# 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

	General Information W3 Information	n 1096 Information		
	Employer's Name / Filer's Name:	Example Company		
	Address 1:	123 Main		
Company	Address 2:			
2	City:	Chicago	Click Select Recipie	nts A
	State:	IL - ZIP or Postal Code: 60605	chek Select Recipie	
Employees		Inted States		
	Create Bulk TIN Matching Request	: File		
W2 Forms	Select Recipients Click the "Select Recipients" butt	on to specify which recipients you want to give 5 regulations you can send TIN matching reques	rate the Bulk TIN Matching request file for. its ONLY for recipients of these types of	
W-3 W3 Form	forms: 1099-MISC, 1099-INT, 10	99-DIV, 1099-B, 1099-OID, 1099-PATR and 10		
W-3 W3 Form	forms: 1099-MISC, 1099-INT, 10	99-DIV, 1099-B, 1099-OID, 1099-PATR and 10 Select Recipients		2017
W3 Form W3 Form 1099 & 1098 Forms	Output File Specify the name of the resulting	99-DIV, 1099-B, 1099-OID, 1099-PATR and 10 Select Recipients Bulk TIN Matching request file (name and path of	of the file you want W2 Mate to generate)	2017
W3 Form W3 Form 1099 & 1098 Forms	Output File Specify the name of the resulting When naming the output file, do n TIN.Match.bxt or TIN_Match_Vol2	99-DIV, 1099-B, 1099-OID, 1099-PATR and 10 Select Recipients Bulk TIN Matching request file (name and path of to use special characters in the file name. Unao .bt, may cause your file to be rejected by the	of the file you want W2 Mate to generate) ceptable file names, such as IRS.	2017

- 5. Select Recipients you want to include in Bulk TIN Matching File
- 6. Click OK



# 7. Click Browse

	General Information W3 Information	1096 Information	
	Employer's Name / Filer's Name:	Example Company	
	Address 1:	123 Main	
Company	Address 2:		
	Citv:	Chicago	
	oly.	II ZIP or Postal Code: 60605	
Employees	State:		
unproyees	Create Bulk TIN Matching Request	File	
	create bare interning Request		
W2 Forme	Use this dialog to generate the B	ulk TIN Matching request file, which you can send to the IRS	for processing.
	Use this dialog to generate the B	ulk TIN Matching request file, which you can send to the IRS	for processing.
W2 Forms	Select Recipients		
	Click the "Select Recipients" butto	n to specify which recipients you want to generate the Bulk	TIN Matching request file for.
W-3	Please note that according to IRS	regulations you can send TIN matching requests ONLY for r	ecipients of these types of
W3 Form	forms: 1099-MISC, 1099-INT, 10	39-DIV, 1099-B, 1099-OID, 1099-PAIR and 1099-K.	
		Select Recipients	201
			al. Damaine 7 201
1099		CII	CK Browse 7
1099 & 1098 Forms	Output File		
	Specify the name of the resulting E	Bulk TIN Matching request file (name and path of the file you	want 12 Mate to generate)
1096	When naming the output file, do n TIN.Match.txt or TIN_Match_Vol2.	ot use special characters in the file name. Unacceptable file r txt, may cause your file to be rejected by the IRS.	names, such as
			Browse
	File Name and Path:		Drowser

# 8. Select location to save file

### 9. Name the file

# 10. Click Save

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	General Information       W3 Information         Employer's Name / Filer's Name:       Example Company         Address 1:       123 Main         Address 2:
Linkyees 1099 & 1098 Recipients W2 Forms W3 Form 1099 & 1098 Forms 1099 & 1098 Forms 1096 Form	Create Bulk TIN Matching Request File



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

Example Co	ompany - W2 Mate (2017)	inne - Ouslity Control - 1000 Empilee - Hele - Order Sumilier
Company 10	Rollover Data From List Year	ons Quality Control 1099 Emailer Help Order Supplies
	Options	> ation
	Enable Optional Features	Click Tools 12
	Backup Company	
	Restore Company Backup All Companies	Select Bulk TIN Matching 13
E	Restore Multiple Companies Delete Multiple 1099 / 1098 Recipients	
	Zero Amounts On Multiple 1099-MISC Forms	SSN (If Applicable):
	Zero Amounts On Multiple 1099-INT Forms Zero Amounts On Multiple 1099-DIV Forms	Select Open Bulk TIN Matching
1099 &	Zero Amounts on Other Forms	Responses File
	Other Recipient / 1099 Tools Copy & Paste 1099-MISC Recipients Between companies	ents\W2 Mate 2017\Example
,	Delete Multiple Employees	
	Zero Amounts On Multiple W2 Form:	Clear
	Other Employee / W2 Tools	
	Remap Form 1099-MISC Data	> New from the top menu.
	Bulk TIN Matching	Caste Bulk TIN Matching Request File     MATE 2017
1	099	Open Bulk TIN Matching Reponses File
1099 & 1	098 Forms	Learn More about Bulk TIN Matching
105	2	
109	5 Form	

## 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

Shortcuts	11					
Choireas	Gen	eral Information	W3 Information 1096 Informatio	n		
-	Analyze	Bulk TIN matchi	ing response File			<b>×</b>
	Bulk TI	N Matching gives	1099 pavers the ability to check	Taxpaver Identifica	ation Numbers provided by the payees again	st IRS records.
Company	Within	24 hours of send	ing a Bulk TIN Matching request t	to the IRS, the subr	nitter will receive a response file, which indica	ates the status of each TIN/Name
	Use thi	is screen to read	and analyze the Bulk TIN Matchin	ig response file you	receive from the IRS e-Services website.	Click Browse 1
- <u></u>	Step 1	Specify the inpu	t Bulk TIN Matching response file	you want to read		CIICK BIOWSE
Employees			Voldensele Trobariel - Warden in Dr		Deserves by	
	Respon	nse File Name:	r: vangela (Lutorial - Works in Pr	ogress (IKS Bulk TI	v Kesponse, tXt	Browse
	Once y	ou specify the re	sponse file name, W2 Mate will p	rocess the results a	and display the findings in the two spreadshe	ets below.
1110	Step 2:	Review test resu	Its that are "Mismatch" (Do NOT	match IRS records)	h.	
DO NOT 1	6 We reco	ommend you send	d a W-9 to each recipient in this	list to establish rea	sonable cause defense against IRS penalties	. (See IRS pub 1586)
Match IRS		Recipient's TIN	Recipient's Name	Account #	TIN Matching Test Result	
records	1	183421111	Matthew Mulberry	89765	2: TIN entered is not currently issued	Export
records						
W2 Forms						
	1					
Match 17	Step 3	: Review test resu	ults that DO match IRS records (r	no further action re	quired on your side)	
Match 17	Step 3	Review test resu Recipient's TIN	ults that DO match IRS records (r Recipient's Name	no further action re Account #	quired on your side) TIN Matching Test Result	
D Match 17 S records	Step 3	Review test rest Recipient's TIN 562611111	ults that DO match IRS records (r Recipient's Name Acme Incorporated	Account # 89765	quired on your side) TIN Matching Test Result 0: The name/TIN combination matches IRS	records
D Match 17 S records	Step 3:	Review test resu Recipient's TIN 562611111	ults that DO match IRS records (r Recipient's Name Acme Incorporated	Account # 89765	quired on your side) TIN Matching Test Result 0: The name/TIN combination matches IRS	records Export
D Match 17 S records	Step 3	Review test resu Recipient's TIN 562611111	ults that DO match IRS records (r Recipient's Name Acme Incorporated	Account # 89765	quired on your side) TIN Matching Test Result 0: The name/TIN combination matches IRS Click Close	records Export
D Match 17 S records	Step 3	Review test resu Recipient's TIN 562611111	uits that DO match IRS records (r Recipient's Name Acme Incorporated	no further action re Account # 89765	quired on your side) TIN Matching Test Result 0: The name/TIN combination matches IRS Click Close	records Export
D Match 17 S records	Step 3:	Review test resu Recipient's TIN 562611111	ults that DO match IRS records (r Recipient's Name Acme Incorporated	no further action re Account # 89765	quired on your side) TIN Matching Test Result 0: The name/TIN combination matches IRS Click Close	records Export
D Match 17 S records	Step 3:	Review test resu Recipient's TIN 562611111	ults that DO match IRS records (r Recipient's Name Acme Incorporated	no further action re Account # 89765	quired on your side) TIN Matching Test Result 0: The name/TIN combination matches IRS Click Close ose	records Export