

### Using the Bulk TIN Match Upload Wizard

*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.

All Bulk TIN uploads must be submitted via the software's built-in Bulk TIN Match Upload Wizard. Effective 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](http://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.

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

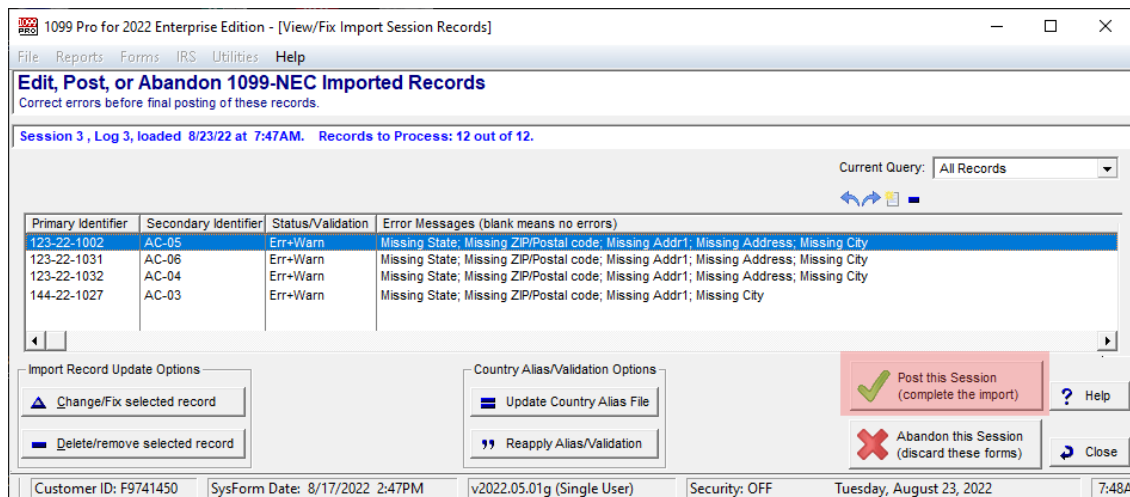
In 1099 Pro, 1042-S Pro, or Corporate Suite software use the Bulk TIN Match Upload wizard to create and submit your data. This standard process is ideal for users who have imported their tax form data and want to validate Recipient Name/TIN data. For instructions [watch this video](#).

#### Workaround Option

This process involves creating a dummy filer for purposes of submitting a Bulk TIN Match file. It is intended for users strictly interested in validating their Recipient Name/TIN data (or users who have not finalized their tax form data).

1. In your 1099 Pro software go to Menu—> Filers List and click "Add Filer".
2. At the Adding a Filer Record screen, enter Filer Name "BULK TIN CHECK". Use this naming convention to isolate Bulk TIN data from standard data that you will later submit to the Service Bureau &/or IRS.
3. Complete all required fields at the screen, then click "Save".
4. Modify a sample import file for purposes of importing your bulk TIN match data.

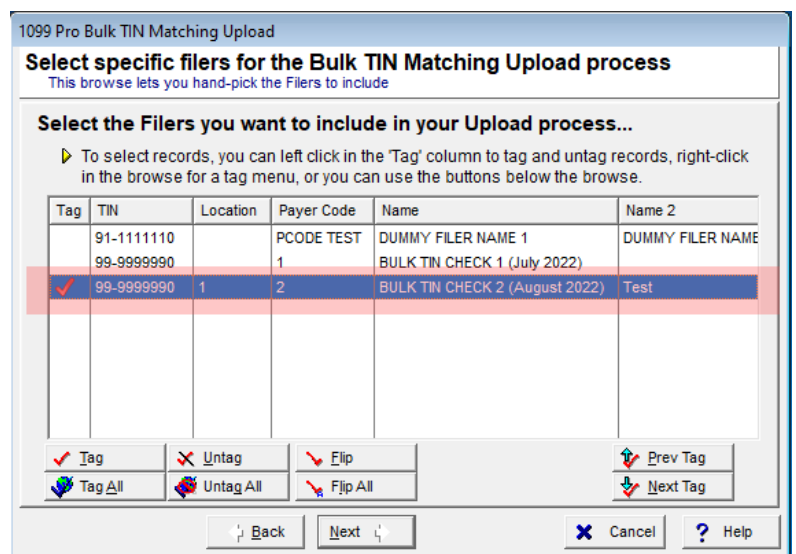
5. Go to <https://wiki.1099pro.com/display/PDWA/Import+Field+Definitions+and+Data+Types> and download, for example, the 1099-NEC sample import file.
6. Open the sample import file and rename it *BULK TIN 1099.xlsx*. Save this file to your local desktop.
7. Copy your Recipient Name, TIN, and optionally Account Number data into the appropriate fields on *Bulk TIN 1099.xlsx*. Do not rename column headers. It is okay to leave address, dollar amount, and other fields blank.
8. Save and close *BULK TIN 1099.xlsx*.
9. In the 1099 Pro Import Wizard, import your bulk TIN data. Make sure to associate it with your “BULK TIN CHECK” Filer.
10. The final step of the Import Wizard involves posting your data. Your bulk TIN match data will display error messages due to the missing addresses. For bulk TIN match purposes this is OK, click “Post this Session”.
  - *1099 Pro Professional allows unlimited records (transactions). 1099 Pro Enterprise and 1042-S Pro require the purchase of Bump Codes to exceed the standard 5,000 record cap.*



11. In the 1099 Pro Bulk TIN Match Upload Wizard, tag the “BULK TIN CHECK” filer to submit the associated Recipient Name/TIN data.
12. Continue through the Bulk TIN Match Upload Wizard, then submit the upload to the Service Bureau.

Bulk TIN Match 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](mailto:SB@1099pro.com) for assistance.



**WARNING:** If creating “BULK TIN MATCH” filers strictly for purposes of bulk TIN matching, be cautious when selecting filers for inclusion in Service Bureau Print/Mail/eFile uploads or IRS eFiles. Users are responsible for carefully reviewing all data they submit, print and/or file.