

## 1099 Electronic Filing – Step by step instructions to upload a file to the IRS-FIRE website

Last Modified on 01/02/2025 2:03 pm EST

**Last Updated 01/11/2022**

# 1099 Electronic Filing - Step-by-step Instructions on how to upload a file to the IRS FIRE website

<http://fire.irs.gov>\_ to connect to FIRE (Filing Information Returns Electronically)

### First-time connection to the FIRE system:

You must create a new account.

---

### Subsequent connection to the FIRE system:

Click **Log On**

Enter

- TCC
- Company EIN
- Company name (must be an exact match to what IRS has on file)
- User ID
- Password

Click **Login**

Click **Main Menu**

---

### Uploading your file to the FIRE system:

At Menu Options, click **Send Information Returns.**

- Enter
  - TCC
  - Company EIN
- Click **Submit**
  - The system will display company information. The information will be used to email the transmitter, so be sure the email address is accurate. Update as appropriate and click **Accept.**
- Click on Original File.
  - Enter your 10-digit PIN
  - Click **Submit**
  - Click **Browse** to locate and select the 1099-NEC (or 1099-MISC) file.
  - Click **Upload**

When the upload is complete, the screen will display the total bytes received and the file name you just uploaded. If you have a second file to upload, click the appropriate button to select and

upload the second file. When finished, Click **Main Menu**.

---

**Important:** It is your responsibility to check your file's acceptability; therefore, check back into the system in 1-2 business days using the Check File Status option. You are looking for the status of **Good**.

---

---