



## General Instructions

**Paperwork Reduction Act Notice.**—We ask for the information on this form 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 or its instructions 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 complete and file this form 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.

**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.

**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 a service bureau developing and/or transmitting files for other payers. If you submit information returns for a group of payers, attach a list with the names and employer identification numbers of those payers to your application. A separate transmitter control code (TCC) is not required for each payer. If you add or

delete any names from your file, submit an updated list to the IRS Martinsburg Computing Center (MCC). You are not required to file another Form 4419.

**Block 6.**—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 7.**—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 7. 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 7, 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 8, 9, and 10.**—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 11.**—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.

### If by Postal Service:

IRS, Martinsburg Computing  
Center  
P.O. Box 1359  
Martinsburg, WV 25402-1359

### If by truck or air freight:

IRS, Martinsburg Computing  
Center  
Magnetic Media Reporting  
Program  
Route 9 and Needy Road  
Martinsburg, WV 25401

**Filers using 3780 protocol.**—In order to ensure timely filing, submit Form 4419 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 you. 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.