

▶ ***Letter of Application for a Transmitter***

Date

EIN –

Internal Revenue Service  
Attn: Excise Unit - Stop 5701G  
Cincinnati, OH 45999

To whom it may concern:

This letter is an application to participate in the IRS *Electronic Filing Program* for Forms 720-TO and 720-CS as a transmitter.

I understand and agree to the following, which are prerequisites for participation in the Forms 720-TO and 720-CS electronic filing program.

- I will comply with all electronic filing and security guidelines in the Excise Tax EDI Guide – Publication 3536.

Following is the name(s), telephone number(s) and email(s) of the individual(s) to be issued user logon and passwords and may be contacted within \_\_\_\_\_ regarding our participation in the Forms 720-TO and 720-CS Electronic Filing Program:

Primary Contact:

\_\_\_\_\_  
Name: (First, MI, Last)      Telephone / FAX Number      email address, if applicable

Contact:

\_\_\_\_\_  
Name: (First, MI, Last)      Telephone / FAX Number      email address, if applicable

I understand that, upon acceptance into the electronic filing program, will be added to the published list of IRS Approved Transmitters.

\_\_\_\_\_  
Signature of Electronic Filer's Authorized Signatory

\_\_\_\_\_  
Print Name      (First, MI, Last)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email address, if applicable