

(See instructions on back)

Form **4804**
(Rev. July 1999)

Department of the Treasury -- Internal Revenue Service
Transmittal of Information Returns
Reported Magnetically/Electronically
*Please type or print clearly in **BLACK** ink*

IRS Use Only

OMB No.
1545-0367

1. Type of files represented by this transmittal
 Original **Test**
 Replacement **Correction**

2. **Tax year** for which media is submitted

3. Transmitter control code (Required)

4. Name of transmitter

5. Name of person to contact regarding magnetic/electronic files

Telephone number: ()

6. Name/address of company and name/title of person to whom problem files are to be returned (*street, city, state, and ZIP Code*)

7. Type of media filed

9 track tape 3 1/2" diskette

Name _____

7a. Tape cartridge filers only

36 track 18 track 4mm 8mm QIC

Contact _____

7b. Electronic filers only

File Name: _____

Address _____

8. Total pieces of magnetic media in shipment

City _____ State _____ Zip _____

9. Combined total of payee records from section 10 and any attached Forms 4802

10. Please use this section to report information for up to five types of returns and/or payers. If additional space is needed, please use Form 4802, Transmittal of Information Returns Reported Magnetically/Electronically (Continuation).

Name of Payer	Employer Identification Number	Type of Return	Total Payee Records	Transmitter's Media No.

Affidavit

IRS Use Only

Under penalties of perjury, I declare that I have examined this transmittal, including accompanying documents, and, to the best of my knowledge and belief, it is correct and complete.

(Normally, the payer must sign the affidavit above. The authorized agent of the payer may sign if all conditions are met as stated on the back.)

SIGNATURE (Required)

Title

Date

General Instructions

Paperwork Reduction Act Notice. We ask for the information on these forms to carry out the Internal Revenue Laws of the United States. 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 times are:

- Preparing Form 4804 18 min.
- Preparing Form 4802 20 min.

If you have comments concerning the accuracy of these time estimates 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 FORMS TO THIS OFFICE. Instead, see the instructions below on where to file. **When completing this form, please type or print clearly in BLACK ink.**

Purpose of Form. Use Form 4804 to transmit the following types of information returns magnetically or electronically: Form 1099 series, Forms 1098, 5498, W-2G, 1042-S, and 8027. You must include Form 4804 with each file you submit to the Internal Revenue Service.

Specific Instructions

Block 1

Indicate whether the data in this shipment is an original, correction, replacement, or test file by checking the appropriate box.

Definitions

Correction: A correction is an information return submitted by the payer to correct erroneous information previously sent to IRS/MCC.
Replacement: A replacement is an information return file that IRS/MCC returned to the transmitter due to errors encountered during processing. After you have made the necessary changes, you must resubmit the media/electronic files to IRS/MCC

Block 2

Indicate the tax year for which media is being submitted.

Block 3

Enter the five-character alpha/numeric transmitter control code assigned by IRS. TCCs for 1042s filing begin with the numbers 22.

Block 4

Enter the name of the transmitter. (Reference Affidavit Requirements below.)

Block 5

Enter the name and telephone number of the person to contact about the magnetic/electronic files.

Block 6

Enter the name and address of the company, along with the name/ title of the person to whom unprocessed media is to be returned.. This information is not needed for electronic filing.

NOTE: IRS will not return media that has been successfully processed.

Block 7

Indicate the type of magnetic media you're sending us.

Block 7a

Indicate whether your tape cartridge is 18 or 36 track, 4mm, 8mm or QIC.

Block 7b

If filing electronically, tell us the file name assigned by our system.

Block 8

Enter the total number of media included in your shipment. This information is not needed for electronic filing.

Block 9

Enter the combined number of all payees listed in section 10 and any attached Forms 4802.

Block 10

Enter the payer name, Type of Return (e.g. 1099-INT, 5498 or 1098) and the number of Payee "B" Records. For Form 1042S Total Payee Records, show the number of Recipient "Q" Records. For Form 8027 Total Payee Records, show the number of establishments reported.

Transmitter Media Number: If your organization uses an in-house numbering system to identify media, indicate the media number(s) in the appropriate blocks. If your file contains more than one medium (for example, 1 of 5 or 2 of 5), indicate the number of the first medium only. This information is not needed for electronic filing.

Note: Forms 4804 must be signed before IRS can process magnetic or electronic files

Mailing Address:

Send your media with transmittal Forms 4804/4802 to the appropriate address below:

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

Form 4802, Transmittal of Information Returns Reported Magnetically/Electronically (Continuation)

In addition to the Form 4804, use Form 4802 if you are reporting more than five types of returns and/or for more than five payers.

Affidavit Requirements

A transmitter, service bureau, paying agent, or disbursing agent (all hereafter referred to as "agent") may sign Form 4804 on behalf of the payer (or other person required to file), if the conditions in item 1 and 2 are met:

1. The agent has the authority to sign the form under an agency agreement (oral, written, or implied) that is valid under state law.
2. The agent signs the form and adds the caption "For: (Name of payer or other person required to file)".

The authorized agent's signing of the affidavit on the payer's behalf does not relieve the payer of the responsibility for filing a correct, complete, and timely Form 4804, with attachments, and will not relieve the payer of any penalties for not complying with those requirements.