

1099 Electronic Filing



**W2 Mate is a complete 1099 E-file software, with the ability to E-File
1099-MISC , 1099-INT
1099-DIV, 1099-R, 1099-S,
1098-T, 1098
1099-A, 1099-B, 1099-C
1099-PATR and 1099-OID with the IRS.**

**Visit www.W2Mate.com for a FREE Demo
and see how easy W2 and 1099 electronic filing can be**

- » Have the TCC and TIN available before connecting.
- » Turn off pop-up blocking software before transmitting files.
- » Make sure the browser supports the security standards listed here:
<http://www.w3.org/Protocols/rfc2616/rfc2616.txt>
- » Set the browser to receive “cookies.” Cookies are used to preserve the User ID status.
- » Point the browser to <http://fire.irs.gov> to connect to the FIRE system or <http://fire.test.irs.gov>

Connecting to the IRS FIRE system



- » Click “Create New Account”
- » Fill out the registration form and click “Submit”
- » Create User ID
- » Create and verify password
- » Click “Create”
- » If the message “Account Created” is received, click “OK”
- » Create and verify the 10-digit self-assigned PIN (Personal Identification Number).
- » Click “Submit”
- » If the message “Your PIN has been successfully created!” is received, click “OK”
- » Read the bulletin(s) and/or “Click here to continue”

First time connection to the FIRE system



- » Click “Log On”
- » Enter the User ID
- » Enter the Password (the password is case sensitive).
- » Read the bulletin(s) and/or “Click here to continue”.

Subsequent connections to the FIRE System



- » At the Menu Options Click “Send Information Returns”
- » Enter the TCC
- » Enter the TIN
- » Click “Submit”
- » The system will display the company name, address, city, state, ZIP code, telephone number, contact and email address. This information will be used to email the transmitter regarding the transmission. Update as appropriate and/or click “Accept”. Note: Please provide an accurate email address for the correct person to receive the email and to avoid having the email returned to IRS/IRB as undeliverable. If SPAM filtering software is being used, configure it to allow an email from fire@irs.gov and irs.ehelpmail@irs.gov.
- » Click one of the following: Original File, Replacement File or Correction File
- » Enter the ten digit PIN
- » Click “Submit”
- » Click “Browse” to locate the file and open it
- » Click “Upload”
- » When the upload is complete, the screen will display the total bytes received and the IRS assigned filename for the file. IF THIS INFORMATION IS NOT DISPLAYED ON THE SCREEN, IRS/IRB MAY NOT HAVE RECEIVED THE FILE. To verify, go to the “CHECK FILE STATUS” option on the Main Menu. If the filename is displayed, the count is equal to “0,” and the results indicate “not yet processed,” IRB received the file. If the filename is not displayed, send the file again.

Uploading a file to the FIRE System



- » If the correct email address was provided on the “Verify Your Filing Information” screen when the file was sent, an email will be sent regarding the FILE STATUS. If the results in the email indicate “Good, not Released” and the “Count of Payees” is correct, the filer is finished with this file. If the email indicates any other results, follow the instructions below.
- » At the Main Menu:
- » Click “Check File Status”
- » Enter the TCC
- » Enter the TIN
- » Click “Search”
- » If the results on <http://fire.irs.gov> indicate:
 - > “Good, Not Released” – If the “Count of Payees” is correct, the filer is finished with this file. The file will automatically be released after ten calendar days unless the filer contacts IRB within this timeframe.
 - > “Good, Released” – The file has been released to our mainline processing.
 - > “Bad” – The file has errors. Click on the filename to view the error message(s), fix the errors, and resubmit the file timely as a “replacement”.
 - > “Not yet processed” – The file has been received, but results are not available. Please check back in a few days.
- » When finished, click “Log Out”
- » Click “Close Web Browser”

Checking the FILE STATUS

