

SOVOS 1099^{PRO}

BULK TIN MATCHING INSTRUCTIONS



Avoid \$290 per record TIN mismatch penalties—use Sovos 1099 Pro's Bulk TIN Matching Service! Bulk TIN checking is an essential compliance and risk mitigation service that identifies Recipient Name/TIN mismatches prior to filing with the IRS. Penalties can be assessed at up to \$580 per record at the IRS's discretion.

Bulk TIN uploads must be submitted via the software's built-in Bulk TIN Match Upload Wizard. As of August 2022, the Service Bureau cannot accept nor process manual file submissions (e.g., .txt, .csv, or .xlsx files). For customers not interested in purchasing our software or submitting via the Wizard, Sovos 1099 Pro suggests www.TINCheck.com for bulk and individual Name/TIN validations.

Offer Details

- Available to current 1099 Pro, 1042-S Pro, and Corporate Suite software customers.
- \$150 per file. Each file can contain up to 100,000 records.
- Additional fees apply if the file is greater than 100,000 records.
- Approximately 24 hour turn-around time.
- Upload appointment is required for first upload of the tax season. Email SB@1099pro.com or call 866-444-3559 to schedule your upload.

Users are responsible for ensuring that their Bulk TIN Match submissions comply with the terms of the IRS TIN Matching Program. Direct questions to your CPA or tax attorney. Sovos 1099 Pro does not offer accounting or legal advice.

Bulk TIN Match Upload Wizard

In 1099 Pro, 1042-S Pro, or Corporate Suite software, use the Bulk TIN Match Upload Wizard to create and submit your data. View the Bulk TIN Match Upload Wizard video tutorial at <https://youtu.be/SmwG2V2NpNY> or search "Bulk TIN Match Wizard" in your software help file.

Bulk TIN Matching Results

- Results are returned via email, typically within 24 hours. Please check your spam folder for this email.
- On occasion, some users may not receive their results email due to the ZIP file attachment. If you do not receive your results within 2 business days, email SB@1099pro.com for assistance.

Per IRS regulations, any duplicate TINs or Names in your file are automatically stripped prior to transmitting to the IRS. Only the first instance of any specific TIN/Name will be included. Search "Stripped Records" in your software help file to learn more.

I Have My Results, Now What?

Your results file details recipients with a Name/TIN mismatch. Search "Bulk TIN Results" in your software help file and review *Common Reasons for Name/TIN Mismatches*. Carefully review each recipient against their on-file Form W-9 to isolate the error(s). If you cannot determine the error (or do not have an on-file W-9), issue a new Form W-9 and track responses via your 1099 Pro* software's built-in TIN Management Utility. Should you receive an IRS penalty notice, you must be able to document that you have performed your due diligence in attempting to obtain accurate recipient Name/TIN data.

Contact the Service Bureau for information on TIN Compliance mailings (includes Forms W-9 and B Notices).

* The TIN Management Utility is available in 1099 Pro Professional, 1099 Pro Enterprise, and Corporate Suite software.