



HELPFUL INFORMATION ABOUT FILING FORMS ELECTRONICALLY

If you have to file **10** or more forms for a client you **must file them electronically** using the **BSO System** (SSA) for W2's and the **FIRE System** (IRS) for 1099's.

Because the IRS is likely to get very busy at the end of the year and stop answering the phone, you will need to establish a **FIRE Account** **AS SOON AS POSSIBLE** to insure you can file 1099's electronically.

If you are going to file W2's electronically (BSO System):

You need to get the file **EFW2.PDF**, which is available on the *Social Security Administration* website.

There is a section that tells you how to apply for a **USER ID** and **PASSWORD** which you need for the *Social Security Administration's* **BSO** (Business Services Online) website. This is where you will electronically file your **W2's**.

The **USER ID** is part of the electronic file, so without it, all files will be rejected. There are several ways to get this, but I advise you to get this as early as possible. It might be possible to get **USER ID** and **Password** in January, but don't count on it. The SSA is likely to be very busy at that time.

If you are going to file 1099's electronically (FIRE System):

You need to get the **Pub 1220** from the *IRS* website.

There is a section that tells you how to apply for a **FIRE TRANSMITTER CONTROL CODE (TCC)**.

The **TCC** is part of the electronic file, so without it, all files will be rejected.

You can apply online, but the **TCC** will arrive via **US Postal Service (paper)**.

The **Pub 1220** says to allow **45 days** for processing. So, if you wait until December to try to get your **TCC**, you will likely be paying someone else to electronically file your 1099's for you