

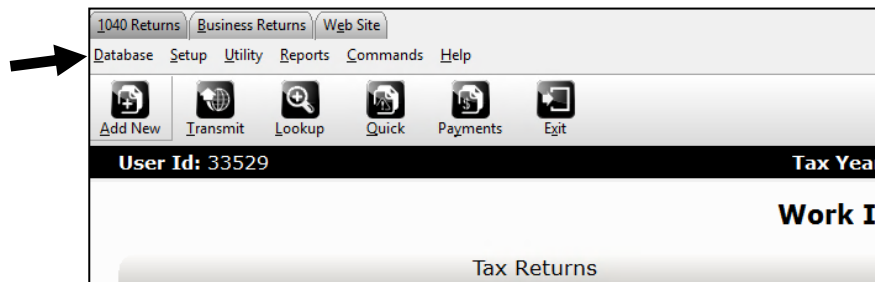
HOW TO FIND YOUR EFIN

EFIN stands for **E**lectronic **F**iling **I**dentification **N**umber. It is a 6-digit number assigned by the IRS to any office that electronically files tax returns. An EFIN is unique to each office and is an easy way for us to identify your location and where additional blank tax checks should be shipped.

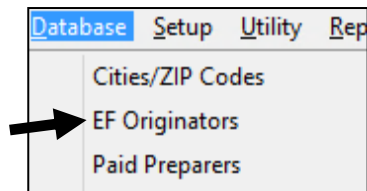
If you have done the CTTS University Tax Training, you probably know your EFIN. It is the number you would have used anytime you saw the words “yourEFIN” on a Training Return.

If you do not know your EFIN, there is an easy way to find out what it is by consulting your CTTS Tax Software. Instructions are shown below.

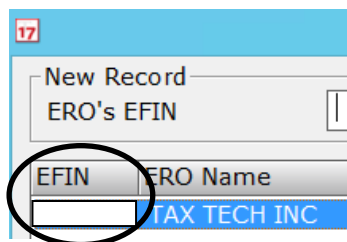
1. If it is not already open, open your CTTS Tax Software and Login.
2. On the Work in Progress (WIP) page, click on the **Database** menu in the upper left-hand corner of the screen.



3. Choose the 2nd item on the list that appears under Database: **EF Originators**



4. In the window that opens on the far-left, you will see the EFIN assigned to your office.



5. That is the number you should enter in the EFIN box when re-ordering blank tax checks.

