## **TIN Matching**

We are excited to bring you an updated TIN Matching experience that will provide **annual Subscribers** more control on which payers and recipients are added to the TIN request list.

Payers and Recipients will no longer be automatically added to the TIN request list. Instead, the user must now 'check out' the request at \$0 using the same steps a nonsubscriber takes to request TIN Matching.

Simply select to validate a specific payer or recipient TIN by clicking "Validate Now". The request will be added to your cart at \$0 and you will continue with the regular checkout process as detailed below.

**Note:** Non Subscribers will have this optional service available TIN Validation at service cost \$1.00 which will be added to shopping cart & check out.

## Steps:

Step 1: In the Manage Payers or Manage Recipients section, select 'Validate Now' next to the payer or recipient's name



**Step 2:** You will see "Added to Cart" message on the screen indicating the TIN request has been successfully added to the cart



Step 3: Once you have added desired TIN requests to the cart, navigate to your cart to see them added at \$0

My Cart		
.,		
eacy to the your forms? Please review the following information carefully, making changes after checkout will result in additional tees. When you are ready, proceed to checkout,		
	Ren	nove Selected Items From C
ther items		
PayerPacipient		Fees
> TIN Matching (5)		\$0.00
	Summary	
	Federal Filing Fee	90.0
	State Filing Fee	50/
	Other Fees	90.0
	Subtotal	\$0.
	Estimated Tax (calculated upon cheokaut)	501
	Enter your promo cade	Apply
	Total Amount	\$0.0
	Proceed to 0	heckout

## Step 4: Check out as normal

Sease confirm your details below, then click Place Order,		
Billing Information 🖌 Edit	Summary	
Itling Contact	Federal Filing Fee	50.00
	State Filing Fee	50.00
888, 888, 8883	Other Fees	\$0.00
mckeralecrtest/§complyright.com	Subtotal	\$0.00
Address	Estimated Tax (actualed upon rototaul)	50:00
katumo Test		
979 kimberly drive	Total Amount	50.00
ent R. 99999	Place Ord	-
Austra Card	By bacing your order, you agree	of one build reams
4444		
uturen test		
acres 4/2026	Please take a moment to verify that you have completed unit forms connective in order to answer some forms are	

Step 5: When viewing the payer or recipient, you will then see the request is 'Pending'



Step 6: In up to 48 business hours, you can check the Payer or Recipient to see if the TIN is valid or invalid

XX-XXXN720 A TIN Valid as of Jul 1, 2022	15
XX-XXX0219	2515