

6 Tips to Avoid Common Information Return E-Filing Errors

More and more HR-mandated forms are made available for electronic filing.



This occurs via the Filing Information Returns Electronically (FIRE) system

Review the following six tips to avoid some easy-to-make errors:



Check your email. Ensure that you have provided the correct email address.



Check the FIRE system to determine the status of the return. The results of a file transfer are typically posted within two business days.



Only send the corrections needed. You do not need to send the whole file again. Improper submission can result in duplicate reporting.



Send each compressed file individually. Do not compress several files into one.

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Submit files in standard ASCII code. EBCDIC format is not supported.



Submit the right file. If you mistakenly send the wrong file, contact the IRS/IRB for help in stopping the file before it is processed.

A few benefits to filing electronically include:



Paperless



Secure



Easy to use



Efficient



Fast



Flexible

The law requires any corporation, partnership or employer who is required to file 250 or more information returns to file electronically.



The IRS encourages all taxpayers to use this method regardless of the number of information returns they will file.



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