

Form 8655

USER GUIDE

Greenshades

TABLE OF CONTENTS

FORM 8655 - IRS AUTHORIZATION FORM

| | |
|------------------------------------|----|
| Introduction | 02 |
| What is Form 8655 | 03 |
| GreenshadesOnline Homepage Warning | 03 |

STEPS TO COMPLETING FORM 8655

| | |
|-----------------------------|----|
| Getting Started | 04 |
| What does success look like | 05 |
| FAQ | 06 |

Introduction

At Greenshades, we understand the importance of staying up-to-date with tax laws and regulations that may impact our clients. Our team of seasoned tax professionals regularly monitor these changes and apply them promptly to ensure our clients' accounts remain secure.

The IRS Form 8655 is a compliance form that is required to be submitted for Greenshades to communicate with the IRS regarding any concerns related to filing or submitting taxes on behalf of our clients.

This step-by-step guide walks you through how to upload this important form within the Greenshades system. The process is straightforward, so you can complete the job quickly.

What is Form 8655?

IRS Form 8655 is an authorization form that enables a company to grant permission to a third-party reporting agent to communicate with the IRS on their behalf regarding any submissions made. At Greenshades Software, we understand the importance of complying with IRS regulations, and as such, we retain a copy of this form for each of our clients. This ensures that we can contact the IRS promptly in the event of any submission concerns.

Be sure to check out the IRS.gov resources on [Form 8655](#) for more detailed information.

GreenshadesOnline Homepage Warning

A warning on the homepage will alert you that Form 8655 needs to be added to your company's workspace. (see *Figure 1*)

To get started:

- Click on the *View* link next to the critical warning or navigate to the *Settings* page and expand your tax settings (this will be labeled *Tax Service* for a Payroll Tax Service user or *Tax Filing* for a Tax Filing Center user).
- There you will find a Form 8655 settings page.

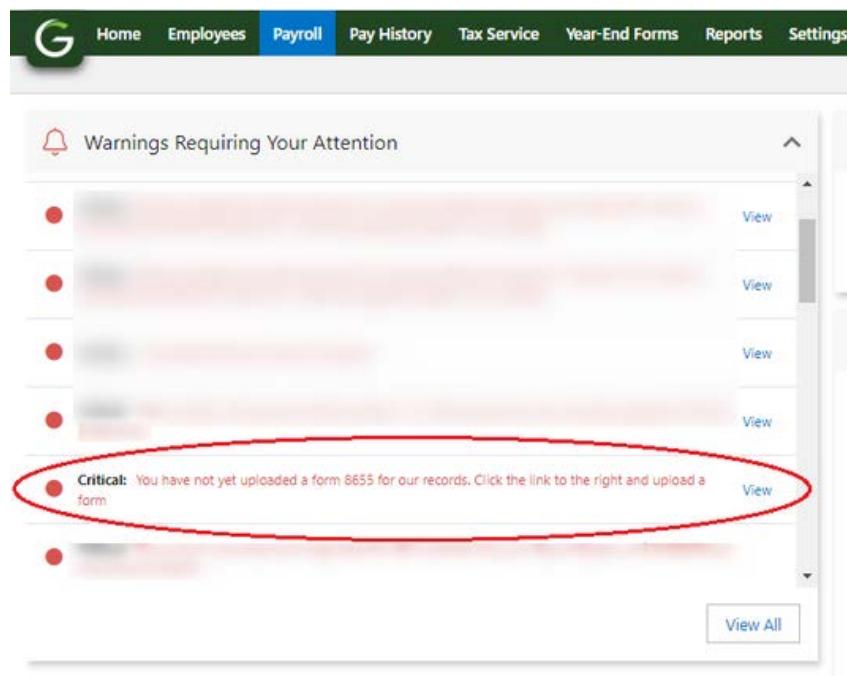
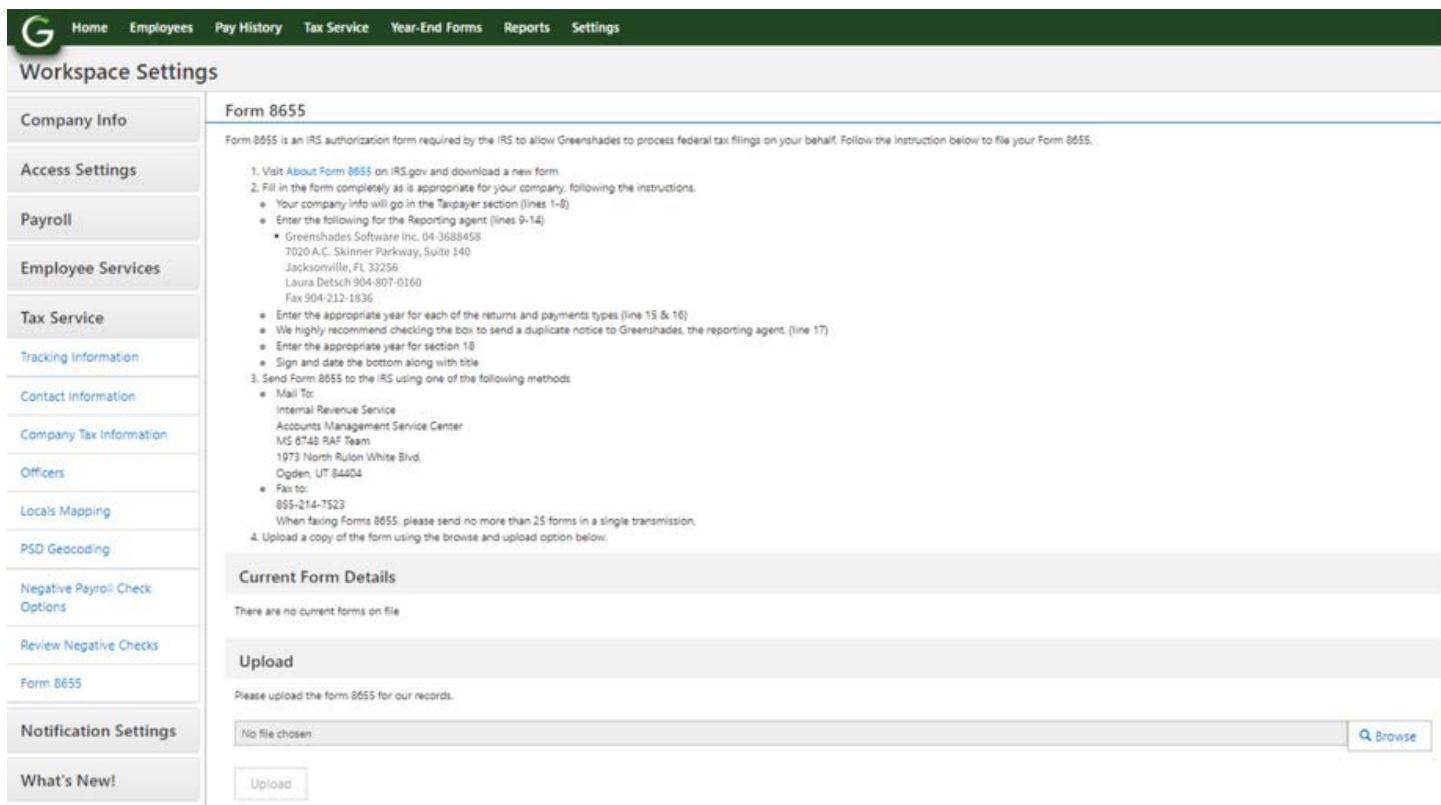


Figure 1. Homepage Warning

Getting Started

- Navigate to *Settings*.
 - Payroll Tax Service clients will navigate to (Figure 2) *Settings > Tax Service > Form 8655*.
 - Tax Filing Center clients will navigate to *Settings > Tax Filing > Form 8655*.
- Follow the instructions to download, fill in, and sign Form 8655.
- Upload a copy to Greenshades for record keeping.
- Don't forget to send in the signed form to the IRS. There are two options available.
 - *Mail to:*
Internal Revenue Service
Accounts Management Service Center
MS 6748 North Rulon White Blvd
Ogden, UT 84404
 - *Fax to:*
(855) 214-7523

*The IRS recommends faxing from a computer rather than a traditional fax machine where possible and to limit the fax to no more than 25 pages.



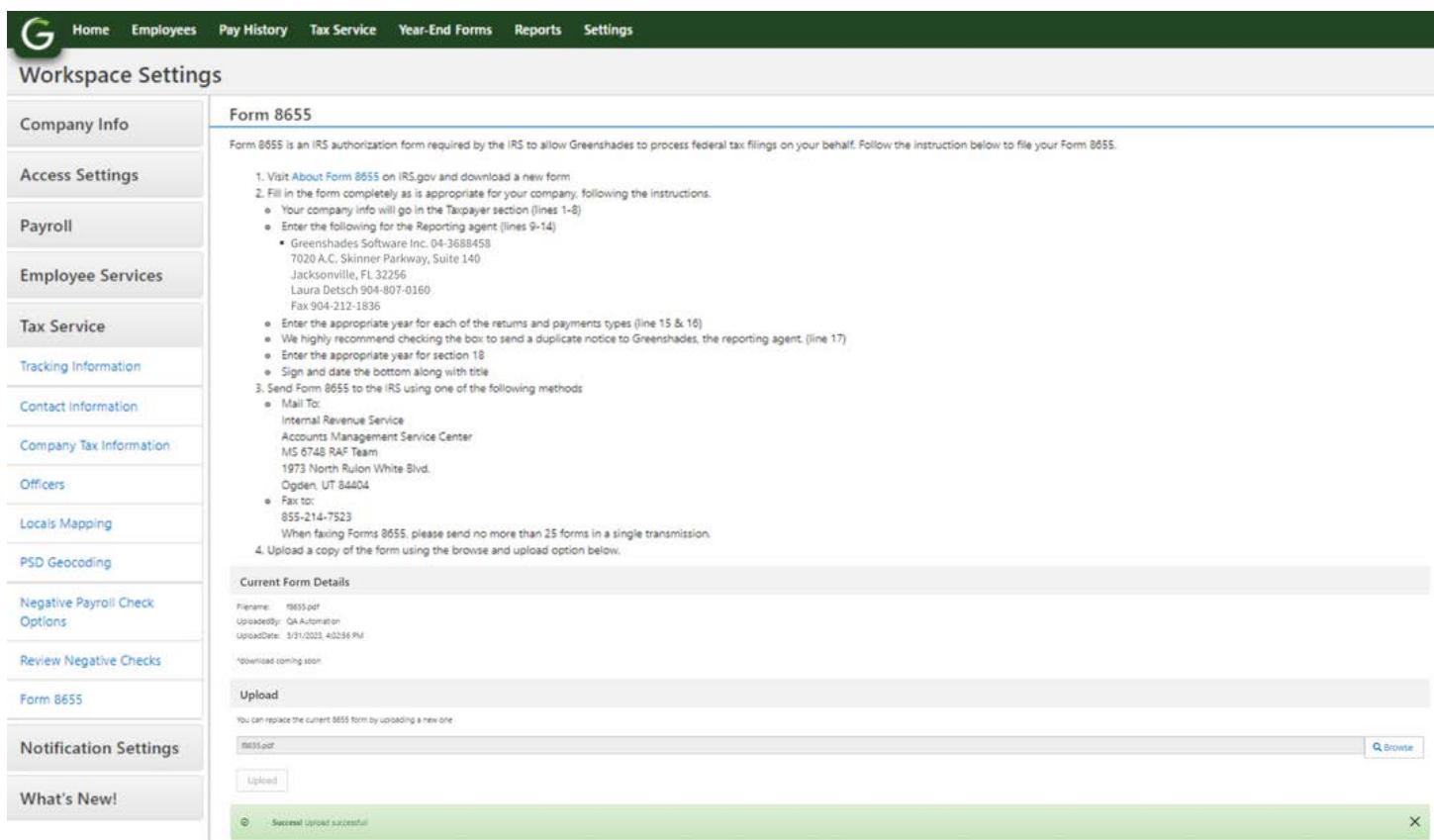
The screenshot shows the 'Workspace Settings' page in the Greenshades software. The left sidebar contains a vertical list of navigation links: Home, Employees, Pay History, Tax Service, Year-End Forms, Reports, and Settings. The 'Tax Service' link is currently selected and highlighted in blue. The main content area is titled 'Form 8655'. It contains instructions for completing and submitting the form, including a list of steps and specific contact information for the IRS. Below the instructions, there are sections for 'Current Form Details' (which states 'There are no current forms on file'), 'Upload' (with a note to upload the form 8655), and an 'Upload' button. The overall layout is clean and organized, typical of a software application's configuration interface.

Figure 2. PTS Settings - 8655 form

What does success look like?

05

Success in your Workspace



The screenshot shows the 'Workspace Settings' page in the Greenshades application. The left sidebar contains a vertical list of navigation items: Company Info, Access Settings, Payroll, Employee Services, Tax Service, Tracking Information, Contact Information, Company Tax Information, Officers, Locals Mapping, PSD Geocoding, Negative Payroll Check Options, Review Negative Checks, Form 8655, Notification Settings, and What's New!. The 'Form 8655' item is currently selected and highlighted in blue. The main content area is titled 'Form 8655' and contains instructions for completing and submitting the form. It includes a list of steps, company information (agent details), and a note about faxing. Below these instructions is a 'Current Form Details' section showing the file name (8655.pdf), upload date (3/1/2023, 4:02:56 PM), and a 'Download' link. Under the 'Upload' section, there is a file input field containing '8655.pdf', a 'Browse' button, and an 'Upload' button. A green success message at the bottom states 'Success! Upload successful.' with a small 'X' icon to close it.

Figure 3. Completed 8655 form

After following the instructions on the page, you should see a green success message indicating your upload was successful. You will also notice a date/time stamp of your most recent upload. (Figure 3)

Should you choose to replace this form, simply upload a new one to replace the current form.

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Answers to questions you may have!

What is the purpose of this new feature/workflow?

In an effort to remain compliant and avoid delays when working with the IRS, Greenshades is adding the ability to keep an updated Form 8655 on file for your administrator functions. This allows you to keep an updated version of this form per company in your Greenshades workspace with all other important documentation.

Do I need to send this form in, or will Greenshades do that for me?

Per the form instructions, you will need to send in (via fax or mail) a signed copy of the form to the IRS directly. Greenshades asks that you upload a copy of your most updated 8655 to each of your Greenshades Online workspaces for accurate record keeping.

Is it mandatory that I complete this form for Greenshades?

Currently, we are requesting all clients to update their information and complete Form 8655 as soon as possible to ensure we can communicate with the IRS effectively on your behalf. Although it is not mandatory at this time, we strongly encourage you to complete this form to avoid any potential delays or issues in the future. Please note that we have issued a critical warning to all clients, as we want to ensure that you have ample time to update your information before we may require this form in the future. If you have any questions or concerns, please do not hesitate to reach out to us.

For additional support please contact us.

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