



e-Services Registration Frequently Asked Questions

What is e-Services?

e-Services is an IRS website that provides a suite of services designed for tax payers and tax professionals to do business with the IRS electronically.

Why do I need to sign up for the IRS e-Services?

Registering for this service is a requirement in order to file your 1094-C/1095-C forms electronically.

What is a Responsible Official?

The Responsible Official is an individual with responsibility and authority over the operations at designated sites. The Responsible Official is the first point of contact with the IRS. They have authority to sign revised applications and are responsible for ensuring that all requirements of the IRS electronic filing of information returns program are adhered to.

Who should be the Responsible Official?

This is typically the owner/operator. However, it could also be a controller.

What is a Contact?

Contacts are those who will be available on a daily basis to answer IRS questions regarding the application and any processing issues throughout the year. This is typically the owner/operator, 1-2 people from the office staff, and the Responsible Official.

Do Contacts have to complete e-Services registration or just the Responsible Official?

Each Contact must complete the registration. This is a requirement before they can be added as Contacts when applying for a Transmitter Control Code.

What do I do if I have not received my Confirmation Code?

If it has been more than 10 days, then you should have received your confirmation code. The most likely issue is that your current address does not match the address you used on your last tax return. The IRS will mail your confirmation code to your address of record, which is typically the address associated with your last tax return. If you have moved since your last tax return, you will need to update your registration and enter in a different address.

What do I do if I lost my Confirmation Code?

You should contact the IRS e-Services Help Desk. Their contact information can be found at this web address: <https://www.irs.gov/uac/e-help-desk-toll-free-number>.

What address will the IRS use when mailing my Confirmation Code?

The IRS will mail your confirmation code to your address of record. This is typically the address associated with your last tax return.



1094-C/1095-C Online Submission

What if I have moved recently?

The Registration form has an area for you to enter a new address.

Why does the IRS need to mail something to me?

The IRS needs to authenticate each person on the registration. They do this in two steps:

1. They require certain information to confirm your identity. This is a combination of your Social Security number, date of birth, and Adjusted Gross Income from your current or previous tax year.
2. By mailing a registration confirmation number to you via the US Postal Service to your official IRS address of record (from your latest return).