

# Application for Filing Information Returns Magnetically/Electronically

**IRS Use  
Only**

OMB No.  
1545-0387

*(Please type or print in **black ink** when completing this form—see instructions on back.)*

<b>1</b> Transmitter information  Name _____  Address _____  City _____ State _____ ZIP _____	<b>2</b> Person to contact about this request  Name _____  Title _____  Telephone number ( _____ ) _____
<b>3</b> Employer identification number (EIN) _____	<b>4</b> Tax year you wish to begin filing on magnetic media _____

**5** Will you be using your TCC **only** for transmitting requests for extension of time to file?  Yes  No

**6** **Type of Return To Be Reported**  
 (Check all forms that you wish to file.)

**Important:** Form W-2 information is sent to the Social Security Administration **only**. Do **not** use Form 4419 to request authorization to file information magnetically. Contact SSA to request the appropriate application.

<input type="checkbox"/> Forms 1098, 1099-series, 5498, 5498-MSA, and W-2G <i>(Tape, Cartridges, 5-1/4" or 3-1/2" diskette or electronic filing via Information Returns Program Bulletin Board System (IRP-BBS) or mainframe to mainframe.)</i>	<input type="checkbox"/> Form 1042S (Tape, Tape cartridges, 3-1/2 or 5-1/4 inch diskette or IRP-BBS) <input type="checkbox"/> Form 8027 (Tape, 3-1/2 or 5-1/4 inch diskette) <input type="checkbox"/> Form 8596 (Tape, 3-1/2 or 5-1/4 inch diskette) <input type="checkbox"/> Form W-4 (Tape, 3-1/2 or 5-1/4 inch diskette)
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## Type of Filing

**7** **Magnetic Tape/Tape Cartridge Parameters**  
 (Check appropriate box(es))

Type of Media	Density (tape only)	Track (cartridge only)
<input type="checkbox"/> Tape (9-track only) <input type="checkbox"/> Cartridge	<input type="checkbox"/> 1600 BPI <input type="checkbox"/> 6250 BPI	<input type="checkbox"/> 18-Track <input type="checkbox"/> 36-Track

**Other Cartridge Parameters**  
 (Check appropriate box(es))

Type of Media	Hardware	Recording Mode
<input type="checkbox"/> 8 mm <input type="checkbox"/> 4 mm <input type="checkbox"/> QIC		<input type="checkbox"/> ASCII <input type="checkbox"/> EBCDIC

**8** **Diskette Parameters**  
 (Check appropriate box(es))

Type of Media	Hardware	Software/Operating System	Recording Mode
5-1/4" Diskette			<input type="checkbox"/> ASCII <input type="checkbox"/> EBCDIC (System 36 compatible only)
3-1/2" Diskette			ASCII only

**9** **Electronic Filing**  
 (Check appropriate box)

Information Returns Program Bulletin Board System (IRP-BBS) (asynchronous)
  3780 protocols (bisynchronous)

<b>10</b> Person responsible for preparation of tax reports	Name (type or print)	Title
	Signature	Date

# General Instructions

**Paperwork Reduction Act Notice.**—We ask for the information on the Form 4419 to carry out the Internal Revenue laws of the United States. You are required to give us the information.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The time needed to provide this information will vary depending on individual circumstances. The estimated average time is:

**Preparing the form.** . . . . . 26 min.

If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001.

DO NOT SEND THE FORM TO THIS OFFICE. Instead, see the instructions below on where to file.

**Purpose of Form.**—File Form 4419 to request authorization to file any of the forms shown in Block 7 magnetically or electronically. Please be sure to complete all appropriate blocks. If your application is approved, a five-character alpha-numeric Transmitter Control Code (TCC) will be assigned to your organization.

If any information on the form should change, please write to IRS/Martinsburg Computing Center so we can update our database. It is not necessary to submit a new Form 4419.

**Note:** Do NOT use Form 4419 to request authorization to file Forms W-2 on magnetic media, since Form W-2 information is sent to the Social Security Administration (SSA) ONLY. Contact SSA if you have any questions concerning the filing of Forms W-2 on magnetic media.

## Specific Instructions

Please provide complete information. Otherwise, processing of your application will be delayed.

**Block 1.**—Enter the name and complete address of the person or organization that will submit the magnetic media or electronic files (*transmitter*).

**Block 2.**—Enter the name, title, and telephone number (*with area code*) of the person to contact about this application if IRS needs additional information. This should be a person who is knowledgeable about magnetic/electronic filing of information returns.

**Block 3.**—Enter the employer identification number (*EIN*) of the organization transmitting the magnetic media and/or electronic files.

**Block 4.**—Enter the tax year that you wish to start filing magnetically and/or electronically.

**Block 5.**—Indicate if you are requesting this transmitter control code solely for the purpose of filing magnetic/electronic requests for an extension of time to file information returns.

**Block 6.**—Check the box next to all of the returns you will file with IRS magnetically and/or electronically.

A separate TCC will be assigned for each form identified in Block 6. Please make sure you submit your magnetic media files using the correct TCC.

Thereafter, if you need to add any of the forms identified in Block 6, it will be necessary to submit another Form 4419 to IRS so another TCC can be assigned.

**Note:** Forms 8027, 8596, and W-4 CANNOT be filed electronically.

**Blocks 7, 8, and 9.**—Enter the information requested for the type(s) of magnetic media and/or electronic files you intend to submit. Enter the name of the manufacturer and the model number under “Hardware” (*for example, IBM PC/AT*). Under “Software Operating System,” indicate whether the software was purchased or is self-programmed. If purchased, provide the name of the software company. For 5¼-inch and 3½-inch diskettes, also indicate the operating system under which the diskette was prepared (*for example, Self-programmed-MS/DOS*).

**Block 10.**—The form must be signed and dated by an official of the company or organization requesting authorization to report magnetically and/or electronically.

## Filing Your Application

Mail the completed application and any attached lists to the appropriate address below.

<p><b>If by Postal Service:</b></p> <p>IRS, Martinsburg Computing Center P.O. Box 1359 Martinsburg, WV 25402-1359</p>	<p><b>If by truck or air freight:</b></p> <p>IRS, Martinsburg Computing Center Information Reporting Program Route 9 and Needy Road Martinsburg, WV 25401</p>
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**Filers using 3780 protocol.**—In order to ensure timely filing, the Form 4419 must be submitted at least 45 days prior to the due date of the return.

**Filers using tape, diskettes, or IRP-BBS.**—In order to ensure timely filing, submit Form 4419 at least 30 days prior to the due date of the return.

If your application is approved, IRS will assign a TCC to your organization. We will not issue your TCC without a signed Form 4419 from you, and we will not issue a TCC over the telephone. If you do not receive a reply from IRS within 30 days, contact us at the telephone number shown below. Do not submit any files until you receive your TCC.

For further information concerning the filing of information returns with IRS either magnetically or electronically, contact the IRS Martinsburg Computing Center at (304) 263-8700 between 8:30 a.m. and 4:30 p.m. Eastern Standard Time.

