

(See Instructions on back)

Form <b>4419</b> (Rev. May 2002)	Department of the Treasury – Internal Revenue Service <b>Application for Filing Information Returns Electronically/Magnetically</b> Please type or print in <b>BLACK</b> ink.	IRS Use Only	OMB No. 1545-0387

**1. Transmitter information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**2. Person to contact about this request**

Name \_\_\_\_\_

Title \_\_\_\_\_

Email address \_\_\_\_\_

Telephone number (        ) \_\_\_\_\_

<b>3. Employer Identification Number (EIN)</b>	<b>4. Foreign Transmitter without an EIN</b>  <input type="checkbox"/> Yes	<b>5. Tax year</b> you wish to begin filing electronically/magnetically
--	--	---

**6. Will you be using your TCC only for transmitting requests for extension of time to file?**  Yes  No

**7. Type of Return To Be Reported**

(Check all forms you wish to file)

**Important:** Form W-2 information is sent to the Social Security Administration only. Do not use Form 4419 to request authorization to file this information electronically/magnetically. Contact SSA for W-2 magnetic/electronic filing information.

<input type="checkbox"/> Forms 1098 and 1099, 5498 and W-2G  (Electronic, Tape Cartridge, 3 ½ " Diskette)	<input type="checkbox"/> 1042-S (Electronic, Tape Cartridge, 3 ½"Diskette)
	<input type="checkbox"/> 8027 (Electronic, Tape Cartridge, 3 ½" Diskette)
	<input type="checkbox"/> W-4 (Electronic, Tape Cartridge, 3 ½" Diskette)

**8. Type of Filing**

Electronic Filing                       Tape cartridge                       3 ½ "Diskette

<b>9. Person responsible for preparation of tax reports</b>	Name (type or print)	Title
	Signature	Date

**General Instructions**

**Paperwork Reduction Act Notice.** We ask for the information on these forms to carry out the Internal Revenue Laws of the United States. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The time needed to provide this information would vary depending on individual circumstances. The estimated average time is:

**Preparing Form 4419 . . . . . 20 min.**

If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **DO NOT SEND THE FORM TO THIS OFFICE.** Instead, see the instructions below on where to file. **When completing this form, please type or print clearly in BLACK ink.**

**Purpose of Form.** File Form 4419 to request authorization to file any of the forms shown in Block 6 electronically or magnetically. Please be sure to complete all appropriate blocks. If your application is approved, a five-character alpha-numeric Transmitter Control Code (TCC) will be assigned to your organization.

If any information on the form should change, please write to IRS/Martinsburg Computing Center so we can update our database. It is not necessary to submit a new Form 4419.

**NOTE:** Do **NOT** use Form 4419 to request authorization to file Forms W-2 on magnetic media, since Form W-2 information is sent to the Social Security Administration (SSA) ONLY. **Contact SSA if you have any questions concerning the filing of Forms W-2 on magnetic media.**

**Specific Instructions**

**Block 1**

Enter the name and complete address of the person or organization that will submit the electronic or magnetic media files (*transmitter*).

**Block 2**

Enter the name, title, email address (if available) and telephone number (*with area code*) of the person to contact about this application if IRS needs additional information. This should be a person who is knowledgeable about electronic/magnetic filing of information returns.

**Block 3**

Enter the employer identification number (*EIN*) of the organization transmitting the electronic and/or magnetic media files.

**Block 4**

If you are a foreign transmitter who does not have a nine-digit taxpayer identification number, check this box.

**Block 5**

Enter the tax year that you wish to start filing electronically and/or magnetically.

**Block 6**

Indicate if you are requesting this transmitter control code solely for filing electronic and/or magnetic requests for an extension of time to file information returns.

**Block 7**

Check the box next to all of the returns you will file with IRS electronically and/or magnetically. A separate TCC will be assigned for each form(s) identified in Block 7. Please make sure you submit your magnetic media files using the correct TCC. Thereafter, if you need to add any of the forms identified in Block 7, it will be necessary to submit another Form 4419 to IRS so another TCC can be assigned.

**Block 8**

Check which method you will use to file your information returns. 3 1/2-inch diskettes must be MS/DOS, ASCII recording mode. Tape cartridges must be 18, 36, 128, or 256-track.

**Block 9**

The form must be signed and dated by an official of the company or organization requesting authorization to report electronically and/or magnetically.

**Mailing Address:**

Send your Form 4419 to the address below:

Internal Revenue Service  
Martinsburg Computing Center  
Information Reporting Program  
230 Murall Drive  
Kearneysville, WV 25430

In order to ensure timely filing, submit Form 4419 at least 30 days before the due date of the return.

If your application is approved, IRS will assign a TCC to your organization. We will not issue your TCC without a signed Form 4419 from you, and we will not issue a TCC over the phone. If you do not receive a reply from IRS within 30 days, contact us at the telephone number shown below. Do not submit any files until you receive your TCC.

For further information concerning the filing of information returns with IRS either electronically or magnetically, contact the IRS Martinsburg Computing Center toll-free at (866) 455-7438 between 8:30 a.m. and 4:30 p.m. Eastern Standard Time.