEC Forms ” for the 1099-NEC.

Payee Master File Corrections & Corrected Payee Master Edit Rpt
Payee Master File Corrections allow you to correct the errors made. The Corrected Payee Master Edit Report will review your changes for errors.

Generate Corrected B Records & Corrected B Records Edit Rpt
Generate Corrected B Records reviews the corrections made and creates information to print on the corrected form. Corrected B Records Edit Report will review information for errors.

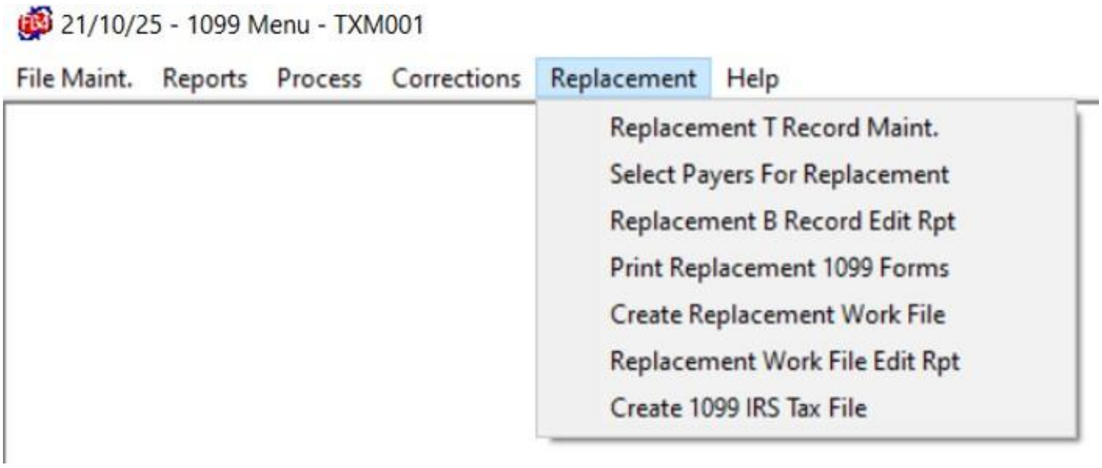
Print Corrected 1099 Forms & Print Corrected 1099 NEC Forms
These two options allow you to select the type of form you need to print as a correction for your vendor(s).

Create Corrections Work File & Corrections Work File Edit Rpt
Create Corrections Work File pulls the information from the correction form to compare before and after picture of the two filing for the vendor(s). Corrections Work File Edit Report will review information for errors.

Create 1099 IRS Tax File
Create 1099 IRS Tax File will create the electronic correction file to be submitted to the IRS. A browser will display for you to select the location to load the file.

Rev. 10/14/2024

Creating a replacement disk



If the IRS receives the electronic file and cannot read it or if the file is lost, complete all options on the ‘ Replacement ’ menu to re-generate **your original file**. The file will be copied to a flash drive, or folder depending on your setup. Electronically resubmit the file to the IRS as an Electronic Replacement. **Do not use these options if the IRS found errors or corrections that need to be made.**

NOTE: This is not the replacement file option that the IRS specifies for making corrections. Please see page 18 for making a corrections file. The IRS website provides an option to mark the corrections file as a replacement when it is submitted.

After you have completed the 1099 process, run the ‘ Update Calendar To Date Totals ’ option by selecting ‘ Period End’, ‘ Year End ’, ‘ Calendar ’ and ‘ Update Calendar To Date Totals ’. The Beginning Activity Date will be 01/01/2025 and the Ending Activity Date will be 12/31/2025. This will update your vendor activity for the new year.

Rev. 10/14/2024

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Filing 1099 Returns Electronically

Who must file electronically?

As of 2023, you are required to file returns electronically if you have 10 or more information returns to be filed.

How to get approval to file electronically

File Form 4419, Application for Filing Information Returns Electronically/Magnetically, at least 30 days before the due date of the returns. Once approved IRS will assign a Transmitter Control Code (TCC). If you already have a TCC for filing by magnetic media, you do not need another TCC for electronic filing. Form 4419 can be faxed to the IRS at (877) 477-0572 from within the U.S. or the form can also be mailed to the address below:

Internal Revenue Service
230 Murall Drive Mail Stop 4360
Kearneysville, WV 25430

Once a TCC is obtained, electronic filers browse to https://fire.irs.gov and select "**Create New Account**" and assign their own user ID, password, and PIN (Personal Identification Number.)

Electronic Filing Procedures

- Browse to https://fire.irs.gov and log in using your user ID and password
- At Menu Options click "**Send Information Returns**"
- Enter your **TCC**
- Enter your **EIN**
- Click "**Submit**"
- The system will display your company information. Verify or update company information as needed then click "**Submit**"
- Click "**Original File**"
- Enter your 10 digit PIN
- Click "**Submit**"
- If your IRSTAX file was copied to a flash drive, place flash drive from Local Government software into PC.
- Click "**Browse**" and go to the appropriate drive letter, if you are using a flash drive (example E:). If your IRSTAX file was copied to a folder, you will 'browse' to that folder location to retrieve the file.
- Select the file "**IRSTAX**" from the folder or drive.
- Click "**Upload**"
- When the upload is complete, the screen will display the total bytes received and tell you the name of the file you just uploaded
- It is your responsibility to check the acceptability of your file; therefore, be sure to check back into the system in 1-2 business days using the "**Check File Status**" option.

Rev. 12/12/2024

For more detailed filing instructions or further information refer to Publication 1220. Forms and publications may be downloaded from **www.irs.gov** or ordered by calling 1-800-829-3676. Information can also be obtained by contacting the **IRS Customer Service Section** toll-free at **(800) 829-3676** between 7:00 a.m. and 7:00 p.m. local time, unless otherwise noted, Monday - Friday.

Rev. 10/14/2024

[Contacting LGC Support](#)

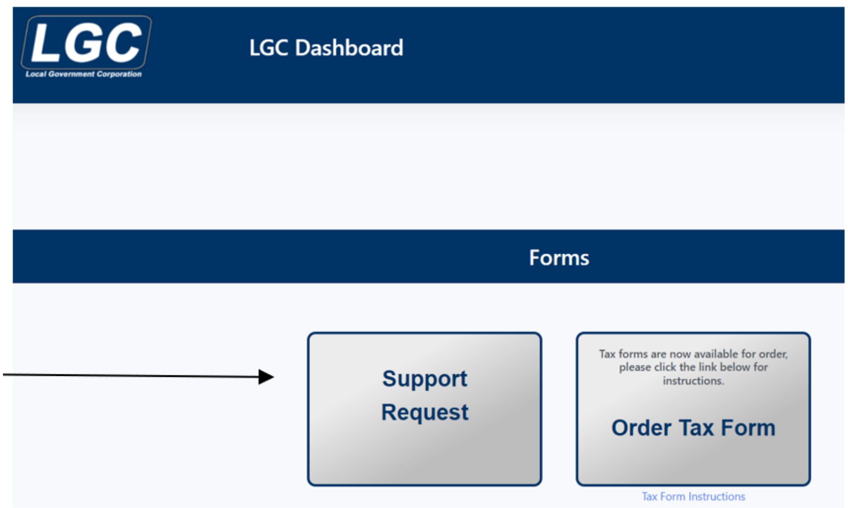
You may contact LGC Support by phone or by submitting a support request on our website:

800-737-1826
7:00 a.m. - 5:00 p.m.
Central Standard Time

Online request from our LGC website for assistance:

https://www.lgc-tn.com

Login to our website and under the *LGC Dashboard* on the left side of the screen, select the "Support Request".



The [LGC](https://www.lgc-tn.com) website contains additional information about our products, training, and support services. You may also submit online support requests from our website.

Rev. 10/14/2024

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