

## Reporting Agent Authorization for Magnetic Tape/Electronic Filers

 **For Reporting Agents** – If you submit magnetic tape or electronic forms, please refer to publication 1474.

 **For EFTPS Payments ONLY** – When your form is completed, please mail to: Internal Revenue Service  
Stop 5324  
5333 Getwell Road  
Memphis, TN 38118

### Instructions

Please read the following instructions before filling out the information on the reverse side of this form.

#### Taxpayer's Information

1. **Employer identification number (EIN).** Enter taxpayer business nine-digit Employer Identification number without dashes.
2. **Other ID.** For Reporting Agent use only.
3. **Taxpayer Phone Number.** Provide taxpayer area code and phone number. (optional)
4. **"New" EIN.** Check this box if taxpayer has recently applied for an EIN and has not yet received notice CP 575 (Verification of your EIN) from IRS.
5. **Seasonal or Intermittent.** Check this box if taxpayer business is seasonal or intermittent and there are quarters during the calendar year for which taxpayer will not pay wages.
6. **Taxpayer Legal Name** – Enter the Sole Proprietor/Owner's name. This must match the name on IRS records. Do not abbreviate or omit spaces. Do not use the word "The" as the first word unless it is followed by only one other word. Include legal/formal suffixes with individual names (i.e. MD, PHD, CPA, Jr, Sr, III, etc.)

*\* Valid characters are A-Z, 0-9, ampersand, hyphen, and only one blank space between each word. Any other punctuation, such as a comma, period, number sign, apostrophe, and multiple blanks is invalid.*

7. **Doing Business As (DBA) Name.** Enter the trade name (DBA) of the business if different from the taxpayer name. Follow the same instructions as shown for Item 6 above; however, DO NOT enter "DBA" or "TA" on this line; show name only. Use valid character information as defined in Item 6\*.

 **Note: Partnerships should enter the DBA name in Item 7. Enter the general partner's name or the first partner's name in Item 6. If a Corporation is a general partner, do not include the name in Item 6.**

8. **Address.** Enter address of taxpayer. Use valid character information as defined in Item 6\*.

#### Reporting Agent information

9. **Reporting Agent name.** Use valid character information as defined in Item 6\*.
10. **Reporting Agent ID Number.**
- 11-12. **Reporting Agent phone & fax.**
13. **Reporting Agent address.** Use valid character information as defined in Item 6\*.

#### Reporting Agent Authorization

14. **Return Filing Method.** Indicate tax return filing method, electronic, magnetic, or both. For Tax Form 941, enter the ending month of the quarter and year (3/1999, 6/2000, etc.). For Tax Form 940, enter the Tax Year (2000, 2001, etc) this agent will begin the annual filing.

15. **Filing Authorization.** Form 8655 can be used to authorize Reporting Agents to file certain tax returns on paper for existing clients who have already authorized the filing of magnetic/electronic Forms 941 and/or Forms 940 by the Reporting Agent. For Forms 941PR, 941SS, and 941NMI, enter the ending month of the quarter and year (3/2000, 6/2000, 9/2000, 12/2000), the Reporting Agent will file this return for the first time. For Forms 943, 943PR, 945 and CT-1, enter the Tax Year (2000, 2001, etc.) the agent will begin the annual filing.

16. **Tax Period.** Enter the tax period that electronic Federal Tax Deposits (FTDs) or other federal payments will be made. For electronic FTDs, enter the first month and year (2/2000, 3/2000, etc.) the Reporting Agent will begin making any deposit, regardless of tax type(s).

17. **Correspondence Authorization.** If you wish to have your Reporting Agent receive correspondence, please check here.

#### Authorization Agreement

18. **Signature.** The taxpayer must sign the enrollment form authorization agreement for the Reporting Agent to participate.

*Paperwork Reduction Act Notice:* In accordance with the Paperwork Reduction Act of 1995, we ask for the information in the Reporting Agent Authorization Enrollment Form in order to carry out the requirements of 26 United States Code 6001, 6011, and 6109. You are not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103. This information is used by the Internal Revenue Service to assure that payment(s) are properly credited to the appropriate account(s). Your response is mandatory if you are required by regulations to use Electronic Funds Transfer to make your Federal Tax Deposits. The time needed to provide this information will vary depending on individual circumstances. The estimated average time is ten minutes. If you have comments concerning the accuracy of this time estimate or suggestions for reducing this burden, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. Please do not send the enrollment form to this address.

*The Privacy Act of 1974* requires that when we ask individuals for information about themselves, we state our legal right to ask for the information, why we are asking for the information, and how it will be used. We must also tell you what could happen if we do not receive all or part of it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask for information is 5 U.S.C. 301 and Internal Revenue Code sections 6001, 6011, 6012, and applicable regulations. This information will be used to enroll you in the Electronic Federal Tax Payment System (EFTPS). The information may not be disclosed except as provided by section 6103 of the Internal Revenue Code. We may give the information to the Department of Justice and to other Federal agencies, as provided by law. We may also give it to cities, states, the District of Columbia, and U.S. commonwealths or possessions to carry out their laws. We may give it to foreign governments because of tax treaties they have with the United States. Your response is mandatory if you are required by regulations to use electronic funds transfer to make your deposits. If you are not required by regulations to use electronic funds transfer, your response is voluntary. If you do not provide all or part of the information, you may not be eligible to participate in EFTPS. If you are required to use electronic funds transfer by regulation, you may be subject to penalties. If you are not required to use electronic funds transfer to pay taxes owed, you need to pay the taxes due by another method.

