

**PRICING**

- \$135 per file.
- Each file can contain up to 100,000 records.
- If a file contains more than 100,000 records it will be split into multiple files and charged per each file.
 - For instance, if two files are submitted, one with 500 records and another with 25 records, the price would be \$270 (2 * \$135).

1099 PRO SOFTWARE UPLOAD INSTRUCTIONS

- Most 1099 Pro software products provide the ability to submit IRS bulk TIN matching files, via the Service Bureau, directly from the software. Standard pricing still applies.
- Video Tutorial - <https://youtu.be/SmwG2V2NpNY>.

**Please contact the Service Bureau, to schedule an appointment, if you have not previously uploaded to the Service Bureau in the current tax year.*

MANUAL FILE CREATION INSTRUCTIONS

- Create the upload file in Excel (XLS or XLSX), CSV, or TAB delimited file with the columns shown below.
- TIN Column – Dashes are optional
- Name Column – 40 characters max
- Account Column – Optional, 20 characters max

TIN	NAME	ACCOUNT
123-22-1002	Lillian Adam	Adam007
77-7441234	5 Star Software	MS33450

**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.*

MANUAL FILE UPLOAD INSTRUCTIONS

1. Open your browser to <https://uploads.1099pro.com> and login with the below credentials:
 - a. Login ID: 1099upload
 - b. Password: 2004
2. After Login, click the UPLOAD button on the gray menu bar and browse for your file.
 - a. When file is transferred, please email sb@1099pro.com.
 - i. Subject Line - "TIN MATCHING UPLOAD TRANSMITTED".
 - ii. Email Body – Enter the file name (i.e "ACME_BulkTIN.xlsx"), your name, phone number, & billing address.

BULK TIN MATCHING RESULTS

- Results are typically returned within 48 business hours.
- Results are returned via email in a password protected Excel file.
 - Passwords are returned in a separate email from the results file.

WHAT TO DO IF YOU DON'T RECEIVE YOUR RESULTS

- **If you don't receive your results in a timely manner please check your spam folder, ask your IT team to check your Firewall and ensure that emails from sb@1099pro.com are white listed.**
- Email sb@1099pro.com or call (866)444-3559 with additional questions.