

How to Update ALC Contact Information on FEDTAXII

1. Log into the website at <https://www.fedtaxii.com>.
2. Click on Master File Setup on the main menu.
3. Click on ALC Setup.
4. Click on Edit an ALC.
5. Select the FEIN from the dropdown menu and click “Submit.”
6. Select the ALC from the dropdown menu and click “Submit.”
7. Make any applicable edits and click “Submit” when finished.

NOTE: You must edit the ALC for each FEIN/ALC combination separately.