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## Instructions for Bulk TIN Matching

\$135 per every 100,000 Records Submitted.\*

Create a flat file in Excel, CSV or other delimited format with the below 3 columns in any order.  
Dashes in the TIN are optional. Files can exceed 100,000 records\*. When your file(s) are ready,  
proceed to the Upload Procedure below. Optional account numbers are limited to 20 characters.

TIN	NAME	ACCOUNT
123-22-1002	Lillian Adam	Adam007
77-7441234	5 Star Software	MS333450

### Bulk TIN Upload Procedure

We accept uploads in .XLS, .XLSX, .CSV and .TAB formats.

Transmit your file(s) to the 1099 Pro SAS 70 Type II Service Bureau via Secure FTP:

<https://uploads.1099pro.com>

**Login ID:** 1099upload

**Password:** 2004

After Login, click the UPLOAD button at lower left and browse for your file.

When file is transferred, please email [sb@1099pro.com](mailto:sb@1099pro.com).

Enter "TIN MATCHING UPLOAD TRANSMITTED" in the subject line.

Please include your contact information, phone number and billing address.

Your Bulk TIN Matching Results will be returned to you via email within 24 hours, in a Password Protected Excel file. Your Password will be provided in a separate email.

\* Files will be billed at \$135 for the first 100,000 records plus \$135 for each fraction above the initial 100,000 records.