

Name/TIN Matching Process

The IRS provides internet name/TIN matching so you can compare the vendor name/TIN combinations used by COVA with those recorded in the IRS's database. Once you submit a file to the IRS, they compare the vendor name/TIN combinations submitted against their database, and notify you, via e-mail, of any mismatches in the data you submitted.

Once the IRS responds, they allow 30 days for their response to be uploaded into Cardinal.

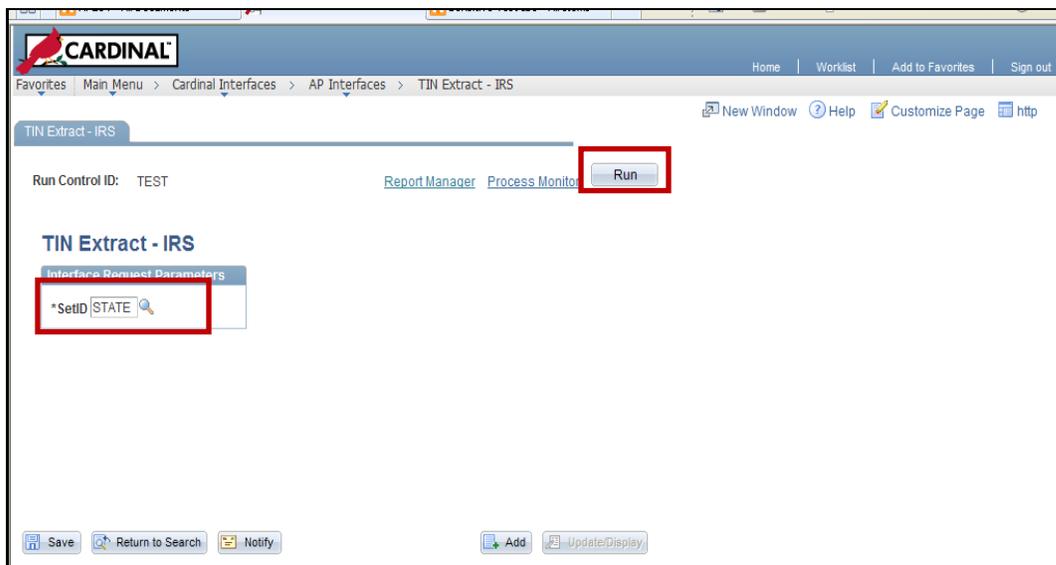
Cardinal uses two interfaces in the name/TIN matching process:

- **TIN Extract** – creates the text file that you send to the IRS
- **IRS Upload** – uploads the response from the IRS

TIN Extract:

- 1 Navigate to **Cardinal Interfaces > AP Interfaces > TIN Extract - IRS**.
The **Find an Existing Value** page appears.
- 2 If you have never run the report, click on the **Add a New Value** tab and enter a **Run Control ID**. Use a name you can remember. Once you create a **Run Control ID**, you can never delete it.

You can use the same **Run Control ID** (e.g., Reprt) for all reports you create and use that **Run Control ID**. Always search first to make sure a **Run Control ID** is not already created.



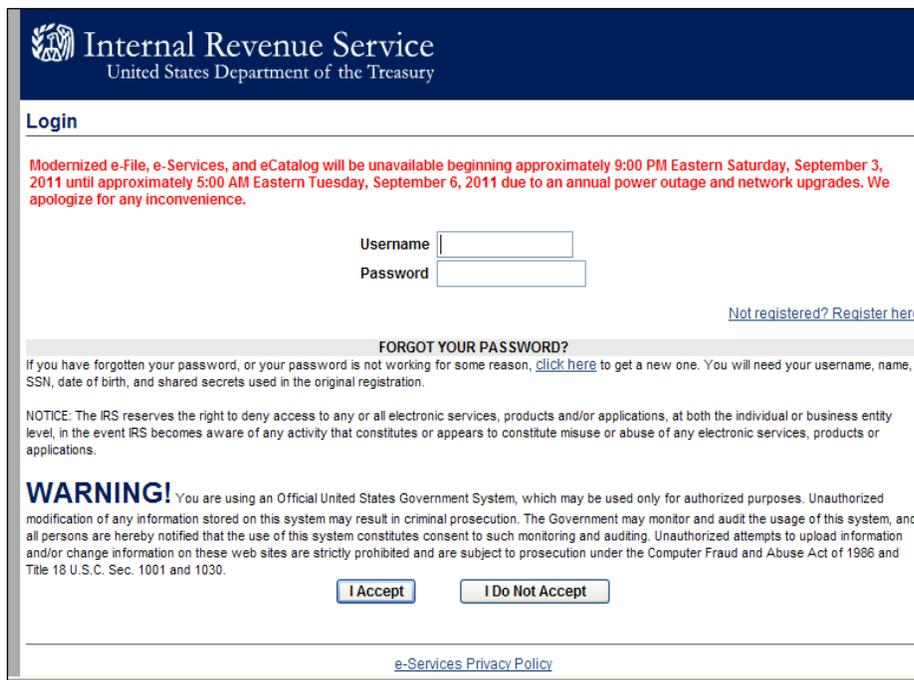
- 3 The **TIN Extract – IRS** run control page is displayed. Enter **STATE** in the **SetID** field.
- 4 Click the **Run** button. The **Process Scheduler Request** page displays.
- 5 Click the **Ok** button. The **TIN Extract – IRS** page is displayed. The page includes a **Process Instance ID**. You will need the **Process Instance ID** to open the appropriate process to view and save file.
- 6 Click on the **Process Monitor** hyperlink at the top right-hand of the page.

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- 7 Once the **V_AP213_INT** process has run to **Success** and **Posted**, the process is completed.
- 8 To the far right of the **V_AP213_INT** Process and the **Process Instance** from above, click the **Details** hyperlink. The **Process Detail** page is shown.
- 9 Click the **View/Log Trace** hyperlink. The **View/Log Trace** page displays.
- 10 Open and **Save** the **AP213.txt** file. Save the file to a personal directory so you can upload to IRS.
- 11 Log out of Cardinal.

IRS Upload:

- 1 Log onto IRS to upload the TIN file (<http://www.irs.gov/taxpros/index.html>).
- 2 Click the **e-Services Tax Pros** link on the left-hand side of screen. The **e-services Online Tools for Tax Professionals** page displays.
- 3 Select the **Login** hyperlink. **Login** screen displays.



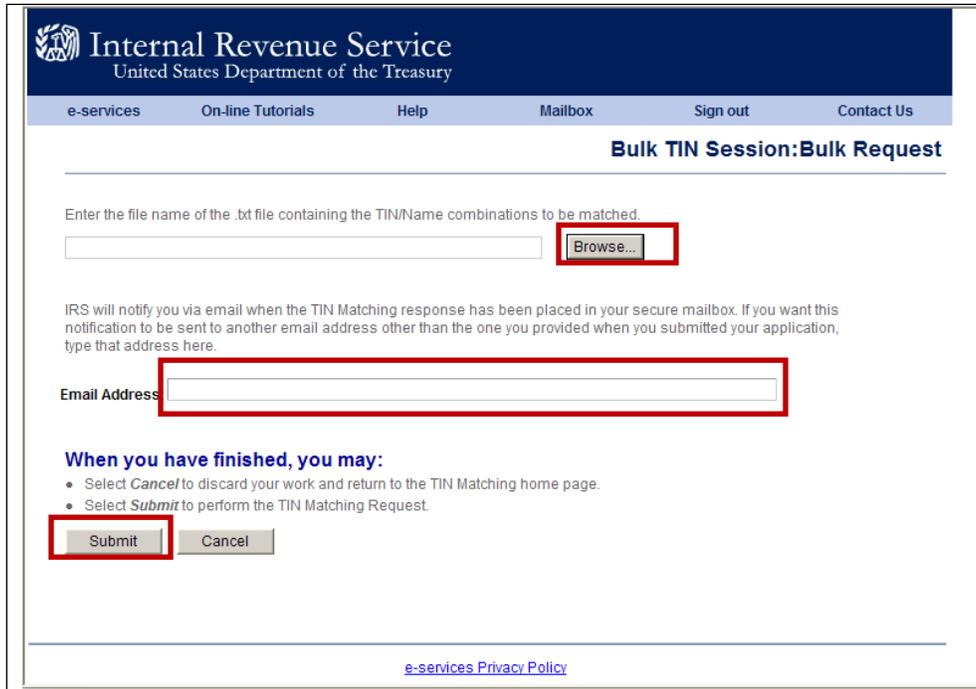
The screenshot shows the IRS Login page. At the top, it says "Internal Revenue Service United States Department of the Treasury". Below that is a "Login" section. A red notice states: "Modernized e-File, e-Services, and eCatalog will be unavailable beginning approximately 9:00 PM Eastern Saturday, September 3, 2011 until approximately 5:00 AM Eastern Tuesday, September 6, 2011 due to an annual power outage and network upgrades. We apologize for any inconvenience." There are input fields for "Username" and "Password". A link "Not registered? Register here" is on the right. Below the fields is a "FORGOT YOUR PASSWORD?" section with a link "click here" and text: "If you have forgotten your password, or your password is not working for some reason, click here to get a new one. You will need your username, name, SSN, date of birth, and shared secrets used in the original registration." A "NOTICE" section follows, stating: "The IRS reserves the right to deny access to any or all electronic services, products and/or applications, at both the individual or business entity level, in the event IRS becomes aware of any activity that constitutes or appears to constitute misuse or abuse of any electronic services, products or applications." A "WARNING!" section states: "You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030." At the bottom are two buttons: "I Accept" and "I Do Not Accept". A link "e-Services Privacy Policy" is at the very bottom.

- 4 Enter the **Username** and **Password** assigned and created during the IRS registration process.
- 5 Read the warning and click the **I Agree** button. The **Select Organization** page displays.
- 6 Select the **Commonwealth** organization and click the **Submit Selected Organization** button. The **IRS Welcome** page displays.
- 7 Select the **TIN Matching** hyperlink. The services page displays with the options of **Interactive TIN Session** and **Bulk TIN Session**.
- 8 Display **TIN Matching** allows a payer to submit a TIN/Name combination to be matched against IRS records. With **Interactive TIN Matching**, you can accomplish this interactively and receive an instant

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response for up to 25 TIN/name combinations at a time and TIN Matching allows a payer to submit a TIN/Name combination to be matched against IRS records. With **Bulk TIN** Matching, you can submit an electronic file of as many as 100,000 TIN and Name combinations and receive matching results by email within 24 hours.

- 9 Select the **Bulk TIN Session**. The **TIN Matching Terms of Agreement** page is displayed.
- 10 Click the **Accept** button. The **Bulk TIN Session - Bulk Request** page is displayed.



Internal Revenue Service
United States Department of the Treasury

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Bulk TIN Session: Bulk Request

Enter the file name of the .txt file containing the TIN/Name combinations to be matched.

IRS will notify you via email when the TIN Matching response has been placed in your secure mailbox. If you want this notification to be sent to another email address other than the one you provided when you submitted your application, type that address here.

Email Address

When you have finished, you may:

- Select **Cancel** to discard your work and return to the TIN Matching home page.
- Select **Submit** to perform the TIN Matching Request.

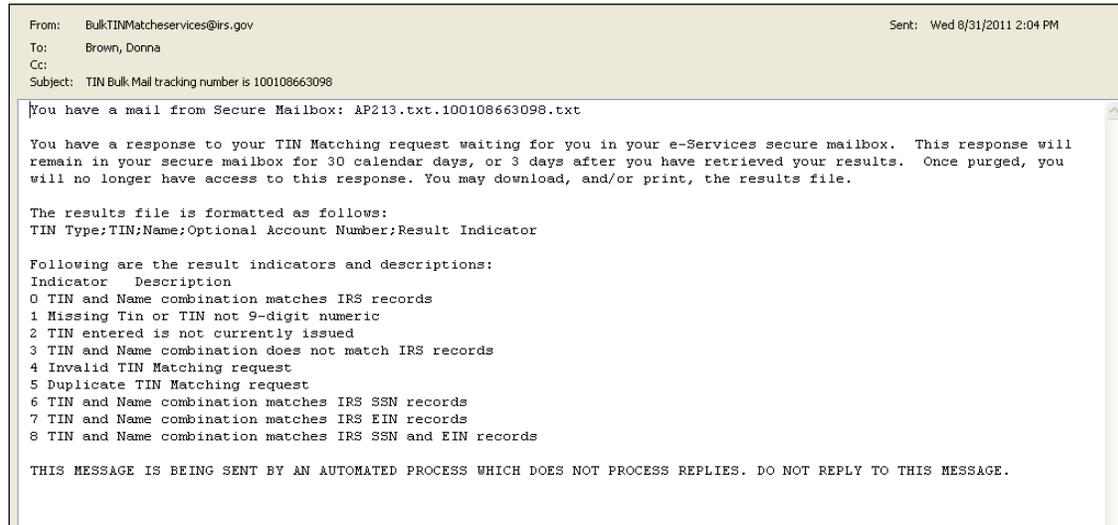
[e-services Privacy Policy](#)

- 11 Click the **Browse** button to locate and add the path to where the file was saved.
- 12 Enter your current **Email Address** and select the **Submit** button. If the data in the file has issues the file will not submit and corrections will have to be made. The **Bulk TIN Session: Bulk Response** page is displayed. It includes a date and **Transaction Number**.
- 13 Select the **Done** button.
- 14 Select the **Sign out** hyperlink at the top right of the screen and wait for e-mail.



Accounts Payable Job Aid

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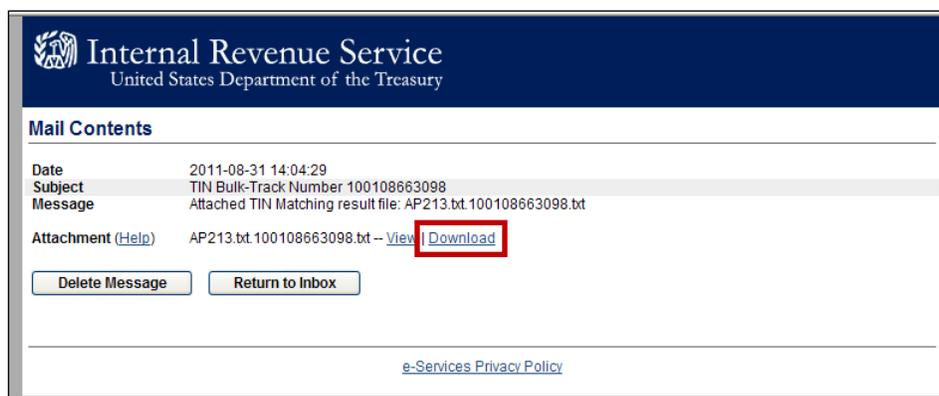
15 A sample e-mail is displayed above.

IRS Download:

- 1 Log onto **IRS** to upload TIN file. (<http://www.irs.gov/taxpros/index.html>)
- 2 Click the **e-Services Tax Pros** link on the left-hand side of screen. The **e-services Online Tools for Tax Professionals** page is displayed.
- 3 Select the **Login** hyperlink.
Login screen is displayed.
- 4 Enter the **Username** and **Password** assigned and created during the IRS registration process. Read the warning and click the **I Agree** button. The **Select Organization** page is displayed.
- 5 Select the **Commonwealth** organization and click the **Submit Selected Organization** button. The **IRS Welcome** page is displayed.

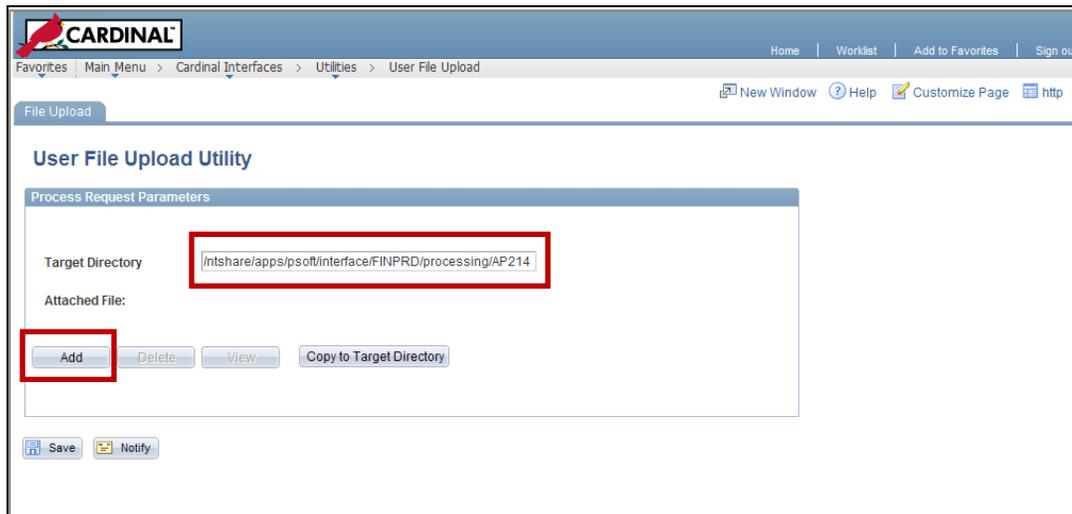


- 6 Click the **Mailbox** hyperlink at the top middle of the page. **Mailbox Contents** display.
- 7 Click on the subject line and the **Mail Contents** page displays.

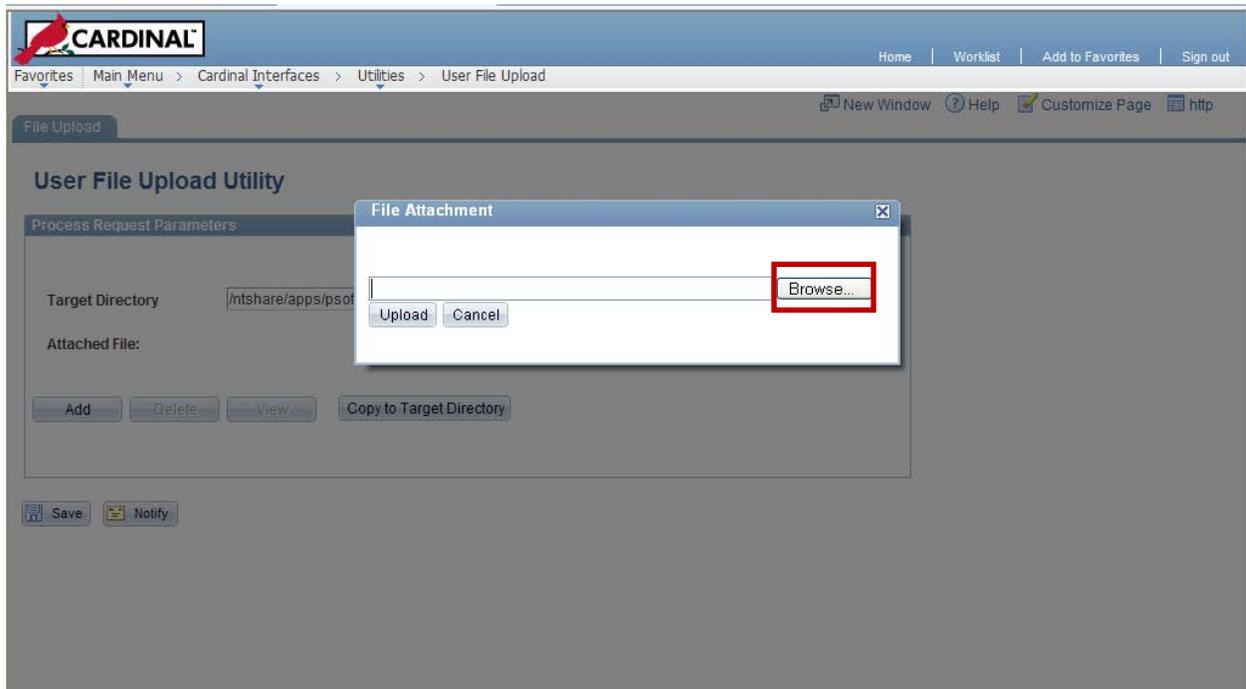


- 8 On the **Mail Contents** page, select the **Download file** option.
- 9 A message box displays asking if you want to open or save the file. Select **Save**.
- 10 Save file in secure location on your personal directory using file name **AP214.txt**. The file is now ready to be uploaded into Cardinal.

- 11 Log into Cardinal and navigate to **Cardinal Interfaces > Utilities > User File Upload**.



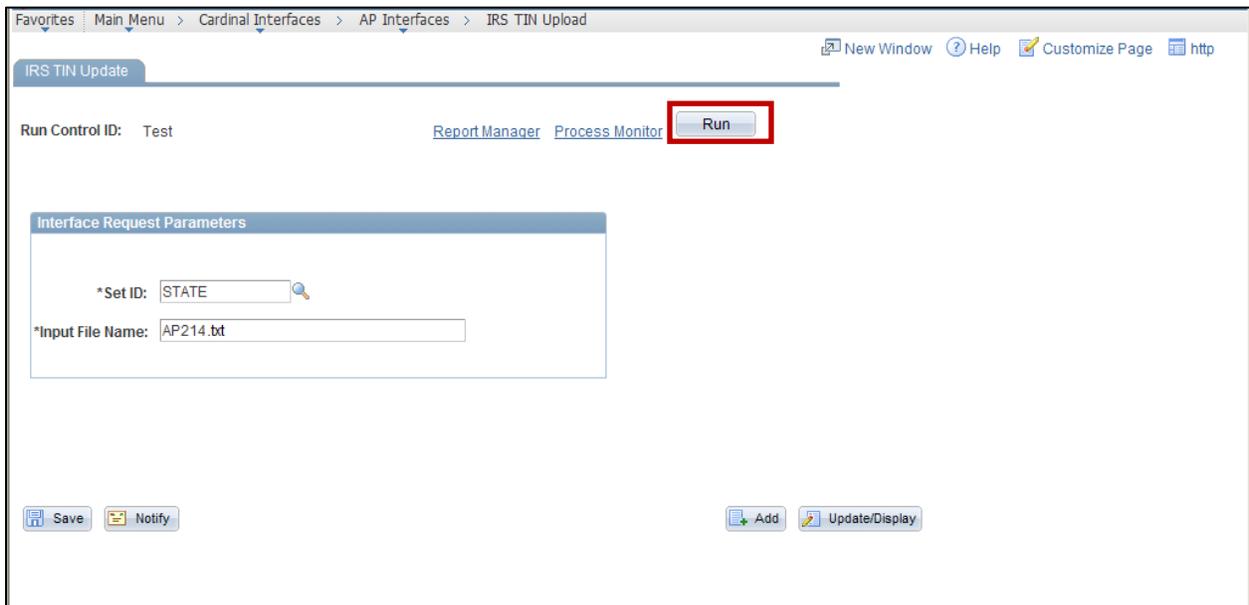
- 12 Enter the path and folder information in the **Target Directory** box - **/ntshare/apps/pssoft/interface/FINPRD/processing/AP214**.
- 13 Click the **Add** button.



- 14 Click the **Browse** button to select the file you saved.
- 15 Once file has been located, click the **Upload** button. Ignore any error message.
- 16 Select the **Copy to Target Directory** button to save file in the folder specified in step 11.

TIN Upload Process:

- 1 Navigate to **Cardinal Interfaces > AP Interfaces > IRS TIN Update**. The **Find an Existing Value** page displays.
- 2 Click on the **Add a New Value** tab and enter a **Run Control ID** of your choice. Remember once you create a **Run Control ID**, you can never delete it. Always search first to make sure a **Run Control ID** is not already created. The naming convention can be the same for all the Run Control this user creates.
- 3 The **IRS TIN Update** run control page displays. Enter **STATE** in the **SetID** field.
- 4 Enter the file name **AP214.txt** in the **Input File Name** field.



The screenshot shows a web browser window with the address bar displaying "Favorites | Main Menu > Cardinal Interfaces > AP Interfaces > IRS TIN Upload". The page title is "IRS TIN Update". Below the title, there is a "Run Control ID: Test" field and a "Run" button highlighted with a red box. To the right of the "Run" button are links for "Report Manager" and "Process Monitor". Below this is a section titled "Interface Request Parameters" containing two input fields: "*Set ID: STATE" and "*Input File Name: AP214.bt". At the bottom of the page, there are buttons for "Save", "Notify", "Add", and "Update/Display".

- 5 Click the **Run** button. The **Process Scheduler Request** page displays.
- 6 Click the **Ok** button. **The IRS TIN Update** page displays. The page includes a **Process Instance ID**.
- 7 Click on the **Process Monitor** hyperlink at the top right-hand of the page.
- 8 Once the **V_AP214** process has run to **Success** and **Posted**, the process is completed.
- 9 The process report is available and the vendor records have been update for the TIN matching status.