

ONESOURCE TAX INFORMATION REPORTING

USING THE INTERACTIVE TIN MATCHING FEATURE

Document Version 2

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ABOUT THE INTERACTIVE TIN MATCHING FEATURE

The Interactive TIN Matching feature allows you to connect to the IRS TIN Matching site from ONESOURCE Tax Information Reporting and verify up to 25 name/TIN combinations interactively.



The Interactive TIN Matching feature is activated at the account level. Contact your Account Manager to subscribe to this feature.

To use the feature in ONESOURCE Tax Information Reporting , your account must be set for interactive TIN matching, and an administrator must enable interactive TIN matching for each user.

Each user must have an IRS eService ID and password for the TIN matching program, and the eService ID and password must be entered into ONESOURCE Tax Information Reporting .

Once verified, the user will be able to enter and verify up to 25 name/TIN combinations from the **Status Reports** section of the Main Review & Maintenance page.



- The TIN matching process is not associated with a particular eService ID. If more than one user has set up an eService ID within an account, then these eService IDs are used in sequential order.
- For Secured Web Services users, the Services and Hosted models use the existing eService ID to perform TIN Matching.

GETTING STARTED WITH INTERACTIVE TIN MATCHING

Before you begin using the Interactive TIN Matching feature, you must apply for an IRS eService ID and password from the IRS e-Services website at www.irs.gov. The IRS provides a TIN Matching document that includes instructions on how to apply for the login information. This an IRS eService ID and password is separate from the login information that you use to access ONESOURCE Tax Information Reporting , and must be set up directly with the IRS.



We recommend that each Interactive TIN Matching user have a separate e-Services account set up with the IRS.

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Getting Started with Interactive TIN Matching

After you have applied for a TIN matching account and received your login information from the IRS, you can set up your users' IRS TIN Matching information in the **Security** module. To do so, in the **User Security Settings** section of the User Security Settings page, select the **Can perform IRS Interactive TIN matching in ONESOURCE 1099** option. Doing so enables your users to work with the Interactive TIN Matching feature.

The screenshot shows the 'User Security Settings' interface. At the top, there is a header with a back arrow and the title 'User Security Settings'. Below the header, there are several input fields: '*User Id' with the value '07281101', 'Status' set to 'Active', and '*Profile' set to 'UA - PU'. To the right of these fields, it says 'ONESOURCE Status: Active'. There are three checkboxes: 'Can manage users with same profile' (unchecked), 'Can perform IRS Interactive TIN matching in ONESOURCE 1099' (checked and highlighted with a red box), and 'Check this box to indicate user is a Thomson Reuters eCenter user' (unchecked). Below these is a table with three columns: 'Self Only', 'Others with same Profile', and 'All'. The table has three rows: 'Rights for Import in the profile apply to items initiated by:', 'Rights for Production in the profile apply to items initiated by:', and 'Rights for downloading output files initiated by:'. The 'All' column has radio buttons selected in all three rows. At the bottom, there is a note: 'Note: Any update to the user will reset their active session's count. Use the "Reset Session Count" button to force reset of user's active session count.'

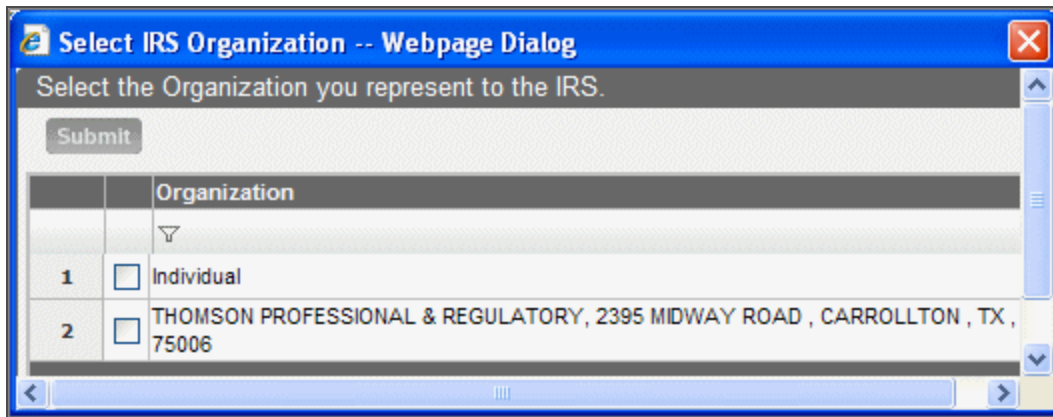
After you submit your changes in the **User Security Settings** section, you can set up your TIN Matching information by completing the following:

1. Click the **Security** module then click **User Security Options** on the Side Menu.
2. Open the **TIN Matching** section.

The screenshot shows the 'TIN Matching' section with a 'Terms of Agreement' form. The form includes a 'Save' button in the top right corner. The text of the agreement is as follows: 'TIN MATCHING TERMS OF AGREEMENT. I understand that by accepting these Terms of Agreement, I will comply with the provisions stated herein to use the TIN Matching Program. As a user of this program, I agree: 1. To match only those TIN's, names, and/or name controls provided by a payee for transactions which might receive a reportable payment as defined under section 3405(b)(1) of the Internal Revenue Code (payment subject to backup withholding provision); 2. If I am an "authorized Agent", I have written authorization of a payer as described in the Matching Revenue Procedure to collect and match TINs, names, and/or name controls of behalf of the payer. Under the penalties of perjury, I declare I have examined the above information and believe the information I have provided you is true, correct and complete by entering my login information as my signature. To accept TIN Matching Terms of Agreement (TOA), you must first enter the login information then click the "Accept" option below. Under the penalty of perjury, I affirm that I have the legal authority and have examine the above. [X] ACCEPT [] DECLINE'. Below the agreement text are three input fields: 'IRS eService Login ID', 'IRS eService Password', and 'Enter IRS eService Password Again'.

3. Type your IRS eServices ID in the **IRS eService Login ID** field.
4. Type your IRS eServices password in the **IRS eService Password** field.
5. Re-type your IRS eServices password in the **Enter IRS eService Password Again** field.

6. Select the **Accept** option. If the login ID and password match the IRS record, the Select IRS Organization-Webpage Dialog page displays.



7. Select the check box next to the organization that you are approved to use for TIN Matching, then click **Submit**.



If you select the **Decline** option, any previously entered login information is removed.

8. Click **Save**.
9. Begin your Interactive TIN Matching work in the **Review & Maintenance** module. Click the **Interactive TIN Matching** link in the **Status Reports** section of the Main Review & Maintenance page.



10. Complete the **Name**, **TIN**, and **Result** fields, then click **Submit** to send your TIN validation request to the IRS.



Invalid TINs (for example, a TIN that has less than nine digits or that includes only one number, such as 000000000, 111111111 or 999999999) are not submitted to the IRS eServices site for TIN matching.

UPDATING OR RESETTING YOUR ESERVICES ID AND PASSWORD

After you set up your eServices ID and password in the **Security** module, the user ID becomes part of the group of user IDs that can be used to perform TIN Matching. When your eServices ID is locked by the IRS, you will see a message at the bottom of the TIN MATCHING TERMS OF AGREEMENT section indicating the date we noticed that your ID for the IRS e-Services website was locked.

Complete the following when this message displays:

1. Login to the IRS e-Service website and confirm that your eServices ID is unlocked.
2. If your eServices ID is no longer locked and your eServices password is active, access the TIN MATCHING TERMS OF AGREEMENT section in ONESOURCE Tax Information Reporting again.



If you created a new password, select the Decline option above the IRS e-Service Login ID field then enter your eServices ID and new password.

3. Click **Submit**. Your eServices ID is reset.

VIEWING THE IRS E-SERVICES USERS SECURITY REPORT

The **IRS eServices Users Security** report was created to assist your administrator in reviewing the eServices user status. This report shows the users that have an eServices ID set up in your ONESOURCE Tax Information Reporting database, and whether their eServices ID is locked or unlocked. As shown in the following graphic, the **IRS eServices Users** report report is located in the **Security Views** section:

Run	Export	Customize	Ask	Schedule	Name
					⌵
					IRS eServices Users
					Login Attempts
					Security by Form
					Security by Function
					Security by Group
					Security by Payer
					Security by Tax Year
					Security by User

INTERACTIVE TIN MATCHING FOR EXISTING RECIPIENTS

You can submit an existing recipient for TIN matching by clicking **IRS TIN Match** at the top right of the Recipient Detail page. A TIN that is considered invalid is not submitted to the IRS eServices site for TIN matching.

When a recipient TIN is matched, the IRS returns a result. The possible results returned from the IRS include:

RESULT	DESCRIPTION
0	Indicates the name/TIN combination matches IRS records.
1	Indicates TIN was missing or TIN is not a 9 digit number.
2	Indicates TIN entered is not currently issued.
3	Indicates the name/TIN combination do not match IRS records.
4	Indicates an invalid TIN Matching request.
5	Indicates a duplicate TIN Matching request.
6	(Matched on SSN), when the TIN type is (3), unknown, and a Matching TIN and name control is found only on the NAP DM1 database.
7	(Matched on EIN), when the TIN type is (3), unknown, and a matching TIN and name control is found only on the EIN/NC database.
8	(Matched on EIN and SSN), when the TIN type is (3), unknown, and matching TIN and name control is found only on both the EIN/NC and NAP DM1 databases.

Submitting an existing recipient for TIN matching marks all recipients with the same name and TIN combination in your database as TIN matched. All recipients with the same name and TIN combination are associated with the same Compliance event ID.

If the TIN match result returned by the IRS indicates that the TIN type is different, a message displays, asking if you want to update the TIN type. Click **SUBMIT** to update the TIN type for only the recipient that you TIN matched. If other recipients with the same name and TIN combination exist in your database, be sure to review each recipient because they will be marked as TIN matched but the TIN type may be different. Click **CLOSE** to decline TIN type update.

In ONESOURCE Tax Information Reporting , the **IRS TIN Matching Status** field for the recipient that was TIN matched displays one of the following statuses:

IRS TIN MATCH STATUS	DESCRIPTION
Valid Name/TIN	The recipient name and TIN and the TIN type match IRS records. The returned IRS TIN match code is 0, 6, 7 or 8.
Invalid Name/TIN	The recipient name and TIN do not match IRS records. The returned IRS TIN match code is 1, 2, 3, 4 or 5.
Valid Name/TIN SSATIN TYPE SSN	<p>The recipient name and TIN match IRS records but the TIN type does not match the SSN in SSA (Social Security Administration) records. The returned IRS TIN match code is 6.</p> <p>The recipient TIN type was not updated because of one of the following:</p> <ul style="list-style-type: none"> • A ONESOURCE Tax Information Reporting user chose not to update the recipient TIN type. • When updating the TIN type, there is an existing recipient with the same key fields and an update was not completed.
Valid Name/TIN SSA TIN TYPE EIN	<p>The recipient TIN and name match IRS records but the recipient TIN type does not match EIN in IRS records. The returned SSA TIN match code is 7.</p> <p>The recipient TIN type was not updated because of one of the following:</p> <ul style="list-style-type: none"> • A ONESOURCE Tax Information Reporting user chose not to update the recipient TIN type. • When updating the TIN type, there is an existing recipient with the same key fields and an update was not completed.

You can review the value for the returned IRS TIN match code by reviewing the compliance information for the recipient. The value is displayed in the **IRS TIN Matching** field when you view the Compliance event ID for the TIN match record.

ETIN MATCHING SERVICE FOR SERVICES MODEL

For users of the Services model for Secured Web Services, you can TIN match recipients by providing multiple name and TIN combination sets or by recipient ID. If you provide multiple sets, the IRS TIN Match results are returned but no Compliance event ID is created.

If you provide a valid recipient ID for TIN matching, the name and TIN combination for the recipient is submitted to the IRS eServices site for TIN matching and the TIN match status for the recipient is set using one of the statuses listed in [Interactive TIN Matching for Existing Recipients \(page 5\)](#). The recipient TIN type is not corrected. If a different TIN type was returned from the IRS, the TIN match status for the recipient is set to **Valid Name/TIN IRS TIN TYPE SSN** or **Valid Name/TIN IRS TIN TYPE EIN**. A Compliance event ID is created for the recipient. An error is returned if the recipient TIN is invalid.

ETIN MATCHING FOR EW8/W9 COLLECTION SERVICE

For users of the Hosted model for Secured Web Services, if you select **Enable TIN Match** request in your hosted service, the name and TIN entered by the recipient is submitted to the IRS for TIN matching. The TIN match status for the recipient is set using one of the TIN matching statuses listed in [Interactive TIN Matching for Existing Recipients \(page 5\)](#). If the recipient is an existing recipient in your database, the TIN type is not corrected. If a different TIN type was returned from the IRS, the TIN match status for the recipient is set to **Valid Name/TIN SSA TIN TYPE SSN** or **Valid Name/TIN SSA TIN TYPE EIN**. A Compliance event is created for the recipient.

Submitting recipients for TIN matching after the eW8/W9 is completed marks all recipients with the same name and TIN combination in your database as TIN matched. All recipients with the same name and TIN combination are associated with the same Compliance event ID.

In addition to submitting recipients for TIN matching after the eW8/W9 is completed, you can also use the **Enforce Match** option for new recipients. When this option is selected and the name and TIN of a new recipient does not match SSA records then the recipient is not created in your recipient database. An error is returned if the recipient TIN is invalid. You can program a message to inform your recipients what steps they need to take to complete the eW8/W9.