Preparing a .txt file for the FIRE website

11/25/2025 11:49 am CST

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.

1099 TCC Code Information	
Company TCC:	12345
Contact Name:	Test User
Company State:	WI
Company EIN:	123456789
Update	

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.

Current Batches

+ Create new batch   Batch Report

Batch Name				Batch ID	Payer EditCheck	Payee EditCheck	State EditCheck	Payer #	Payee #	Batch Locked Status	State Status	Payer Completion Date	Payee Completion Date	E-File Completion Date
2014State				1026199	⚠	⚠	⚠	1	51	🔓	UNLOCKED			
KatiesWebinarBatch				933861	🟢	🟢	🔴	2	4	🔒	UNLOCKED	N/A	Pending	In process
TEST				942475	🟢	🟢	⚠	1	1	🔒	UNLOCKED	N/A	N/A	N/A

Batch: TEST | BatchID: 942475

Select/Show Payers/Payees
Payees Report | Payers Report

State Fulfillment (Check out the new 1099 state charts and technical documentation in our 1099 User Guide)
State Returns | Lock State Returns | ???

Print 1096/1099/5498
1096 | Copy A 2-up | Copy B, C, 2 (Blank) | Copy 1 State (Blank) | Copy D Payer (Blank)

Fulfillment Service - 1 Payee(s), 1 Payer(s)
Federal/State/Payee Fulfillment Not Available - State returns must be locked
Federal/State Fulfillment Not Available - State returns must be locked
Federal/Payee $12.11 (1.36)
Federal Only $11.29 (0.54)
Payee Only $11.67 (0.92)
Payor Only (Not included in /Payee) $16.20 (0.05 + $5.40/Payor)

Note Fulfillment pricing includes $10.75/batch fee

FIRE System
Download 1099-R Data for FIRE System | Review FIRE Data File | 1099 E-filing Information