Drake CWU

Client Write-Up — Preparing to e-file Forms 1099

Use Client Write-Up to create, print, and e-file Forms 1099 and 1096.

Note: Prepare TY2017 Forms 1099 and 1096 using Client Write-Up 2017.

Preparing to e-file Forms 1099 and 1096

Before uploading 1099 and 1096 information to the IRS, you must:

1) Get a Transmitter Control Code (TCC), and
2) Register on the IRS's FIRE web site.

GETTING A TRANSMITTER CONTROL CODE

1) Go to *http://www.irs.gov/pub/irs-pdf/f4419.pdf* and complete Form 4419.

Note: Only select the first box below line 7 unless the others are absolutely necessary.

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2) Fax the completed form to 877-477-0572.
3) Check on the status of the 4419 application (and receive the 5-character TCC over the phone, call toll free: 866-455-7438 (option 4). You will also receive a letter from the IRS with your TCC.
4) In CWU2017, go to **Firm > Firm Info./Global Settings** and enter the TCC.
5) Click **Save**.

REGISTER TO USE THE IRS'S "FIRE" WEBSITE

1) Go to *https://fire.irs.gov/firev1r/default.aspx*.
2) Click **Create New Account** on the left side of the screen.
3) Complete and submit the application.
4) Create a **User ID** and **Password**.
5) Create a 10-digit Personal Identification Number (PIN).