1099 Electronic Filing – (IRS-FIRE) Step by step instructions to upload a file to the IRS-FIRE website

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1099 Electronic Filing - Step-by-step Instructions on how to upload a file to the IRS FIRE website

http://fire.irs.gov_ to connect to FIRE (Filing Information Returns Electronically)

First-time connection to the FIRE system:

You must create a new account.

Subsequent connection to the FIRE system:

Click Log On

Enter

- TCC
- Company EIN
- Company name (must be an exact match to what IRS has on file)
- User ID
- Password

Click Login

Click Main Menu

Uploading your file to the FIRE system:

At Menu Options, click Send Information Returns.

- Enter
 - o TCC
 - Company EIN
- Click **Submit**
 - The system will display company information. The information will be used to email the transmitter, so be sure the email address is accurate. Update as appropriate and click
 Accept.
- Click on Original File.
 - Enter your 10-digit PIN
 - Click Submit
 - Click **Browse** to locate and select the 1099-NEC (or 1099-MISC) file.
 - Click Upload

When the upload is complete, the screen will display the total bytes received and the file name you just uploaded. If you have a second file to upload, click the appropriate button to select and upload the second file. When finished, Click **Main Menu.**

Important: It is your responsibility to check your file's acceptability; therefore, check back into the system in 1-2 business days using the Check File Status option. You are looking for the status of **Good**.