



## Instructions for Bulk TIN Matching

\$135 per every 100,000 Records records submitted.\*

Create a flat file in Excel, CSV or other delimited format with the below 3 columns in any order, it is optional if the TIN has dashes or no dashes. Files can exceed 100,000 records. When your file(s) are ready, proceed to the Upload Procedure below. Optional account numbers are limited to 20 characters.

TIN	NAME	ACCOUNT
123-22-1002	Lillian Adam	Adam007
77-7441234	5 Star Software	MS333450

Files will be transmitted to the 1099 Pro SAS 70 Type II Service Bureau via Secure FTP as follows:

<https://uploads.1099pro.com>

**Login ID:** 1099upload

**Password:** 2004

After Login, click the UPLOAD button at lower left and browse for your file.

Please contact us at (866) 444-3559 to create an appointment prior to upload.

When file is transferred, please email [sb@1099pro.com](mailto:sb@1099pro.com)

Enter "TIN MATCHING UPLOAD TRANSMITTED" in the subject line.

Be sure your contact information, including phone number and address are included in your email.

We accept uploads in .XLS, .XLSX, CSV and TAB formats.

Results will be returned within 24 hours in a Password Protected Excel file.

Your Password will be provided in a separate email.

\* Files may exceed 100,000 records and will be billed \$135 for the first 100,000 records plus \$135 for each fraction above the initial 100,000 records.