

# Instructions for uploading the Written Attestation TCA 4-1-422 form

- (1) Log in to your CARS Account: <https://apps.cot.tn.gov/CARS/LogIn.aspx>
- (2) Select Upload Financial Information from the Main Menu.

## Upload Financial Information

(audit report; unaudited financial information, miscellaneous)

- (3) Complete the following fields:
  - a) **Select the year of the report:** From the drawdown select the applicable year for your submission of the written attestation.
  - b) **Organization Type:** You can leave as “All Types.” Only your entity should show in the drawdown. If all entities appear in the drawdown, you can narrow down to your entity type.
  - c) **Report is being uploaded for:** Select your entity from the drawdown.
  - d) **Contract status for selected organization and year:** This is for the Contract to Audit Accounts for your financial statement audit. Select the button that is applicable for your entity for the year of submission.
  - e) **Other Comments:** Please replace the default language with “Written Attestation” or similar appropriate language.
  - f) **Is this a revised version?** Select the button applicable for your submission. If you are submitting a revised version you will be prompted to input the reason a revised attestation is being submitted.
  - g) **Attach reports & files:** Select “Written Attestation TCA 4-1-422” from the drawdown of file types.

Attach reports & files

\*  By checking this box, you verify that the above de

Continue Cancel Main Menu

Main Menu

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Select a file type

- Select a file type
- Audit Report
- Audit Conclusions – Comptroller’s Referral Letter
- Chart of Accounts Crosswalk
- Compliance Examination Report
- Federal Form 990
- Governance Letter
- Management Letter
- Miscellaneous
- Schedule of Cash Shortages and Thefts
- Separate Single Audit
- Specialty License Plate Annual Accounting
- Unaudited Financial Information
- Written Attestation TCA 4-1-422

- h) **Choose File:** Choose the written attestation file from your computer to upload.
- i) **Attach File:** Select the “Attach File” button to attach the file to your submission. After selecting “Attach File” the file will appear beneath the “Attach File” button.
- j) Click the verification button at the bottom of the form.

\*  By checking this box, you verify that the above declarations are consistent with that of the disclosure included in the attached report.

- k) Select “Continue” at the bottom of the form.

Continue Cancel Main Menu

- l) If everything looks fine on the following page, select “Submit this data.” If after reviewing you need to revise the data or cancel the submission, select “Revise this data” or “Cancel,” as applicable.

## Sample Submission:



Fields with a red asterisk (\*) are required.

**\*\*Warning! Please be aware that the system will time out after 20 minutes of inactivity. Any data you've entered will be lost.\*\***

Select the year of the report \* 2024  
You must select the division responsible and year of the report before the list of entities will be available

Organization Type All Types  
You can choose an Organization Type to narrow down the entity list, but it's not required

Report is being uploaded for... \* Z--Test Account (Other - 11673)  
 Load more organizations to the list.  
If you cannot find your entity, call our office at (615) 401-7841 or e-mail us at [Tammy.Steele@cot.tn.gov](mailto:Tammy.Steele@cot.tn.gov)

Contract status for selected organization and year \*  Contract Executed  Contract Not Executed

Other comments  
Written Attestation  
Even though there is some standard text here, you are free to enter any comments of your own.

Is this a revised version? \*  Yes  No

Attach reports & files \* Written Attestation TCA 4-1-422  
\* Choose File No file chosen  
\* **Attach File**  

File Name	File Type	Rev	Rev	Cmnts
01-Test Written		0		
File.pdf	Attestation			
TCA 4-1-422				

  
:: Click the "Browse" button to open a window you can use to locate the file to upload from your computer  
:: Please note that only PDF files are accepted for all uploads. You can get Adobe PDF by clicking this button:

\* By checking this box, you verify that the above declarations are consistent with that of the disclosure included in the attached report.

[Continue](#) [Cancel](#) [Main Menu](#)

[Main Menu](#)

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[Log Out](#)

## Second Page:

Please verify this information. Make sure that the attached file is associated with the entity you selected.

If the data is correct, click the Submit button below. If not, click the Revise button to change the data.

By clicking the Submit button, you verify that the above declarations are consistent with that of the disclosure included in the attached report.

Contract Status: Contract Executed

Report year: 2024

Entity name: Z--Test Account (Other - 11673)

Comments: Written Attestation

File Name: 11673-2024-O-zzztest-unwa-cpa0-10-07-24.pdf

File Name	File Type
01-Test File.pdf	Written Attestation TCA 4-1-422 <a href="#">File</a>

To return to the previous form to modify any of the data, click this button

[Revise this data](#)

To submit this data, click this button

[Submit this data](#)

To cancel this submission, click this button

[Cancel](#)

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