



Preparing to Apply for a Transmitter Control Code

A number of steps must be performed to complete the 1094-C/1095-C online submission process. During this process you will need some RTI Payroll information and some information about your business (e.g., EIN#, Legal Name, Business Address, etc).

The most common reason submissions are delayed is the information in RTI Payroll does not match the information used when applying to file online. Therefore, we have created a worksheet to help you gather the information in advance and then check it in RTI Payroll.

The **Healthcare Group/EIN Worksheet** (available under step 2 on the 1094-C/1095-C online submission page) will be used for multiple steps, so please take the time to make sure it is correct, and keep it handy.

Filling out the Healthcare Group/EIN Worksheet

This worksheet is to help ensure you have the correct information to fill out the 1094-C/1095-C information for RTI Payroll and the IRS Transmitter Control Code (TCC) application.

To fill out the chart, complete these steps:

- Fill out the Healthcare Group Name.
 - If you are not sure what Healthcare Groups you have, check RTI Payroll (Payroll – Maintenance – Healthcare – Healthcare Groups).
- TCC - Leave blank until you receive this from the IRS TCC Application process

For each EIN/TRG in the Healthcare Group, fill out the following:

- EIN#
- Legal Name
 - This is the business legal name with the government. You can get this from your last tax filing.
- Doing Business as Name
 - If your business goes by another name, enter it here.
 - If your business does not have an alias, then use your Legal Name.
- Street Address, City, State, Zip (Payroll – Utilities – Year End Functions – Enter 1094-C Information)
 - This is the address that was used on the last tax filing
- Primary Transmitting EIN – Designate **one** EIN as the Primary Transmitting EIN for the Healthcare Group by entering a **YES** in the last column. For all other EINs, leave this column blank.

NOTE: Only one EIN can be the Primary Transmitting EIN for the Healthcare Group. It does not matter which EIN you select. However, this is the EIN you must use when filling out the TCC application.

Next Step: Once this is completed, you are ready to apply for a Transmitter Control Code.