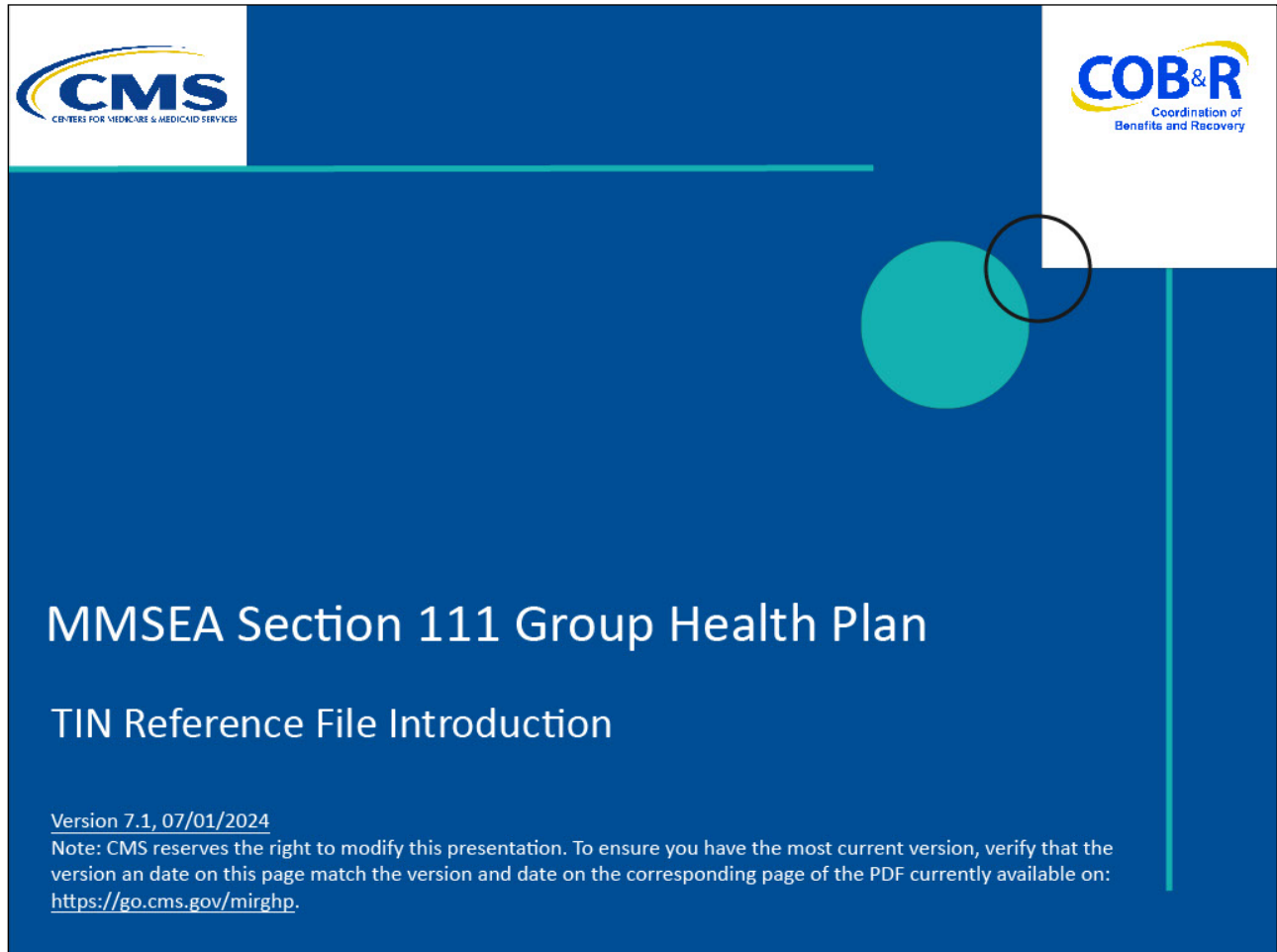


## TIN Reference File

### Slide 1 of 40 - TIN Reference File Introduction



The slide features a dark blue background with a light blue circle and a black circle on the right side. The CMS logo is in the top left, and the COB&R logo is in the top right. The main title is 'MMSEA Section 111 Group Health Plan' and the subtitle is 'TIN Reference File Introduction'. At the bottom, there is a version number and a note about the presentation's currency, with a link to the PDF.

**CMS**  
CENTERS FOR MEDICARE & MEDICAID SERVICES

**COB&R**  
Coordination of  
Benefits and Recovery

# MMSEA Section 111 Group Health Plan

## TIN Reference File Introduction

Version 7.1, 07/01/2024  
Note: CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on:  
<https://go.cms.gov/mirghp>.

### Slide notes

Welcome to the TIN Reference File course.

**Slide 2 of 40 - Disclaimer**

## Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare and Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found at the following link:  
<https://go.cms.gov/mirghp>.

**Slide notes**

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only

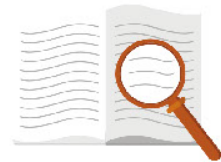
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**Slide 3 of 40 - Course Overview**

## Course Overview

- TIN Reference File
- How to format Employer TIN Records
- How to format Insurer/TPA TIN Records
- TIN Validation

**Slide notes**

This learning module explained the Tax Identification Number (TIN) Reference File, how to format Employer TIN Records, how to format Insurer/Third Party Administrator (TPA) TIN Records, and TIN Validation.

**Slide 4 of 40 - TIN Reference File**

## TIN Reference File

- Used to identify insurers, TPAs, and employers
- Submitted with the MSP Input File so insurer and employer information does not have to be repeated

**Slide notes**

CMS uses IRS-assigned Tax Identification Numbers, or TINs, to identify insurers, TPAs, and employers. The TIN is the same as the Federal Employer ID Number (FEIN) or Employer Identification Number (EIN).

The TIN Reference File is submitted with the MSP Input File so that insurer and employer name and address information does not have to be repeated on every MSP Input Record.

The mailing address associated with each TIN, or the TIN Reference File, should be the address to which health care insurance coordination of benefits issues, claims payment issues, and recovery demands should be directed.

**Slide 5 of 40 - TIN Reference File**

## TIN Reference File

May be submitted within the MSP Input File as a logically separated file within the same physical file

May be submitted in a completely separate physical file

Must be sent at the same time or prior to first MSP Input File

**Not required to send TIN Reference File with every MSP Input File submission**

- Only send if there are changes or additions to make
- Only new or changed TIN records need to be included on subsequent submissions
- RREs may submit a full TIN Reference File with each MSP Input File submission

**Slide notes**

The TIN Reference File may be submitted within your MSP Input File as a logically separated file within the same physical file, or in a completely separate physical file. It has its own header and trailer records.

It must be sent at the same time, or prior to your first MSP Input File.

NOTE: You do not need to send a TIN Reference File with every MSP Input File submission. After the initial TIN Reference File is processed, you only need to resend it if you have changes or additions to make.

Only new or changed TIN records need to be included on subsequent submissions. However, many RREs choose to submit a full TIN Reference File with each MSP Input File submission.

All TINs will be verified so it is imperative that accurate information be provided in the file.

**Slide 6 of 40 - TIN Reference File**

## TIN Reference File

- Must include a record for each insurer and employer TIN submitted in Fields 21 and 22 of your MSP Input File
- If the RRE is a TPA, contains records for
  - All TPA TINs used on the MSP Input File in Field 22, and
  - All client employer groups/plan sponsors in Field 21 on the MSP Input File
- Any TIN submitted on the MSP Input File in the Employer TIN or Insurer/TPA TIN fields must have an associated record on the TIN Reference File to process without errors

**Slide notes**

The TIN Reference File is to be submitted with a record for each insurer and employer TIN reported in Fields 21 and 22 of your MSP Input File.

This includes all associated insurer TINs submitted and a record for each employer group or plan sponsor TIN used.

If the RRE is a TPA, then the TIN Reference File will contain records for all of its TPA TINs used on the MSP Input File in Field 22, as well as records for each of its client employer groups or plan sponsors that are reported in Field 21 of the MSP Input File.

Any TIN submitted on the MSP Input File in Field 21 (Employer TIN also known as EIN) or Field 22 (Insurer/TPA TIN), must have an associated record on the TIN Reference File in order for the MSP Input record to process without errors.

**Slide 7 of 40 - TIN Reference File**

The slide features a white background with two blue rectangular accents in the top-left and top-right corners. The title "TIN Reference File" is positioned in the upper left area. Centered below the title is a blue rectangular box with a thin white border containing the text "Mailing address associated with each TIN". Below this box is a single bullet point.

## TIN Reference File

**Mailing address associated with each TIN**

- Address to which health insurance COB, claims payment issues, and recovery demands should be directed

**Slide notes**

The mailing address associated with each TIN on the TIN Reference File should be the address to which health care insurance Coordination of Benefits (COB) issues, claims payment issues, and recovery demands should be directed.

**Slide 8 of 40 - TIN Reference File**

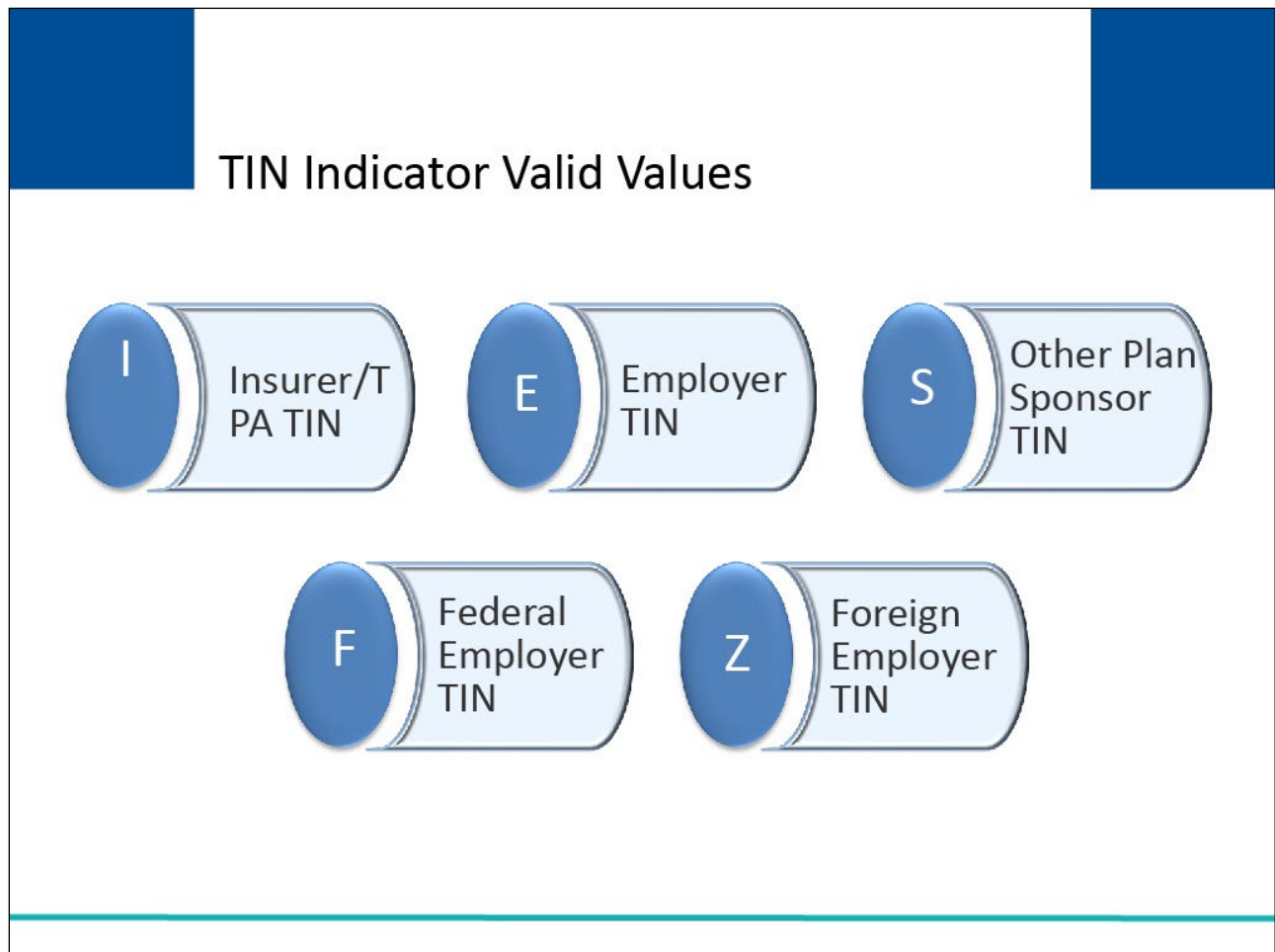
## TIN Reference File

- One record per unique TIN and TIN Indicator combination
- In most cases, a TIN has only one associated TIN Indicator (Field 8 of the TIN Reference File)

**Slide notes**

The TIN Reference File must contain only one record per unique TIN and TIN Indicator combination. In most cases, a TIN has only one associated TIN Indicator (Field 8 of the TIN Reference File).



**Slide 9 of 40 - TIN Indicator Valid Values****Slide notes**

The valid values include I for an insurer/TPA TIN, E for an employer TIN, S for other plan sponsor TIN, (e.g., a union or health and welfare fund), F for a Federal employer TIN, and Z for a TIN that reflects a foreign employer without a valid TIN.

**Slide 10 of 40 - Employer Pseudo-TINs**

## Employer Pseudo-TINs

- Previously submitted employer pseudo-TINs or invalid TINs for domestic employers
  - Require resubmission of corrected TINs in an updated TIN Reference File
  - Require resubmission of corrected/valid employer TINs on update transactions for all corresponding, previously submitted and accepted, MSP Input File Detail Records
- Submission of updated TIN Reference File alone will not result in any corrections to previously accepted records

**Slide notes**

A pseudo-TIN is a 9-digit number made up by the RRE to represent an employer in lieu of a valid employer TIN. Pseudo-TINS must be unique within the RRE ID.

If you have used employer pseudo-TINs or submitted invalid TINs for domestic employers on previous MSP Input and TIN Reference File submissions, you must ensure that corrected TINs are sent in an updated TIN Reference File.

You must also submit the corrected/valid employer TINs on update transactions for all corresponding, previously submitted and accepted, MSP Input Detail Records on the MSP Input File.

Submissions of an updated TIN Reference File alone will not result in any corrections to previously accepted records.

**Slide 11 of 40 - TIN Reference File**

## TIN Reference File

- RRE with a self-insured, self-administered GHP
  - Same TIN may represent the insurer and employer

Submit two TIN Reference File records for the TIN

One with a TIN Indicator of I

One with a TIN Indicator of E, S, or F (depending on type of plan sponsor)

- Same TIN would be submitted in both Field 21 and Field 22 on MSP Input File

Note: Insurer/TPA TIN in Field 22 must have a matching TIN Reference File Detail Record with a TIN Indicator of I. Also, Employer TIN in Field 21 must have a matching TIN Reference File Detail Record with a TIN Indicator of E, S, F, or Z

**Slide notes**

In the case of an RRE with a self-insured, self-administered GHP, the same TIN may represent the insurer and employer.

In this situation, two TIN Reference File records for the TIN should be submitted, one with a TIN Indicator of I and the other with a TIN Indicator of E, S, or F depending on the type of plan sponsor.

The same TIN would then be submitted in both Field 21 and 22 of the corresponding MSP Input File Detail Records.

NOTE: Each Insurer/TPA TIN submitted in Field 22 of MSP Input File Detail Records must have a matching TIN Reference File Detail Record with a TIN Indicator of I.

The I is used to indicate that the TIN record is for an insurer/TPA, which in this case is the self-insured employer or other self-insured plan sponsor.

Each Employer TIN submitted in Field 21 of MSP Input File Detail Records must have a matching TIN Reference File Detail Record with a TIN Indicator of E, S, F, or Z.

Failure to submit corresponding TIN Reference File Records with appropriate TIN Indicators for Insurer/TPA and Employer TINs will result in errors on MSP Response File records.

**Slide 12 of 40 - TIN Reference File Editing**

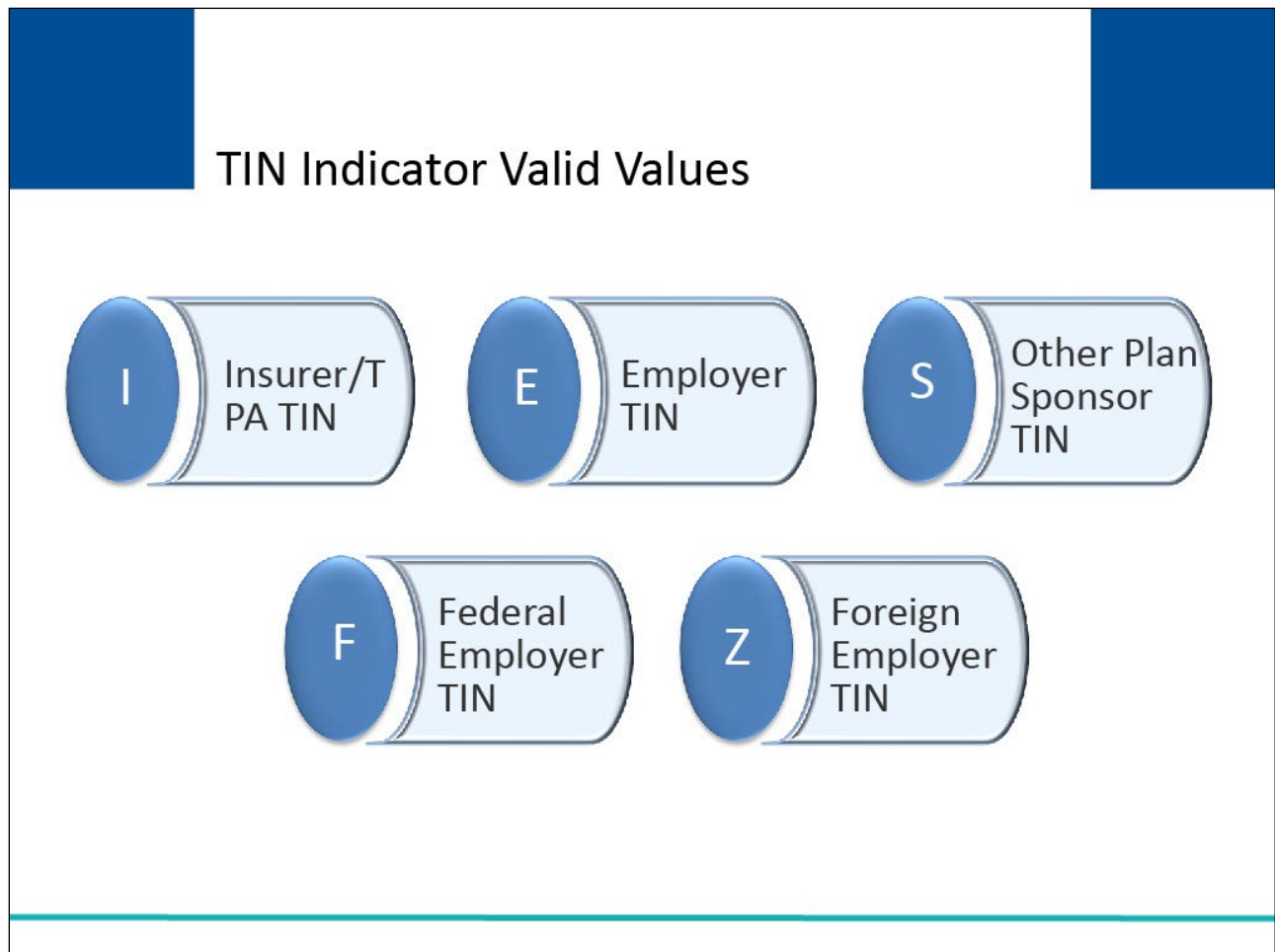
## TIN Reference File Editing

- TIN Reference File will generate a corresponding TIN Response File
  - Errors on TIN Reference File records will result in the rejection of subsequently processed MSP Input File Detail Records with matching TINs

**Slide notes**

A submitted TIN Reference File will generate a corresponding TIN Response File. Errors on TIN Reference File records will result in the rejection of subsequently processed MSP Input File Detail Records that have matching TINs.

Please see the GHP User Guide and the TIN Reference Response File CBT for more information.

**Slide 13 of 40 - TIN Indicator Valid Values****Slide notes**

As stated previously, the valid values include:

- 'I' for an insurer/TPA TIN, E for an employer TIN,
- 'S' for other plan sponsor TIN (e.g., a union or health and welfare fund),
- 'F' for a Federal employer TIN, and
- 'Z' for a TIN that reflects a foreign employer without a valid TIN.

**Slide 14 of 40 - Formatting Employer TIN Records**

## Formatting Employer TIN Records

### Employer TIN - TIN Indicator E

- Typically, employer TINs have E in TIN Indicator
- Special cases concerning reporting of employer TINs

**Slide notes**

Under typical circumstances, TIN Reference File Detail Records submitted for employer TINs will have an E in the TIN Indicator.

However, there are several special cases concerning the reporting of employer TINs described in the following slides.

**Slide 15 of 40 - Plan Sponsor**

## Plan Sponsor

- Either an employer or a workers' union (also referred to as a "health and welfare" fund/organization)
- Entity held financially accountable for reimbursing Medicare when claims were paid erroneously as primary by Medicare
- Entity that receives the recovery demand package from the Commercial Repayment Center (CRC)

**Slide notes**

A plan sponsor of a GHP is basically either an employer or a workers' union (also referred to as a "health and welfare" fund/organization).

It is the entity that would be held financially accountable for reimbursing Medicare when claims were paid erroneously as primary by Medicare when there really was a GHP that should have paid primary.

It is the entity that receives the recovery demand package from the Commercial Repayment Center (CRC).



**Slide 16 of 40 - Formatting Employer TIN Records**

## Formatting Employer TIN Records

### Plan Sponsor TIN - TIN Indicator E

- Plan sponsor is an employer, use TIN Indicator E
- Example
  - Bluth Instruments is the employer and the plan sponsor
  - Report Bluth's TIN with a TIN Indicator of E

**Slide notes**

When the plan sponsor is an employer, they are to use a TIN Indicator of E. For example, Bluth Instruments is the employer and the plan sponsor.

In this example, Bluth sponsors the GHP so the RRE must report Bluth's TIN with a TIN Indicator of E.

**Slide 17 of 40 - Formatting Employer TIN Records**

## Formatting Employer TIN Records

### Other Plan Sponsor TIN - TIN Indicator S

- Plan sponsor TIN *must* be used in place of individual employer TINs for all multiple employer/multi-employer plans
  - Do not report the individual employer TINs
  - Report overall plan sponsor TIN (e.g., workers' union or trade group)
- Example
  - Demo Shipping is the employer
  - Plan sponsor is Sample State Health and Welfare Fund
  - Report the union's TIN with a TIN Indicator of S

**Slide notes**

The plan sponsor TIN must be used in place of individual employer TINs in the case of all multiple employer/multi-employer plans.

RREs are not to report the individual employer TINs in the case of a multiple employer/multi-employer plan, but instead report the overall plan sponsor TIN (e.g., workers' union or trade group).

For example, Demo Shipping is the employer. The plan sponsor is Sample State Health and Welfare Fund which is a multi/multiple employer plan.

In this case, it's the union that sponsors the GHP so the RRE must report the union's TIN with a TIN Indicator of S.

**Slide 18 of 40 - Formatting Employer TIN Records**

## Formatting Employer TIN Records

### Other Plan Sponsor TIN - TIN Indicator S

- Enter Plan Sponsor TIN on each applicable MSP Input File Detail Record for Active Covered Individuals covered by multiple employer/multi-employer plan
  - Employer TIN (Field 21) = plan sponsor TIN
- Submit corresponding TIN Reference File Detail Record
  - TIN Indicator (Field 8) = S
  - Fields 1-7 = plan sponsor name and address

**Slide notes**

The plan sponsor TIN should be entered in Field 21, Employer TIN, on each applicable MSP Input File Detail Record for Active Covered Individuals covered by the multiple employer/multi-employer plan.

A corresponding TIN Reference File Detail Record should be submitted with a value of S in the TIN Indicator (Field 8) with the TIN, name and address for the plan sponsor provided in Fields 1-7.

**Slide 19 of 40 - Formatting Employer TIN Records**

## Formatting Employer TIN Records

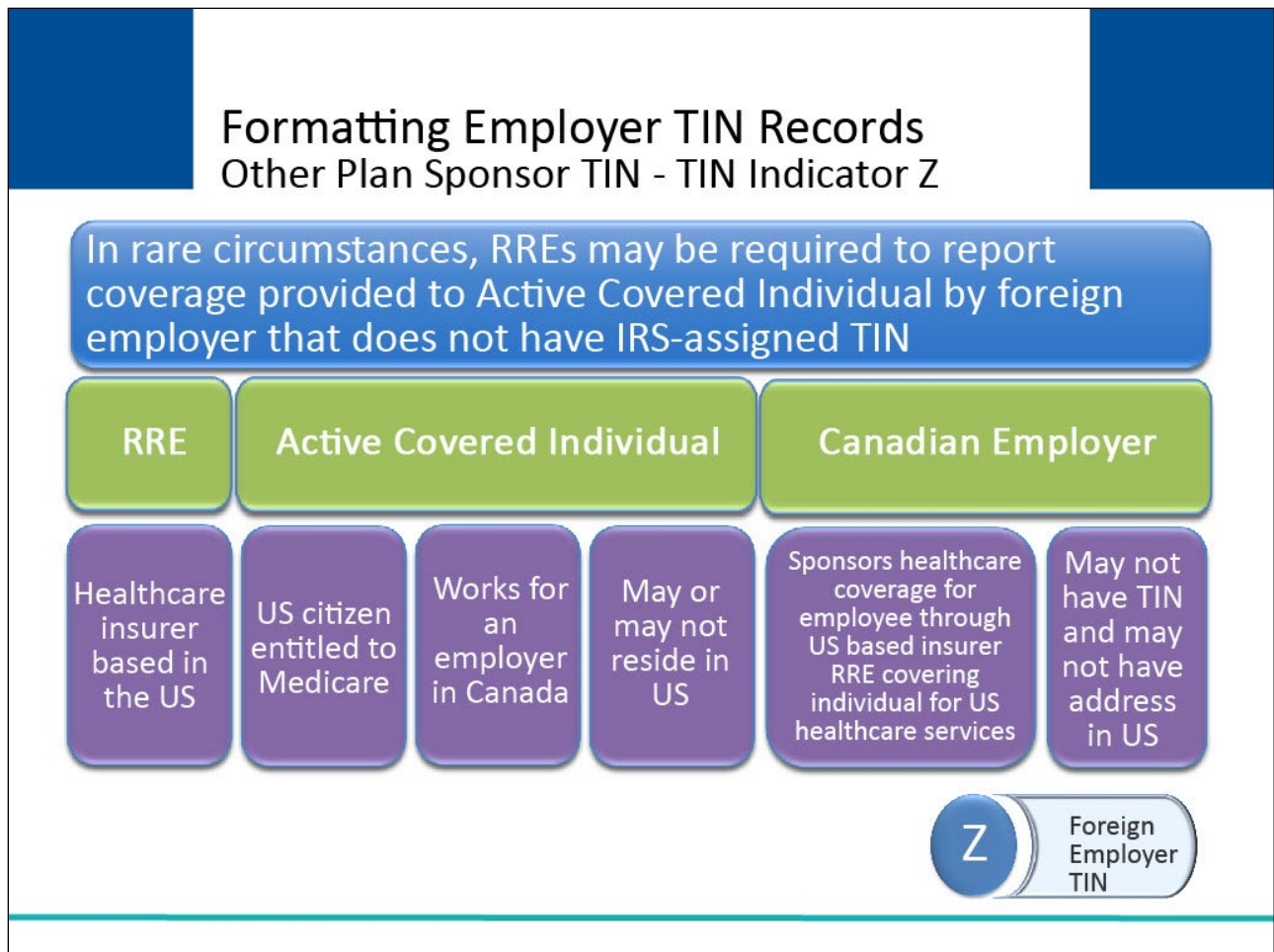
### Other Plan Sponsor TIN - TIN Indicator S

- Employer TIN associated with Federal employer entities should be submitted with a value of F in TIN Indicator

**Slide notes**

Employer TIN records submitted on the TIN Reference File that are associated with Federal employer entities should be submitted with a value of F in the TIN Indicator (Field 8).

Note: If the Federal Employer is the Office of Personnel Management, please ensure that the correct TIN is submitted in Field 21 (Employer TIN) on the MSP Input File Detail Record so that the correct entity is established as the primary debtor.

**Slide 20 of 40 - Formatting Employer TIN Records****Slide notes**

In certain rare circumstances, an RRE may be required to report records which reflect coverage provided to an Active Covered Individual provided by a foreign employer that does not have an IRS-assigned TIN.

For example, the RRE may be a healthcare insurer based in the US. The Active Covered Individual is a US citizen entitled to Medicare who works for an employer in Canada (may or may not reside in the US), and the Canadian employer sponsors healthcare coverage for the employee through the US-based insurer RRE through which the covered individual may be covered for healthcare services provided in the US.

The Canadian employer may not have a TIN and may not have an address in the US.

**Slide 21 of 40 - Formatting Employer TIN Records**

## Formatting Employer TIN Records

### Other Plan Sponsor TIN - TIN Indicator Z

- Create a fake or pseudo-TIN for foreign employer
- Submit applicable MSP Input File Detail Records
  - Field 21 = pseudo-TIN
- Submit TIN Reference File Detail Record for foreign employer
  - Field 1 = pseudo-TIN
  - TIN Indicator (Field 8) = Z

**Slide notes**

In circumstances like those described in the previous example, the RRE must create a fake or “pseudo-TIN” for the foreign employer and submit that in Field 21 of the applicable MSP Input File Detail Records.

A TIN Reference File Detail Record must also be submitted for the foreign employer with the pseudo-TIN in Field 1 and a value of Z in the TIN Indicator (Field 8).

Note: The use of Pseudo-TINs is strictly limited to cases where the employer or other plan sponsor represents a foreign entity with no valid Internal Revenue Service-assigned TIN and is submitted with TIN Indicator Z.

No other use of a Pseudo-TIN is permitted.

**Slide 22 of 40 - Formatting Employer TIN Records**

## Formatting Employer TIN Records

### Foreign Employer Address Fields

- A set of address fields is provided for files submitted on the TIN Reference File Detail Record
  - Foreign Address Line 1-4 (Fields 15-18)
- International address text fields are 32 bytes each and RRE may enter them in a “free-form” manner
  - First address line Field 15 is required
- Address components should be separated by spaces

**Slide notes**

To accommodate reporting of foreign employers with no US address, a set of address fields is provided on the TIN Reference File Detail Record, the Foreign Employer Address Line 1-4 (Fields 15-18).

Since there are numerous differences in the format of international addresses, these text fields are 32 bytes each and the RRE may provide the address using these fields in a “free-form” manner of their choosing

as long as at least the first address line Field 15 is supplied. Components of the address (e.g., street, city) should be separated by spaces.

**Slide 23 of 40 - Formatting Employer TIN Records**

## Formatting Employer TIN Records

### Foreign Employer Address Fields

- May only be used on TIN Reference File Detail Records with a TIN Indicator of E, S, or Z



- Must submit State Code (Field 6)
  - Foreign address is supplied in Fields 15-18
  - Some non-blank values must be supplied in Foreign Employer Address Line 1 (Field 15)
  - Spaces must be submitted in Fields 3, 4, 5, and 7

**Slide notes**

The Foreign Employer Address Line fields may only be used on TIN Reference File Detail Records with a TIN Indicator of E, S, or Z.

A value of FC must be submitted in the State Code Field 6 of the record to indicate that a foreign address is being supplied in Fields 15-18. When State Code in Field 6 is equal to FC, then some non-blank values must be supplied in Foreign Employer Address Line 1 (Field 15) and spaces must be submitted in Fields 3, 4, 5, and 7.



**Slide 24 of 40 - Formatting Insurer/TPA TIN Records**

## Formatting Insurer/TPA TIN Records

### Insurer/TPA Addresses

- RRE can have more than one TIN, for example
  - Insurer may have claims operations defined for various regions of the country
  - Each could have its own TIN, and each TIN may be associated with a distinct business mailing address
- Mailing address will help CMS to direct correspondence to the most appropriate contact
- If RRE has more than one TIN
  - May report all records under one primary Insurer/TPA TIN or
  - May use different TINs on different records with different addresses

**Slide notes**

Most often, only one address is needed for a given Insurer/TPA TIN. However, an RRE can have more than one TIN. For example, an insurer or TPA may have claims operations defined for various regions of the country.

Because they are separate business operations, each could have its own TIN, and each TIN may be associated with a distinct business mailing address.

This mailing address will help CMS and others to direct correspondence to the most appropriate contact for the GHP RRE.

If the RRE has more than one TIN, you may choose to report all records under one primary Insurer/TPA TIN or use different TINs on different records with different addresses as you see fit.

**Slide 25 of 40 - Formatting Insurer/TPA TIN Records**

## Formatting Insurer/TPA TIN Records

### Insurer/TPA Addresses

- Provided in Fields 2-7
- Used for contact regarding
  - Claims payment
  - Coordination of benefit issues
  - Courtesy copy of the recovery demand package
- Posted to MSP Occurrences on CWF
- Made available to providers and suppliers who submit claims to Medicare erroneously

**Slide notes**

The Insurer/TPA name and address provided in Fields 2-7 of the TIN Reference File will be used for contact regarding claims payment, coordination of benefit issues, and to send a courtesy copy of the recovery demand package to the RRE if applicable.

This address is posted to MSP Occurrences on the Medicare Common Working File (CWF) and made available to providers and suppliers who erroneously submit claims to Medicare as the primary payer instead of secondary.

**Slide 26 of 40 - Formatting Insurer/TPA TIN Records**

## Formatting Insurer/TPA TIN Records

### Insurer/TPA Addresses

- To provide a different address for the demand information, use Fields 9-14
  - Fields are optional
  - If left blank, then CMS will only use Fields 2-7 to contact the RRE
- If Fields 9-14 are supplied
  - Fields 2-7 used to contact the RRE for claim payment and COB issues
  - Fields 9-14 used by the CRC to contact the RRE regarding recovery demand issues

**Slide notes**

If the RRE wishes to provide a different address for the recovery demand information, then Fields 9-14 (Insurer/TPA Demand Mailing Name and Address) may be used. These fields are optional.

If left blank, then CMS will only use Fields 2-7 to contact the RRE.

If Fields 9-14 are supplied, then Fields 2-7 will be used to contact the RRE for claim payment and COB issues, and Fields 9-14 will be used by the CRC to contact the RRE regarding recovery demand issues.

**Slide 27 of 40 - Formatting Insurer/TPA TIN Records**

## Formatting Insurer/TPA TIN Records

### Insurer/TPA Addresses

- Fields 2-7 always required
- If Fields 9-14 are optional
  - May only be supplied on TIN Reference File Detail Records where the TIN Indicator is I
  - May not be used on employer TIN Reference File Detail Records
- Only one address is allowed per unique employer TIN

**Slide notes**

Fields 2-7 are always required. Fields 9-14 are optional but may only be supplied on TIN Reference File Detail Records where the TIN Indicator is I.

Fields 9-14 may not be used on employer TIN Reference File Detail Records. Only one address is allowed per unique employer TIN.

**Slide 28 of 40 - Formatting Insurer/TPA TIN Records**

## Formatting Insurer/TPA TIN Records

### Insurer/TPA Addresses

- Use of Insurer/TPA Recovery Demand Mailing Name and Address is optional
  - If not used, leave these fields blank

**Slide notes**

To review, the use of the Insurer/TPA Recovery Demand Mailing Name and Address is optional. If not used, then leave the fields blank on all TIN Reference File records.

**Slide 29 of 40 - Formatting Insurer/TPA TIN Records**

## Formatting Insurer/TPA TIN Records

### Changing TINs or TIN Addresses

- To change the address associated with an Insurer/TPA or Employer TIN
  - Submit new TIN Reference File with new address for applicable record
  - Resubmit all MSP Input File Detail Records previously submitted with associated TIN that received 01 Disposition Code as update transaction
    - To associate the new address with the TIN on the MSP Occurrence
    - To insure that new address is posted to the MSP Occurrence
- Updates are made with regular quarterly file submission unless instructed by EDI Representative

**Slide notes**

If an RRE wishes to change the address associated with an Insurer/TPA or Employer TIN, then two actions must be taken.

First, a new TIN Reference File must be submitted with the new address supplied on the applicable TIN Reference File Detail Record.

Second, all the MSP Input File Detail Records previously submitted with the associated TIN that received a 01 Disposition Code must be resubmitted as update transactions

in order to associate the new address with the TIN on the MSP Occurrence.

This will insure that the new address is posted to the MSP Occurrence and passed to other Medicare contractors for claims processing and recovery demand activity.

These updates are to be made with an RRE's regular quarterly file submission unless otherwise instructed by your EDI Representative.

**Slide 30 of 40 - TIN Validation**

## TIN Validation

- Employer/other plan sponsor TIN in Field 21 of the MSP Input File Detail Record must match a TIN on a current or previously submitted TIN Reference File record
  - TIN Reference File record must have TIN Indicator of E, F, S, or Z
- Insurer/TPA TIN in Field 22 of the MSP Input File Detail Record must match a TIN on a current or previously submitted TIN Reference File record
  - TIN Reference File record must have TIN Indicator of I

**Slide notes**

The Benefits Coordination & Recovery Center (BCRC) will validate Employer TINs on the MSP Input File and associated TIN Reference File as follows:

An employer/other plan sponsor TIN in Field 21 of the MSP Input File Detail Record must match a TIN on a current or previously submitted TIN Reference File record. The TIN Reference File record must have a TIN Indicator of E, F, S, or Z.

An insurer/TPA TIN in Field 22 of the MSP Input File Detail Record must match a TIN on a current or previously submitted TIN Reference File record. The TIN Reference File record must have a TIN Indicator of I.

**Slide 31 of 40 - TIN Validation**

## TIN Validation

All employer and insurer/TPA TINs submitted must be valid IRS-assigned tax IDs

Only the TIN will be used in this validation

- Name and address do not have to match name and address associated with the TIN by the IRS

No validation done on RRE-assigned pseudo TINs for foreign employers (TIN Indicator Z)

- Other than to check for a 9-digit number

**Slide notes**

All employer and insurer/TPA TINs submitted must be valid IRS-assigned tax IDs (except for foreign employer pseudo-TINs). Only the TIN will be used in this validation.

The name and address do not have to match the name and address associated with the TIN by the IRS. No validation is done on RRE-assigned pseudo-TINs submitted for foreign employers (TIN Indicator of Z) other than to check for a 9-digit number.



**Slide 32 of 40 - TIN Basic Validation**

## TIN Basic Validation

- Performed according to field descriptions in Appendix A
- Each insurer/TPA and employer TIN will be validated
  - Only the TIN will be used in this validation
- If an error is found
  - TIN record will be rejected and returned on the TIN Reference Response File with a 'TN' disposition code and error codes specific to the errors identified
- Certain severe errors will be generated and notification returned to RREs via email alerts for TIN Reference Files
  - RRE must contact their EDI Representative and resubmit a corrected TIN Reference File

**Slide notes**

Basic field validations will be performed according to the field descriptions in the TIN Reference File layouts in Appendix A.

Each insurer/TPA and employer TIN will be validated to ensure it is a valid IRS-assigned tax ID. Only the TIN will be used in this validation.

The name and address do not have to match the name and address associated with the TIN by the IRS.

If an error is found on an input TIN Reference File Detail Record during the basic field validation step, the TIN record will be rejected and returned on the TIN Reference Response File with a 'TN' disposition code and error codes specific to the errors identified (see the Section 111 TIN Reference Response File Errors table in Appendix D.)

As with other Section 111 file processing, certain severe errors will be generated, and notification returned to RREs via email alerts for TIN Reference Files.

These include severe errors for missing header or trailer records, incorrectly formatted header and trailer records, an invalid record count on the trailer, and empty files.

In the event of a severe error, RREs must contact their assigned EDI Representative and resubmit a corrected TIN Reference File as instructed.

**Slide 33 of 40 - TIN Address Validation**

## TIN Address Validation

If a record passes the basic field validation

- Address will be standardized
  - Standard postal abbreviations will be applied
- Record will be validated further
  - Submitted address will attempt to be matched to a deliverable address

**Slide notes**

If a record passes the basic field validation, the address will be standardized (e.g., standard postal abbreviations such as RD for “Road” will be applied) and the record will be validated further (i.e., the submitted address will attempt to be matched to a deliverable address) using the postal software.

**Slide 34 of 40 - TIN Address Validation**

## TIN Address Validation

- Applied to the following addresses
  - Insurer/TPA Address (Fields 3-7) when TIN Indicator = 'I'
  - Insurer /TPA Demand Address (Fields 10-14) when TIN Indicator equals 'I'
  - Employer Address (Fields 3-7) when TIN Indicator equals 'E', 'F', 'S', or 'Z' and the State code (Field 6) is not equal to 'FC'
- Foreign Employer Addresses with TIN Indicator of 'E', 'S', or 'Z' and where State code (Field 6) equals 'FC', will not be validated
  - Only basic field validations apply to Foreign Employer Addresses
  - Foreign Addresses will not be reformatted

**Slide notes**

Address validation will be applied to the following addresses on TIN Reference Input File records that have passed all the basic field validations:

Insurer/TPA Address in TIN Reference File Fields 3 - 7 where the TIN Indicator equals 'I';

Insurer/TPA Demand Address in TIN Reference File Fields 10-14 where the TIN Indicator equals 'I'; and

Employer Address in TIN Reference File Fields 3 - 7 where the TIN Indicator equals 'E', 'F', 'S', or 'Z' and the State code in Field 6 is not equal to 'FC'.

Note: Foreign Employer Addresses, submitted on TIN records with a TIN Indicator of 'E', 'S', or 'Z' where the State code in Field 6 equals 'FC', will not be validated in this step.

Only the basic field validations will apply to the Foreign Employer Address. The submitted Foreign Employer Address will not be reformatted in this process.

**Slide 35 of 40 - TIN Address Validation**

## TIN Address Validation

- RREs should try to use standard abbreviations and adhere to USPS standards
- Address validation enhancements will “scrub” submitted addresses, but RREs should adhere to standards to improve results
- RREs are encouraged to pre-validate addresses using postal software or online tools such as those found here:  
<https://tools.usps.com/go/ZipLookupAction!input.action>

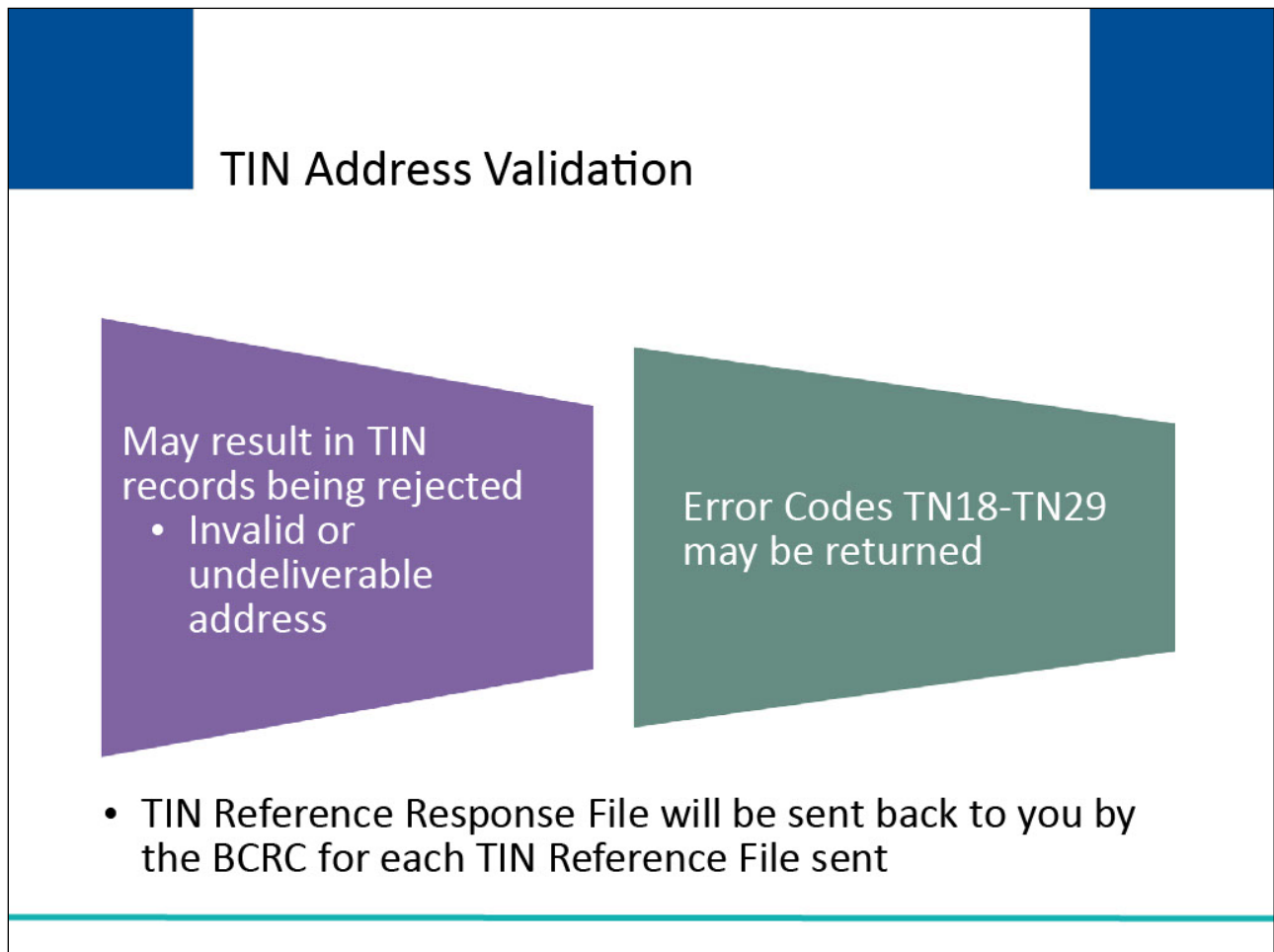
**Slide notes**

RREs should try to use standard abbreviations and adhere to United States Postal Service (USPS) standards.

The address validation enhancements effective in the BCRC Section 111 system will “scrub” addresses submitted on the TIN Reference File using USPS standards, but it is recommended that RREs attempt to adhere to these standards as well to improve results.

RREs are encouraged to pre-validate employer and insurer/TPA addresses using postal software or online tools available on the USPS Web site pages such as the link shown here:

<https://tools.usps.com/go/ZipLookupAction!input.action>.

**Slide 36 of 40 - TIN Address Validation**The slide features a title 'TIN Address Validation' at the top. Below the title, there are two trapezoidal shapes: a purple one on the left and a teal one on the right. The purple shape contains text about rejected records and an invalid address. The teal shape contains text about error codes TN18-TN29. At the bottom, a bullet point states that a TIN Reference Response File will be sent back by the BCRC for each TIN Reference File sent.

## TIN Address Validation

May result in TIN records being rejected

- Invalid or undeliverable address

Error Codes TN18-TN29 may be returned

- TIN Reference Response File will be sent back to you by the BCRC for each TIN Reference File sent

**Slide notes**

The address validation may result in TIN records being rejected due to the record having an invalid or undeliverable address. Error Codes TN18-TN29 may be returned from this validation process.

A TIN Reference Response File will be sent back to you by the BCRC for each TIN Reference File you send. For more information on the TIN Reference Response File, please see the GHP User Guide and the TIN Reference Response File CBT.

**Slide 37 of 40 - Additional Information**

## Additional Information

- TIN Reference File layouts and data element specifications can be found in Appendix A of the GHP User Guide

**Slide notes**

Please refer to Appendix A of the Section 111 GHP User Guide for the TIN Reference File layouts. Appendix A also provides detailed specifications for each data element on these files.

**Slide 38 of 40 - Course Overview**



## Course Summary

- TIN Reference File
- How to format Employer TIN Records
- How to format Insurer/TPA TIN Records
- TIN Validation

**Slide notes**

This learning module explained the Tax Identification Number (TIN) Reference File, how to format Employer TIN Records, how to format Insurer/Third Party Administrator (TPA) TIN Records, and TIN Validation.





**Slide 39 of 40 - Conclusion**

You have completed the TIN Reference File course. Information in this course can be referenced by using the GHP User Guide's table of contents and any subsequent alerts. These documents are available for download at the following link: <https://go.cms.gov/mirnghp>.


**Slide notes**

You have completed the TIN Reference File course. Information in this course can be referenced by using the GHP User Guide's table of contents and any subsequent alerts.

These documents are available for download at the following link: <http://go.cms.gov/mirghp>.

**Slide 40 of 40 - GHP Training Survey**

If you have any questions or feedback on this material,  
please go to the following URL:  
<https://www.surveymonkey.com/s/GHPTraining>.

**Slide notes**

If you have any questions or feedback on this material, please go the following URL:  
<https://www.surveymonkey.com/s/GHPTraining>.