

Form 7004 Bulk Upload Instructions

Document Overview:

Tax Year	Template Version	Last Updated on
2025	Form7004_template_1.0	Jan, 2026

General Instructions

File Specifications

- **File Format:** Ensure the file is saved as .CSV (Comma-Separated Values). Other formats like .xls or .xlsx are not supported. See how to convert other file formats to CSV.
- **File Size:** The file size should not exceed the specified limit (e.g., 15 MB). Split large files into smaller ones if necessary.
- **Row Limit:** Rows exceeding 20,000 entries should be split into multiple files to ensure smooth processing.
- **Encoding:** Use UTF-8 encoding to avoid errors with special characters or unsupported languages.

Data & Input Specification

- **Form 7004:** Each row is equivalent to one Form 7004 return
- **Mandatory Fields:** Fields marked with an asterisk (*) must be filled in for every record.
- **Empty Fields:** If a value is not applicable, leave the field blank rather than using placeholders like "N/A" or "NULL".
- **Header Column Order:** Do not change the header column, as the system maps data based on column position.
- **Duplicate Records:** Duplicates can cause errors or inconsistencies in the submission

process. Therefore, ensure that each record is unique by removing any duplicate rows.

- **Predefined Values:** For fields with fixed-choice options, ensure you use values exactly as defined in the template instructions.
- **Sheet Name:** Do not change the sheet name.

Form Type with Form Code

- You must enter only the Form Code in the CSV file.
- Ensure that the Form Code you enter correctly matches the corresponding form type.

Application Is For	Form Code
Form 706-GS(D)	01
Form 706-GS(T)	02
Form 1041 (bankruptcy estate only)	03
Form 1041 (estate other than a bankruptcy estate)	04
Form 1041 (trust)	05
Form 1041-N	06
Form 1041-QFT	07
Form 1042	08
Form 1065	09
Form 1066	10
Form 1120	12
Form 1120-C	13
Form 1120-F	15

Form 1120-FSC	16
Form 1120-H	17
Form 1120-L	18
Form 1120-ND	19
Form 1120-ND (section 4951 taxes)	20
Form 1120-PC	21
Form 1120-POL	22
Form 1120-REIT	23
Form 1120-RIC	24
Form 1120-S	25
Form 1120-SF	26
Form 3520-A	27
Form 8612	28
Form 8613	29
Form 8725	30
Form 8831	31
Form 8842	32
Form 8876	33
Form 8924	35
Form 8928	36
Form 708	37

Field Validations

Make sure your Form 7004 details are entered correctly in the bulk upload template before filing.

Field Name	Description	Maximum Length	Input Characters
Business reference number	The business reference number is a unique identifier assigned to each business.	100	Alphabets and Numbers All special characters
Business Name*	Enter the legal business name as registered with the IRS.	75	Only characters, numbers, and space between characters are allowed
Business TIN*	The type of the Taxpayer Identification Number (TIN) applicable to the Business.	1	Allowed entries are EIN, QI-EIN, WP-EIN, WT-EIN, NQI-EIN you can use the following numbers to indicate TIN type. 1 = EIN 2 = QI-EIN 3 = WP-EIN 4 = WT-EIN 5 = NQI-EIN Note: If you leave the TIN field blank, it will be considered an error. The Business TIN cannot be empty.
EIN*	Enter the 9-digit Employer Identification Number (with or without hyphen).	9	Numbers and hyphen (12-2345675 or 123456789)
Business country*	Country name; defaults to "US" if left blank.	27	Alphabets Note: If left blank, it will be considered as "US".

Business address line 1*	Primary business street address.	46	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Business address line 2	Additional address details (Suite, Apt, Unit, etc.).	46	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Business city/town*	Enter city or town name.	50	Alphabets and Numbers Allowed special characters only '- '.
Business state/province/territory*	Enter state or province name.	50	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Business ZIP code/postal code*	Enter ZIP code (US or foreign). Hyphen and slash allowed.	16	US: 5 digits, plus an optional 4 digits (ZIP+4 format). Foreign: Up to 16 characters allowed. Special characters allowed: hyphen (-) and slash (/).
Primary Contact First Name*	First Name of the person responsible for filing.	20	Alphabets and space
Primary Contact Middle Name	Middle Name of the person responsible for filing.	20	Alphabets and space
Primary Contact Last Name*	Last Name of the person responsible for filing.	20	Alphabets and space
Suffix	Suffix of the person responsible for filing.	6	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? = Allowed values: "Junior", "Jr", "Senior",

			"Sr", "I", "II", "III", "IV", "V", "VI", and "VII".
Primary Contact Title/Role*	Title/Role of the primary contact person.	35	Alphabets and space
Phone Number*	Enter the primary contact person phone number.	15	Numbers, hyphen, and brackets
Email address*	Enter the primary contact email address.	100	Alphabets and Numbers Allowed special characters are . - _ + and @
Form Code (Eg: 12 [Form 1120 = 12])*	Enter only the Form Code, Ensure that the Form Code you enter correctly matches form type.	2	Form code Note: If you leave the Form code field blank, it will be considered an error. The Form code field cannot be empty.
Tax Year Type*	Choose the tax year filing type (Calendar/Fiscal).	1	you can use the following numbers to indicate Tax Year Type. 1 = Calendar 2 = Fiscal Note: If you leave the Tax year type blank, it will be considered an error. The Tax Year Type cannot be empty.
TY Begin Date (If Fiscal Year)	Required only if Fiscal Year is selected (MM/DD/YYYY).	10	Numbers (MM/DD/YYYY). Mandatory if Fiscal year selected
TY End Date (If Fiscal Year)	Required only if Fiscal Year is selected (MM/DD/YYYY).	10	Numbers (MM/DD/YYYY). Mandatory if Fiscal year selected

Select reason for short tax period	Choose the applicable reason for the short tax year.	1	<p>You can use the following numbers to indicate the reason for the short tax period .</p> <p>1 = Initial Return 2 = Final Return 3 = Change in accounting period 4 = Consolidated returns to be filed 5 = Other</p> <p>Note: If you leave this blank, it will be considered an error.</p>
Explain reason for short tax period*	Required only when “Other reason” is selected.	500	Alphabets, numbers, special characters. Required only if “Other reason” selected
Is the organization a Foreign Corporation without a U.S office?	Indicate if the filer is a foreign corporation with no U.S. office.	–	<p>Choose (Yes/No or 1/0 or True/False or X/Y=Yes N=No)</p> <p>Note: If you leave this field blank, it will be automatically assigned as ‘No’</p>
If corporation is common parent filing consolidated return	Indicate if the filer is common parent filing consolidated return	–	<p>Choose (Yes/No or 1/0 or True/False or X/Y=Yes N=No)</p> <p>Note: If chosen “Yes”. Need to add the subsidiaries details in application and if you leave this field blank, it will be automatically assigned as ‘No’</p>

If corporation/partnership qualifies under Reg. 1.6081-5	Select if the filer qualifies under IRS Reg. 1.6081-5.	–	Choose (Yes/No or 1/0 or True/False or X/Y=Yes N=No) Note: If you leave this field blank, it will be automatically assigned as 'No'
Tentative Tax Owed	Select whether the business owes federal taxes for the tax year or if no tax is due.	–	Choose(Yes/No or 1/0 or True/False or X/Y=Yes N=No) Note: If you leave this field blank, it will be automatically assigned as 'No'
Tentative Tax*	Enter the tentative tax amount.	10	Numbers Note: If left blank, it will be considered as "0".
Total Payments and Credits*	Enter total payments made and credits available.	10	Numbers Note: If left blank, it will be considered as "0".
Balance Due*	Auto-calculated from Tentative Tax minus Total Payments.	10	Numbers Note : Total Tentative Tax - Total Payments and Credits
Payment Option*	Choose the payment method (EFW or EFTPS).	1	You can use the following numbers to indicate the payment option. 1 = EFW

			2 = EFTPS Note: Enter this field only if you owe any tax due.
Account Type [If EFW selected] (1=Checking 2=Savings)*	Select the bank account type for EFW payments.	1	You can use the following numbers to indicate the Account type. 1 = Checkings 2 = Savings Note: Enter this field only if payment method EFW is selected.
Bank Account Number (If EFW selected)*	Enter the bank account number.	17	Numbers
Bank Routing Number (If EFW selected)*	Enter the 9-digit bank routing number.	9	Numbers
Taxpayer Day Time Phone (If EFW selected)*	Enter the taxpayer's daytime phone number.	15	Numbers
5-digit EFW PIN (If EFW selected)*	Any 5-digit PIN (cannot be all zeros).	5	Any 5-digit PIN (not all zeros)

Error Handling

Once the data is uploaded, you can review the import summary. If there are any errors in the imported data, you can fix the errors by clicking **'Fix Error'** under the **'Action'** column. You'll also have the option to skip the errors and proceed with the success records.

If there are multiple errors, follow these steps to export and fix the errors.

1. To export the entries as a CSV file, click **'Export'** on the **'Import Summary'** page and download the file.
2. After fixing the errors, upload the file again and proceed with filing.

We recommend you follow the instructions carefully and double-check the information before uploading to avoid errors.