



Filing Electronically With the IRS FIRE System and Pro1099

SoftPro Select 4.0 | Tax Year 2015 | January 20, 2016

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Table of Contents

Pro1099	3
About The IRS FIRE System	3
IRS Resources	3
IRS FIRE system guide	5
Accessing the FIRE site	5
Preparing to use the FIRE system	5
Note to existing IRS FIRE system users	6
Submission Deadlines	6
Fines and penalties	6
Verify Pro1099 version (2015 tax year)	6
5 Steps to Prepare your 1099	7
Step 1: Application configuration	7
Step 2: 1099-S Exceptions report	9
Step 3: 1099-S Duplicate Record listing report	12
Step 4: Create Submission File	12
Step 5: Submit File(s) to the IRS FIRE website	17
Correcting 1099-S Returns	18
Extension of time request for 1099-S	20
Getting Help	24

Pro1099

Pro1099 automates the preparation of 1099-S forms for submission to the IRS and eliminates the need for pre-printed carbon 1099-S forms. Pro1099 stores 1099-S data throughout the year. Users can enter the 1099-S data directly into the program or, if you have ProForm, it automatically exports orders into Pro1099.

Pro1099 generates a substitute 1099-S form to give to the seller and keeps track of whether you have furnished the 1099-S information to the seller. To prevent the possibility of the submission being returned for incomplete or inaccurate data, Pro1099 includes an exceptions report. This report, which is run before submitting data to the IRS, lists any problematic records so that users can correct any errors or oversights.

Major Features

- Manages unlimited number of 1099-S records
- Produces IRS Tax file for submitting 1099-S data to the IRS via the FIRE Website
- Eliminates the need for carbon 1099-S forms
- Generates substitute 1099-S forms to give to sellers
- Produces exception reports for erroneous and missing information
- Integrates with ProForm for one-time data entry

About The IRS FIRE System

The FIRE System is a website (<http://fire.irs.gov>) maintained by the Internal Revenue Service (IRS) that you can use to electronically file your IRSTAX file directly with the IRS.

IRS Resources

The IRS maintains documentation for their FIRE system. SoftPro advises that you reference their procedures directly for the most accurate information. Although the SoftPro Solution Center is ready to assist you with questions regarding any aspect of using Pro1099, including creating your IRSTAX files, you need to address your technical questions about using the FIRE System to the Internal Revenue Service, Enterprise Computing Center - Martinsburg (IRS/ECC-MTB). IRS technical assistance is available Mon – Fri, 8:30 A.M. - 4:30 P.M. EST, (866) 455-7438. You may request publications related to the 1099-S filing by calling the IRS at (800) TAX-FORM or (800) 829-3676. Additionally, you may visit the IRS [forms and publications](#) page to download various documents.

Publication 3609

This publication, previously produced by the IRS and available [here](#), provides a walkthrough of the following processes in detail:

- Submitting test files
- Submitting extension of time requests (described in detail [here](#))
- File status e-mail notifications
- First time connections to the FIRE system
- Subsequent connections to the FIRE system
- Uploading files to the FIRE system, including original, replacement, and correction files
- Checking file status

Publication 1220

This document, found on the IRS website [here](#), outlines the specifications for electronically filing a variety of forms. Some of the most important sections of this document are:

1. **What's New for Tax Year 2015** - Page 10, Sec. 3
2. **Communicating With The IRS** - Page 11, Sec. 4
3. **Additional Resources** - Page 11, Sec. 5
 - **Form 4419** is referenced here. You'll have to complete this form to use the FIRE system.
4. **Filing Requirements, Retention Requirements, and Due Dates** - Page 13, Sec. 6
5. **Extensions** - Page 14, Sec. 7
6. **Corrected Returns** - Page 15, Sec. 10
7. **Application for Filing Information Returns Electronically & User ID, Password and PIN Requirements** - Page 25-26, Sec. 1 & 2
8. **Connecting To FIRE** - Page 26, Sec. 3
9. **Electronic Specifications** - Page 29, Sec. 4
10. **Electronic Submissions** - Page 29, Sec. 5
11. **Test Files & Common Problems** - Page 30-31, Sec. 6 & 7
12. **Common Formatting Errors** - Page 32, Sec. 8

Other ContactsINFORMATION REPORTING PROGRAM CUSTOMER SERVICE CENTER

- Phone: Toll-free within the US: (866) 455-7438 - Outside the US: (304) 263-8700
- Email: mccirp@irs.gov
- TDD (Telecommunication Device for the Deaf): (304) 267-3367
- Fax: Toll-free within the US: (877) 477-0572 - Outside the US: (304) 264-5602

IRS FIRE system guide

The IRS created .pdf walkthrough guide P3609 for FIRE users. For compliance purposes, SoftPro recommends that Pro1099 users reference this guide when submitting their IRSTAX files. Please see the [IRS Resources](#) section at the beginning of this document for details on what P3609 covers.

Accessing the FIRE site

You may access the FIRE system site with two methods:

- Use your web browser to go directly to <https://fire.irs.gov/>.
- From within Pro1099, click **Access the IRS FIRE Web Site** from the **Tools** menu.

Preparing to use the FIRE system

Getting a Transmitter Control Code (TCC)

Before you submit your IRSTAX file to the FIRE System, you must associate it with a Transmitter Control Code. If you have not acquired a TCC from the IRS yet, you need to submit **Form 4419, Application For Filing Information Returns Electronically (FIRE)** to IRS/ECC-MTB no later than 45 days before the due date of your information returns.

- The 4419 form is accessible from the [IRS FIRE Requirements webpage](#) or through [mySoftPro](#).

After the IRS receives your application, the IRS/ECC-MTB will issue a TCC. The TCC is required on all files and correspondence. After you receive your TCC from the IRS, you need to type it in Pro1099.

Adding the TCC to Pro1099

For information about adding the TCC to Pro1099, see [Application Configuration](#) below.

File Compression and Browser Settings

The time required to transmit a file can be reduced up to 95 percent by using compression:

- When sending electronic files larger than 10,000 records, data compression is encouraged.
- WinZip and PKZIP are the only acceptable compression packages. The IRS cannot accept self-extracting zip files compressed files containing multiple files.

Additionally, your web browser must:

- Have pop-up blocking software disabled before attempting to transmit files.
- Be capable of file uploads
- Support SSL 128-bit encryption.
- Enabled to receive cookies, which are used to preserve your User ID status.

Note to existing IRS FIRE system users

If you have already configured your computer to connect to the IRS FIRE system, and submitted using the FIRE system last year, see the Subsequent Connections to the FIRE System section of the IRS P3609 document to get started quickly.

Submission Deadlines

- **February 15, 2016:** The Recipient copy of the Substitute 1099-S must be postmarked by this date.
- **March 31, 2016:** The date by which files must be electronically submitted to the IRS.
- **February 19, 2016:** Submit test files to <https://fire.test.irs.gov/> on or before this date.
 - The FIRE system will be available from November 2, 2015—February 19, 2016.
- **Extensions:** File as soon as you know an extension is necessary; [Form 8809](#) must be filed by the due date of the returns.

Fines and penalties

Per Public Law 111-240 (signed into law September 23, 2010), penalties have **doubled** effective January 1, 2011 and will affect customers who are late with their submissions. The amount of the penalty is based on when you file your information return. The penalty could be:

- **\$30** per information return if you correctly file within 30 days of the due date of the return
- **\$60** per information return if you correctly file more than 30 days after the due date but by August 1st, 2016
- **\$100** per information return if you correctly file after August 1st, 2016, or you do not file required information returns

Please review [Public Law 111-240](#) for additional information on assessed penalties.

Verify Pro1099 version (2015 tax year)

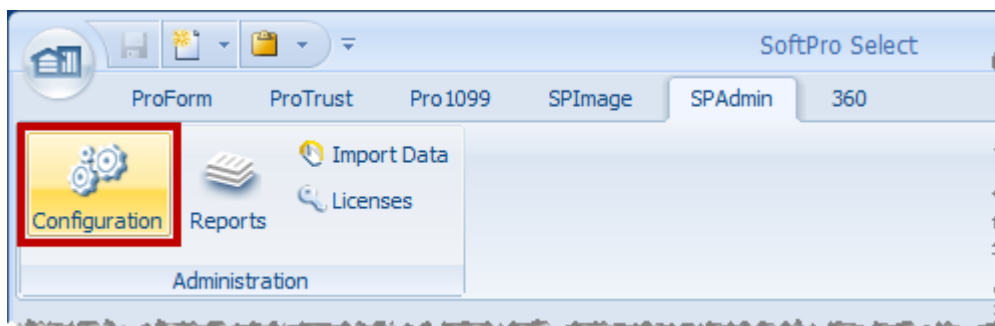
Every year, the IRS updates documentation, which requires a 1099 software update to Pro1099. For the submission process, it is necessary to ensure you have the correct version of Pro1099. The most recent update should have been completed with a SoftPro-provided script.

5 Steps to Prepare your 1099

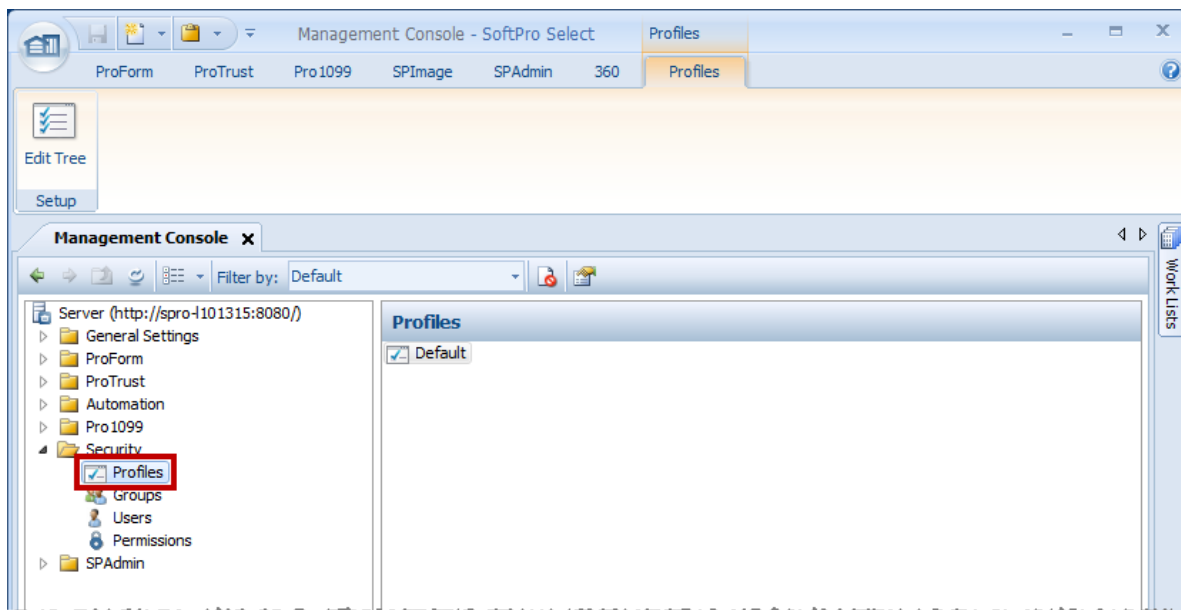
Step 1: Application configuration

Once you have obtained your TCC Code (see [Preparing to Use The FIRE System](#)), you can enter it into Pro1099 by following these steps:

1. Click on the **SPAdmin** tab in the ribbon, and then click the **Configuration** button:



2. Under the **Security** folder in the left pane, click **Profiles**, double-click the **Profile** in the right pane that will be used to prepare the 1099 submission, and then select the **1099 Tab** on the dialog that appears.



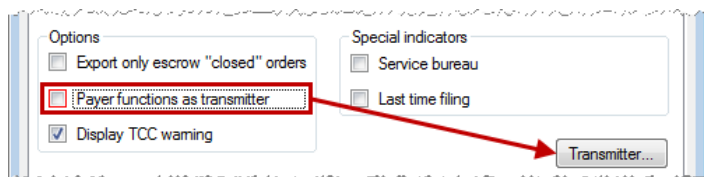
3. Confirm and/or enter your Transmitter/Payer data (detailed below). The **Transmitter** button won't be active unless your filing situation requires you to uncheck the **Payer functions as transmitter** checkbox. This checkbox is found under the **Options** area in the lower left.
4. Click **OK**.

Payer information

- **Payer Name:** Enter the name of the payer who owns the Tax ID Number (TIN). Filers shouldn't enter a transfer agent's name in this field. Any transfer agent's name should appear in the Second Payer Name Line Field.
- **Name Control:** The Payer Name Control can be obtained only from the mail label on the Package 1099 that is mailed to most payers in December. Package 1099 contains Form 7018-C, Order Blank for Forms, and the mail label on the package contains a four-character name control.
 - If a Package 1099 has not been received, you can determine your name control using the following simple rules. For a business, use the first four significant characters of the business name. Disregard the word "the" when it is the first word of the name, unless there are only two words in the name. A dash (-) and an ampersand (&) are the only acceptable characters. Names of less than four characters should be left-justified, filling the unused position with blanks.
- **TCC:** The TCC ([Transmitter Control Code](#)) is required by the IRS before a file can be submitted electronically via the IRS FIRE System. Pro1099 requires the TCC number to be entered on the Transmitter/Payer Information screen. The transmitter's other contact information is also required on this screen.

Options

- **Payer functions as transmitter:** Check if the payer is also the transmitter (Default Setting). When the box is un-checked, the transmitter information becomes available.



- **Note:** If the payer functions as the transmitter, then only the payer information section needs to be completed. Also if submitting multiple TaxIDs under one TCC, it is recommended that a "Transmitter" be enter for each TaxID.
- **Display TCC warning:** Check to remind user that a required TCC has not been entered.

EXPORT ONLY ESCROW "CLOSED" ORDERS

- This **defaults to unchecked:**
 - **Unchecked:** exports saved ProForm orders to Pro1099 when the order is a purchase with at least one seller, the **Exclude order from IRS submission** option is unchecked, the Settlement date is equal or prior to today's date and the order status or escrow status is not Hold, Duplicate or Canceled.
 - **Checked:** exports saved ProForm orders to Pro1099 when the order is a purchase with at least one seller, the **Exclude order from IRS submission** option is unchecked and the escrow status is closed.

SPECIAL INDICATORS:

- **Service Bureau:** Check to indicate if an agency will produce or submit files for electronic filing.
- **Last Time Filing:** Check if this is the last year this payer name and TIN will file information returns electronically, or on paper; otherwise, enter a blank.
- **Foreign Corporation:** Check to indicate if the transmitter is a foreign entity.

Transmitter Information

- **Transmitter Name:** Enter the name of the transmitter in the manner in which it is used in normal business.

Transmitter and Payer Shared Fields

- **Name Line 2:** If more space is required for the name, use the Second Payee Name Line field. The use of the business name is optional in the Second Payee Name Line field. A dash (-) and an ampersand (&) are the only acceptable special characters for First & Second Payee Name lines.
- **Tax ID Number:** Enter the tax ID number (TIN - 9-digit EIN/SSN).
- **Contact Name:** Required. Enter the name of the person to be contacted if IRS/ECC-MTB encounters problems with the file or transmission.
- **Phone Number:** Required. Enter the telephone number of the person to contact regarding electronic files. Note: If the foreign checkbox is checked, the field's format changes slightly to accommodate a foreign phone number (the area code parentheses and dash are removed and the field extends to 20 characters).
- **Phone Extension:** Enter the extension of the person to contact regarding electronic files.
- **E-mail Address:** Required if available. Enter the E-mail address of the person to contact regarding electronic files. If no E-mail address is available, leave blank.
- **Company Name:** Required. Enter the name of the company to be associated with the address where correspondence should be sent.
- **Name Line 2:** Enter any additional information that may be part of the name of the company where correspondence should be sent.
- **Mailing Address:** Required. Enter the mailing address where correspondence should be sent.
- **City:** Required. Enter the city, town, or post office where correspondence should be sent.
- **State:** Required. Enter the valid U.S. Postal Service state abbreviation.
- **ZIP:** Required. Enter the valid nine-digit ZIP assigned by the U.S. Postal Service.
- **Foreign:** Check if this is a foreign address.
- **Foreign address (text box):** Enter the foreign address. Check Foreign checkbox & the address.

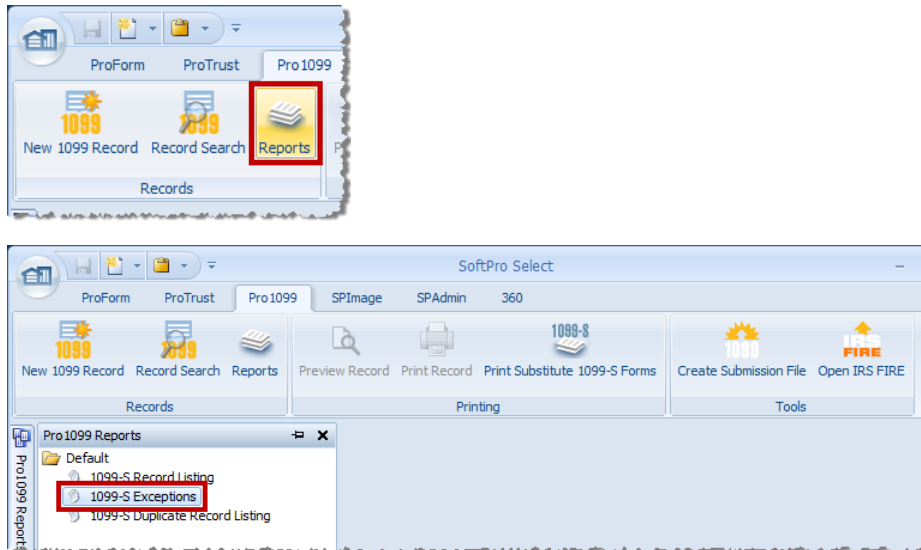
Step 2: 1099-S Exceptions report

Run the 1099-S Exceptions Report from Pro1099. The report will list the records which need to be corrected (i.e.-missing Social Security Number, partial address, legal description, gross proceeds, etc). When the report runs with no errors, you are ready to create your IRS Submission file. This report lists

all non-exempt Pro1099 records that contain one or more exceptions for the tax year specified in reports criteria.

This process will likely be the most time consuming part of the 1099 Submission process. Success in accurately identifying and resolving exceptions will reduce the risk of needing to file a corrected return.

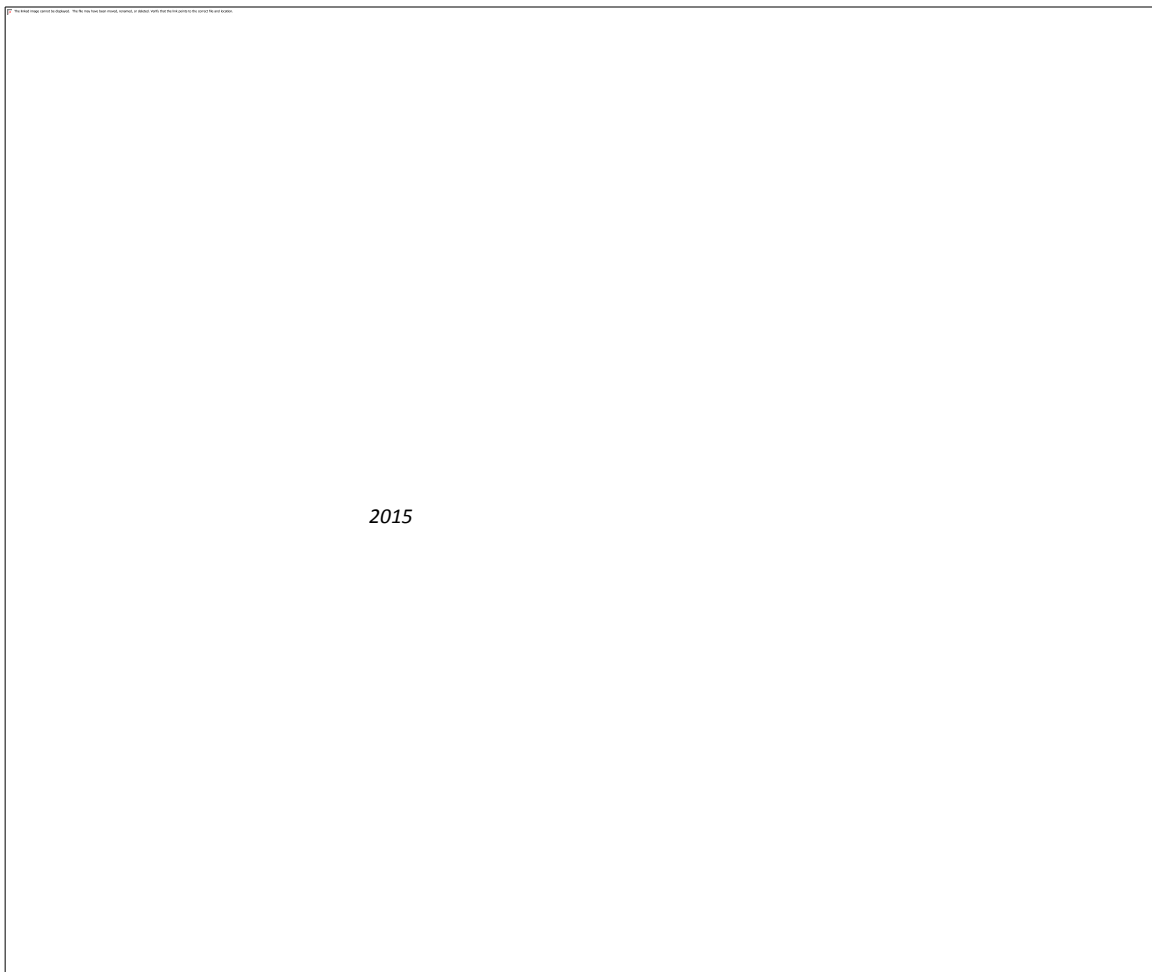
1. Click the **Reports** button under the **Pro1099 tab** and then select the **1099-S Exceptions Report** in the pane that appears at left:



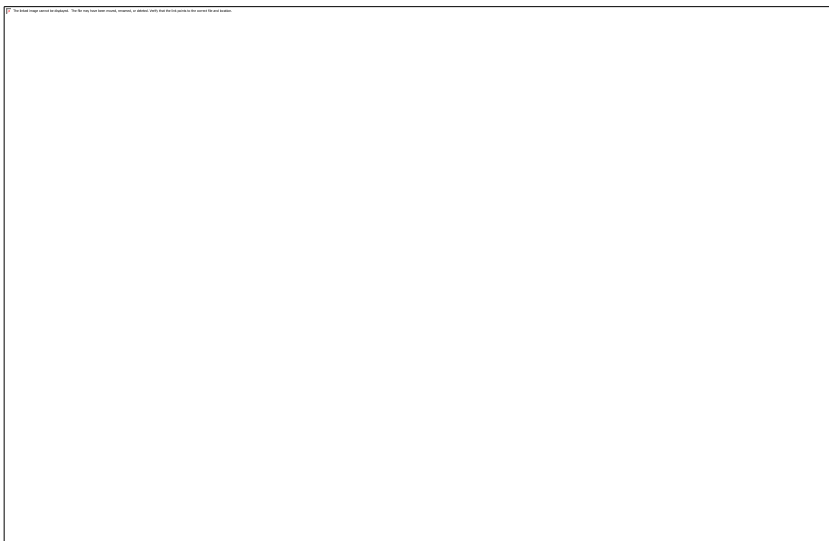
2. Enter your report criteria on the 1099-S Exceptions report **prompts/options dialog**.

2015

3. Click **OK** to view the report.



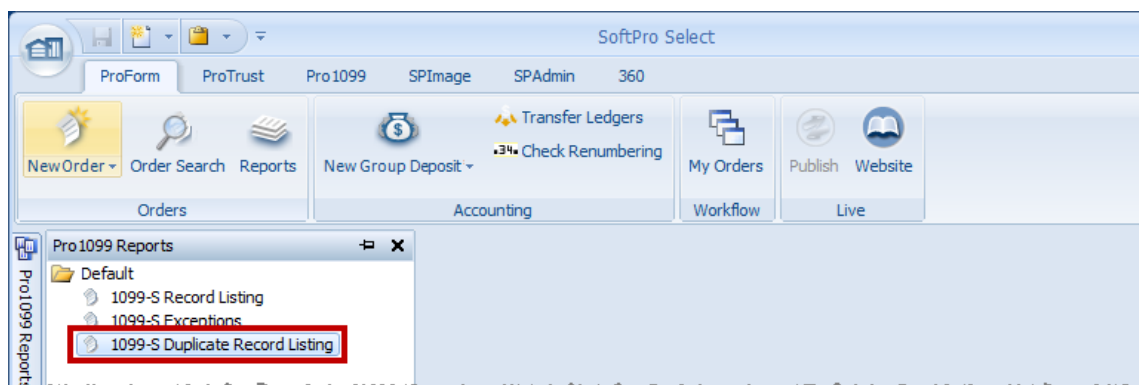
4. In order to **Print**, you will have to click the Select button in the far upper left, and select that option from the dropdown menu. Other options are available to you as well.



Note: you can preview the report by clicking Print Preview option on the drop-down menu.

Step 3: 1099-S Duplicate Record listing report

Run the 1099-S Duplicate Record Listing Report from Pro1099. The report will list all records where two or more records contain the same Social Security Number (TIN) and order number. One of the duplicates may need to be deleted prior to creating a submission file. This report is located in the same navigation pane as the 1099-S Exceptions Report from Step 2 above.



The **1099-S Duplicate Record Listing report** lists all Pro1099 records where two or more records contain the same Social Security number and order number.

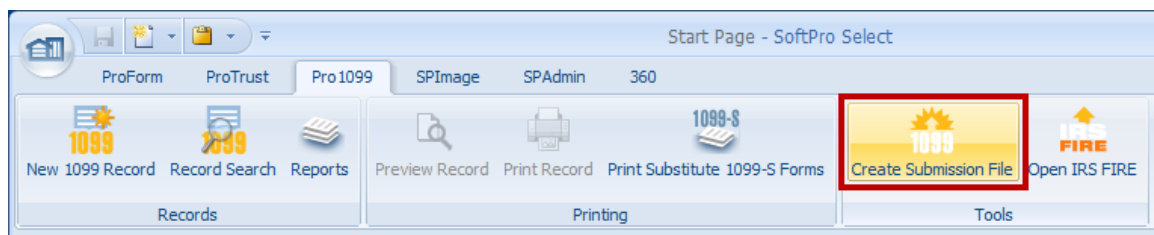
Step 4: Create Submission File

Before producing the IRS TAX file for submission, ensure that all ProForm orders have been exported to Pro1099. The only orders that will be exported are purchase orders that contain a seller, have a settlement date prior to or equal to today's date, and are not canceled, duplicate, or hold status, and which do not have the Exclude order from IRS submission checkbox checked.

- **Replacement Files:** If you receive notification from the IRS that you need to [submit a replacement file](#), you will create and submit the file in the exact same manner that you create the original file. Follow these steps to create all submissions:

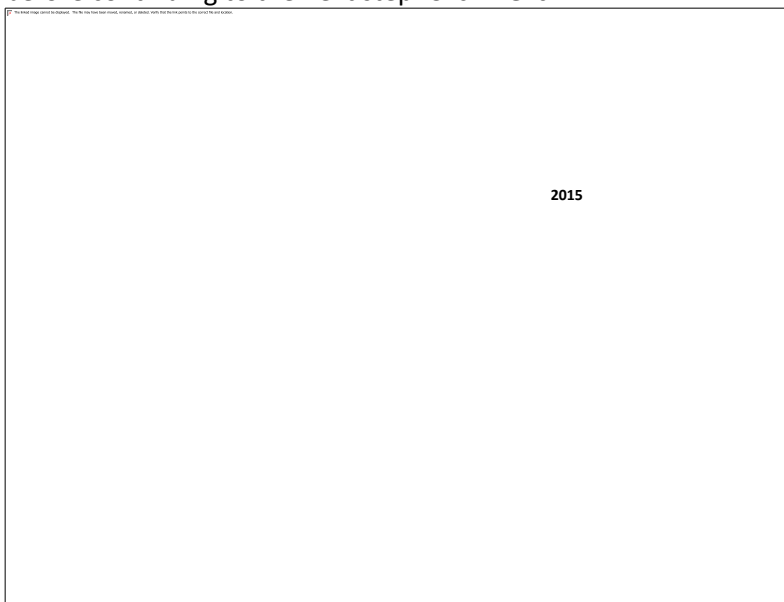
Create your file (**IRSTAX**). When prompted to save, save to your desktop.

1. **Open the IRS Submission File Wizard:** Select the **Pro1099** tab and click **Create Submission File**:

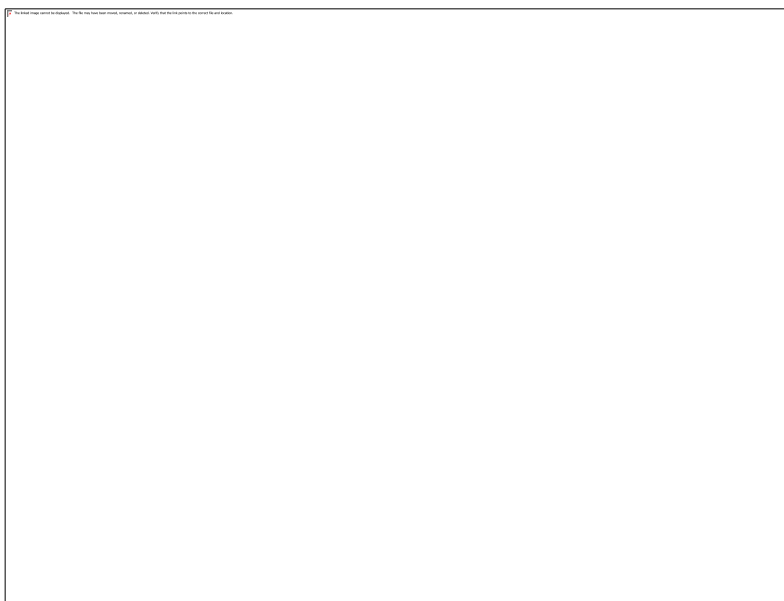


2. **Welcome:** Confirm that your Pro1099 software has been [updated](#) with the current Tax Year. The Welcome screen provides a brief summary of why and how often a file needs to be submitted. If you need an update, please contact SoftPro. If you only have one TCC code it defaults to your TCC

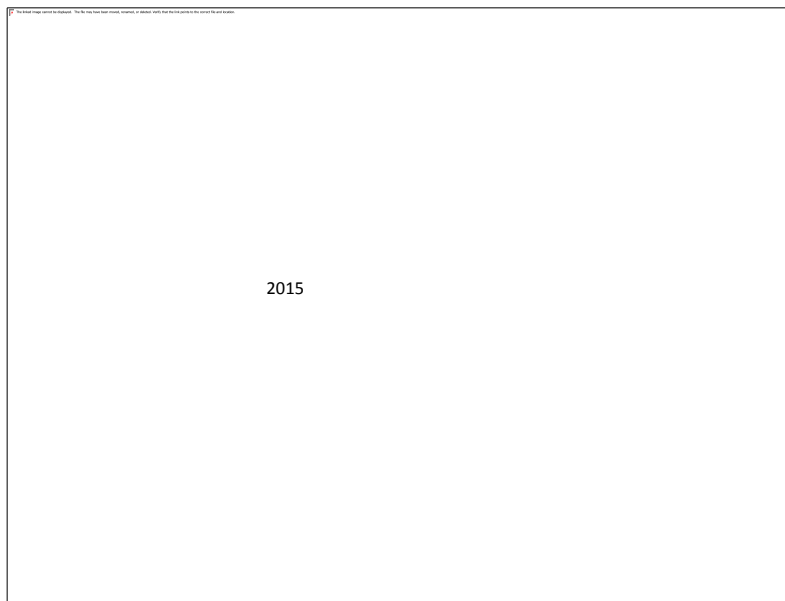
code in the TCC code field. If you have multiple TCC codes, you are required to enter a TCC code before continuing to the next step. Click **Next**.

A screenshot of a software interface showing a large, empty rectangular field. In the center of the field, the year "2015" is displayed. The field is bordered by a thin line.

3. **Payer Information:** Enter the **Tax ID** in the **Payer's Tax ID** field. If you have multiple Tax ID numbers for a single TCC code, you may leave this blank & your file will include "A" & "B" records for each Tax ID number associated with the TCC code entered. If you'd like to submit separate files for each Tax ID, you will need to enter the Tax ID number before continuing to the next step. Check **This is a TEST file submission** box if you're submitting a test file. This isn't required, but is suggested for first-time filers. A test file should include at least 11 records. Click **Next**.

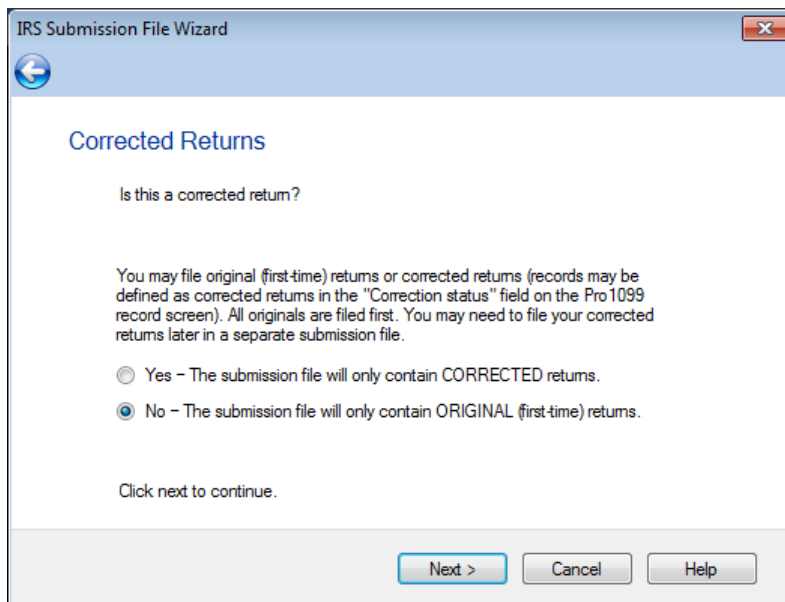
A screenshot of a software interface showing a large, empty rectangular field. The field is bordered by a thin line.

4. **Submission File Tax Year:** Enter the tax reporting year. The year defaults to the current year; you can't enter a future year. Check **Include records with \$0.00 seller proceeds** to include records in the file that have \$0.00 gross proceeds & the **Property or services received checkbox** is not selected. Click **Next**.



2015

5. **Corrected Returns:** You can create a [corrected return](#) by selecting the **Yes** option. Click **No** if this is an initial submission and not a corrected return. A correction is an information return submitted by the transmitter to correct an information return that was previously submitted to and processed by IRS / ECC-MTB, but contained erroneous information. Corrections should only be made to records that have been submitted incorrectly, not the entire file. Click **Next**.



IRS Submission File Wizard

Corrected Returns

Is this a corrected return?

You may file original (first-time) returns or corrected returns (records may be defined as corrected returns in the "Correction status" field on the Pro1099 record screen). All originals are filed first. You may need to file your corrected returns later in a separate submission file.

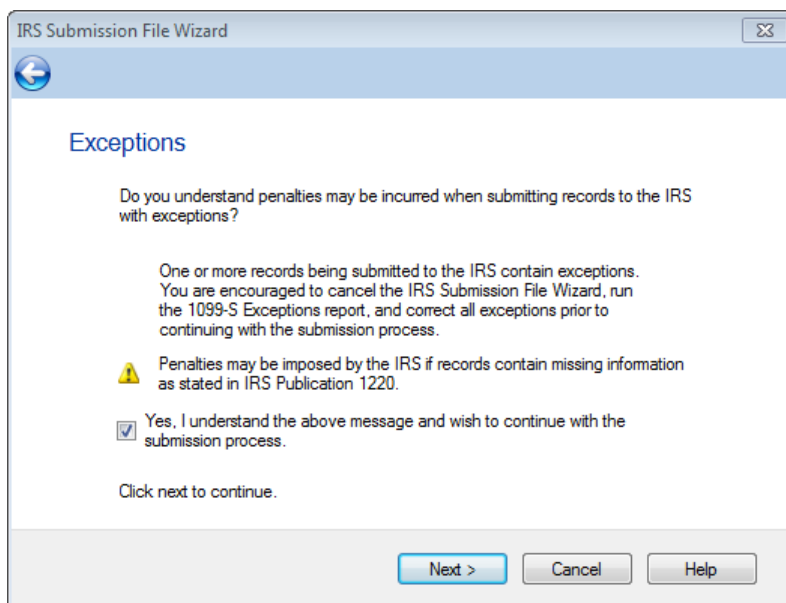
☐ Yes - The submission file will only contain CORRECTED returns.

☒ No - The submission file will only contain ORIGINAL (first-time) returns.

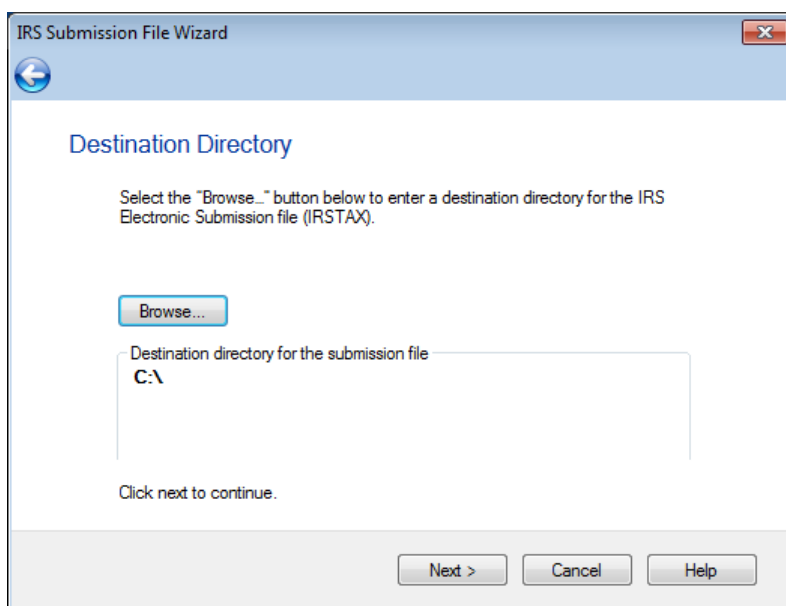
Click next to continue.

Next > Cancel Help

6. **Exceptions:** If you're submitting an IRS Submission file with error (not recommended), then you'll see the screen below. You can generate an IRS submission regardless of 1099 record exceptions. You are encouraged to cancel the wizard, verify, & correct all exceptions (by running an [Exceptions Report](#)) before continuing with the submission. Click Cancel to exit the wizard without creating a submission file, or check **Yes, I understand the above message...** & click **Next**:

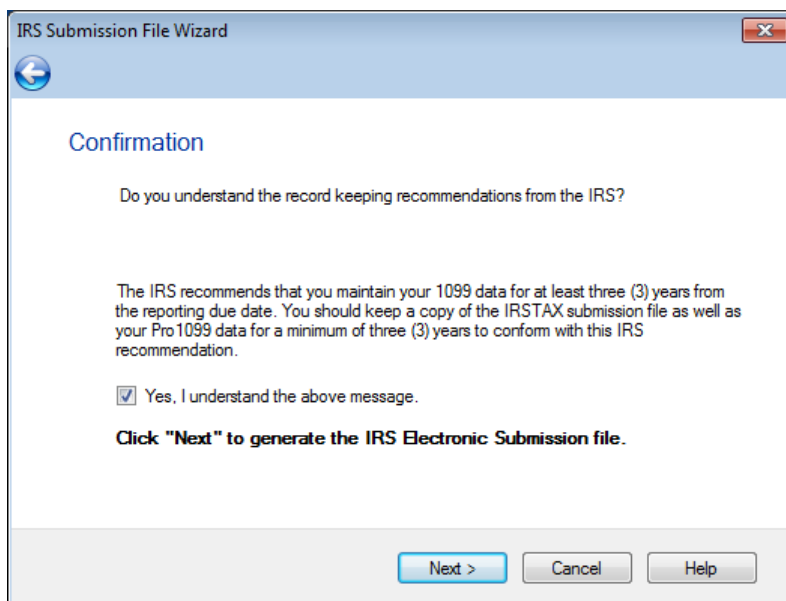


7. **Destination Directory:** Press **Browse** to select a path to save the file to. Click **Next** to continue.

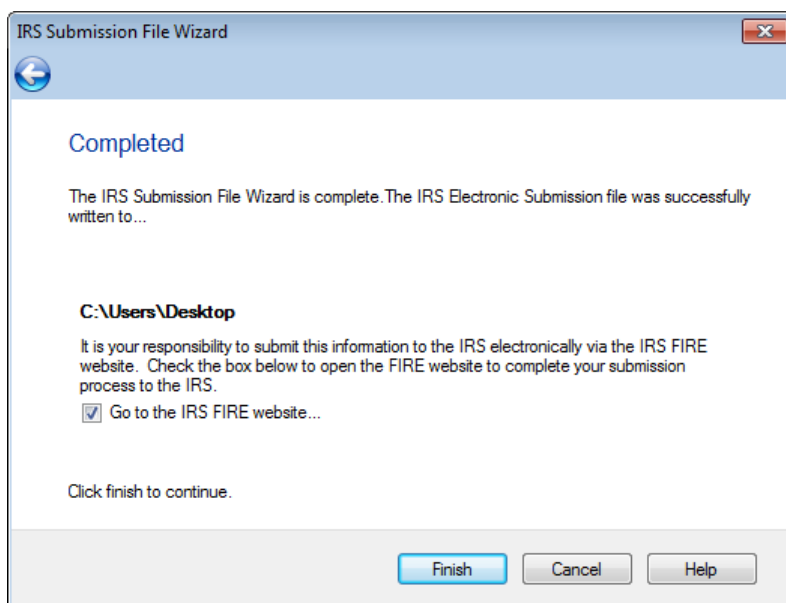


- **NOTE:** You must retain the IRSTAX file you send to the IRS for three years. This text file can be opened in Notepad and reviewed for research in the event of an audit or a returned submission. However, it is important to keep in mind that *Pro1099 will always output a file with the same name, IRSTAX, which could create problems if not named carefully.* To avoid sending an incorrect version of the file to the IRS—as well as to prevent overwriting the previous year's file, there are a few steps that can be taken:
- Identify where you want to save the IRSTAX file BEFORE creating it in Pro1099. (e.g. "Desktop")
- Ensure that the folder or desktop location does not already contain a file called IRSTAX.
- If there is an existing/older copy of an IRSTAX file, simply rename it. (e.g. "IRSTAX2014")
- AFTER submitting the new file, rename the file to something different. (e.g. "IRSTAX2015")

- You may name this output file whatever you wish, and submit that file. For example, you may rename "IRSTAX" to "FIREsubmission2015" & then submit to the IRS.
 - Confirmation
8. Select **Yes, I understand the above message** if you understand the IRS's recommendations, and to generate the file. Click **Next**.



9. **Completed:** This indicates your file has been generated and saved to your chosen location.

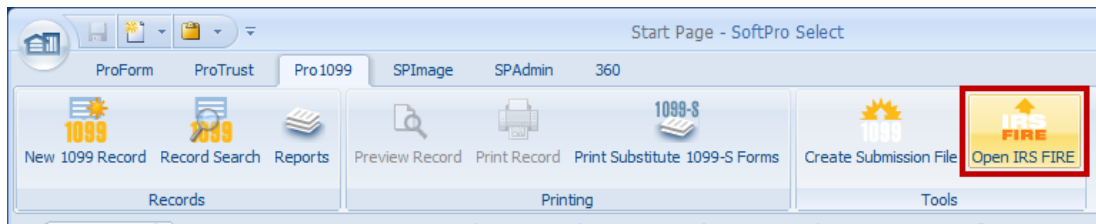


10. Check **Go to the IRS FIRE Website...** and click **Finish** to connect to the IRS FIRE system via an Internet browser.

Step 5: Submit File(s) to the IRS FIRE website

To upload your submission, file you'll need to access the IRS FIRE Website. For more information see the section above [About the IRS Fire System](#).

1. From Pro1099, go to the Tools menu on the ribbon, then press **Open IRS FIRE**.



2. The FIRE site will appear within the Select application.



Submitting a Replacement File

WHAT IS A REPLACEMENT FILE?

Replacement files are not the same as corrected returns. A replacement file is an information return file sent by the filer, because the CHECK FILE STATUS option on the FIRE System indicated the file was bad. A replacement file:

- ...may be required for **bad originals** OR **bad correction files**. If it is a **bad correction file**, it is created in Pro1099 as a correction and uploaded to the IRS as a replacement file for a bad correction file.
- ...**must be submitted within 60 days** from the day the original file was transmitted.

HOW DOES ONE SUBMIT A REPLACEMENT FILE?

Replacement files are submitted in exactly the same manner as original submissions. After the necessary changes have been made, the file must be transmitted through the FIRE System. The IRS website will

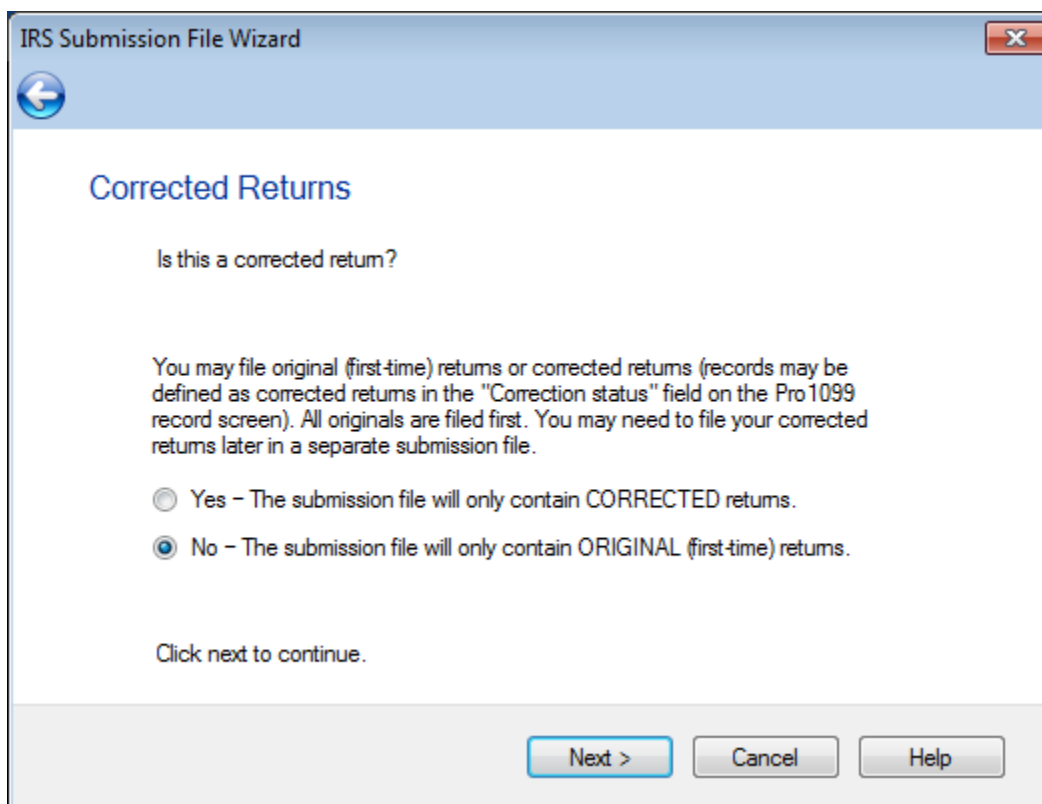
automatically code your submission as a Replacement. Filers shouldn't transmit anything to IRS/ECC-MTB as a **Replacement** unless the CHECK FILE STATUS option on the FIRE System indicates the file is bad.

HOW DOES ONE CREATE A REPLACEMENT FILE?

To create a replacement file, follow the same steps you would to [create an original submission](#) with Pro1099. Read the remaining warnings & follow all instructions until the replacement has been created.

Correcting 1099-S Returns

Corrections to 1099-S submissions to the IRS may take either one or two transactions, depending on the type of correction being made.



The screenshot shows a Windows-style dialog box titled "IRS Submission File Wizard". It has a blue header bar with a back arrow icon on the left and a close button (X) on the right. The main content area is white and contains the following text:

Corrected Returns

Is this a corrected return?

You may file original (first-time) returns or corrected returns (records may be defined as corrected returns in the "Correction status" field on the Pro1099 record screen). All originals are filed first. You may need to file your corrected returns later in a separate submission file.

☐ Yes - The submission file will only contain CORRECTED returns.

☒ No - The submission file will only contain ORIGINAL (first-time) returns.

Click next to continue.

At the bottom right, there are three buttons: "Next >" (highlighted with a blue border), "Cancel", and "Help".

Corrections requiring one transaction.

Original return was filed with one or more of the following errors:

- Incorrect Payment Amount Codes in the A record
- Incorrect Payment amounts in the B record
- Incorrect Payee Address
- Incorrect Code in the Distribution Code Field in the B record (N/A to 1099-S)
- Incorrect Direct Sales Indicator in B record (N/A to 1099-S)
- Incorrect Payee Name

To make corrections requiring one transaction:

1. Retrieve each Pro1099 record that needs to be corrected.
2. Correct the error in the record.
3. Select "One part or first of a two part correction" in the **Correction Status:** field.

Corrections requiring two transactions.

Original return was filed with one or more of the following errors:

- No payee TIN (SSN or EIN)
- Incorrect payee TIN
- Wrong type of return indicator
- Incorrect payee name and address

To make corrections requiring two transactions:

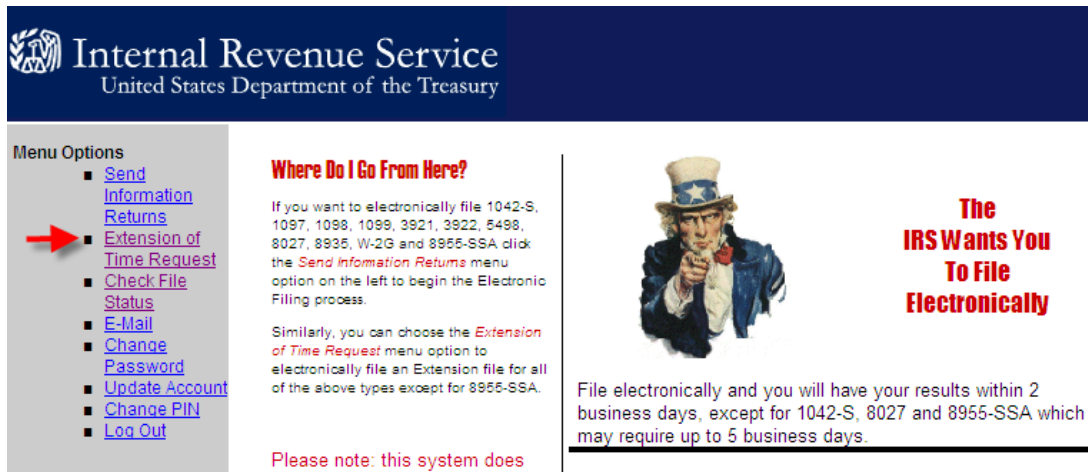
1. Retrieve each of the Pro1099 records that need to be corrected.
2. Do not correct the error. The record should appear exactly as it was in the original submission.
3. Select One part or first of a two part correction in the Correction Status: field on the original 1099 record.
4. Add a new 1099 record containing the correct information.
5. Select Second of a two part correction in the Correction Status field on the new 1099 record.

Submitting Additional Transactions

If you send the file to the IRS and discover that transactions were left out in error, you will need to [contact SoftPro Support](#). The submission of these additional transactions is not considered a correction to the original submission.

Extension of time request for 1099-S

1. Log on to the <https://fire.irs.gov> site with the current FIRE userid/password. Click on **Extension of Time Request**:



Internal Revenue Service
United States Department of the Treasury

Menu Options

- [Send Information Returns](#)
- [Extension of Time Request](#) (highlighted with a red arrow)
- [Check File Status](#)
- [E-Mail](#)
- [Change Password](#)
- [Update Account](#)
- [Change PIN](#)
- [Log Out](#)

Where Do I Go From Here?

If you want to electronically file 1042-S, 1097, 1098, 1099, 3921, 3922, 5498, 8027, 8935, W-2G and 8955-SSA click the [Send Information Returns](#) menu option on the left to begin the Electronic Filing process.

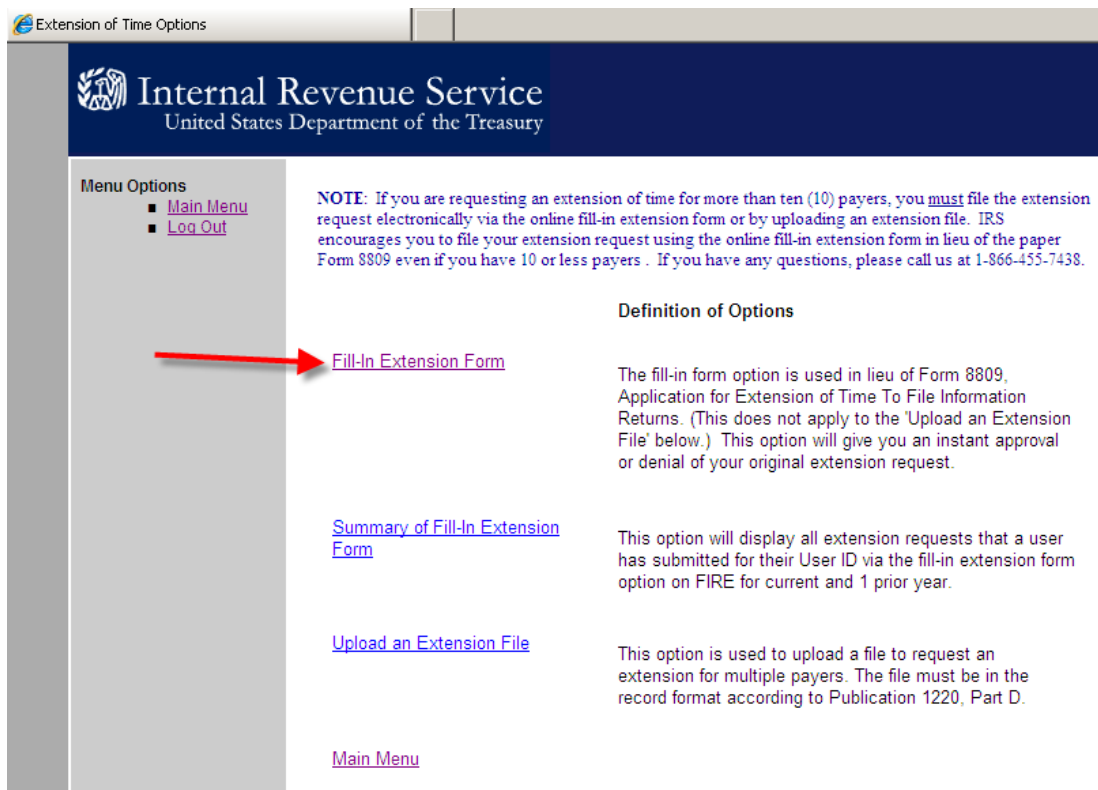
Similarly, you can choose the [Extension of Time Request](#) menu option to electronically file an Extension file for all of the above types except for 8955-SSA.

Please note: this system does

The IRS Wants You To File Electronically

File electronically and you will have your results within 2 business days, except for 1042-S, 8027 and 8955-SSA which may require up to 5 business days.

2. Click **Fill-In Extension Form**:



Extension of Time Options

Internal Revenue Service
United States Department of the Treasury

Menu Options

- [Main Menu](#)
- [Log Out](#)
- [Fill-In Extension Form](#) (highlighted with a red arrow)
- [Summary of Fill-In Extension Form](#)
- [Upload an Extension File](#)
- [Main Menu](#)

NOTE: If you are requesting an extension of time for more than ten (10) payers, you must file the extension request electronically via the online fill-in extension form or by uploading an extension file. IRS encourages you to file your extension request using the online fill-in extension form in lieu of the paper Form 8809 even if you have 10 or less payers. If you have any questions, please call us at 1-866-455-7438.

Definition of Options

The fill-in form option is used in lieu of Form 8809, Application for Extension of Time To File Information Returns. (This does not apply to the 'Upload an Extension File' below.) This option will give you an instant approval or denial of your original extension request.

This option will display all extension requests that a user has submitted for their User ID via the fill-in extension form option on FIRE for current and 1 prior year.

This option is used to upload a file to request an extension for multiple payers. The file must be in the record format according to Publication 1220, Part D.

3. **Review** the information below; note that **this extension is ONLY for 30 days**:

Internal Revenue Service
United States Department of the Treasury

Menu Options

- [Main Menu](#)
- [Log Out](#)

Extension of Time Request

This option is used to request an automatic 30-day extension. This extension option **does not** give you additional time to give recipients their copies of the form and/or documents.

NOTE: If you are requesting an **additional** extension of time of not more than 30 days, you must submit a Form 8809, Application for Extension of Time To File Information Returns before the end of the first automatic extension period. These cannot be requested via the FIRE system. Requests for an additional extension of time to file information returns are not automatically granted. Generally, requests for additional time are granted only in cases of extreme hardship or catastrophic event. The IRS will send you a letter of explanation approving or denying your request of an additional extension only. If you do not have Form 8809, you can download the form from www.irs.gov.

Caution: You cannot use this system to request an extension of time to file Form 1042 (*instead use Form 7004*) or to file Form 1040 (*instead use Form 4868*).

[Continue](#) [Main Menu](#)

[FIRE Privacy Policy](#)

4. Select **Electronic** and the fields at the bottom of the screen will be enabled. Check the box labeled **1098/1099/W-2G/3921/3922**:

Menu Options

- [Main Menu](#)
- [Log Out](#)

Extension of Time for Tax Year 2015

How will the Information Returns be Filed?	Type of Returns (Check all that apply)
<input type="radio"/> Paper <input checked="" type="radio"/> Electronic	<input type="checkbox"/> W-2 <input checked="" type="checkbox"/> 1098/1099/W-2G/3921/3922 <input type="checkbox"/> 5498 <input type="checkbox"/> 5498-SA <input type="checkbox"/> 5498-ESA <input type="checkbox"/> 1042-S <input type="checkbox"/> 8027

If an option is disabled, the form is past the due date and an extension cannot be filed for this type of return.

5. Once required fields have been entered, the **Submit** button will be enabled:

Internal Revenue Service
United States Department of the Treasury

Menu Options
■ [Main Menu](#)
■ [Log Out](#)

Extension of Time for Tax Year 2015

How will the Information Returns be Filed?	Type of Returns (Check all that apply)
<input type="radio"/> Paper	<input type="checkbox"/> W-2 <input type="checkbox"/> 5498-ESA
<input type="radio"/> Electronic	<input type="checkbox"/> 1099/1099-N/2G/3921/3922 <input type="checkbox"/> 1042-S
	<input type="checkbox"/> 5498 <input type="checkbox"/> 8027
	<input type="checkbox"/> 5498-SA

If an option is disabled, the form is past the due date and an extension cannot be filed for this type of return.

TaxID/SSN → **TIN**

Payer Name 1

Payer Name 2

Address

City

State ZIP

Contact Name

Phone Number / Ext

TCC code → **Transmitter Control Code** (If Applicable)

Foreign Country ☐ Yes ☐ No

6. Please **verify the information entered** and then click **Revise** or **Accept**. If no changes are needed, click **Accept** to proceed to the confirmation page.

Internal Revenue Service
United States Department of the Treasury

Menu Options
■ [Main Menu](#)
■ [Log Out](#)

Please verify the information entered and then click Revise or Accept

Extension of Time for Tax Year 2015

How will the Information Returns be Filed?	Type of Returns (Check all that apply)	
<input type="radio"/> Paper	<input type="checkbox"/> W-2	<input type="checkbox"/> 5498-ESA
<input checked="" type="radio"/> Electronic	<input checked="" type="checkbox"/> 1098/1099-W-2G/3921/3922	<input type="checkbox"/> 1042-S
	<input type="checkbox"/> 5498	<input type="checkbox"/> 8027
	<input type="checkbox"/> 5498-SA	

If an option is disabled, the form is past the due date and an extension cannot be filed for this type of return.

TIN [REDACTED]

Payer Name 1 [REDACTED]

Payer Name 2 [REDACTED]

Address [REDACTED]

City [REDACTED]

State [REDACTED] ZIP [REDACTED]

Contact Name [REDACTED]

Phone Number / Ext [REDACTED]

Transmitter Control Code [REDACTED] (If Applicable)

Foreign Country ☐ Yes ☒ No

Revise Accept

7. **Print this page** for your records:

Internal Revenue Service
United States Department of the Treasury

Menu Options
 ■ [Main Menu](#)
 ■ [Log Out](#)

Extension of Time for Tax Year 2015

Payer TIN: User ID:
 Payer Name: Date:

Type of Return: **Electronic Extended Due Date**

1098/1099/W-2G/3921/3922

****TBA****

Please print this screen for your records if you have not already done so.

Do you have another extension of time to file?

If you have questions about this extension of time, please call us at 1-866-455-7438 or email us at fire@irs.gov

This extension does not give you additional time to give recipients their copies of the form and/or documents listed above.

Getting Help

The SoftPro Solution Center is available to you by telephone at **(800) 848-0143** and is open from 8:00 A.M. to 5:00 P.M. Monday–Friday during your local time. Platinum level support hours are from 8:00 A.M. to 10:00 P.M. EST Monday–Friday and 11:00 A.M. to 2:00 P.M. EST on Saturday.

You can extend technical support service by subscribing to SoftPro’s Annual Maintenance Service program. Subscribing to Platinum Maintenance Service gives you access to technical support for longer hours Monday–Saturday. For more information, call SoftPro Sales at **(800) 848-0143**. You can email SoftPro Sales at sales@softprocorp.com.