How to Batch Import Payer Taxpayer Identification Numbers (TINs)

08/14/2024 10:01 am CDT

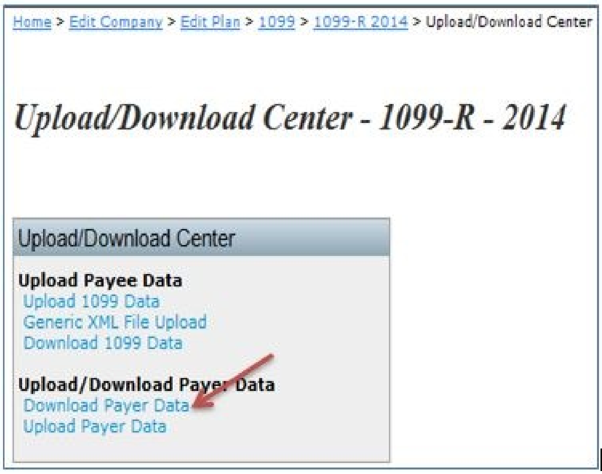
If the user has a large number of Payers, the user can upload Payer TINs (and Payer Data) in batch mode. This requires already having the companies and plans in the system.

Note: If the user is new to ftwilliam.com and does not have plans set up within the system, the user can send ftwilliam.com a list of client EINs. ftwilliam.com can import prior year Form 5500/SF data from the Department of Labor (DOL), regardless of who the user's prior year vendor was (55AutoFill*). This will add the companies, and any plans for which 5500s were filed, to the user's account. To make use of this free service, the user should send a spreadsheet with all the company EINs via e-mail to support@ftwilliam.com. The user should also include the ftwilliam.com Company Code.

Follow the steps below to complete the download and upload of Payer TINs and Data:

1. Click on "Upload/Download Center" located within the "Batch features" box on the "1099-X - Year" screen.

2. Click the "Download Payer Data" link below "Upload/Download Payer Data". Save the .csv (comma separated value) file to the user's hard drive. **Note:** You can right-click "Download Payer Data" and select "Save As" or "Save Target As" to save it directly to the user's hard drive.



3. Open the spreadsheet on the user's desktop; the user will see a listing of all the plans the user has set up in ftwilliam.com. The first two columns are company and plan specific.- **do not** alter these columns.

   The remaining columns are:

4.

PlanName	PayerTransferAgent	PayerForeignPostalCode
TrustEIN	PayerForeignEntity	PayerCountryCode
PayerFinal	PayerContact	PayerPhone

PayerFileType	PayerAddress	PayerEmail
PayerResponsible	PayerCity	PayerFax
PayerNameLine1	PayerState	PayerReqState
PayerNameLine2	PayerZip	PayerReqLocal
PayerTradeName	PayerForeignState	

5. Go through the spreadsheet to **update the Payer's TrustEIN, Resp and Company Data**. The user may remove the plans that the user will not be completing 1099/5498s, but it is not mandatory to do so. **Note:** The user may not add plans to the system via the Payer Data upload; therefore, if there are plans missing from the list the user should add them to the system manually as described above.
    - Once the user has updated and saved the file, click on "Upload Payer Data".

6. The user will be directed to the "Upload Payee Data" screen where the user will browse for the user's saved file. Enter the "Number of rows to ignore before Header Row", if any. This will default to zero, as the Header Row will typically be the first row on the user's spreadsheet. **Do not** delete the column headers.

7. Click "Submit" to upload the file. The results will give the user the total number of Payers added.

*Patent Pending