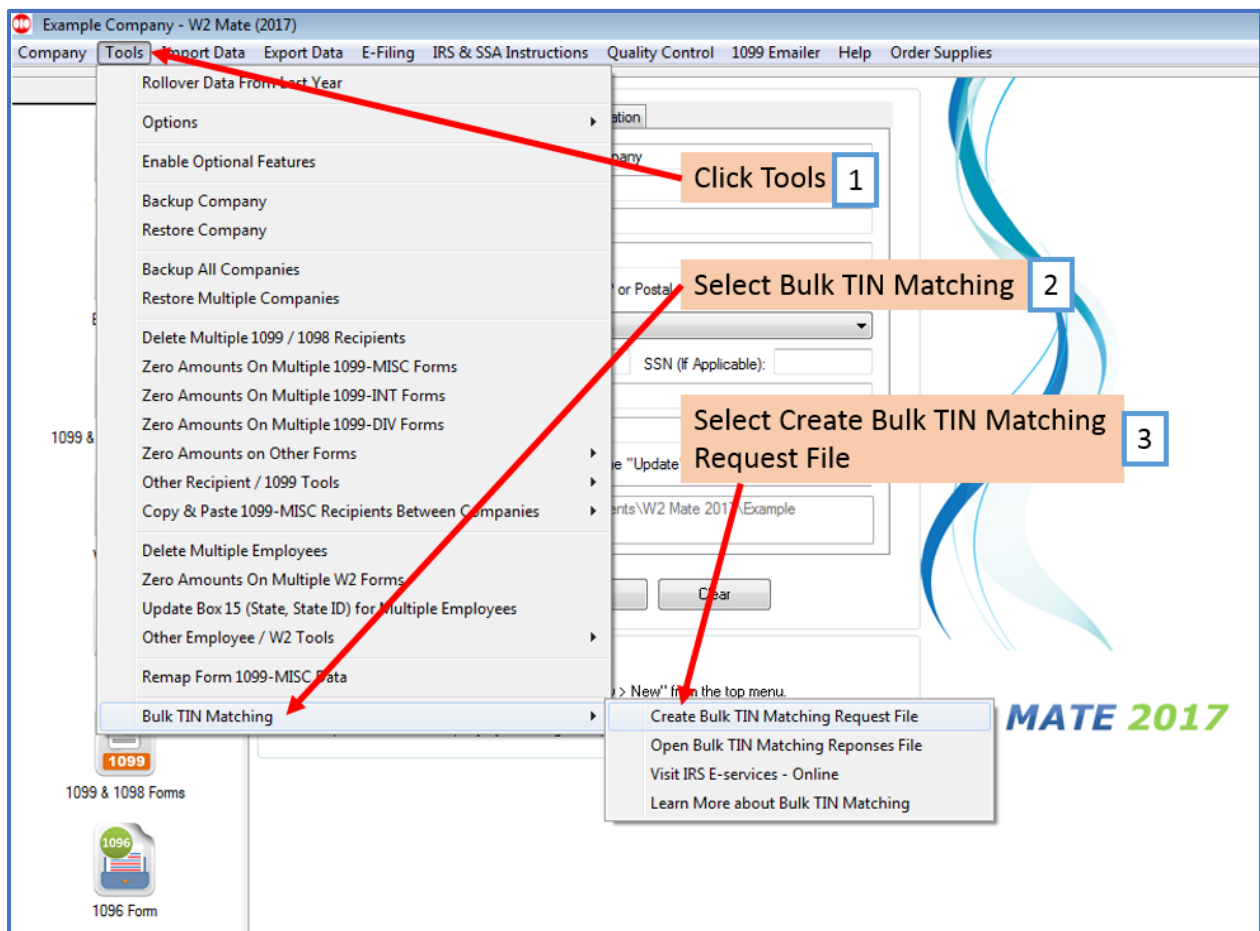


# How to Create and Read a Bulk TIN Matching File Request/Response

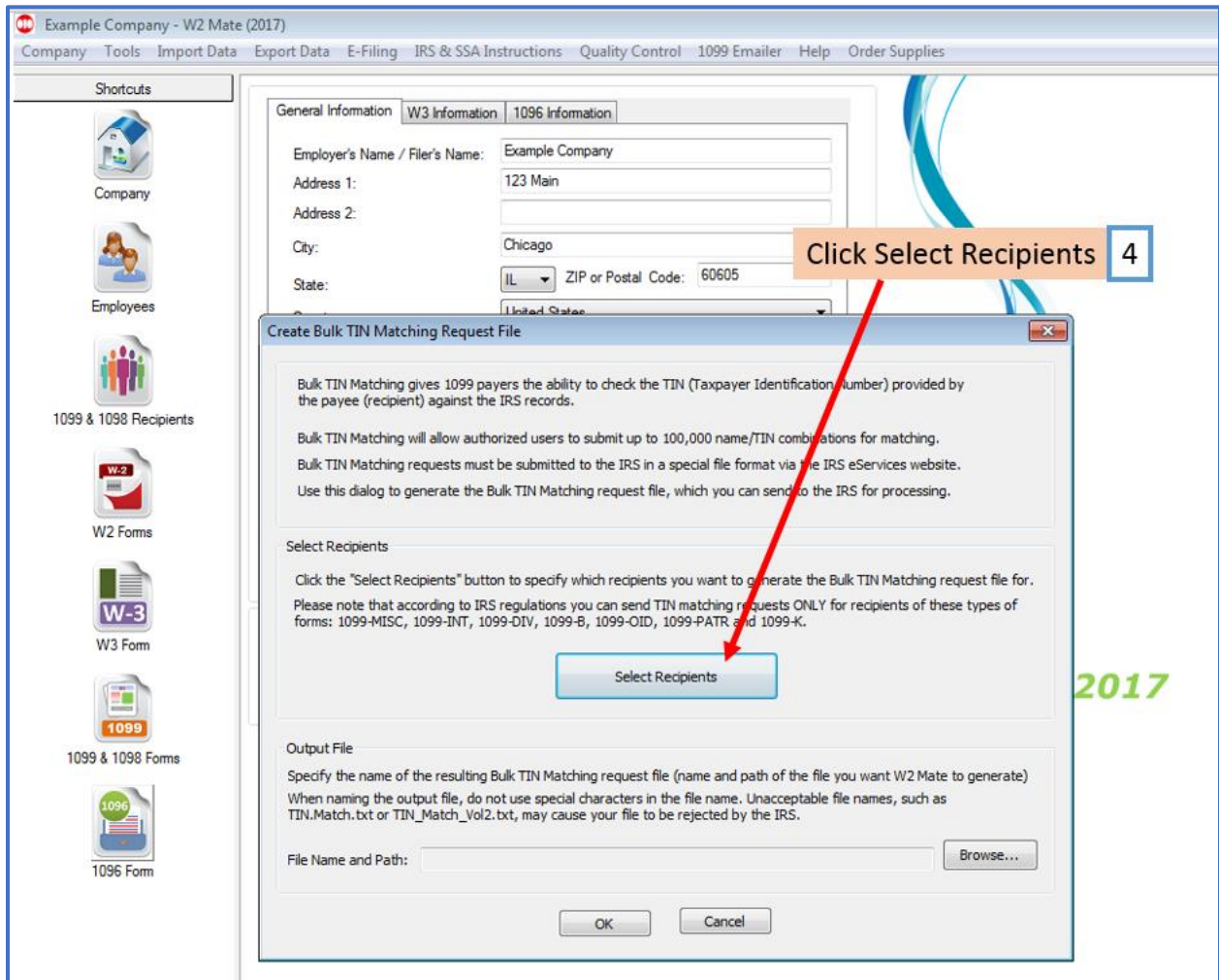
Note: In order to use this feature you must purchase and enable W2 Mate Option #4 to generate approved electronic submission files

Make sure you have the correct Company open inside W2 Mate

1. Click Tools
2. Select Bulk TIN Matching
3. Click Create Bulk TIN Matching Request File

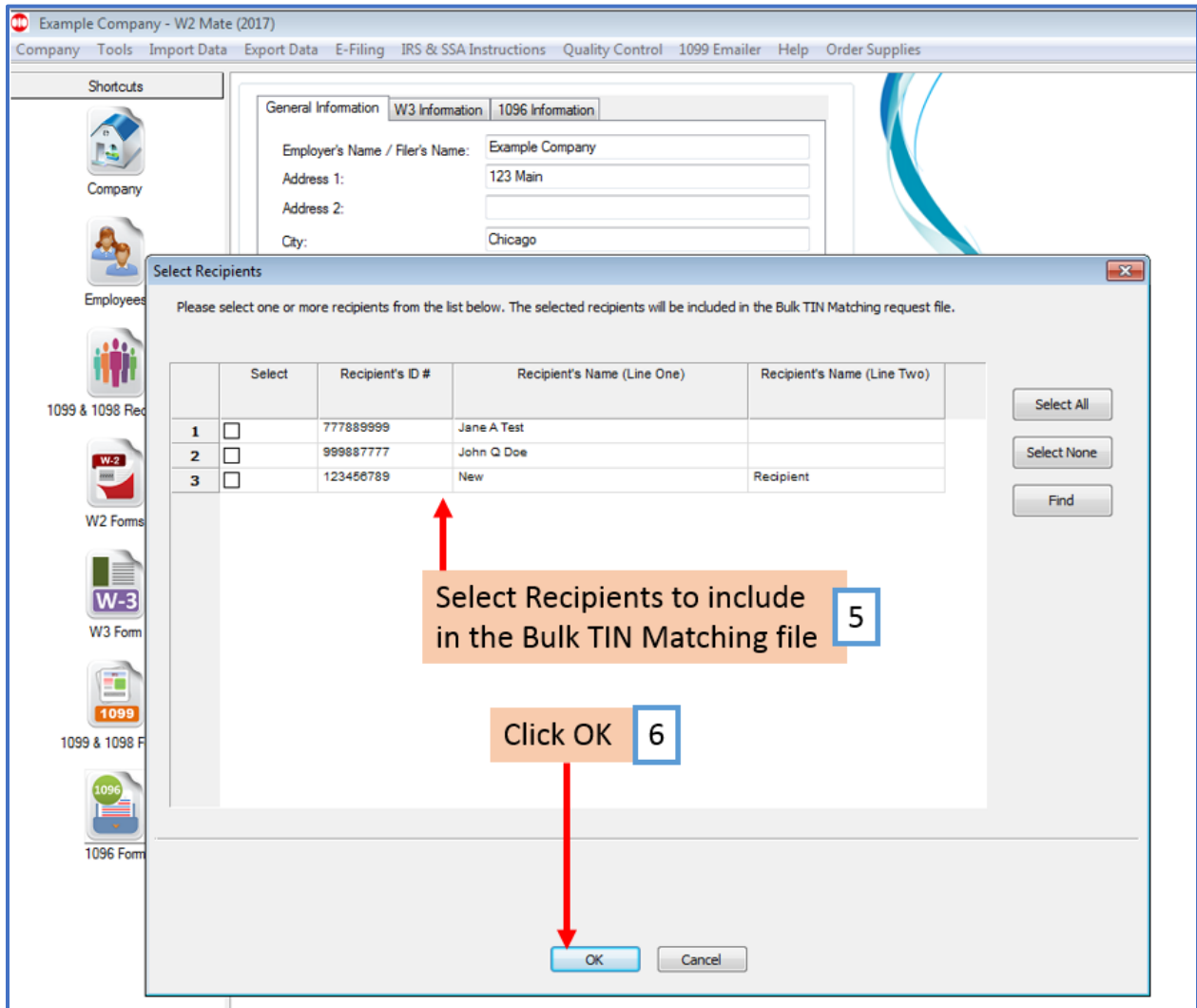


#### 4. Click Select Recipients

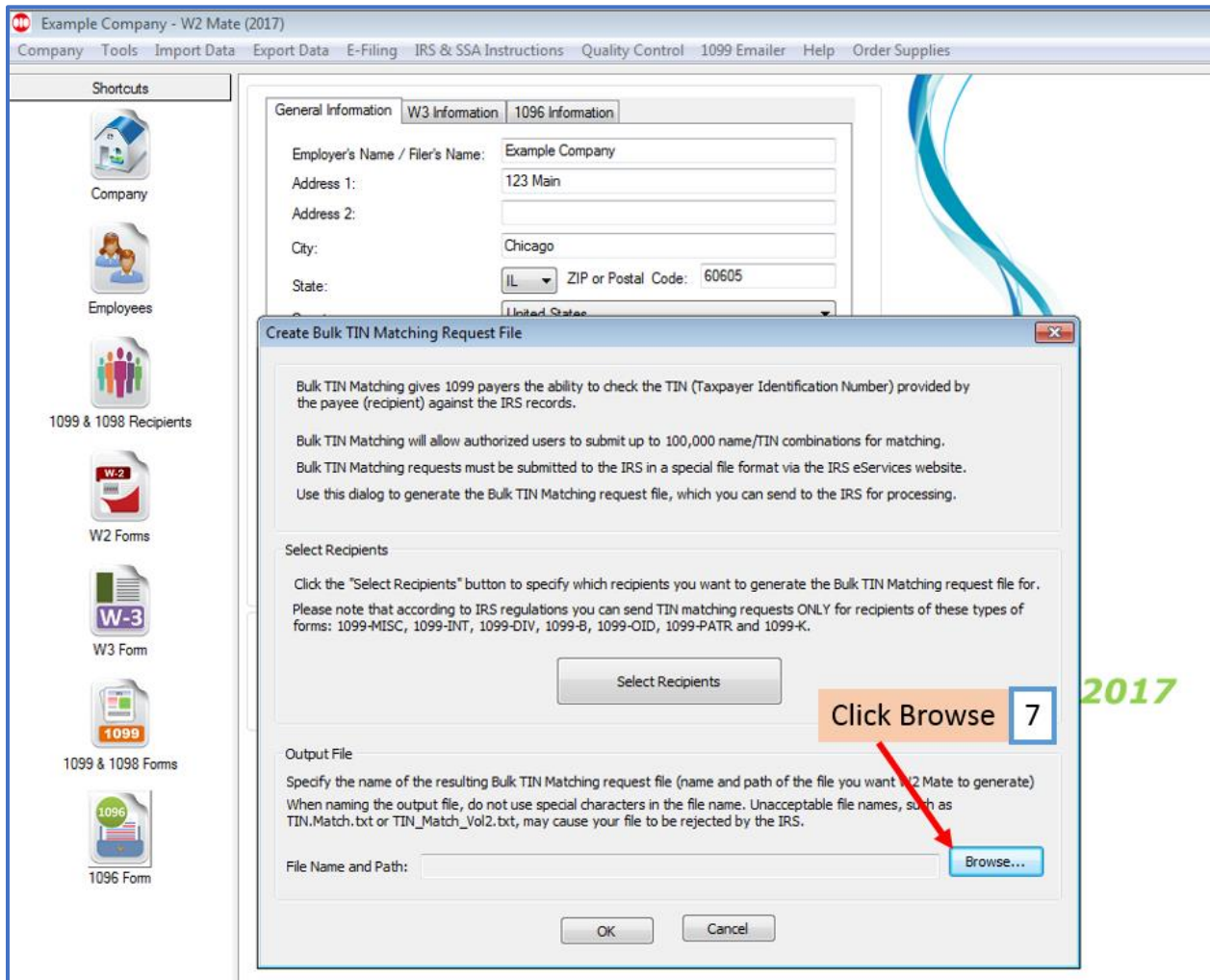


5. Select Recipients you want to include in Bulk TIN Matching File

6. Click OK



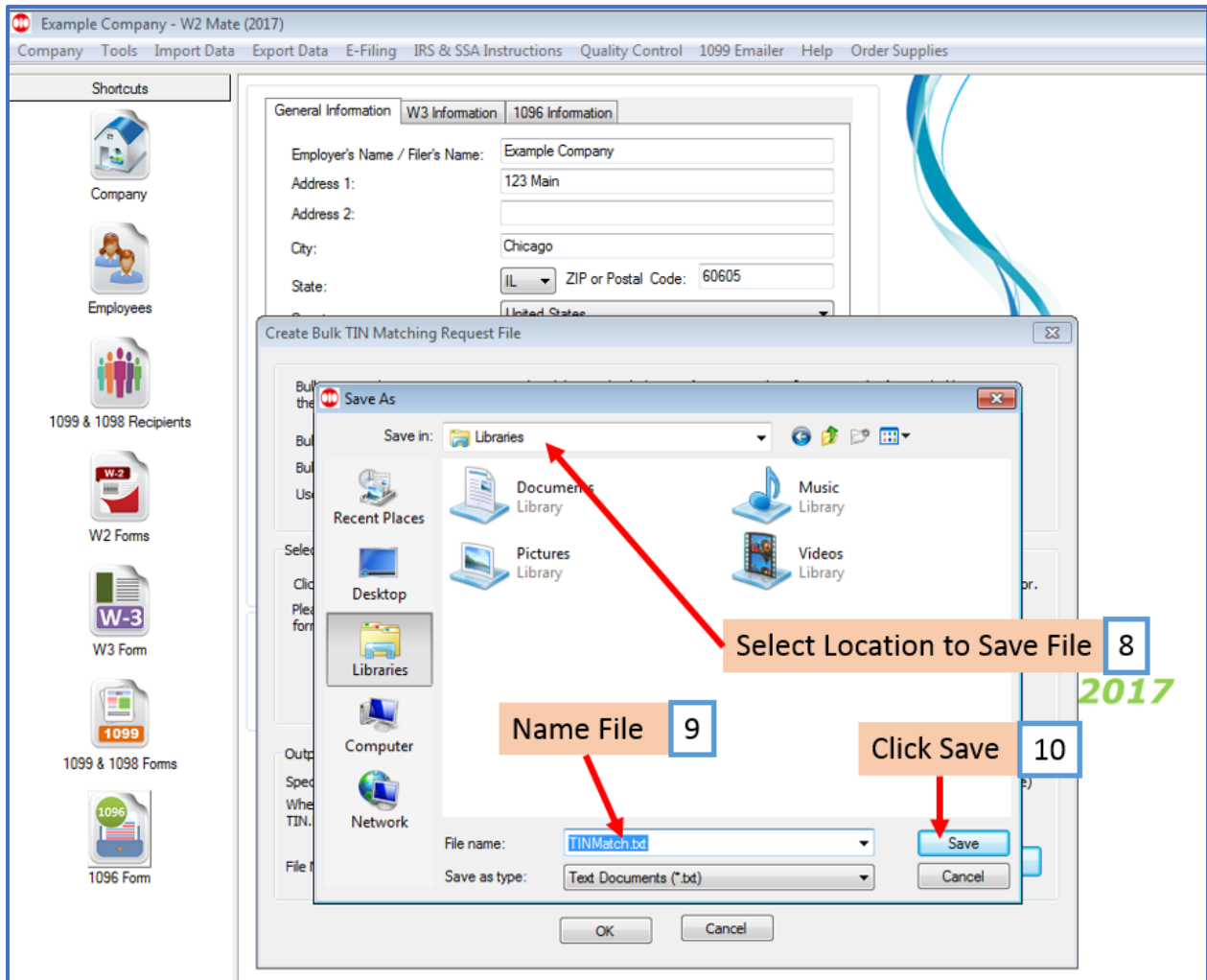
## 7. Click Browse



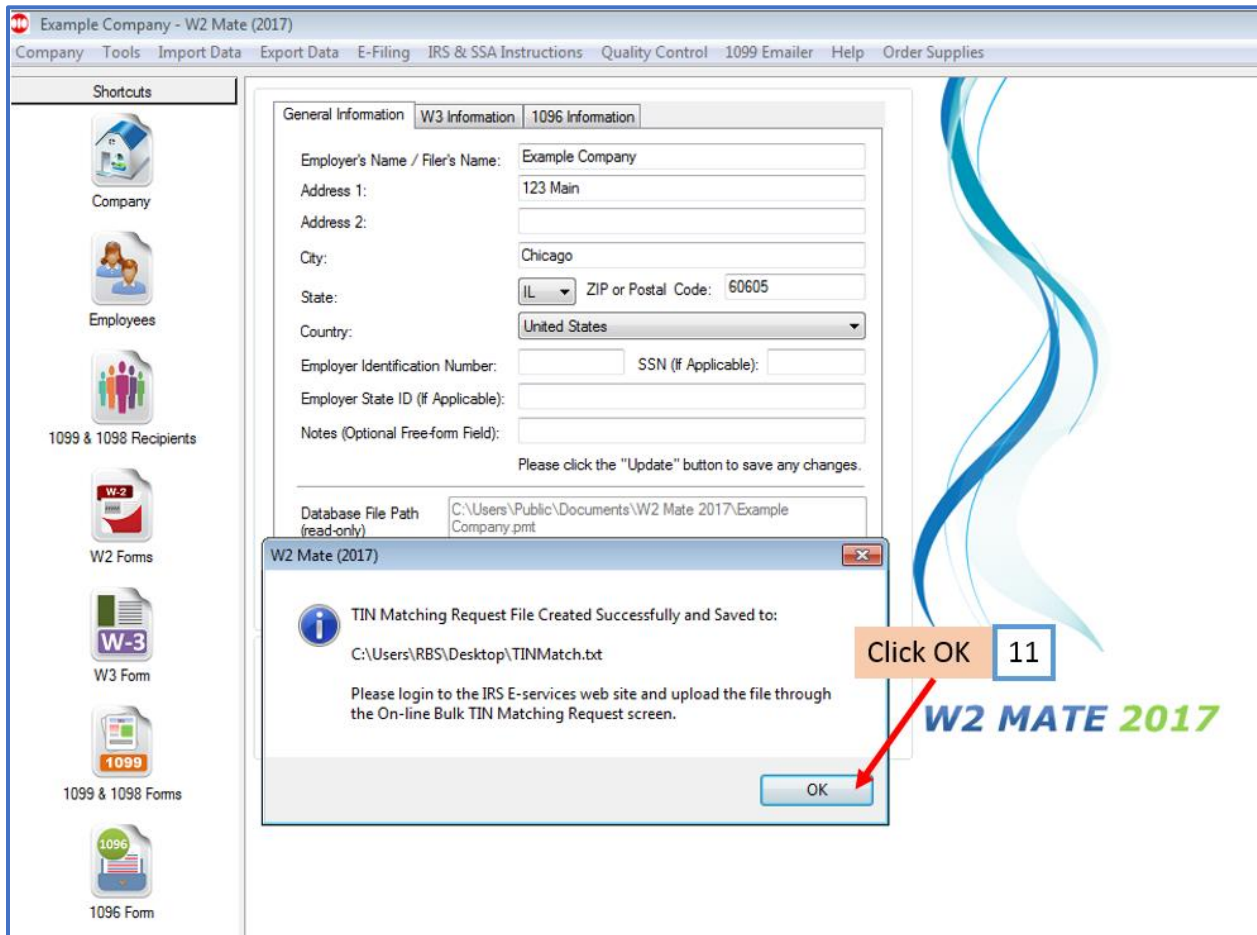
8. Select location to save file

9. Name the file

10. Click Save



## 11. Click OK



Now you must upload this file you have created to the IRS E-Services

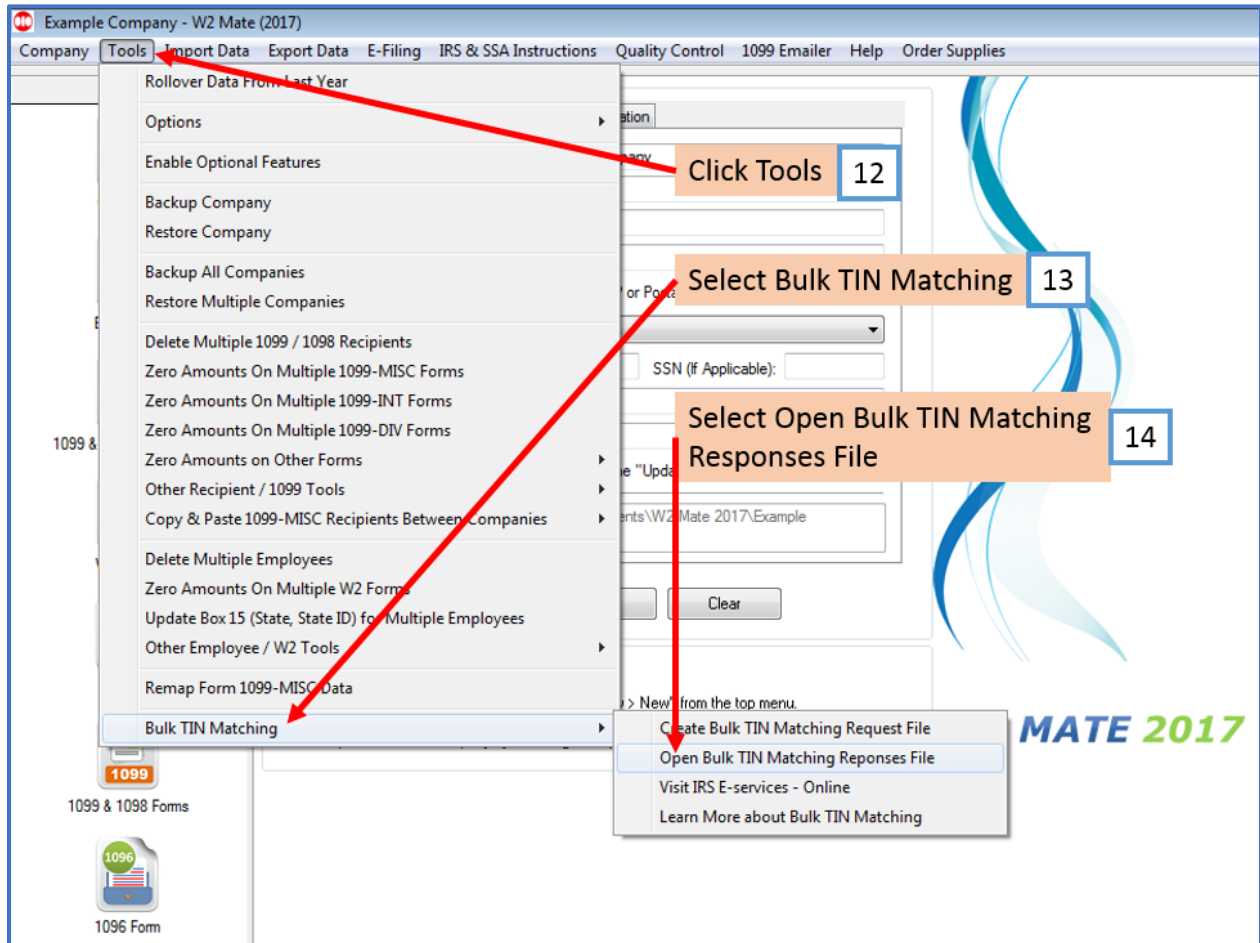
If you have questions regarding the IRS E-Services system website call (866) 455-7438

Once you receive the Bulk TIN Response File from the IRS open it inside W2 Mate to review the status of each TIN/Name Combination

12. Click Tools

13. Select Bulk TIN Matching

14. Select Open Bulk TIN Matching Responses File



15. Click Browse to select the .txt response file you want to read

16. These are the records that DO NOT match the IRS Records

Note: We recommend you send a W9 to each recipient in this list to establish reasonable cause defense against IRS penalties (See IRS pub 1586)

17. These are the records that DO match the IRS

18. Click Close

Example Company - W2 Mate (2017)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies

Shortcuts

Company

Employees

W2 Forms

1099 & 1098 Forms

1096 Form

Analyze Bulk TIN matching response File

Bulk TIN Matching gives 1099 payers the ability to check Taxpayer Identification Numbers provided by the payees against IRS records. Within 24 hours of sending a Bulk TIN Matching request to the IRS, the submitter will receive a response file, which indicates the status of each TIN/Name combination. Use this screen to read and analyze the Bulk TIN Matching response file you receive from the IRS e-Services website.

Step 1: Specify the input Bulk TIN Matching response file you want to read

Response File Name: Y:\Angela\Tutorial - Works in Progress\IRS Bulk TIN Response.txt **Click Browse 15**

Once you specify the response file name, W2 Mate will process the results and display the findings in the two spreadsheets below.

Step 2: Review test results that are "Mismatch" (Do NOT match IRS records)

We recommend you send a W-9 to each recipient in this list to establish reasonable cause defense against IRS penalties. (See IRS pub 1586)

	Recipient's TIN	Recipient's Name	Account #	TIN Matching Test Result
1	1834211111	Matthew Mulberry	89765	2: TIN entered is not currently issued

**DO NOT Match IRS records 16**

Export

Step 3: Review test results that DO match IRS records (no further action required on your side)

	Recipient's TIN	Recipient's Name	Account #	TIN Matching Test Result
1	562611111	Acme Incorporated	89765	0: The name/TIN combination matches IRS records

**DO Match IRS records 17**

Export

**Click Close 18**

Close