- 1. In Pro1099, click the Tools tab
- 2. Click Transmitter / Payer Information

File Edit Search Record Reports View	Tools Help	
	Transmitter / Payer Information	
	Produce IRS Submission file	
Information NUT submitted to the IRS	Delete Multiple Records	
Tax ID solicitation signed	Access the IRS FIRE Web Site	
Information submitted to the IRS	Database Utilities >	
Firm File ID:	Licensing	or Services received
IRS Name Control:	Preferences	'erson
Seller Name - Last, First:	Tax ID / S	SSN:
Continuation of Name:	Tax ID 7 S	SSN:
- Address:		Foreign Address
City:	State:	Zip:
Legal Description:		

3. Add the new TCC to the TCC field

Transmitter / Payer Information (for IRS "T" and "A" Records)			
Payer Information Payer Name: Required Field Name Line 2:	OK Help		
Tax ID Number: 12-3456784 Name Control: TCC: 12TCC Wam me at startup if the TCC (Transmitter Control Code) is blank	Cancel		
Contact Name: Required Field			
Phone Number: (123)434-3343 Phone Extension:	Update the old		
Email Address: Required Field	TCC with the new TCC and click OK		
Company Name: Required Field	to save		
Name Line 2:			
Mailing Address: Required Field	s: Required Field		
City: Required Field			
State: TX Zip: 12345	Special Indicators		
Transmitter Information The above payer also functions as the transmitter Edit Transmitter Information	Service Bureau  Test File Only  Last Time Filing  Foreign Corporation		

- 4. Click OK to exit
- 5. Click on Produce IRS Submission File to create the IRSTAX file