Preparing a .txt file for the FIRE website

06/12/2025 11:59 am CDT

Users can download files from ftwilliam.com for upload into the FIRE system. Note that for 8955-SSA forms each filing is uploaded separately - that is not the case for 1099s as user can upload the .txt files in a batch.

Before users are able to download .txt files, users must obtain a Transmitter Control Code (TCC) from the IRS to file on the FIRE system specifically for the 1099s. This is a 5-digit code and users will need to complete an IR Application to apply for one.

If users have a TCC code, or once users receive a TCC Code, the Master Admin user for the account will be able to update the account by navigating to the WK Logo > Administrative Tasks > Account Profile to update the "1099 TCC Code Information" box at the bottom of the screen. Be sure to click "Update" to save changes.

Company TCC:	12345	
Contact Name:	Test User	
Company State:	WI	
Company EIN:	123456789	

After the TCC Code is on file, users will need to prepare a batch and lock the batch. Once the batch is locked, users should click on the batch name in order to view the "Download Data for FIRE system" found below the "FIRE System" section. Clicking on the "Download Data for FIRE system" link will produce a text file (.txt) that users should save to the user's hard drive. Users will take the file(s) to the IRS website to upload to complete the Federal e-filing.

Review FIRE Data File: Users can re-upload the .txt file downloaded to test and confirm the data downloaded.

