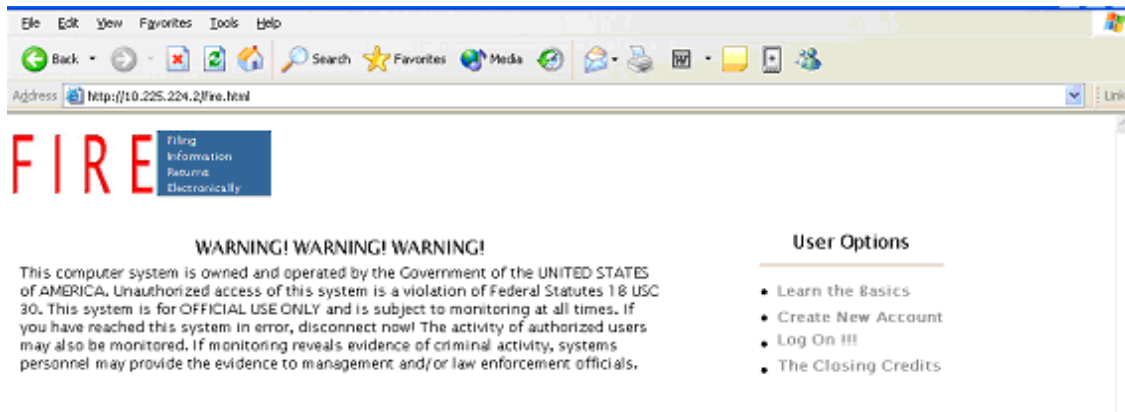


Connecting to the IRS and Transmitting your file.

Step 1 – Connecting to the IRS

Click the following link or open your Web Browser and type <http://FIRE.IRS.gov> as the address. **NOTE: This web site address is case sensitive so it must be typed exactly as shown.**

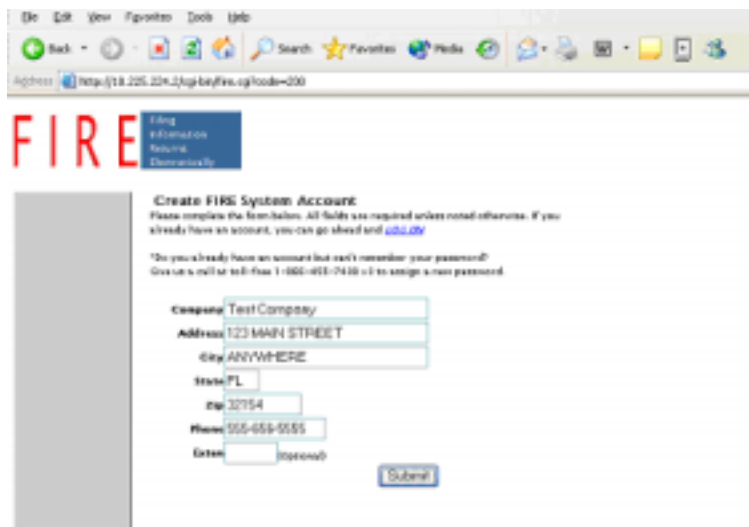
The system will bring you to the opening page of the IRS site called FIRE (Filing Information Returns Electronically)



If this is your first time connecting you will need to select the **Create New Account**, otherwise simply select the **Log On** option

Step 2 – Creating a New Account

Click on the option to **Create New Account**



Create FIRE System Account
Please complete the form below. All fields are required unless noted otherwise. If you already have an account, you can go ahead and [login](#).
Do you already have an account but can't remember your password?
Give us a call at toll-free 1-800-831-7438 or e-mail us to create a new password.

Company: Test Company
Address: 123 MAIN STREET
City: ANYWHERE
State: FL
Zip: 32754
Phone: 555-555-5555
E-mail: (optional)

Complete all information as required and click on **Submit**

File Edit View Favorites Tools Help

Address: http://18.226.204.200/fire/

FIRE

Filing Information Returns Electronically

Create FIRE System Account (continued)

Please complete the form below. You will need to supply the name you intend to use as your user ID, and a password. Your password must be a mix of eight upper and lower case characters, with at least one numeral. Also, please take the time to complete our marketing survey below.

First and last Name:

Password:

Verify Password:

How did you hear about the FIRE system? Choose from one of the following:

- IRS Mailed us Tax Forms
- IRS Conference or Seminar
- Promotional material included with returned magnetic media files
- Promotional letter and Publication 9009
- Publication 1220
- Other (bank, internet, word of mouth, etc.)

Create a User Name and Password. Note the requirement for a password.

Click the **Create** button. The system will confirm creation of account, Click **OK**

FIRE

Filing Information Returns Electronically

Account Created

Your user name is **Jerry Jones**
Please log on with this name and the password you have chosen on your next visit.

Next you will be required to create a PIN number to be used to transmit files.

FIRE

Filing Information Returns Electronically

Create Your PIN

The Personal Identification Number (PIN) you create below will be required each time you send us a file electronically and will be your permission to release the file. This process will replace the Form 4804, Transmittal of Information Returns Reported Magnetically.

When you send Test files, the PIN will not be required. However, the PIN is required for all ORIGINAL, CORRECTION, and REPLACEMENT files being sent electronically.

Although an authorized agent may enter their PIN, the payer is responsible for the accuracy of the returns. The payer will be liable for penalties for failure to comply with filing requirements (refer to Publication 1220, Section 9.00 and 9.09)

Please enter your PIN below:

PIN: PIN must be 10 digits

Verify PIN:

Enter you PIN number twice and click the **Submit** button.

Your PIN has been successfully created!

OK

The system will confirm acceptance, Click **OK**

Step 3 – Transmitting your file

To begin sending your file select the Information returns option from the menu on the left.

The screenshot shows the FIRE system interface. On the left, a menu titled 'Menu Options' has 'Information Returns' selected, indicated by a black arrow. The main content area is divided into several sections: 'Where Do I Go From Here?' with instructions on how to start the filing process; 'Extension of Time' and 'File Stats' with brief descriptions; 'E-Mail' and 'Update Account' options; 'Change Password' and 'Change PIN' options; and 'Filing Deadlines' listing due dates for various forms (1099, 1098, W-2G, 5498, 5498MSA, 5498ESA, 1042-5, 8027) for the year 2004. On the right side, there is a graphic of Uncle Sam with the text 'The IRS Wants You To File Electronically', a note about processing results from magnetic media, and a section titled 'Answers to Common Questions' with several links.

Enter in your TCC and EIN Numbers.

TCC

EIN

Submit

**If you do not have a TCC, please call toll-free 1-866-455-7488 x3 for assistance.

If you do not have a TCC number call the toll free number provided. Basically the TCC number (Transmitter Control Code) is required to proceed. You must fill out a form 4419 and submit it to the IRS at

Internal Revenue Service
Martinsburg Computing Center
Information Reporting Program
230 Murall Drive
Kearneysville, WV 25430

This could take up to 30 days. If you have filed magnetically before you should already have a TCC number.

Confirm you address information

FIRE Filing Information Returns Electronically

Menu Options

Main Menu

Verify Your Filing Information

Company: TRANSMITTER WITH NO TCC
 Address: 123 ABC ST
 City: CITY
 State:
 Zip: 1W111
 Phone:
 Exten: (Optional)
 Contact: JIM DOE

The information you submit on this screen will be used to contact and/or mail correspondence that may be necessary regarding your file transfers.

Please make any necessary corrections and click the "Accept" button.

| [Main Menu](#) |

Click the **Accept** button.

FIRE Filing Information Returns Electronically

Choose File Type

Original File
 Replacement File
 Correction File
 Text File
 Main Menu

Definitions of File Types

- Original File -
An information return that has never been reported.

- Replacement File -
If an original or correction information return is bad (FILE STATUS = BAD), it must be sent as a replacement file after you fix the errors.

- Correction File -
An information return submitted by the transmitter to correct an information return that was previously submitted and processed by the IRS (FILE STATUS = GOOD), but contained erroneous data. A correction file will only contain the records in error, not the entire original submission.

- Text File -
This option is used to test your files for the upcoming tax year. Text dates are as follows:
 1042-5 = 1/1 thru 2/15
 0027 = 10/1 thru 2/15
 QART = All Year
 All Others = 11/1 thru 2/15

| [Original File](#) | [Replacement File](#) | [Correction File](#) | [Text File](#) | [Main Menu](#) |

Select the File type that corresponds to the file you have created in Lone Wolf. Using the browse function select the file from hard drive that was created by Lone Wolf. The file name will be AGT1099.TXT



Now click the **Upload** button.

Depending on your internet connection and the number of slips you are filing, this could take a few minutes.

The system will display a summary of your upload.




You may now return to the main menu and log out.

Step 4 – Checking your file status

To check your file status to see whether it has been accepted, you should login in 2 or 3 days.

Using the instruction in Step 1&2 connect to the IRS web site.



FIRE Filing Information Returns Electronically

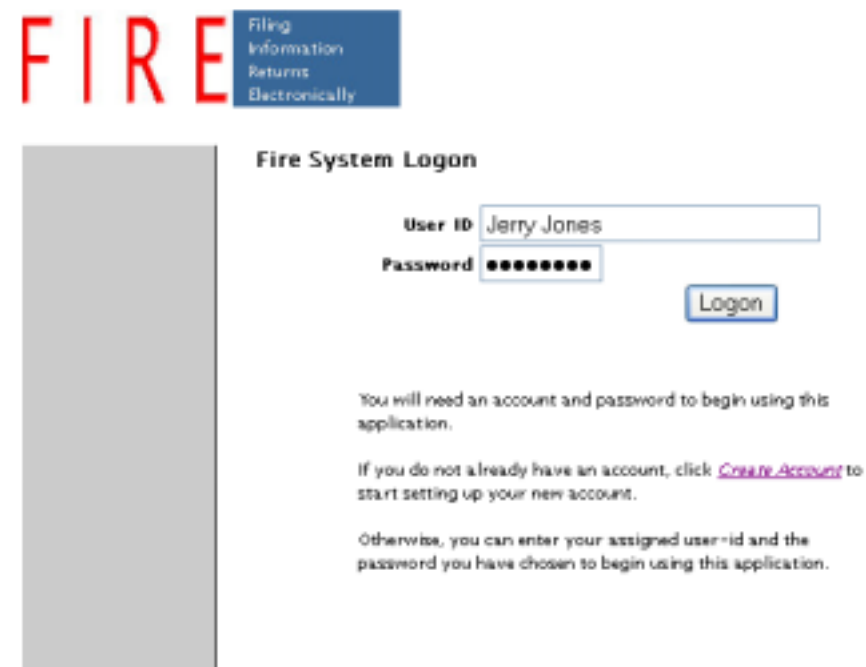
WARNING! WARNING! WARNING!

This computer system is owned and operated by the Government of the UNITED STATES of AMERICA. Unauthorized access of this system is a violation of Federal Statutes 18 USC 30. This system is for OFFICIAL USE ONLY and is subject to monitoring at all times. If you have reached this system in error, disconnect now! The activity of authorized users may also be monitored, if monitoring reveals evidence of criminal activity, systems personnel may provide the evidence to management and/or law enforcement officials.

User Options

- Learn the Basics
- Create New Account
- Log On!!!
- The Closing Credits

Select the option to Log On



FIRE Filing Information Returns Electronically

Fire System Logon

User ID: Jerry Jones

Password: ●●●●●●●●

Logon

You will need an account and password to begin using this application.

If you do not already have an account, click [Create Account](#) to start setting up your new account.

Otherwise, you can enter your assigned user-id and the password you have chosen to begin using this application.

Fill in your User ID and Password, Click **Logon**

FIRE Filing Information Returns Electronically

Menu Options

- Information Returns
- Extension of Time
- File Stats**
- E-Mail
- Update Account
- Change Password
- Change PIN
- Log Off

Where Do I Go From Here?
If you want to electronically file 1042-S, 1088, 1088, 5498, W-2G, and QWF files, click the **Information Returns** menu option on the left to begin the Electronic Filing process.

Similarly, you can choose the **Extension of Time** menu option to electronically file an Extension request for all of the above form types except for QWF.

Filing Deadlines
Form types 1088, 1088, and W-2G are all due by **March 31, 2009**
5498, 5498GA, and 5498DA are due by **June 1, 2009**

The IRS Wants You To File Electronically
Getting your processing results from the files you sent on magnetic media could take up to 3 months.
File electronically and you will have your results within 2 business days.

Answers to Common Questions
[Is this system connected to the internet?](#)

Select the option **File Stats** on the left.

FIRE Filing Information Returns Electronically

Menu Options

- Main Menu

Search for File Results

TCC:

EIN:

Search Options

- List All files
- Just the GOOD files
- Only the BAD files
- What hasn't been processed?
- Extensions Only
- Files Sent Before 12/31/2008

- Please enter a TCC and EIN to search for your file results -

[Main Menu](#)

Enter in your TCC and EIN numbers and click **Search** (Make sure the List All Files button is selected) A status table will appear with your files results.

FIRE Filing Information Returns Electronically

Menu Options

- Main Menu

Search for File Results

TCC:

EIN:

Search Options

- List All files
- Just the GOOD files
- Only the BAD files
- What hasn't been processed?
- Extensions Only
- Files Sent Before 12/31/2008

- Click on a Filename Link to View Your Results -

Filename	Date	Time	Count	Results
1042-11111-0001	2004/01/08	13:05:03	0	Not Yet Processed

[Main Menu](#)