Step by Step Instructions on How to Obtain an ACA TCC

In order to be able to file Affordable Care Act Information Returns such as 1094-C / 1095-C you will need to register with IRS e-Services and apply for a special code called Transmitter Control Code (ACA TCC). You can think of the TCC as a unique ID that you need to have if you want to e-file ACA forms with the IRS.

> Important Note:
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> The steps in this tutorial are simply a summary of this IRS publication (which you should use as the main reference):
>
> https://www.irs.gov/PUP/for_taxpros/software_developers/information_returns/aca_app_tutorial_online.pdf
>
> **If you need any help with the ACA TCC application call the IRS at 1-866-937-4130.**

Please follow the steps below to apply for an ACA TCC:

1. Register with IRS e-Services by going to

   https://www.irs.gov/for-Tax-Pros

   Two applicants will need to complete this registration. One of them will be the Responsible Official (who can be also the first contact) and a second contact. At the time of registration each applicant will enter a PIN, user name and a password. Please remember this info and save for later use.

2. In around one week (might take longer) each of the applicants will receive a letter in the mail from the IRS with instructions on how to confirm the registration. Follow the instructions and do the confirmation as soon as you can.

3. Once the Responsible Official and contact(s) confirm the registration, the Responsible Official will need to apply for an ACA TCC through the IRS e-Services website. To do that

   a. Log-in to https://www.irs.gov/for-Tax-Pros
   b. When prompted to select the organization you represent select "Individual".
   c. From the main menu click on "Application" and then on "ACA Application for TCC" and start the application.

4. The ACA Application for TCC contains three separate roles: Software Developer, Transmitter, and Issuer. You are either a Transmitter or Issuer. Register at least as an Issuer. IRS publication 5165 defines "Transmitter" as "Sends electronic information return data directly to the IRS on behalf of any business" AND defines "Issuer" as "Files their own ACA Information Returns".

5. You will need to select the "Communication Channel", please select "AFA for ACA Internet Transmitter" since you will be uploading the files to the IRS through the AIR website.

6. Once the application is submitted, the responsible official will receive the TCC in ten days (might take longer). When the TCC is issued it will be marked for testing only. You will need to submit 1 required communication test with the IRS AIR for the TCC to become "Production". You can use 1095 Mate to create the required test.