Filing forms

The TIN, Recipient, and State Filing Cleanup Checklist

Clean up the data points most likely to slow your team down before the next filing rush



Before the next filing rush starts, it's worth cleaning up the data that causes the most delays: TINs, recipient details, and state filing requirements. This checklist covers all three.

Checklist:

1 TIN accuracy

- [ ] Confirm every recipient's TIN matches their legal name exactly
- [ ] Flag any recipient added or changed since the last filing cycle for re-verification
- [ ] Run a TIN match check where available, rather than relying on original intake data alone
- [ ] Note any recurring mismatch patterns (e.g., business name filed under individual TIN)

2 Recipient information

- [ ] Confirm current mailing addresses for all active recipients
- [ ] Update records for anyone who changed roles, left, or joined mid-year
- [ ] Verify contact information is current enough to resolve issues quickly if a correction is needed
- [ ] Reconcile recipient counts against your internal payroll or AP records

3 State filing requirements

- [ ] List every state where you have a filing obligation, not just where you're headquartered
- [ ] Confirm which states require a separate filing beyond the federal eFile
- [ ] Verify all required state filings were completed for each applicable state
- [ ] Note state-specific deadlines and thresholds that differ from federal requirements

Multi-state filers and accounting firms managing several clients are the most likely to have at least one of these three data points fall out of date between filing cycles.

Adams supports filers managing volume across recipients, forms, and states not just the initial submission. If your team or your clients file in multiple states, Adams can help keep TIN, recipient, and state filing data clean year-round.