Instructions for Form 4419 When Requesting Authorization to File Currency Transactions on Magnetic Media.

File Form 4419 to request authorization to file Currency Transactions on Magnetic Media. Please be sure to complete all appropriate blocks. For further information, contact the CTR Magnetic Media Coordinator at the Detroit Computing Center, address given below under "Filing Your Application" or by telephone at (313)-234-1445.

Block 1

Enter the name and complete address of the organization requesting authorization to file magnetically.

Blocks 2 and 3

Self explanatory.

Block 4

Enter the calendar year in which you will begin filing.

Block 5

Enter the name and address of the transmitter. (Omit if same as block 1).

Enter the 9-digit employer identification numbers assigned by IRS to the transmitter.

Enter the transmitter control code assigned by IRS to the transmitter.

Block 6

Check the box next to the document type you will file with IRS on magnetic media.

If you will be preparing documents on magnetic media for filers other than yourself, attach to your application a list of names, employer identification numbers and (TCC codes if available) of the other filers. If you add or delete any names from your file, submit an updated list to IRS. If you will be using software developed by a vendor, attach the vendor's name. If this vendor's software has been previously certified as acceptable by IRS you may be allowed to bypass the acceptance test phase. The Vendor's Software Release Number must also be supplied.

Block 7

Check the appropriate boxes for the Magnetic Tape/ Cartridge Parameters you intend to submit to IRS.

Block 8

Enter the information requested for the Diskette Parameters you intend to submit to IRS. Check the appropriate boxes. Enter the name of the manufac turer and the model number or name under the "Hardware". Under Software/Operating System, indicate whether the software was purchased or is self programmed. If purchased, provide the name of the software company.

Block 9

The form must be signed **(original signature, not a copy or fax)** and dated by an official of the company or organization requesting authorization on magnetic media.

Filing Your Application

1. Mail the completed application and any attached list to:

   IRS - Detroit Computing Center
   P.O. Box 32063
   Detroit, Michigan 48232-0063
   Attn: CTR Mag Media Coordinator

or

   IRS - Detroit Computing Center
   985 Michigan Ave., 4th Floor
   Detroit, Michigan 48226
   Attn: Compliance Branch,
   CTR Mag Media Coordinator

2. IRS will issue a Transmitter Control Code (TCC) within 30 days of its receipt. Do not submit magnetic media until you receive an authorization letter.

3. You will receive written formal approval of your application from IRS.

4. Attach a completed Declaration Statement Filer Agreement for Magnetic Media Filing to this application.

PAPERWORK REDUCTION ACT NOTICE

The Paperwork Reduction Act of 1980 says we must tell you why we are collecting this information, how we will use it, and whether you are required to provide it to us. We ask for this information to carry out the Internal Revenue laws of the United States. We need to ensure the magnetic media you are using will be compatible with our processing equipment. The information is also used to more efficiently schedule and manage processing at the IRS. You are required by law to give us this information.